

## IAS 2018

# Public Administration

## “Q & A”

### Mains Test Series 2018

### By: ASHUTOSH PANDEY



Classroom



Online



Flexi Format

### TEST HIGHLIGHTS

- ▶ Total 12 Tests: 8 Sectional Tests + 4 Mock Tests
  - ▶ 2 Value Addition Classes
- ▶ Elaborate discussion followed after Test
  - ▶ Detailed Model Answer Hint
  - ▶ Copy correction strictly by faculty only
- ▶ One to One discussion after copy evaluation
- ▶ Flexible timings for classroom & online students
- ▶ Copy Evaluation will be done within 14 Days

### Test Starts

# 9<sup>th</sup>

November  
2017

Timings: 11:00 AM to 2:00 PM  
Discussion: 2:30 PM

Fee: Rs. 12,000/- (+ GST)

Flexi Timings between 9:00 AM to 5:00 PM at Test Centre



# TEST 1

9<sup>th</sup> November, 2017

## Unit-I : Introduction

- ▶ Meaning, scope and significance of Public Administration.
- ▶ Wilson's vision of Public Administration.
- ▶ Evolution of the discipline and its present status.
- ▶ New Public Administration.
- ▶ Public Choice approach.
- ▶ Challenges of liberalization, Privatisation, Globalisation.
- ▶ Good Governance: concept and application.
- ▶ New Public Management.

## Unit-II : Administrative Thought

- ▶ Scientific Management and Scientific Management movement.
- ▶ Classical Theory.
- ▶ Weber's bureaucratic model – its critique and post-Weberian Developments.
- ▶ Dynamic Administration (Mary Parker Follett).
- ▶ Human Relations School (Elton Mayo and others).
- ▶ Functions of the Executive (C.I. Barnard).
- ▶ Simon's decision-making theory.
- ▶ Participative Management (R. Likert, C. Argyris, D. McGregor).
- ▶ New Public Management.

# TEST - 2

23<sup>rd</sup> November, 2017

## Unit-III : Administrative Behaviour

- ▶ Process and techniques of decision-making.
- ▶ Communication.
- ▶ Morale.
- ▶ Motivation Theories – content, process and contemporary.
- ▶ Theories of Leadership.
- ▶ Traditional and Modern.

## Unit-IV : Organizations

- ▶ Theories – systems, contingency.
- ▶ Structure and forms: Ministries and Departments.
- ▶ Corporations, Companies, Boards and Commissions.
- ▶ Ad hoc and advisory bodies.
- ▶ Headquarters and Field relationships.
- ▶ Regulatory Authorities.
- ▶ Public - Private Partnerships

## Unit-V: Accountability & Control

- ▶ Legislative, Executive and Judicial control over administration.
- ▶ Citizen and Administration.
- ▶ Role of media, interest groups, voluntary organizations.
- ▶ Civil society.
- ▶ Citizen's Charters.
- ▶ Right to Information.
- ▶ Social audit.

**TEST - 3**7<sup>th</sup> December, 2017**Unit-VI : Administrative Law**

- ▶ Meaning, scope and significance.
- ▶ Dacey on Administrative law.
- ▶ Delegated legislation.
- ▶ Administrative Tribunals.

**Unit-VII : Comparative Public Administration**

- ▶ Historical and sociological factors affecting administrative systems.
- ▶ Administration and politics in different countries.
- ▶ Current status of Comparative Public Administration.
- ▶ Ecology and administration.
- ▶ Riggsian models and their critique.

**Unit-VIII : Development Administration**

- ▶ Concept of development.
- ▶ Changing profile of development administration.
- ▶ 'Antidevelopment thesis'.
- ▶ Bureaucracy and development.
- ▶ Strong state versus the market debate.
- ▶ Impact of liberalisation on administration in developing countries.
- ▶ Women and development - the self-help group movement.

**TEST - 4**21<sup>st</sup> December, 2017**Unit-IX : Public Policy**

- ▶ Models of policy-making and their critique.
- ▶ Processes of conceptualisation, planning, implementation, monitoring, evaluation and review and their limitations.
- ▶ State theories and public policy formulation.

**Unit-X : Techniques of Administrative Improvement**

- ▶ Organisation and methods, Work study and work management.
- ▶ e-governance and information technology.
- ▶ Management aid tools like network analysis, MIS, PERT, CPM.O

**Unit-XI : Personnel Administration**

- ▶ Importance of human resource development.
- ▶ Recruitment, training, career advancement, position classification, discipline, performance appraisal, promotion, pay and service conditions.
- ▶ Employer-employee relations, grievance redressal mechanism.
- ▶ Code of conduct.
- ▶ Administrative ethics.

**Unit-XII : Financial Administration**

- ▶ Monetary and fiscal policies.
- ▶ Public borrowings and public debt Budgets - types and forms.
- ▶ Budgetary process.
- ▶ Financial accountability.
- ▶ Accounts and audit.M

**TEST - 5**

**4<sup>th</sup> January, 2018**

**Unit-I : Evolution of Indian Administration**

- ▶ Kautilya's Arthashastra.
- ▶ Mughal administration.
- ▶ Legacy of British rule in politics and administration -
- Indianization of public services, revenue administration, district administration, local self-government.

**Unit-II : Philosophical & Constitutional Framework**

- ▶ Salient features and value premises.
- ▶ Constitutionalism.
- ▶ Political culture.
- ▶ Bureaucracy and democracy.
- ▶ Bureaucracy and development.

**Unit-III :Public Sector Undertakings**

- ▶ Public sector in modern India.
- ▶ Forms of Public Sector Undertakings.
- ▶ Problems of autonomy, accountability and control.
- ▶ Impact of liberalization and privatization.

**Value Addition Classes -1: 11<sup>th</sup> January, 2017**

**TEST - 6**

**18<sup>th</sup> January, 2018**

**Unit-IV : Plans & Priorities**

- ▶ Machinery of planning.
- ▶ Role, composition and functions of the Planning Commission and the National Development Council.
- ▶ 'Indicative' planning.
- ▶ Process of plan formulation at Union and State levels.
- ▶ Constitutional Amendments (1992) and decentralized planning for economic development and social justice.

**Unit-V : Union Government & Administration**

- ▶ Executive, Parliament, Judiciary - structure, functions, work processes.
- ▶ Recent trends.
- ▶ Intragovernmental relations.
- ▶ Cabinet Secretariat.
- ▶ Prime Minister's Office.
- ▶ Central Secretariat.
- ▶ Ministries and Departments.
- ▶ Boards.
- ▶ Commissions.
- ▶ Attached offices.
- ▶ Field organizations.

**Unit-VI : State Government & Administration**

- ▶ Union-State administrative, legislative and financial relations.
- ▶ Role of the Finance Commission; Governor.
- ▶ Chief Minister.
- ▶ Council of Ministers.
- ▶ Chief Secretary.
- ▶ State Secretariat.
- ▶ Directorates

**Unit-VII :District Administration Since Independence**

- ▶ Changing role of the Collector. administration.
- ▶ Unionstate-local relations. ▶ District administration and democratic decentralization.
- ▶ Imperatives of development management and law and order

**TEST-7**1<sup>st</sup> February, 2018**Unit-VIII : Rural Development**

- ▶ Institutions and agencies since independence. ▶ Decentralization and Panchayati Raj.
- ▶ Rural development programmes: foci and strategies. ▶ 73rd Constitutional amendment.

**Unit-IX :Urban Local Development**

- ▶ Municipal governance: main features, structures, finance and problem areas. ▶ New localism.
- ▶ 74th Constitutional Amendment. ▶ Development dynamics, politics and administration with special reference to city management.
- ▶ Globallocal debate.

**Unit-X :Civil Services**

- ▶ Constitutional position. ▶ Staff associations.
- ▶ Structure, recruitment, training and capacity-building. ▶ Political rights.
- ▶ Good governance initiatives. ▶ Grievance redressal mechanism.
- ▶ Code of conduct and discipline. ▶ Civil service neutrality.
- ▶ Civil service activism.

**TEST-8**15<sup>th</sup> February, 2018**Unit-XI :Administrative Reforms Since Independence**

- ▶ Major concerns. ▶ Reforms in financial management and human resource development.
- ▶ Important Committees and Commissions. ▶ Problems of implementation.

**Unit-XII : Law & Order Administration**

- ▶ British legacy. and countering insurgency and terrorism
- ▶ National Police Commission
- ▶ Investigative agencies ▶ Criminalisation of politics and administration
- ▶ Role of central and state agencies including paramilitary forces in maintenance of law and order ▶ Police-public relations
- ▶ Reforms in Police

**Unit-XIII : Significant issues in Indian Administration**

- ▶ Values in public service. coalition regimes.
- ▶ Regulatory Commissions. ▶ Citizen-administration interface.
- ▶ National Human Rights Commission. ▶ Corruption and administration.
- ▶ Problems of administration in ▶ Disaster management.

**Unit-XIV : Financial Management (Paper II)**

- ▶ Budget as a political instrument. ▶ Accounting techniques.
- ▶ Parliamentary control of public expenditure. ▶ Audit.
- ▶ Role of finance ministry in monetary and fiscal area. ▶ Role of Controller General of Accounts and Comptroller and Auditor General of India.

**Value Addition Classes -2: 22<sup>nd</sup> February, 2017**

**MOCK TEST (AFTER PRELIMS)**

**Test-9: Mock Test-1(Paper-1)**

**Test-10 : Mock Test-2 (Paper-2)**

**Test-11: Mock Test-3 (Paper-1)**

**Test-12 : Mock Test-4 (Paper-2)**