

# Public Administration Foundation

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## *Basics to Advance*

### Programme Highlights

**4 months comprehensive classroom program which covers:**

- ▶ **Complete UPSC Syllabus of Public Administration**
- ▶ **Coverage of Paper 2 through 2nd ARC based issues and current perspectives, including various journals.**
- ▶ **Test Series including 8 tests (6 Sectional and 2 Mock)**

**Comprehensive study material along with IIPA notes, 2nd ARC Gist and relevant articles that are in contemporary debate**

**Discussion of previous year UPSC question papers & most important areas for Mains 2018.**

**Innovative methodology, through the study of approaches for Paper 1 & Paper 2.**

### PROGRAMME FEE

**Pub Ad Classes (Classroom)**  
Rs. 35,000/- + (GST)

**Pub Ad Classes (Online)**  
Rs. 30,500/- + (GST)

**Class Starts: 11 August, 2017**  
Class Time: 11:30 AM to 2.00 PM  
Duration: 4 Months

**Class Starts: 13 August, 2017**  
Duration: 4 Months

**Syllabus to be Covered****Part - I****ADMINISTRATIVE THEORY**

- **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.
- **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).
- **Administrative Behaviour:** Process and techniques of decision-making; Communication; Morale; Motivation Theories – content, process and contemporary; Theories of Leadership: Traditional and Modern.
- **Organisations:** 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.
- **Accountability and control:** Concepts of accountability and 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.
- **Administrative Law:** Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.
- **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.
- **Development Dynamics:** Concept of development; Changing profile of development administration; 'Anti-development 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.
- **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.
- **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.

- **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.
- **Financial Administration:** Monetary and fiscal policies; Public borrowings and public debt Budgets - types and forms; Budgetary process; Financial accountability; Accounts and audit.

## Part - II

### INDIAN ADMINISTRATION

- **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.
- **Philosophical and Constitutional framework of government:** Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.
- **Public Sector Undertakings:** Public sector in modern India; Forms of Public Sector Undertakings; Problems of autonomy, accountability and control; Impact of liberalization and privatization.
- **Union Government and 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.
- **Plans and 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.
- **State Government and Administration:** Union-State administrative, legislative and financial relations; Role of the Finance Commission; Governor; Chief Minister; Council of Ministers; Chief Secretary; State Secretariat; Directorates.
- **District Administration since Independence:** Changing role of the Collector; Union-state-local relations; Imperatives of development management and law and order administration; District administration and democratic decentralization.
- **Civil Services:** Constitutional position; Structure, recruitment, training and capacity-building; Good governance initiatives; Code of conduct and discipline; Staff associations; Political rights; Grievance redressal mechanism; Civil service neutrality; Civil service activism.
- **Financial Management:** Budget as a political instrument; Parliamentary control of public expenditure; Role of finance ministry in monetary and fiscal area; Accounting techniques; Audit; Role of Controller General of Accounts and Comptroller and Auditor General of India.

- **Administrative Reforms since Independence:** Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.
- **Rural Development:** Institutions and agencies since independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment.
- **Urban Local Government:** Municipal governance: main features, structures, finance and problem areas; 74th Constitutional Amendment; Global-local debate; New localism; Development dynamics, politics and administration with special reference to city management.
- **Law and Order Administration:** British legacy; National Police Commission; Investigative agencies; Role of central and state agencies including paramilitary forces in maintenance of law and order and countering insurgency and terrorism; Criminalisation of politics and administration; Police-public relations; Reforms in Police.
- **Significant issues in Indian Administration:** Values in public service; Regulatory Commissions; National Human Rights Commission; Problems of administration in coalition regimes; Citizen-administration interface; Corruption and administration; Disaster management.

## Extended Topics Covered

### 1. Evolution of Public Administration

- ▶ **Public Administration as Theory and Practice**
- ▶ **Models of Evolution:**
  - Golembiewski
  - Nicholas Henry
  - Nigro, Dimock and others
- ▶ **Contribution of Wilson, Critique and other theorists**
- ▶ **Simon Waldo Debatee**
- ▶ **Modern Approaches to the study of Public Administration**
  - Public Policy
  - Systems
  - Contingency
  - Post-Modernism
  - Governance
    - ▶ Gender Perspective
    - ▶ Post-Positivism
    - ▶ Post-Behaviouralism
    - ▶ Deconstructivism
    - ▶ Humanistic-Phenomenology
- ▶ **Model of Critique of Traditional Public Administration**
  - Public Choice
  - Marxist Approach
  - Neo-Marxist
  - New Public Administration. [NPA-I, II, III]
  - New Public Management [NPM]
  - Blacksburg Manifesto
  - Neo-Weberian State
  - Post-Modern Governance
  - E-Governance – Models and Issues
  - Governmentality and Community Power Approach
  - Case – Studies from Asian and Other Perspectives
- ▶ **Other Contemporary Developments/Debate**
  - Neo-liberal – State Debate
  - Ethics in Administration – Normative Concerns and Rationality
  - Agendas of reform – [Also Covers Topics from 2nd ARC]

### 2. Theories in Public Administration

- ▶ **Approaches: Wilson, Goodnow, White, Waldo, Taylor, Follet, Weber, Gulick and Urwick, Peter Drucker, Easton, Peter Senge Behaviourism in Public Administration:**
  - Organizational behavior and characteristics
  - Leadership
  - Motivation
  - Communication
  - Emotional Intelligence
  - Methodology and Critique

### 3. Public Policy

- ▶ **Approaches**
- ▶ **Contributors:**
  - Easton
  - Dror
  - Simon
  - Lindblom
  - Others
- ▶ **Issues in Public Policy**
- ▶ **Case – Studies [IIPA etc.]**
- ▶ **Changing perspective in Policy Making in India**

### 4. Comparative Public Administration

- ▶ **Methodology and Approaches**
- ▶ **Contributions of Riggs, Ferrel Heady, Weidner and Wilson**
- ▶ **Development Administration[DA]:**
  - Role of Public Administration in Development Administration
  - Post-Developmentalism and Critique of Development Administration
  - Community Development Models
  - Sustainable Development
  - Role of Non-State Actors in Development and Issues:
    - ▶ NGOs
- ▶ SHG
- ▶ Civil Society
- ▶ Corporates
- Developmental Policies/Laws:
  - ▶ Environmental
  - ▶ Social
  - ▶ Industrial
- ▶ **Global Issues in Development**
  - Conservation, Pollution, etc.
- ▶ **Role of Institutions**
  - Local Governments
  - Quasi-Judicial bodies etc.

### 5. Administrative Reforms

- ▶ **Civil Services**
  - Issues in Reforms
    - ▶ Personnel Management
    - ▶ Global Perspective
    - ▶ Judicial
- ▶ **Reforms in Criminal Justice System**
  - Judiciary
  - Police
  - Security Agencies
- ▶ **Administrative Perspective on New Problems of governance like**
  - Terrorism
- Naxalism
- Cyber Crimes
- Social Media Reforms
- Human Rights
- Women Issues
- ▶ **Role of Media and Administrative Reforms**
- ▶ **2nd ARC – Recommendations**
- ▶ **World Bank, UNPAN, Report discussions**
- ▶ **Role of District Administration – Need for Changes**

## 6. Political Institutions and their Role

- ▶ **Reforms at the Institutional Level**
- ▶ **Centre-State Relations**
- ▶ **Issues in Federalism:**
  - Role of Niti Aayog
  - Governor
  - Expert/Constitutional bodies
  - CSS
- ▶ **Role of Audit and CAG**
- ▶ **Electoral Reforms:**
  - Issues.
  - Recommendations
- ▶ **Executive Vs Legislative**
- ▶ **Judicial Reforms:**
  - Structural
  - Procedural

## 7. New Agenda in Indian Administration

- ▶ **Gender Issues**
- ▶ **Disaster Management**
- ▶ **Privacy**
- ▶ **Communalism**
- ▶ **Media Activism**
- ▶ **RTI, RTPS, Probity in Governance**
- ▶ **Financial management reforms – GST, FRBM, PPP, etc.**

## 8. A Brief Overview of Hidden Syllabus

- ▶ **Discussion on Contemporary Developments in Theory and Practice of Public Administration**

## Procedure for Online Class

- Students will be given user ID & password to access the lectures on our website.
- Account for online classes will be activated within two days of enrollment.
- Video will be actual recording of our classroom program.
- One lecture will be accessible three times.
- Once you start any session, it will be active in your system for 24 hrs and will be counted as one session (even if you have logout or your system has been closed). During this you can pause, rewind or forward the session. Similarly you can access it three times i.e. 24hrs X 3 sessions. If you will login from another system session count will increase.
- Study material will be sent by courier.
- Lectures will be active in your account till your mains exam.
- For technical assistance call 9873870114