

Public Administration

TEST SERIES 2017

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TEST HIGHLIGHTS

- ▶ **Total 9 Tests: 7 Sectional Tests & 2 Mock Tests**
- ▶ **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**
 - ▶ **Online support for all students**

Programme Fee

Rs. 9,000/- (+ Service Tax)

Test Starts

15 July, 2017

Test Timings: 9:00 AM to 12:00 Noon | Test Discussion: Same Day 12:15 PM Onwards

TEST SCHEDULE (Paper - I)**TEST - 1****15 July, 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**22 July, 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

TEST - 3

29 July, 2017

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.

Unit-VI : Administrative Law

- ▶ Meaning, scope and significance.
- ▶ Dickey 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.

TEST - 4

5 August, 2017

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.

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

Unit-XIII : Financial Management (Paper II)

- ▶ 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.

TEST SCHEDULE (Paper - II)**TEST - 5****12 August, 2017****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.

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.

TEST - 6

19 August, 2017

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

Unit-VIII : Rural Development

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

TEST - 7

26 August, 2017

Unit-IX : Urban Local Development

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

Unit-X :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.

Unit-XI :Administrative Reforms Since Independence

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

Unit-XII : Law & 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

Unit-XIII : 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.

TEST - 8**2 September, 2017****Mock 1 (Paper - I)**

- ▶ Answer Hints.
- ▶ Discussions.
- ▶ Relevant Material only.
- ▶ Answer Writing Session.
- ▶ Prior to the commence of the Test.

TEST - 9**2 September, 2017****Mock 1 (Paper - II)**