

## PAPER- VIII & IX : OPTIONAL SUBJECTS

### PUBLIC ADMINISTRATION PAPER-1

#### Administrative Theory

- 1. 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.
- 2. Administrative Thought :** Scientific Management and Scientific Management movement. Classical Theory; Webers' bureaucratic model-its critique and past-Weberian developments; Dynamic Administration (Mary Parker Follett): Human Relation Theory (Elton Mayo and others); Functions of the Executive (C.I. Barnard); simon's decisions making theory; Participative Management (R. Likert. C. Argyris, D. McGregor).
- 3. Administrative Behaviour :** Process and techniques of decision-making; Communication; Morale, Motivation Theories Content, process and contemporary,' Theories of Leadership: Traditional and Modern.
- 4. Organizations :** Theories-systems, contingency; Structure and forms: Ministries and Departments, Corporations, Companies, Board and Commissions; Ad hoc and advisory bodies; Headquarters and Field relationship; Regulatory Authorities; Public -Private Partnerships.
- 5. 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, Characters; Right to information; Social audit.
- 6. Administrative Law:** Meaning, Scope and significance, Dicey an Administrative Law; Delegated legislation; Administrative Tribunals.
- 7. 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.
- 8. Development Dynamics:** Concepts of development; Changing profile of development administration; Anti-development thesis' Bureaucracy and development; Strong state versus 'the market debate; Impact of liberalisation an administration-in developing countries; Women-and development -the self-help group movement.
- 9. 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; Administration ethics,
- 10. Public Policy:** Models of policy-making and their critique; Processes of conceptualization, planning, implementation, monitoring, evaluation and review and their limitations; State theories and public policy formulation.
- 11. Techniques Of Administrative Improvement:** Organization and methods, Work study, and work management; e-governance and": 'information technology; Management aid tools like network analysis, MIS, PERT CPM.
- 12. Financial Administration:** Monetary" and. fiscal policies; Public borrowings 'and' public- debt Budgets types and forms; Budgetary process: Financial accountability: Accounts -and audit.