

156. PUBLIC ADMINISTRATION

ADMINISTRATIVE THEORY

Administrative Theory:

1. Significance and importance of theory
2. Evolution and Emerging Trends in Administrative Theory
3. Oriental Thought: Kautilya and Sun Tzu

Administrative Structure and Process:

1. Foundations of Management
2. Frederick Winslow Taylor-Scientific Management
3. Luther Gulick and Lyndall Urwick-Science of Administration

Classical Thought: Bureaucracy:

1. Max Weber–Bureaucracy
2. Karl Marx–State and Bureaucracy
3. Samuel Krislov and Donald Kingsley–Representative Bureaucracy

Social System Thought:

1. Mary Parker Follett–Constructive Conflict and Leadership
2. Elton Mayo–Human Relations Movement
3. Chester Barnard Formal and Informal Organizations and Functions of Executive

Writers on Administration:

1. Problems of Science of Administration
2. The Administrative State and Future of Public Administration
3. Public Administration as Developing Discipline

Behaviouralism:

1. Herbert Simon: Behaviouralism and Decision-Making
2. Appreciative System
3. Changing Organizations

Organizational Humanism–I:

1. Abraham Maslow :Needs Hierarchy
2. Victor Vroom: Expectancy Theory of Motivation
3. Douglas McGregor : Theory X and Theory Y

Organizational Humanism–II:

1. Frederick Herzberg: Hygiene and Motivation Factors
2. Chris Argyris: Integrating the Individual and the Organization
3. Rensis Likert: Systems Management

Market Theories

1. Public Choice
2. Knowledge Based Organization
3. Governing the Commons

Emerging Trends

1. Critical Social Theory
2. New Public Service
3. Post-Modernism and Post Structuralism
4. Administrative Theory: A Critical Review

INDIAN POLITY AND ADMINISTRATION

Historical Background

1. Evolution of Indian Administration
2. Socio-Economic, Political and Cultural Context of Indian Administration
3. Indian Administration: Continuity and Change

Constitutional Framework of Government

1. Constitutional Context of Indian Administration: Parliament, Executive, Judiciary–structures, functions, and work-processes
2. President, Prime Minister and Council of Ministers-
3. Cabinet and Cabinet Committees

System of Government

1. Federal and Unitary Features of the Constitution
2. Centre-State Relations and Trends in Centre–State Relations
3. Inter State relations-Emerging Issues and Resolution Mechanism

Constitutional Authorities

1. Election Commission
2. Finance Commission
3. Union Public Service Commission
4. National Commission for Schedule Caste & National Commission for Schedule Tribes

Statutory and Non-Statutory Authorities

1. NITI AAYOG
2. National Informatics Center(NIC)
3. National Human Rights Commission, National Commission for Women, and National Commission for Minorities

COMPARATIVE PUBLICADMINISTRATION

Introduction:

1. Nature, Scope, Characteristics and Importance of Comparative Public Administration
2. Evolution of Comparative Public Administration
3. International Comparative Public Administration
4. Critique of Comparative Public Administration

Approaches:

1. Bureaucratic Approach
2. General Systems Approach
3. Decision Making Approach
4. Ecological Approach

CPA: Contributions of F. W. Riggs:

1. Structural-Functional Approach
2. Theory of Prismatic Society
3. Development Models

Comparative Administrative Systems:

1. Classical Administrative System–France
2. Developing Administrative System–India
3. Developed Administrative Systems–USA and UK
4. Modern Administrative Systems–Japan and Korea

Development Administration:

1. Nature, Scope and Elements of Development Administration
2. Goals and Challenges of Development Administration
3. Models of Development Administration: Sustainable Development, Human Development & Inclusive Development

INDIAN ADMINISTRATIVE SYSTEMS

Constitutional Profile of State Administration:

1. Center-State Relations,
2. Role of Governor,
3. State Legislature and Council of Ministers,
4. Role of Chief Minister

State Administration:

1. Secretariat: Position and Role
2. Chief Secretary and GAD
3. Directorate: Relationship between Secretariat and Directorate

State Services:

1. Components of Civil Service: All India Services, State Services, Inter-relationship and Inter Linkages,
2. Classification of State Services,
3. Recruitment of State Civil Services,
4. Composition, Functions, and Role of State Service Commission

Administration at Local Level:

1. District Administration and District Collector
2. Mandal Administration (Revenue and Development)
3. Village Administration (Revenue and Development)
4. Decentralization Debate

Emerging Issues:

1. State Finances
2. Permanent and Political Executives
3. Generalists and Specialists
4. Pressure Groups
5. Citizen Grievances: Corruption

PUBLIC FINANCIAL GOVERNANCE IN INDIA

Introduction

1. Public Finance: Evolution, Meaning, and Scope
2. Public Revenue: Meaning, Need, Classification and Principles of Revenue
3. Public Expenditure: Meaning, Need, and Classification

Budget and Governance

1. Public Budget: Meaning, Purpose, and Significance
2. Budget Preparation, Enactment and Execution
3. Types of Budget: Line-Item Budget, Performance Budget, PPB and Zero –Based Budgeting
4. Gender Budget, Green Budget, and Sunset Legislation

Financial Management in India

1. Fiscal Federalism-Center State Financial Relations, Distribution of Resources
2. Finance Commission-Composition, Powers, Functions and Role
3. Public Debt and Deficit Financing
4. Monetary Policy and Fiscal Policy

Tax Governance

1. Tax Governance in India
2. Principles of Taxation and Tax Administration in India
3. Priorities for Improving Tax Governance

Control over finances

1. Accounting and Audit Reforms in India
2. Types of Audit-Internal and External Audit-Standards of Public Accounting
3. Parliamentary Financial Committees and Comptroller & Auditor General of India

INFORMATION & COMMUNICATION TECHNOLOGY AND PUBLIC ADMINISTRATION

Introduction:

1. Public Administration and Information Technology
2. Information Technology: Evolution and Significance
3. National Policy on Information Technology 2012 and National Cyber Security Policy 2013

IT and Administration:

1. Information Systems: Issues in Centralization and Decentralization
2. IT Systems and Inter Governmental Coordination
3. Computer Networking and Citizen Participation

IT in Administration:

1. IT Techniques in Administration
2. Capacity Building for IT
3. E-Governance: Opportunities and Challenges

IT Administration at State Level:

1. Computerization of Mandal Revenue Administration,
2. Computer – Aided Administration of Registration Department (CARD)
3. E-Seva and MeeSeva

IT and Development:

1. Technology, Social Progress, and Empowerment
2. Human Factors and Information Technology
3. Cybernetic State and Digital Governance: Perspectives

RURAL DEVELOPMENT & PANCHAYATHI RAJ

Introduction

1. Democracy, Development and Decentralization
2. Rural Development: Perspectives
3. Rural Policies and Strategies in India
4. Rural Development and Panchayat Raj

Rural Institutions-Panchayat Raj

1. Panchayat Raj in India– An Evaluation
2. Reforms in Panchayat Raj (73rdCAAandafter)
3. Panchayat Raj in Telangana State
4. e-Panchayats

Resources and Development

1. Rural Credit and Cooperatives
2. Self – Help Groups
3. Technical Assistance in Rural Governance

Rural Development Programmes and Agencies

1. Rural Development Programmes: IRDP,SGSY&MGNREGA
2. Governance in Tribal and Scheduled Areas
3. Village Administration: Stakeholder Committees

Issues in Rural Governance

1. Land Reforms
2. Rural Unrest :Caste, Class and Gender
3. Governing Elite and Rural Social Change
4. Bureaucracy
