

## 156. Public Administration

### **Administrative Theory:**

a) Significance, b) Evolution and Emerging Trends, c) Oriental Thought : KAUTLYA

**Classical Thought: Bureaucracy:** a) Max Weber – Bureaucratic, b) Karl Marx – Critique on Bureaucracy, Samuel Krislov – Representative Bureaucracy **Administrative Structure and Process :** a) Luther Gulick, B) Lyndall Urwick **Social System Thought:** a) Mary Parker Follett - Constructive Conflict and Giving Orders, b) Chester Barnard – Theory of Authority Functions of Executive **Writers on Administration:** a) Robert Dhal , b) Dwight Waldo, c) Golembiewski **Behaviouralism:** a) Elton Mayo: Human Relations Movement, b) Herbert Simon: Behaviouralism and Decision-Making , c) Warren Bennis: Changing Organizations

**Organizational Humanism – I:** a) Abraham Maslow: Needs Hierarchy, b) Victor Vroom: Motivation, c) Douglas McGregor: Theory X and Theory Y

**Organizational Humanism – II:** a) Frederick Herzberg : Hygiene and Motivation Factors, b) Chris Argyris : Integrating the individual and the Organization, c) Rensis Likert: Systems Management.

**Market Theories:** a) Vincent Ostrom: Public Choice, b) Charles E. Lindholm: Incrementalism c) Fredrick Thayer: Hierarchy, Democracy and Alienation.

**Emerging Trends:** a) Public Management Approach, b) Jurgen Habermas: Critical Theory, c) Administrative Theory: A Critical Review

### **MANAGEMENT (Science & Techniques)**

**Introduction:** 1). Meaning, Scope and Importance of Management; 2). Evolution of **Management;** 3). Contribution of Henry Fayol and Taylor

**Schools of Management:** 1) Classical, Human Relations and Behavioural Schools; 2) Systems Approach and Contingency Approach; 3) Change Management, Disaster Management.

**Principles of Management:** 1). Authority & Responsibility, Decentralization; 2) Decision-making, Communication, Leadership; 3) Planning, Division of work and coordination.

**Techniques:** 1) O & M; 2) Work Study, Work Measurement and Work Simplification; 3) MBO, MBE and MIS 4) PERT & CPM

**Advanced Techniques:** 1) Cost-Benefit Analysis; 2) Operations Research; 3) Organizational Change and Organization Development; 4) Time Management

### **COMPARATIVE and DEVELOPMENT ADMINISTRATION**

**Introduction:** 1) Nature, Scope, Characteristics and Importance of Comparative Public Administration; 2) Evolution of Comparative Public Administration; 3) Critique of Comparative Public Administration. **Approaches:** 1) Bureaucratic Approach 2) General Systems Approach; 3) Decision Making Approach **CPA: Contributions of F.W. Riggs:** 1) Structural –Functional Approach; 2) Theory of prismatic Society A Critical Evaluation; 3) Development Models.

Administrative Systems: 1) Classical Administrative System – France; 2) Developing Administrative System – India; 3) Developed Administrative Systems – USA, UK; 4) Modern Administrative system – Japan, 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 SYSTEM**

Evolution of Indian Administration: a) Ancient, b) Moghul, c) British, 2) Socio Economic, Political and Cultural Context of Indian Administration.

Constitutional Context of Indian Administration: a) Parliament, b) President and Vice-President, c) Prime Minister and Council of Ministers, d) Cabinet and Cabinet Committees.

Organization of central Ministries and Departments: a) Ministry of Home Affairs, b) Ministry of Human Resource Development, 2) Central Secretariat: a) Cabinet Secretariat, b) Prime Minister's Office; Constitutional Authorities; a) Election Commission, b) Finance Commission, c) UPSC, d) C&AG, e) Commission for SC's ST's; Statutory and Non-Statutory Authorities: a) Planning Commission, b) National Development Council, c) National Commission on Human Rights, d) National Commission on Minorities, e) Vigilance Commission.

**Constitutional Profile of State Administration:** a) Central –State Relations, b) Role of Governor, c) State Legislature and Council of Ministers, d) Role of Chief Minister.

**State Administration:** a) Secretariat: Position and Role, b) Chief Secretary and GAD, c) Directorate: Relationship between Secretariat and Directorate.

**State Services:** a) Components of Civil Service: All India Services, State Services, Inter-relationship and inter Linkages, b) Classification of State Services, c) Recruitment of State Civil Services, d) Composition, Functions and role of state Service Commission.

**Administration at Local Level:** a) District Administration and District Collector, b) Mandal Administration (Revenue and Development), c) Village Administration (Revenue and Development), d) Decentralization Debate.

**Emerging Issues:** a) State Finances, b) Permanent and Political Executives, c) Generalist and Specialists, d) Pressure Groups, e) Citizen Grievances: Corruption.

### **MANAGEMENT PUBLIC ENTERPRISE**

a) Public Enterprises – Concept and State Intervention in Economic Activity, b) Nationalization Policy Problems and Perspective of Nationalization, c) Government Policies towards Public Enterprises in India (Industrial policy Resolutions)

a) Forms of Public Enterprises, b) Governing Boards, c) Chief Executive and other authorities in Public Enterprises, d) Memorandum of Understanding (MoU)

a) Management of Finances in Public Enterprises, b) Personnel Management with particular reference to Recruitment and Training, c) Workers Participation, d) Employer – Employer Relations.

a) Pricing Policy: Features and Practices, b) Measurement of Efficiency, c) Public distribution system, d) Consumer Councils.

- a) Government Control over Public Undertakings – Parliamentary Control, Ministerial Control, Autonomy Vs control, b) Market induced Reforms, Liberalization, Privatization and Globalization, c) Trends and issues in Public Enterprises.

### **LOCAL GOVERNMENT**

**Introduction:** a) Nature and Scope of Local Government, b) Philosophy and Significance of Local Government in the context of Globalization, Liberalization and Privatization, c) Land Marks in the growth of Local Government

**Theory of Decentralization:** a) Decentralization, Delegation: De-concentration and Devolution, b) Elements of Decentralization, c) Hurdles for Decentralization

**Organization Structure:** a) Rural Local Government, b) Urban Local Government, c) Special Agencies for Rural and Urban Areas: UDAS and DRDA.

**Managerial Processes:** a) Decision making, Programme formulation, b) Programme Management and Control, c) Executive and Public Interface.

**Issue Areas:** a) Functional and Financial Imbalance, b) Autonomy and Control, c) Official and Non-Official Relationship, d) Reforms process: Retrospect and Prospect.

### **PERSONNEL ADMINISTRATION**

**Introduction:** a) Personnel Administration: Importance and Scope, b) Public Service: Concept and Role in Modern State.

**Classification and Recruitment:** a) Man Power Planning, Classification of Services, b) Recruitment: Principles, Methods, Selection Process, and personnel Agencies.

**Training and Development:** a) Training: Objectives, Types, methods, Techniques and Training needs Assessment, b) Performance Evaluation: Promotion, Principles and Practices.

**Pay and Conditions of Services:** a) Pay-Principles of pay Determination; pay Commission, b) Conduct and Discipline, Superannuation.

**Concepts and Emerging Trends:** a) Neutrality, Anonymity and Integrity, b) Participative Management, c) Emerging Trends in Personnel Administration.

### **PUBLIC ADMINISTRATION & PUBLIC POLICY**

**Introduction:** a) Nature, Scope and Importance of Public Policy, b) Factors influencing Public Policy Making, c) Public as Policy Sciences, d) Public Policy and Public Administration.

**Participants in Public Policy Making:** a) Establishment of Public Policy, b) Public Opinions and sources, c) Public Interests and Public Participation, d) Impact and Limitations of Public Participation Theories and Process of Public Policy: a) Theories of Policy Making, b) Perspectives of Policy Making Process, c) Institutions of Policy Making, d) Approaches and Instruments for Implementation.

**Policy Analysis:** a) Policy Analysis: Knowledge base and Advantages, b) Models of Policy Analysis, c) Types of Policy Analysis, d) Constraints of Public Policy Analysis.

**Evaluation of Public Policy:** a) Public Analysis: Monitoring and Evaluation, b) Measuring Policy Impact, c) Constraints, d) Improving Policy Making

### **RURAL DEVELOPMENT & PANCHAYAT RAJ**

**Introduction:** a) Democracy, Development and Decentralization, b) Rural Development: Third World Perspective, c) Rural Policies and Strategies in India.

Rural Institutions – Panchayat Raj: a) Panchayat Raj in India – An Evaluation, b) Reforms in Panchayat Raj(73<sup>rd</sup> CAA and after), c) Panchayat Raj in Andhra Pradesh.

**Resources and Development:** a) Rural Credit and Cooperatives, b) Self – Help Groups, c) Technical Assistance in Rural Governance.

**Rural Development Programmes and Agencies:** a) Rural Development Programmes: IRDP & SJRY, b) Government in Tribal Areas, c) Village Administration: Stake Holder Committees.

**Issues in Rural Governance:** a) Land Reforms, b) Rural Unrest: Caste, Class and Gender, c) Governing Elite and Rural Social Change, d) Bureaucracy.

### **FINANCIAL ADMINISTRATION**

a) Nature, Scope and Importance of Financial Administration, b) Source of Public Revenue: Tax and Non-Tax Revenue, c) Public Borrowing and Deficit Financing, d) Public Debt Management.

a) Principles of Taxation – Tax Administration, b) Finance Ministry, c) Expenditure Control, d) Reserve Bank of India.

a) Fiscal Federalism, b) Central-State Financial Relations, c) Distribution of Resources, d) Finance Commission –Composition, Powers and Functions.

a) Concept and Principles of Budget, b) Preparation, Enactment and Execution of Budget, c) Performance Budgeting, d) Zero based budgeting.

a) Parliamentary Financial Control – Parliamentary Committees, b) Financial Accountability – Accounting and Audit, c) Comptroller and Auditor General of India

### **PUBLIC ADMINISTRATION & INFORMATION TECHNOLOGY**

**Introduction:** a) Public Administration and Information Technology, b) Information Technology: Evolution and Signification, c) IT Policies, Acts and Programmes: Indian Perspective **IT and Administration:** a) Information Systems: Issue in Centralization and Decentralization, b) IT Systems and inter Governmental Coordination, c) Computer Net Working and Citizen Participation

**IT in Administration:** a) IT Techniques in Administration, b) Training for IT, c) E-Governance: Opportunities and challenges.

**IT Administration at State Level (with special reference to AP):** a) Computerization of Mandal Revenue Administration, b) Computer – Aided Administration of Registration Department (CARD), c) Twin Cities Net Work Service (TWINS).

**IT and Development:** a) Technology, Social Progress and Empowerment b).Human Factors and information Technology, c) Cybernetic State and Digital Governance: Perspectives.

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## **RESEARCH METHODS**

### **Introduction**

- i) Meaning, Objectives, scope and importance of Social Science Research
- ii) ii) Types of Research – Fundamental, Pure / Theoretical, Applied iii) Research Approaches and Significance of Research

### **Methods of Research:**

- i) Objectivity in Social Science Research
- ii) ii) Scientific Method
- iii) iii) Case Study Method and Survey Method.

### **Research Design**

Identification of Research Problem; Hypothesis and Procedure of Hypothesis testing; Preparation of Research Design

### **Methods of Data**

Methods of Data Collection – use of Library

### **Sampling and Report Writing**

**Sampling Techniques;** Scales of Measurement, Analysis of data use of computers in Social Science Research Report Writing.