

PUBLIC ADMINISTRATION FOUNDATION

4.5 Months (200 Hrs.)
Comprehensive Programme
to cover complete syllabus
of Pub. Ad. Optional.

Class dictation to organise
most important topics

Daily Answer Writing Practice
and on spot feedback by faculty

Embedding the **PYQ discussion**
for a holistic preparation

Direct **One to One Discussion**
with the faculty on regular basis

Understanding **Theoretical & Practicle Perspective** of Pub. Ad.
through inter-linkages of
class discussion.

Mentor:
KRUNAL THAKOR



AIR **394**
DHRUV
SAPRA



AIR **774**
IMSURENLA
LONGKUMER



AIR **847**
ANKUSH
BICKA

& many more...



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PROGRAMME FEATURES



Discussion of **Previous Year Questions** and Identifications of most important areas for the exam.



Comprehensive Study Material including **IIPA, Journal Notes & Contemporary Debates**



Inclusion of **Second ARC report** and **Other Important Recommendations** of different Commissions during the Class Discussion.



To **enhance Answer Writing Skills**, regular answer writing sessions are conducted.



Test Series for Assessment & Gradual Improvement. **12 Tests** including **08 Sectional & 4 Mock Tests**.



Regular Doubt Clearing Sessions with the faculty for personal interaction & improvements.

WHY PUB. AD. OPTIONAL

01

Most relevant optional both from the perspective of the examination as well as what the successful candidates will do after selection is Public Administration.

02

It is one of the most scoring optional and provides a substantial number of final selections in the order of merit.

03

It's overlapping nature along with the General Studies Paper II provides a candidate with Public Administration a head start and help him/her to leapfrog in scoring marks.

04

Public Administration for IAS is easier than the other optional subjects as its syllabus is short and easy

ABOUT FACULTY

With a profound background in law, holding both an LLB and LLM, Krunal Thakor has been shaping the aspirations of future civil servants since 2013. Specializing in Public Administration and General Studies for Civil Services examinations, he brings a wealth of knowledge and experience to his teaching. His commitment to excellence drives him to tirelessly mentor and guide students, empowering them to achieve remarkable success in their pursuit of civil service careers. His passion for education and unwavering support have made him a trusted and respected figure in the field, inspiring countless students to reach their full potential and excel in their civil service ambitions.

SYLLABUS

TO BE COVERED

Administrative Theory (Paper 1)

A. Unit 1: Introduction of Public Administration:

- ▣ Meaning, scope and significance of Public Administration, Public and Private Administration.
- ▣ Wilson's vision of Public Administration (Dis-continued)

B. Unit 2: Administrative Thought

1. Classical Theories:

- ▣ Scientific Management and Scientific Management Movement (Taylor)
- ▣ Classical Management Theory (Fayol, Gillick, Urwick)
- ▣ Ideal Bureaucracy (Weber) – its critique

2. Neo-classical Theories:

- ▣ Human Relations School (Elton Mayo and others)
- ▣ Dynamic Administration (M P Follett)
- ▣ Functions of the Executive (Barnard)
- ▣ Process and Techniques of decision-making
- ▣ Simon's Decision-Making Theory
- ▣ Participative Management (Likert, Argyris, McGregor)

3. Modern Theories:

- ▣ Systems Theory, Contingency Approach (Part of Unit 4)
- ▣ Behaviouralism

C. Unit 3: Administrative Behaviour:

- ▣ Communication
- ▣ Morale
- ▣ Motivation Theories – Content, Process and Contemporary
- ▣ Theories of Leadership: Traditional and Modern

D. Unit 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 Charters
- ▣ Right to Information
- ▣ Social Audit
- ▣ Ombudsman (Hidden Topic)

E. Unit 6: Administrative Law:

- ▣ Meaning, Scope and Significance
- ▣ Dicey on Administrative Law
- ▣ Delegated Legislation
- ▣ Administrative Tribunals

F. Unit 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

G. Unit 8: Development Dynamics:

- ▣ Concept of Development
- ▣ Changing profile of Development Administration
- ▣ 'Anti-development Thesis'
- ▣ Bureaucracy and Development
- ▣ Impact of liberalisation on administration in developing countries
- ▣ Challenges of LPG (Unit-1)
- ▣ Women and development - The Self-Help Group Movement

Unit 1 - Remaining Part of Introduction

- ▣ Public Choice Approach
- ▣ New Public Administration
- ▣ New Public Management
- ▣ Post-Modernism, Post Structuralism and Post- Weberianism
- ▣ Strong State versus the Market Debate (unit 8)
- ▣ Good Governance: concept and application
- ▣ Evolution of the discipline and its present status

H. Unit 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 Redress Mechanism
- ▣ Code of Conduct
- ▣ Administrative Ethics

Unit 8 (Paper 2): Civil Services In India:

- ▣ 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

I. Unit 10: 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.
- ▣ Important Policies of Govt. of India (Hidden topic)- Environment, education, health, employment etc.

J. Unit 11: 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

K. Unit 12: Financial Administration:

- ▣ Monetary and Fiscal Policies
- ▣ Public Borrowings and Public Debt
- ▣ Budgets - types and forms

- ▣ Budgetary Process
- ▣ Financial Accountability
- ▣ Accounts and Audit

Unit 9 (Paper 2) 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
- Comptroller and Auditor General of India.

Indian Administration (Paper 2)

A. Unit 2: Philosophical and Constitutional Framework of Government:

- ▣ Salient features and Value premises (Preamble)
- ▣ Constitutionalism
- ▣ Political culture
- ▣ Bureaucracy and democracy
- ▣ Bureaucracy and development

B. Part of Unit 4, 6 & 7: Constitutional Part of Indian Administration:

1. UNION

- Executive, Parliament, Judiciary - structure, functions, work processes
- Recent Trends; Intra-governmental Relations (Unit 4)

2. STATE

- Governor
- Chief Minister; Council of Ministers
- Union-State Administrative, Legislative and Financial Relations
- Role of the Finance Commission (Unit 6)
- Union-State-Local Relations (Unit 7)

C. Unit 4 & 6: Union & State Government and Administration:

1. UNION:

- Central Secretariat
- Cabinet Secretariat
- Prime Minister's Office (Unit 4)

2. STATE:

- Chief Secretary
- State Secretariat
- Directorates
- Ministries and Departments (Unit 6) Boards; Commissions; Attached offices; Field Organizations (Organisations Paper-1 Unit -4)

D. Unit 7: District Administration since Independence:

- ▣ Changing role of the Collector
- ▣ Imperatives of development management and law and order administration
- ▣ District Administration and Democratic Decentralization

E. Unit 13- 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

F. Unit 11: Rural Development:

- ❑ Institutions and Agencies since Independence
- ❑ Decentralization and Panchayati Raj
- ❑ 73rd Constitutional Amendment
- ❑ Rural Development Programmes: Foci and Strategies

G. Unit 12: Urban Local Government (Municipal Governance):

- ❑ 74th Constitutional Amendment- Main Features, Structures, Finance and Problem Areas
- ❑ Global-Local Debate
- ❑ New Localism
- ❑ Development Dynamics, Politics and Administration with special reference to City Management

H. Unit 3: Public Sector Undertakings:

- ❑ Public Sector in Modern India
- ❑ Forms of Public Sector Undertakings
- ❑ Problems of Autonomy, Accountability and Control
- ❑ Impact of Liberalization and Privatization
- ❑ PPP (Organisations Paper-1)

I. Unit 5: Plans and Priorities:

- ❑ Machinery of planning- Role, Composition and Functions of the Planning Commission, the National Development Council and NITI Aayog, 'Indicative' Planning

- ❑ Process of Plan Formulation at Union and State levels
- ❑ Constitutional Amendments (1992) and Decentralized Planning for Economic Development and Social Justice

J. Unit 10: Administrative Reforms since Independence:

- ❑ Major Concerns
- ❑ Problems of implementation
- ❑ Reforms in Financial Management and Human Resource Development
- ❑ Second ARC Reports and Other Important Committees & Commissions

K. Unit 14: Significant issues in Indian Administration:

- ❑ Values in public service (Integrity in public service)
- ❑ Regulatory Commissions (SEBI, TRAI, RBI etc)
- ❑ National Human Rights Commission and State Human Rights Commission
- ❑ Problems of Administration in coalition regimes
- ❑ Citizen-Administration Interface
- ❑ Corruption and Administration
- ❑ Disaster Management

Unit 1: 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.

EXTENDED TOPICS COVERED IN THE FOUNDATION COURSE

A. Evolution of Public Administration:

- ▣ Public administration as Theory and Practice
- ▣ Models of evolution: Nicholas Henry, Golembiewski, Nigro etc.
- ▣ Contribution of Wilson, Other critiques and theorists.
- ▣ Modern approaches to study Public Administration: Public Policy, Systems approach, Postmodernism,
- ▣ Governance: Gender Perspective, Post positivism, Deconstructivism, Humanistic, Phenomenology.
- ▣ Model of Critique of Traditional Public Administration: Public Choice Approach, Marxist Approach, Neo Marxist, Neo Weberian State, Post-modern Governance

B. Comparative Public Administration:

- ▣ • Meaning, Scope, Significance and Criticism.
- ▣ • Contribution of Farrell Heady, Weidner, O.P. Dwivedi, Charles T. Goodsell, Donald C. Rowat

C. Development Public Administration:

- ▣ • Origin and evolution of Development Public Administration.

- ▣ • Development Administration and Administrative Development.
- ▣ • Meaning, Scope, Significance of Development Administration.
- ▣ • Rigg's view on Development Public Administration with the reference to Prismatic Sala model.
- ▣ • Sustainable Development.
- ▣ • Role of Non-State Actors in Development: NGOs, Civil Society, Corporate Sector etc.
- ▣ • Developmental Policies and Laws of Government: Environmental, Social, Industrial.
- ▣ • Global Issues of Development: Conservation of Environment and Resources, Pollution etc.

D. Administrative Reforms:

- ▣ • Reforms in Civil Service, Criminal Justice System etc.
- ▣ • Administrative perspective on new problems of governance. Like, Terrorism, Naxalism, Cybercrimes, Social Media Reforms, Human Rights, Woman Issues etc.
- ▣ • 2nd ARC recommendations and other important commissions.
- ▣ • Reports by World Bank, UNPAN Report, IIPA Journal's Selected Articles, International Publications etc

