

GS SCORE

An Institute for Civil Services

IAS
2023

PUBLIC ADMINISTRATION FOUNDATION 2023

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BATCH
STARTS

21
FEBRUARY
2022

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Programme **HIGHLIGHTS**

01



4.5 Months Comprehensive Classes.

02



Complete UPSC Syllabus of Public Administration.

03



Coverage of Paper 2 through 2nd ARC based issues and Current Perspectives, including Various Journals

04



Test Series including 8 Tests (6 Sectional and 2 Mock)

05



Comprehensive study material along with IIPA Notes, 2nd ARC Gist and relevant articles that are in Contemporary Debate

06



Discussion of Previous Year UPSC Question Papers & Most Important Areas for Mains 2021

07



Innovative Methodology, through the Study of Approaches for Paper 1 & Paper 2



Public Administration As Optional

Civil Services Examination selects the candidates who form the steel frame of the country. Selecting an optional is a crucial aspect for a candidate's strategy to succeed in this examination.

An optional for all seasons and an optional which is most relevant both from the perspective of the examination as well as what the successful candidates will do after selection is Public Administration.

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

Its overlapping nature along with the General Studies, provides a candidate with Public Administration a headstart and help him/her to leapfrog in scoring marks, which not only improves chances of selection, but also to get ahead in the merit list.

The empirical and analytical yet simple nature of syllabus positions Public Administration at a unique spot, wherein a single optional helps the candidate score well in GS, ethics as well in front essay and gives the candidate's preparation an edge above the lot. It also acts as a boost with regards to Personality Test, where knowledge of the intricacies of administration helps one answer the practical problems posed better.

With a finite, well defined syllabus from which questions largely revolve around the major heads given in the syllabus, along with its generalist approach helps Public Administration to get chosen by candidates from diverse backgrounds.

You can be one too, like many others who succeeded in this examination with the help of Public Administration. Not just get selected but be among a number of toppers who chose Public Administration.

Programme APPROACH

About the Course

This course has been specially designed for those who are

- ▶ Interested in opting public administration as optional without Academic Background of the subjects.
- ▶ Having roadblocks in understanding concepts and its applicability
- ▶ Even for those who have studied the subject but can not apply their knowledge as per the requirements of the UPSC
- ▶ Studied the subject on their own and facing problem in writing standard answer.

Why GS Score

The selection of the right coaching institute plays a vital role in IAS exams journey. The institute helps in developing the necessary skills required to qualify one of the most prestigious Civil service Examination. When it comes to finding BEST PUBLIC ADMINISTRATION Coaching in Delhi students tend to get confused.

To make your journey of UPSC exam outstanding, we at GS SCORE provide excellent guidance to aspirants for PUBLIC ADMINISTRATION Optional Classes for UPSC Mains.

For the students who are unable to attend classroom program in Delhi we have launched dedicated PUBLIC ADMINISTRATION Online Classes which is one of the best Public Administration COACHING in Delhi.

Our programme includes identification of the core strength and weakness of the aspirants and to bank upon their strength and to minimise the weakness. It also involves several psychometric tools for evaluation and constant motivation as well as monitoring of the aspirants.

Highlights of PUBLIC ADMINISTRATION Optional Classes:

- Detailed coverage of both political science paper I & II for UPSC mains exam
- Interlinking of various topics and its overlap with GS -esp PAPER 2 & PAPER 4
- Personalised attention
- Comprehensively updated classroom lectures
- Special lecture series on answer writing practice Printed and class notes
- Extensive answer writing practice
- Mock Tests



Pub. Adm. SYLLABUS

PART-1

ADMINISTRATIVE THEORY

- ▶ **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.
- ▶ **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).
- ▶ **Administrative Behaviour:** Process and techniques of decision-making; Communication; Morale; Motivation Theories – content, process and contemporary; Theories of Leadership: Traditional and Modern.
- ▶ **Organisations:** 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.
- ▶ **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.
- ▶ **Administrative Law:** Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.



- **Development Dynamics:** Concept of development; Changing profile of development administration; 'Anti-development 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.
- **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.
- **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.
- **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.
- **Financial Administration:** Monetary and fiscal policies; Public borrowings and public debt Budgets - types and forms; Budgetary process; Financial accountability; Accounts and audit.

PART-2

INDIAN ADMINISTRATION

- **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.
- **Philosophical and Constitutional framework of government:** Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.
- **Public Sector Undertakings:** Public sector in modern India; Forms of Public Sector Undertakings; Problems of autonomy, accountability and control; Impact of liberalization and privatization.

- ▶ **Union Government and 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.
- ▶ **Plans and 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.
- ▶ **State Government and Administration:** Union-State administrative, legislative and financial relations; Role of the Finance Commission; Governor; Chief Minister; Council of Ministers; Chief Secretary; State Secretariat; Directorates.
- ▶ **District Administration since Independence:** Changing role of the Collector; Union-state-local relations; Imperatives of development management and law and order administration; District administration and democratic decentralization.
- ▶ **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.
- ▶ **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 and Comptroller and Auditor General of India.
- ▶ **Administrative Reforms since Independence:** Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.
- ▶ **Rural Development:** Institutions and agencies since independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment.
- ▶ **Urban Local Government:** Municipal governance; main features, structures, finance and problem areas; 74th Constitutional Amendment; Global-local debate; New localism; Development dynamics, politics and administration with special reference to city management.

- ▶ **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.
- ▶ **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.



Extended TOPICS COVERED

1. EVOLUTION OF PUBLIC ADMINISTRATION

- **Public Administration as Theory and Practice**
- **Models of Evolution:**
 - Golembiewski
 - Nicholas Henry
 - Nigro, Dimock and others
- **Contribution of Wilson, Critique and other theorists**
- **Simon Waldo Debatee**
- **Modern Approaches to the study of Public Administration**
 - Public Policy
 - Systems
 - Contingency
 - Post-Modernism
 - Governance
 - ◆ Gender Perspective
 - ◆ Post-Positivism
 - ◆ Post-Behaviouralism
 - ◆ Deconstructivism
 - ◆ Humanistic-Phenomenology
- **Model of Critique of Traditional**

Public Administration

- Public Choice
- Marxist Approach
- Neo-Marxist
- New Public Administration. [NPA-I, II, III]
- New Public Management [NPM]
- Blacksburg Manifesto
- Neo-Weberian State
- Post-Modern Governance
- E-Governance Models and Issues
- Governmentality and Community Power Approach
- Case Studies from Asian and Other Perspectives
- **Other Contemporary Developments/Debate**
 - Neo-liberal State Debate
 - Ethics in Administration Normative Concerns and Rationality
 - Agendas of reform [Also Covers Topics from 2nd ARC]

2. THEORIES IN PUBLIC ADMINISTRATION

- ▶ **Approaches:** Wilson, Goodnow, White, Waldo, Taylor, Follet, Weber, Gulick and Urwick, Peter Drucker, Easton, Peter SengeBehaviourism in Public Administration:
 - Organizational Behavior & Characteristics
 - Leadership
 - Motivation
 - Communication
 - Emotional Intelligence
 - Methodology and Critique

3. PUBLIC POLICY

- ▶ **Approaches**
- ▶ **Contributors:**
 - Easton
 - Dror
 - Simon
 - Lindblom
 - Others
- ▶ Issues in Public Policy
- ▶ Case – Studies [IIPA etc.]
- ▶ Changing perspective in Policy Making in India

4. COMPARATIVE PUBLIC ADMINISTRATION

- ▶ **Methodology and Approaches**
- ▶ **Contributions of Riggs, Ferrel Heady, Weidner and Wilson**
- ▶ **Development Administration[DA]:**
 - Role of Public Administration in Development Administration
 - Post-Developmentalism and Critique
 - of Development Administration
 - Community Development Models
 - Sustainable Development
 - Role of Non-State Actors in Development and Issues:
 - ◆ NGOs

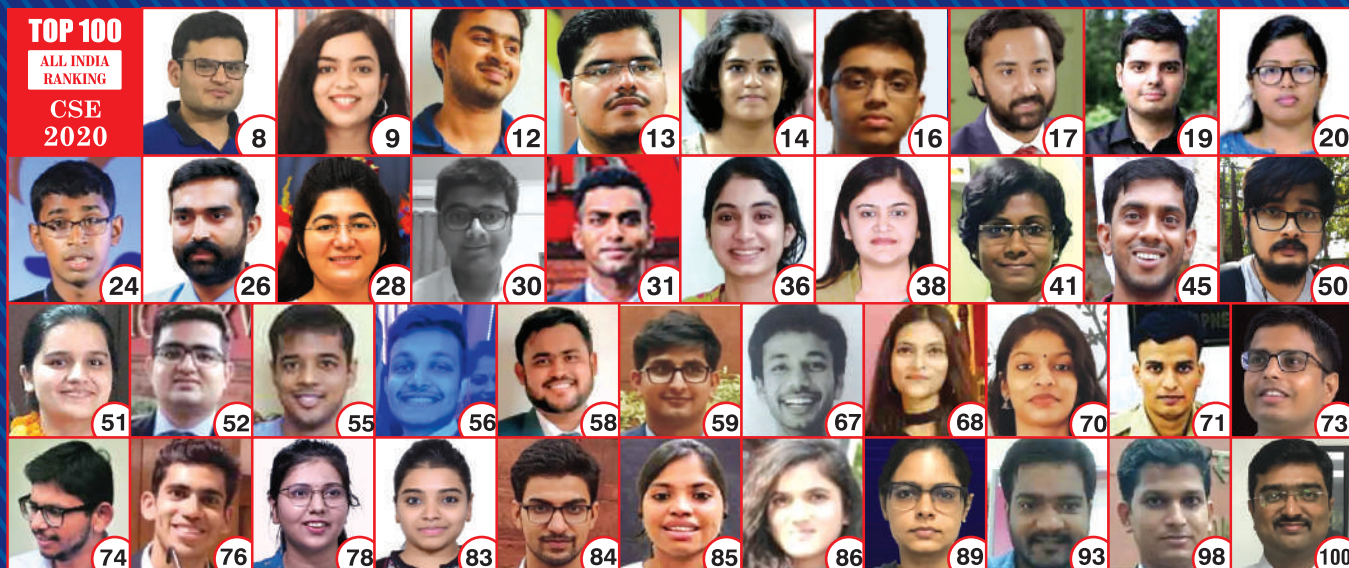
- ◆ SHG
- ◆ Civil Society
- ◆ Corporates
- Developmental Policies/Laws:
 - ◆ Environmental
 - ◆ Social
- ◆ Industrial
- **Global Issues in Development**
 - Conservation, Pollution, etc.
- **Role of Institutions**
 - Local Governments
 - Quasi-Judicial bodies etc.

5. ADMINISTRATIVE REFORMS

- **Civil Services**
 - Issues in Reforms
 - ◆ Personnel Management
 - ◆ Global Perspective
 - ◆ Judicial
- **Reforms in Criminal Justice System**
 - Judiciary
 - Police
 - Security Agencies
- **Administrative Perspective on New**
- **Problems of governance like**
 - Terrorism
- Naxalism
- Cyber Crimes
- Social Media Reforms
- Human Rights
- Women Issues
- **Role of Media & Administrative Reforms**
- **2nd ARC – Recommendations**
- **World Bank, UNPAN, Report**
- **discussions**
- **Role of District Administration: Need for Changes**

6. POLITICAL INSTITUTIONS AND THEIR ROLE

- **Reforms at the Institutional Level**
- **Centre-State Relations**
- **Issues in Federalism:**
 - Role of Niti Aayog
 - Governor
 - Expert/Constitutional bodies
 - CSS
- **Role of Audit and CAG**
- **Electoral Reforms:**
 - Issues.
 - Recommendations
- **Executive Vs Legislative**
- **Judicial Reforms:**
 - **Structural**
 - **Procedural**



SUCCESS IS A PRACTICE WE DO!

