

GS SCORE

An Institute for Civil Services

IAS
2023

PUBLIC ADMINISTRATION FOUNDATION 2023

by: RAJEEV CHOUDHARY
& ABHISHIEKH SAXENA

BATCH
STARTS

20
JULY
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

PAPER - I

ADMINISTRATIVE THEORY/ PRINCIPLES OF ADMINISTRATION

A. UNIT 1: Introduction of Public Administration

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

B. UNIT 2: Administrative Thought

- ▣ Scientific Management and Scientific Management movement
- ▣ Classical Theory
- ▣ Weber's bureaucratic model – its critique and post-Weberian Developments
- ▣ Human Relations School (Elton Mayo and others)
- ▣ Dynamic Administration (Mary Parker Follett)
- ▣ Functions of the Executive (C.I. Barnard)
- ▣ Simon's Decision-Making Theory
- ▣ Participative Management (R. Likert, C.Argyris, D.McGregor).
- ▣ Theories – Systems, Contingency (**Part of Unit 4**)
- ▣ Behaviouralism , Post Modernism and Post Structuralism (Hidden Topic)

C. UNIT 3: Administrative Behaviour

- ▣ Process and Techniques of decision-making
- ▣ 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. (Entrepreneurial Govt.)
- ❑ 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: (H)

- ❑ 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.

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

- ❑ 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: Financial Management: (Paper 2)

- ❑ 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.

PAPER - 2**INDIAN ADMINISTRATION****A'. UNIT 2: Philosophical and Constitutional Framework of Government**

- ❑ Salient features and value premises (Preamble)
- ❑ Constitutionalism
- ❑ Political culture (Nature of Indian Political Culture)
- ❑ Bureaucracy and democracy
- ❑ Bureaucracy and development.

B'. Constitutional Part of Indian Administration (Part of Unit 4,6,7)

- ❑ Executive, Parliament, Judiciary - structure, functions, work processes (Unit 4)
- ❑ Recent Trends; Intra-governmental Relations (Unit 4)
- ❑ Union-State Administrative, Legislative and Financial Relations (Unit 6)
- ❑ Role of the Finance Commission (Unit 6)
- ❑ Governor (Unit 6)
- ❑ Chief Minister; Council of Ministers (Unit 6)
- ❑ Union-State-Local Relations (Unit 7)

C'. UNIT 4: Union Government and Administration

- ❑ Cabinet Secretariat
- ❑ Prime Minister's Office
- ❑ Central Secretariat

UNIT 6: State Government and Administration

- ❑ Chief Secretary
- ❑ State Secretariat
- ❑ Directorates.
- ❑ Ministries and Departments; 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.

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.

E'. UNIT 11: Rural Development

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

F'. 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.

G'. 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)**

H'. UNIT 5: Plans and Priorities

- ❑ Machinery of planning; Role, Composition and Functions of the Planning Commission and the National Development Council; 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

I'. UNIT 10: Administrative Reforms since Independence

- ❑ Major Concerns.
- ❑ Problems of implementation.
- ❑ Reforms in Financial Management and Human Resource Development
- ❑ ARC Reports 2 and Other Important Committees & Commissions

J'. 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 SHRC
- ❑ Problems of Administration in coalition regimes
- ❑ Citizen-Administration Interface
- ❑ Corruption and Administration
- ❑ Disaster Management.

K'. 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, Golebiewski, Nigro etc.
- ❑ Contribution of Wilson, Other Critiques and Other 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 etc.

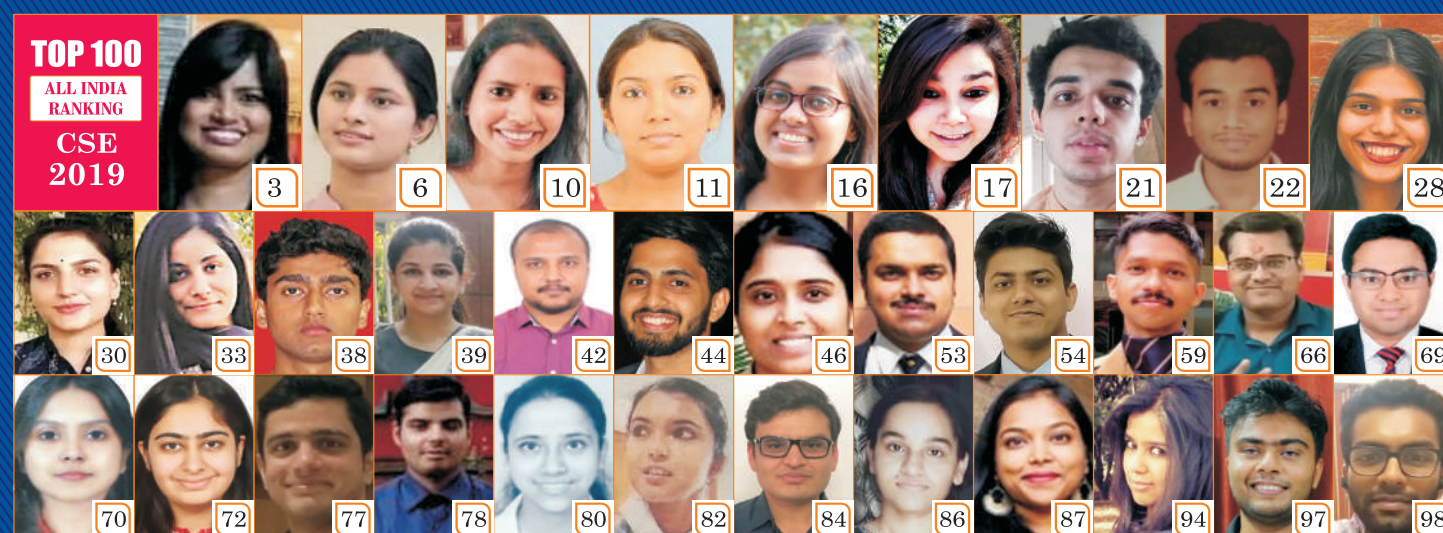
C. Development Public Administration:

- ❑ Origin and evolution of Development Pub. 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.



**SUCCESS IS A PRACTICE
WE DO!**

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📍 1B, 2nd Floor, Pusa Road Karol Bagh, New Delhi-110005, (Adjacent to Karol Bagh Metro Gate No. 8)

☎ 91 8448496262  [www.iasscore](http://www.iasscore.com)