

29. PUBLIC ADMINISTRATION

Part-A (40 Marks)

MANAGEMENT OF RESOURCES

I: Human Resources Management:

1. Meaning, Nature, Scope and Significance of Human Resource Management
2. Human Resource Strategy and Planning
3. Recruitment, Selection, Appointment and Promotion
4. Pay – Components, principles of Pay & Pay Commissions

II: Capacity Building:

5. Performance Appraisal – Rewards and Incentives Management
6. Human Resource Development-Concept of HRD; Training-Objectives, Types, Evaluation
7. Employee Capacity Building Strategies and Total Quality Management
8. Human Resource Management Effectiveness and Human Resource Audit
9. Issues in HRM-Downsizing, Outsourcing, Consultancies

III: Financial Management:

10. Meaning, Scope and Importance of Financial Management
11. Budget-Concept, Principles of Budgeting; Preparation. Enactment and Execution
12. Organization and functions of the finance Ministry
13. Union-State Financial relations and the role of the Finance Commission
14. Parliamentary Financial Committees-Public Accounts Committee, Estimates Committee and Committee on Public Undertakings and Comptroller and Auditor General of India

IV: Materials Management:

15. Procurement
16. Storage and Distribution
17. Logistics Management

Part-B (60 Marks)

1. INTRODUCTION TO PUBLIC ADMINISTRATION

I. Introduction:

1. Meaning, Nature, Scope and importance of Public Administration
2. State and Evolution of Public Administration
3. Relationships with other Social Sciences: With special reference to Political Science, Economics, Sociology, Psychology
4. Politics & Administration Dichotomy – Woodrow Wilson and F.J. Goodnow

II. Theories and Approaches:

5. Classical Approach: Henri Fayol, Gulick and Urwick
6. Scientific Management Approach: Taylor
7. Bureaucratic Approach: Max Weber and Karl Marx
8. Human Relations Approach-Elton Mayo
9. Behavioural Approach-Herbert Simon
10. Socio-Psychological Approach: Hierarchy of Needs: Abraham Maslow; Theory X and Theory Y: Douglas Mc Gregor
11. Ecological Approach: Riggs

III. Concepts and Principles of Public Administration:

12. Administrative Planning
13. Leadership and Supervision
14. Communication and Public Relations

IV. Emerging Trends:

15. New Public Administration : Minnowbrook I & II
16. Public Administration and Public Policy
17. New Public Management
18. Governance
19. Public Administration in the context of Globalization, Privatization and Liberalization
20. Post Modern Public Administration

2. PUBLIC ADMINISTRATION IN INDIA

I. Historical Background:

1. Evolution of Indian Administration – Ancient, Medieval and British Periods Continuity and Change in Indian Administration after Independence
2. Context of Indian Administration-Social, Economic and Political

II. Central Administration:

3. Union Government and Administration-President, Prime Minister, Council of Ministers, Central Secretariat, Cabinet Secretariat, Cabinet Committees and Prime Minister Office
4. Union and State Relations and Agencies-Administrative Relations-Inter State Council, Finance Commission, All India Services. Planning Commission, National Development Council
5. Public Enterprises in India: a) Forms of Public Enterprises: b) Privatization and Disinvestment

III. State and District Administration:

6. State Government and Administration: Governor, Chief Minister, Council of Ministers, Secretariat & Directorates, General Administration Department and Chief Secretary.
7. District Administration: Changing Role of District Collector, Mandal and Village Administration in Andhra Pradesh.
8. Local Governments - Rural and Urban - Structure and functions – 73rd and 74th Constitutional amendments.

IV. Administrative Accountability:

9. Control over Administration:
 - a. Legislative and Judicial Control
 - b. Lok Pal, Lokayukta and Central Vigilance Commission
 - c. Consumer Protection Forums
 - d. Right to Information Act (RTI)
 - e. National and State Human Rights Commissions
10. Administration of Welfare Programmes for Weaker Sections-SCs, STs, BCs Women and Minorities.

V. Emerging Issues:

11. Administrative Reforms, Recommendations of important Commissions and Second ARC.
12. Mechanisms for Disaster Management
13. Governance and e-Governance Applications in Indian Administration
14. Public Private Partnerships and Voluntary Sector