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Public Administration

1. Knowledge of Subject concerned : Senior Secondary Level

- Meaning, Nature, Scope and Importance of Public Administration.
- Public and Private Administration, Evolution of Public Administration as an independent discipline.
- Public Administration and its relationship with Political Science, Economics, Law and Psychology
- Concept of Organisation, Formal and Informal Organisation
- Principles of Public Administration : Hierarchy, Unity of command, Span of control, Authority and Responsibility, Co- ordination, Delegation, Supervision, Line and Staff.
- Constitutional context of Indian Administration : Preamble and other basic premises, Union Executive : The President, The Prime Minister and The Council of Ministers.
- Public Policy Process : Formulation, Implementation and Evaluation.
- Financial Administration: Concept of Budget, types, Budget preparation, Enactment and implementation of Budget.
- Personnel Administration: Recruitment : Meaning, methods and problems, Training : Need, Objectives, Types and Problems.
- Administration at Central and State Level : Central Secretariat, Cabinet Secretariat , State Secretariat and role of Chief Secretary.
- Administration at Division and District Level : Role of Divisional Commissioner and District Collector, Administration at sub – division and Tehsil level
- Structure and Functions of Urban Local Government : Municipal Corporation, Municipal Council, Nagar Panchayats.
- Structure and Functions of Panchayati Raj Institutions in India : Zila Parishad, Panchayat Samiti, Gram Panchayat and Gram Sabha.

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2. Knowledge of Subject concerned : Graduation Level

- Theories of Administration : Scientific Management, Bureaucratic model, Classical Theory, Human relations theory.
- Administrative Behaviour; Decision Making, Communication, Leadership and Motivation.
- Ministries at Central Level : Ministry of Home Affairs, Finance, Personnel Public Grievances and Pensions .
- Administrative Institutions in India : Finance Commission, Planning Commission, Election Commission; National Human Rights Commission, State Human Rights Commission : Composition, Functions and Role.
- State Administration: Evolution, State Executive : The Governor, The Chief Minister and The Council of Ministers : Functions, Powers and Role.
- Comparative Public Administration: Meaning, Nature, Scope and Significance, Salient features of Developed and Developing Countries : U.K, USA, India and China, Development Administration and Administrative Development, Problems of Developing Countries.
- Local Administration: 73rd and 74th Constitutional Amendment & its impact in India. State Finance Commission and State Election Commission: Composition and Functions.
- Issues in Indian Administration: Minister Civil Servant Relationship, Generalist v/s Specialist, Integrity & Ethics in Indian Administration, E-Governance, People's Participation ,RTI and Citizen Charter,.
- Control & Accountability of Administration : Legislative, Executive, Judicial and Popular Control, Lokpal and Lokayukta.
- Concept of Welfare State and Administrative State.
- Role of Political Parties & Pressure Groups and their interaction.
- Important Directorates and Commissionarates in State Administration : Directorate of Agriculture, Directorate of Local Bodies, Commissionarate of College Education, Commissionarate of Police, Secretariat – Directorate relationship and their problems.
- Indian Judicial System : Supreme Court, High Courts, Sub-ordinate Judiciary, Judicial Activism and Public interest litigation.
- Initiatives of Administrative reforms in Rajasthan with special reference to Shiv Charan Mathur Commission.

3. Knowledge of Subject concerned : PG Level

- New Public Administration (Minowbrook Conference I,II and III), New Public Management
- Impact of Liberalization, Privatization and Globalization on Public Administration
- Concept of Good Governance & Kautilya's ideas on Good Governance.
- Approaches to the study of Comparative Public Administration : Systems, Behavioural and Ecological
- Concept of Neutrality and Anonymity in Administration
- Concept of Development Administration, Administrative Development and Sustainable Development. Role of NGO's in Development.
- Administration for Welfare of Weaker Sections : ST, SC Women and Children with Special reference to respective National Commissions.
- Performance of Public Enterprises in India : Concept of Maharatna, Navratna and Miniratna and MOU, Corporate Social Responsibility
- Recommendations of II Administrative Reforms Commission related to Personnel Administration, Ethics in Administration, State and District Administration.
- Challenges and Problems of Administrative Reforms in the context of Globalization.

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