

Date	Topics
Aug 17th – Aug 19th	<p style="text-align: center;">1. Introduction:</p> <p>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.</p>
Aug 20th – Aug 24th	<p style="text-align: center;">2. Administrative Thought:</p> <p>Scientific Management and Scientific Management movement; Classical Theory; Webers 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); Simons decisionmaking theory; Participative Management (R. Likert, C. Argyris, D. McGregor).</p>
Aug 25th – 26th	<p style="text-align: center;">3. Administrative Behaviour:</p> <p>Process and techniques of decision-making; Communication; Morale; Motivation Theories content, process and contemporary; Theories of Leadership: Traditional and Modern.</p>
Aug 27th	<p>Insights Optional test 1- 10 Questions; From the Above 3 topics</p>
Aug 28th – 29th	<p style="text-align: center;">4. Organisations:</p> <p>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.</p>
Aug 30th – Sept 1st	<p style="text-align: center;">5. Accountability and control:</p> <p>Concepts of accountability and control; Legislative, Executive and Judicial control over administration; Citizen and Administration; Role of media, interest groups, voluntary organizations; Civil society; Citizens Charters; Right to Information; Social audit.</p>
Sept 2nd – Sept 4th	<p style="text-align: center;">6. Administrative Law:</p> <p>Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.</p>
Sep 5th – 7th	<p style="text-align: center;">7. Comparative Public Administration:</p> <p>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.</p>
Sep 8th – 9th	<p style="text-align: center;">8. Development Dynamics:</p> <p>Concept of development; Changing profile of development administration; Antidevelopment 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.</p>
Sept 10th;	<p>Insights Optional Test -2; 10 questions from all the above 8 topics;</p>
Sep 11th-12th	<p style="text-align: center;">9. Personnel Administration:</p> <p>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.</p>
Sep 13th-14th	

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.

Sep 15th-16th

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.

Sep 17th-18th

12. Financial Administration:

Monetary and fiscal policies; Public borrowings and public debt Budgets types and forms; Budgetary process; Financial accountability; Accounts and audit.

Sep 19th

Full Revision Test – 10 Questions; Will cover all the Paper 1 Topics

Sep 20th – 21st

1. Evolution of Indian Administration:

Kautilyas Arthashastra; Mughal administration; Legacy of British rule in politics and administration – Indianization of public services, revenue administration, district administration, local self-government.

Sept 22nd – 23rd

2. Philosophical and Constitutional framework of government:

Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.

Sept 24th

Insights Optional Test – 3; Questions will be asked from all the above covered topics;

Sept 25th-26th

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.

Sept 27th-28th

4. Union Government and Administration:

Executive, Parliament, Judiciary – structure, functions, work processes; Recent trends; Intragovernmental relations; Cabinet Secretariat; Prime Ministers Office; Central Secretariat; Ministries and Departments; Boards; Commissions; Attached offices; Field organizations.

Sept 29th-30th

5. 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.

Oct 1st

Insights Optional Test – 4; 10 questions; Questions will be asked from all the above covered topics;

Oct 3rd

6. 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.

Oct 4th-5th

7. District Administration since Independence:

Changing role of the Collector; Unionstate-local relations; Imperatives of development management and law and order administration; District administration and democratic decentralization.

Oct 6th-7th

8. 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.

Oct 8th

Insights Optional Test – 5; 10 questions; Questions will be asked from all the above covered topics;

Oct 9th-10th

9. 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.

Oct 11th – 12th

10. Administrative Reforms since Independence:

Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.

Oct 13th – 14th

11. Rural Development:

Institutions and agencies since independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment.

Oct 15th – 16th

12. Urban Local Government:

Municipal governance: main features, structures, finance and problem areas; 74th Constitutional Amendment; Globallocal debate; New localism; Development dynamics, politics and administration with special reference to city management.

Oct 18th

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.

Oct 19th

14. 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.

Oct 20th

Total Revision test – 10 questions; 5 questions from Paper 1; 5 Questions from Paper 2

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Meaning, scope and significance of Public Administration; Wilsons 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.

Oct 21st – 26th

2. Administrative Thought:

Scientific Management and Scientific Management movement; Classical Theory; Webers 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); Simons decisionmaking theory; Participative Management (R. Likert, C. Argyris, D. McGregor).

3. Administrative Behaviour:

Process and techniques of decision-making; Communication; Morale; Motivation Theories content, process and contemporary; Theories of Leadership: Traditional and Modern.

4. 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.

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; Citizens Charters; Right to Information; Social audit.

Oct 27th – 28th

6. Administrative Law:

Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.

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.

Oct 29th

Insights Optional Test – 6; 10 questions; Full syllabus;

8. Development Dynamics:

Concept of development; Changing profile of development administration; Antidevelopment 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.

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 redressal mechanism; Code of conduct; Administrative ethics.

Oct 30th – Nov 4th

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.

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.

12. Financial Administration:

Monetary and fiscal policies; Public borrowings and public debt Budgets types and forms; Budgetary process; Financial accountability; Accounts and audit.

Nov 5th – 9th

1. Evolution of Indian Administration:

Kautilyas Arthashastra; Mughal administration; Legacy of British rule in politics and administration – Indianization of public services, revenue administration, district administration, local self-government.

2. Philosophical and Constitutional framework of government:

Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.

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.

4. Union Government and Administration:

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6. State Government and Administration:

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7. District Administration since Independence:

Changing role of the Collector; Unionstate-local relations; Imperatives of development management and law and order administration; District administration and democratic decentralization.

8. 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.

Nov 10th – 14th

9. 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.

10. Administrative Reforms since Independence:

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Nov 15 – 18th

12. Urban Local Government:

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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.

14. 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.

Nov 19th

Insights Optional Test – 7; 10 questions; Full syllabus;

Nov 20th – Dec 2nd

Each day 5-6 questions; From the Entire syllabus;
