

**SYLLABUS****PUBLIC ADMINISTRATION PAPER - 1****1. Basic Premises:**

Meaning, Nature, Scope & Significance of Public Administration, Evolution and present status of Discipline, Public Administration as an independent discipline, Public & Private Administration, Paradigm shift from Government to Governance- New Public Administration, New Public Management, Public Choice Theory, Good Governance, Globalization and its impact on Public Administration, Post Modernism.

**2. Theories and Approaches:**

Classical- Fayol, Gulick, Urwick, Mooney & Riley. Scientific Management- F.W. Taylor and Associates. Bureaucratic Theory- Max Weber, Criticism and Post-Bureaucratic Organizations. Human Relation:- Elton Mayo, M.P. Follet and Chester Barnard. Herbert Simon, Behavioural, Systems, Ecological Approaches, Structural Functional. Organizational Humanism: Chris, Argyris, Rensis Likert.

**3. Principles of Organisation:**

Hierarchy, Unity of Command, Span of Control, Coordination, Delegation, Supervision, Authority and Responsibility, Line and Staff and Auxiliary Agencies, Decentralization.

**4. Administrative Behaviour:**

Leadership- Trait, Behavioural and Contingency Theories. Communication- Meaning and Types. Decision Making- Herbert Simon. Motivation- Maslow, Herzberg, McGregor, Clayton Alderfer.

**5. Comparative and Development Administration:**

Evolution, Meaning, Nature, Scope and Significance of Comparative Public Administration (CPA), Approaches to study of CPA- Ecological and structural Functional Contribution of F.W. Riggs, Problems of comparative Research, Features of Administrative systems of UK, USA and France. Concept and Features of Development Administration and Administrative Development, Development and Non-Development Dichotomy, Anti Development Thesis, Bureaucracy and Development. Role of Non state actors in Development administration.

**6. Human Resource Management:**

Evolution of Civil Services, Bureaucracy and Civil Service, Classification, Recruitment, Training, Promotion, Career- Development, Conduct and Discipline, Political Rights of Civil Servants, Right to Strike.

**7. Financial Administration:**

Meaning and Importance of Financial Administration, Concept, Principles, Significance, Role and Types of Budget, Audit and Accounts-concept and importance.

**8. Public Policy:**

Meaning, Significance and Types, Formulation, Implementation and Evaluation, Models of Public Policy-Making.

**9. Administrative Law:**

Meaning, sources, significance, Administrative Law and Rule of Law, Delegated Legislation, Administrative Tribunals:- Concepts Emergence and Significance, Administrative Adjudication.

**10. Research Methodology:**

Meaning, Nature and Problems of Objectivity in Social Research, Scientific Method, Types of Social Research, Research Design, Hypothesis, Sources and Methods of Data Collection, Sampling and Questionnaire.

