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Detailed Analysis of Syllabus and Recommended Material for Particular Chapters of the Subject

LESSON 2 OF 11



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DETAILED ANALYSIS OF THE
SYLLABUS AND THE MOST
SUITABLE BOOKLIST FOR
EVERY ASPECT OF THE
SYLLABUS

PAPER I- ADMINISTRATIVE THEORY

▶ **1. Introduction:** 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

REQUIRED BOOKS: 1. New horizons of public adm. By MOHIT BHATTACHARYA
2. Public Adm. and Public Affairs By NICHOLAS HENRY
3. IGNOU (B.A) booklet.

▶ **Administrative Thought:** Scientific Management and Scientific Management movement; Classical Theory; Weber's 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); Simon's decision-making theory; Participative Management (R. Likert, C. Argyris, D. McGregor).

REQUIRED BOOKS: 1. Administrative Thinkers By PRASAD AND PRASAD
2. IGNOU (B.A) booklet.

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

REQUIRED BOOKS: 1. New horizons of public adm. By MOHIT BHATTACHARYA
2. Public Adm. By FADIA AND FADIA
3. IGNOU (B.A) booklet.

▶ **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.

REQUIRED BOOKS: 1. Public Adm. By AVASTHI AND MAHESHWARI
2. Public Adm. By FADIA AND FADIA
3. IGNOU (B.A) booklet.

▶ **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.

REQUIRED BOOKS: 1. Public Adm. By **AVASTHI AND MAHESHWARI**
2. Public Adm. By **M.LAKSHMIKANT**
3. IGNOU (B.A) booklet.

▶ **6. Administrative Law:** Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.

REQUIRED BOOKS: 1. Public Adm. By **AVASTHI AND MAHESHWARI**
2. **Indian polity** By **M.lakshmikant**

▶ **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.

REQUIRED BOOKS: 1. Public Adm. By **AVASTHI AND MAHESHWARI**
2. New Horizons of pub. Ad. By **M.BHATTACHARYA**
3. IGNOU (B.A) booklet.

▶ **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.

REQUIRED BOOKS: 1. Development Dynamics By **R.K. ARORA**
2. IGNOU (B.A) booklets

- ▶ **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.

REQUIRED BOOKS: 1. Public administration By **M. Lakshmikant**

2. IGNOU (B.A/M.A) Booklets

- ▶ **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.

REQUIRED BOOKS: 1. IGNOU (M.A) Booklet of public policy

- ▶ **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.

REQUIRED BOOKS: 1. New horizons of pub. Adm. By **MOHIT BHATTACHARY**

- ▶ **12. Financial Administration:** Monetary and fiscal policies; Public borrowings and public debt Budgets - types and forms; Budgetary process; Financial accountability; Accounts and audit.

REQUIRED BOOKS: 1. Public administration By **M. Lakshmikant**

2. Public administration By **Sharma and Sadana**

PAPER II- INDIAN ADMINISTRATION

- ▶ Paper II being so dynamic there is topic by topic booklist but it can comprehensively covered from the following sources:
 1. **Indian administration By RAJNI GOYAL**
 2. **Reports of ARC II**
 3. **Indian polity By M.LAKSHMIKANT**
 4. **Indian journal of public administration (IJPA)**
 5. **THE HINDU+INDIAN EXPRESS**
 6. **Reports of various committees and ministries.**