

## **42. PUBLIC ADMINISTRATION**

### **Introduction to Public Administration**

#### **Basics of Public Administration**

##### **Nature of Public Administration**

- a). Meaning and Importance of Public Administration
- b). State and Evolution of Public Administration

##### **Relationship with other Social Sciences**

- a). Law
- b). Political Science
- c). Economics
- d). Psychology

##### **Oriental and Classical Approaches**

- a). Oriental Approach-Kautilya
- b). Classical Approach: Henri Fayol, Luther Gulick and Lyndall Urwick
- c). Scientific Management Approach: F.W.Taylor
- d). Bureaucratic Approach: Max Weber and Karl Marx

##### **Human Relations and Behavioural Approaches**

- a). Human Relations Approach –Elton Mayo
- b). Behavioural Approach: Herbert A. Simon
- c). Socio- Psychological Approach: Abraham Maslow; Mc Gregor, Rensis Likert

##### **Ecological and Social Justice Approaches**

- a). Administrative Ecology: F.W.Riggs
- b). Social Justice Approach –B.R.Ambedkar
- c). Jyothirao Pule

##### **Development Dynamics and Emerging Trends Comparative & Development Administration**

- a). Comparative Administration
- b). Development Administration
- c). Changing Dynamics of Development Administration

##### **Emerging Trends-I**

- a). New Public Administration – Minnowbrook-I
- b). New Public Administration – Minnowbrook-II
- c). New Public Administration – Minnowbrook-III

##### **Market Theories**

- a). Public Choice Approach
- b). New Public Management

##### **Emerging Trends-I**

- a). Public Policy and Governance
- b). Role of Public Services in the Emergence and Development of New State of Telangana

##### **Emerging Trends-II**

- a). Globalization and Public Administration
- b). Present Status of Public Administration in the context of Globalization

### **Indian Administration**

#### **Union Administration, Historical Background**

- a). Evolution of Indian Administration
- b). Indian Administration after Independence: Continuity and Change
- c). Indian Constitutional Moorings and Administration.

#### **Union Administration: Structure and Processes**

- a). Political Executive at Central Level    i. Presidentii. Prime Ministeriii. Council of Ministers
- b). Central Secretariat and other Offices

#### **Center-State Relations**

- a). Centre-State Administrative Relations
- b). Central Personnel Agencies-All India Services

#### **Constitutional and Other National Bodies**

- a). Union Public Service Commission

- b). Election Commission and Comptroller and Auditor General of India (C&AG)
- c). NITI Aayog

### **Public Enterprises in India**

- a). Forms of Public Enterprises - Department, Corporation, Company
- b). Performance and Disinvestment

### **State Administration: Structure and Processes**

- a). Administrative History of Telangana
- b). Political Executive at State Level, Governor & Chief Minister

### **State Administrative Mechanisms**

- a). State Secretariat & Directorates
- b). Local Governance & District Administration in Telangana

### **Emerging Issues**

- a). Administrative Reforms: Need and Importance
- b). 2<sup>nd</sup> Administrative Reforms Commission-Features and Recommendations

### **Technology and Integrity in Government**

- a). e-Government
- b). Values and Ethics in Administration

### **Control over Administration**

- a). Redressal of Citizen Grievances: Transparency, Accountability and Right to Information Act
- b). Administrative Accountability: Legislative and Judicial Control

### **Human Resources Management Nature of Human Resource Management**

- a). Meaning and Significance of Human Resource Management
- b). Human Resource Planning

### **Office Management**

- a). Concept and Principles of Office Management
- b). Job Analysis, Job Description, Recruitment and Promotion
- c). Compensation Administration - Wage, Pay and Pay Commissions

### **Human Resource Development**

- a). Performance and Competency Mapping System
- b). Employee Capacity Building Strategies-Training
- c). Total Quality Management and Productivity Management

### **Emerging Trends**

- a). Redressal of Employee Grievances
- b). Right sizing, Outsourcing and Consultancies
- c). Interpersonal Skills

### **Financial and Material Resources Management Financial Management**

- a). Meaning and Scope
- b). Importance of Financial Management

### **Budget**

- a). Concept and Principles of Budget
- b). Preparation of Budget
- c). Enactment and Execution of Budget

### **Financial Institutions**

- a). Organization and Functioning of Finance Ministry
- b). Union-State Financial Relations and the role of Finance Commission
- c). Parliamentary Financial Committees: Public Accounts Committee, Estimates Committee and Committee on Public Undertakings

### **Materials Management**

- a). Meaning and Concept of Materials Management
- b). Procurement, Storage and Distribution
- c). Inventory Control and Management