



# PUBLIC ADMINISTRATION TEST SERIES - (2024) (M 1)

## TEST SCHEDULE

TOTAL NUMBER OF TESTS -10

[8 SECTIONAL +2 COMPREHENSIVE]

> DISCUSSION FOLLOWED BY PERSONAL FEEDBACK

>TIMELY EVALUATION BY FACULTY ONLY

>FLEXIBLE TIMING

> TEST MODE – ONLINE / OFFLINE

> INDIVIDUAL MENTORING

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TEST CODE	TEST NUMBER	DATE OF TEST	TOPICS	DATE OF DISCUSSION
5501	TEST 1	30 JUN 2024	<p>CHAPTER 1:</p> <ul style="list-style-type: none"> <li>• Introduction: Meaning, scope and significance of Public Administration;</li> <li>• Wilson's vision of Public Administration;</li> <li>• Evolution of the discipline and its present status; New Public Administration;</li> <li>• Public Choice approach; Challenges of liberalization, Privatisation, Globalisation;</li> <li>• Good Governance: concept and application; New Public Management.</li> </ul>	14 JULY 2024.
5502	TEST 2	14 JULY 2024	<p>CHAPTER 2:</p> <ul style="list-style-type: none"> <li>• Administrative Thought: Scientific Management and Scientific Management movement;</li> <li>• Classical Theory; Weber's bureaucratic model – its critique and post- Weberian Developments;</li> <li>• Dynamic Administration (Mary Parker Follett); Human Relations School (Elton Mayo and others);</li> <li>• Functions of the Executive (C.I. Barnard); Simon's decision-making theory; Participative Management (R. Likert, C. Argyris, D. McGregor).</li> </ul> <p>CHAPTER 4:</p> <ul style="list-style-type: none"> <li>• Organisations: Theories – systems, contingency;</li> <li>• Structure and forms: Ministries and Departments, Corporations, Companies, Boards and Commissions; Ad hoc and advisory bodies;</li> <li>• Headquarters and Field relationships; Regulatory Authorities; Public -Private Partnerships.</li> </ul>	21 JULY 2024
5503	TEST 3	21 JULY 2024	<p>CHAPTER 3:</p> <ul style="list-style-type: none"> <li>• Administrative Behaviour: Process and techniques of decision making;</li> <li>• Communication; Morale; Motivation Theories – content, process and contemporary.</li> <li>• Theories of Leadership: Traditional and Modern.</li> </ul> <p>CHAPTER 7:</p>	28 JULY 2024

			<ul style="list-style-type: none"> <li>• Comparative Public Administration: Historical and sociological factors affecting administrative systems;</li> <li>• Administration and politics in different countries;</li> <li>• Current status of Comparative Public Administration;</li> <li>• Ecology and administration; Riggsian models and their critique.</li> </ul> <p>CHAPTER 8:</p> <ul style="list-style-type: none"> <li>• Development Dynamics: Concept of development; Changing profile of development administration;</li> <li>• 'Antidevelopment thesis'; Bureaucracy and development; Strong state versus the market debate;</li> <li>• Impact of liberalisation on administration in developing countries;</li> <li>• Women and development – the self-help group movement.</li> </ul>	
5504	TEST 4	28 JULY 2024	<p>CHAPTER 9:</p> <ul style="list-style-type: none"> <li>• Personnel Administration: Importance of human resource development;</li> <li>• Recruitment, training, career advancement, position classification, discipline, performance appraisal, promotion, pay and service conditions;</li> <li>• employer-employee relations, grievance redressal mechanism;</li> <li>• Code of conduct; Administrative ethics.</li> </ul> <p>CHAPTER 8( PAPER II):</p> <ul style="list-style-type: none"> <li>• Civil Services: Constitutional position; Structure, recruitment, training and capacity- building;</li> <li>• Good governance initiatives; Code of conduct and discipline; Staff associations;</li> <li>• Political rights; Grievance redressal mechanism;</li> <li>• Civil service neutrality; Civil service activism.</li> </ul> <p>CHAPTER 10( PAPER II):</p> <ul style="list-style-type: none"> <li>• Administrative Reforms since Independence: Major concerns; Important Committees and Commissions;</li> <li>• Reforms in financial management and human resource development; Problems of implementation.</li> </ul> <p>CHAPTER 14(CHAPTER II):</p>	04 AUG 2024

			<ul style="list-style-type: none"> <li>• Significant issues in Indian Administration: Values in public service;</li> <li>• Regulatory Commissions; National Human Rights Commission;</li> <li>• Problems of administration in coalition regimes;</li> <li>• Citizen- administration interface;</li> <li>• Corruption and administration; Disaster management.</li> </ul>	
5505	TEST 5	04 AUGUST 2024	<p>CHAPTER 5:</p> <ul style="list-style-type: none"> <li>• Accountability and control: Concepts of accountability and control;</li> <li>• Legislative, Executive and Judicial control over administration;</li> <li>• Citizen and Administration;</li> <li>• Role of media, interest groups, voluntary organizations; Civil society;</li> <li>• Citizen's Charters; Right to Information; Social audit.</li> </ul> <p>CHAPTER 6:</p> <ul style="list-style-type: none"> <li>• Administrative Law: Meaning, scope and significance;</li> <li>• Dicey on Administrative law;</li> <li>• Delegated legislation;</li> <li>• Administrative Tribunals.</li> </ul> <p>CHAPTER 10:</p> <ul style="list-style-type: none"> <li>• Public Policy: Models of policy-making and their critique;</li> <li>• Processes of conceptualisation, planning, implementation, monitoring, evaluation and review and their limitations;</li> <li>• State theories and public policy formulation.</li> </ul> <p>CHAPTER 11:</p> <ul style="list-style-type: none"> <li>• Techniques of Administrative Improvement: Organisation and methods,</li> <li>• Work study and work management.</li> <li>• e-governance and information technology;</li> <li>• Management aid tools like network analysis, MIS, PERT, CPM.</li> </ul>	11 AUG 2024
5506	TEST 6	11 AUG 2024	<p>CHAPTER 12:</p> <ul style="list-style-type: none"> <li>• Financial Administration: Monetary and fiscal policies;</li> <li>• Public borrowings and public debt Budgets - types and forms; Budgetary process;</li> </ul>	18 AUG 2024

			<ul style="list-style-type: none"> <li>Financial accountability; Accounts and audit.</li> </ul> <p>CHAPTER 9:</p> <ul style="list-style-type: none"> <li>Financial Management: Budget as a political instrument;</li> <li>Parliamentary control of public expenditure; Role of finance ministry in monetary and fiscal area;</li> <li>Accounting techniques; Audit; Role of Controller General of Accounts and Comptroller and Auditor General of India.</li> </ul> <p>CHAPTER 3( PAPER II):</p> <ul style="list-style-type: none"> <li>Public Sector Undertakings: Public sector in modern India; Forms of Public Sector Undertakings;</li> <li>Problems of autonomy, accountability and control;</li> <li>Impact of liberalization and privatization.</li> </ul> <p>CHAPTER 5(PAPER II):</p> <ul style="list-style-type: none"> <li>Plans and Priorities: Machinery of planning; Role, composition and functions of the Planning Commission and the National Development Council;</li> <li>'Indicative' planning; Process of plan formulation at Union and State levels;</li> <li>Constitutional Amendments (1992) and decentralized planning for economic development and social justice</li> </ul>	
5507	TEST 7	18 AUG 2023	<p>CHAPTER 1( PAPER II):</p> <ul style="list-style-type: none"> <li>Evolution of Indian Administration: Kautilya's Arthashastra; Mughal administration;</li> <li>Legacy of British rule in politics and administration,</li> <li>Indianization of public services, revenue administration, district administration, local self-government.</li> </ul> <p>CHAPTER 2( PAPER II):</p> <ul style="list-style-type: none"> <li>Philosophical and Constitutional framework of government,</li> <li>Salient features and value premises; Constitutionalism; Political culture;</li> <li>Bureaucracy and democracy; Bureaucracy and development.</li> </ul> <p>CHAPTER 4(PAPER II):</p> <ul style="list-style-type: none"> <li>Union Government and Administration: Executive, Parliament,</li> </ul>	25 AUG 2024

			<p>Judiciary - structure, functions, work processes.</p> <ul style="list-style-type: none"> <li>Recent trends; Intragovernmental relations; Cabinet Secretariat; Prime Minister's Office; Central Secretariat;</li> <li>Ministries and Departments; Boards; Commissions; Attached offices; Field organizations</li> </ul> <p>CHAPTER 6( PAPER II):</p> <ul style="list-style-type: none"> <li>State Government and Administration: Union- State administrative, legislative and financial relations;</li> <li>Role of the Finance Commission; Governor; Chief Minister; Council of Ministers;</li> <li>Chief Secretary; State Secretariat; Directorates.</li> </ul>	
5508	TEST 8	25 AUG 2024	<p>CHAPTER 7( CHAPTER II):</p> <ul style="list-style-type: none"> <li>District Administration since Independence: Changing role of the Collector;</li> <li>Union state- local relations; Imperatives of development management and law and order administration;</li> <li>District administration and democratic decentralization.</li> </ul> <p>CHAPTER 11( PAPER II):</p> <ul style="list-style-type: none"> <li>Rural Development: Institutions and agencies since independence;</li> <li>Rural development programmes: foci and strategies;</li> <li>Decentralization and Panchayati Raj; 73rd Constitutional amendment.</li> </ul> <p>CHAPTER 12( PAPER II):</p> <ul style="list-style-type: none"> <li>Urban Local Government: Municipal governance: main features, structures, finance and problem areas;</li> <li>74th Constitutional Amendment; Global local debate; New localism; Development dynamics,</li> <li>Politics and administration with special reference to city management.</li> </ul> <p>CHAPTER 13( PAPER II):</p> <ul style="list-style-type: none"> <li>Law and Order Administration: British legacy; National Police Commission; Investigative agencies;</li> <li>Role of central and state agencies including paramilitary forces in maintenance of law and order and countering insurgency and terrorism;</li> </ul>	01 SEP 2024

			<ul style="list-style-type: none"> <li>• Criminalisation of politics and administration;</li> <li>• Police- public relations; Reforms in Police.</li> </ul>	
5509	TEST 9	07 SEPTEMBER 2024	<ul style="list-style-type: none"> <li>• COMPREHENSIVE TEST: PAPER I</li> </ul>	08 SEP 2024
5510	TEST 10	07 SEPTEMBER 2024	<ul style="list-style-type: none"> <li>• COMPREHENSIVE TEST: PAPER II</li> </ul>	08 SEP 2024

TEST TIMING: 10 AM TO 1 PM

DISCUSSION TIMING 2 PM TO 5 PM

DISCUSSION TIMING FOR TEST 9 AND 10: 10 AM TO 1 PM, 2 PM TO 5 PM.

### REFERENCE BOOKS/SOURCES:

#### PAPER 1:

- EMPOWER IAS, CLASS NOTES
- ADMINISTRATIVE THINKERS, PRASAD, AND PRASAD
- NEW HORIZONS OF PUBLIC ADMINISTRATION, MOHIT BHATACHARYA
- ORGANISATIONAL BEHAVIOUR, STEPHEN ROBINS
- PUBLIC ADMINISTRATION (ADMINISTRATIVE THEORIES), FADIA AND FADIA
- IGNOU STUDY MATERIALS FOR BA AND MA AS PER RELEVANCE

#### PAPER II:

- EMPOWER IAS, CLASS NOTES
- INDIAN ADMINISTRATION, ARORA AND GOEL
- YOJANA AND KURUKSHETRA MAGAZINES
- NEWS PAPER; THE HINDU
- IGNOU STUDY MATERIALS FOR BA AND MA AS PER RELEVANCE