

TEST NUMBER	S NO	DATE OF TEST	TOPICS	DATE OF DISCUSSION
TEST 1	1	7 <sup>TH</sup> JULY 2024	<ul style="list-style-type: none"> <li>CHAPTER 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.</li> </ul>	14 JULY 2024
TEST 2	2	14 <sup>TH</sup> JULY 2024	<ul style="list-style-type: none"> <li>CHAPTER 2: 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).</li> <li>CHAPTER 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.</li> </ul>	21 JULY 2024
TEST 3	3	21 <sup>ST</sup> JULY 2024	<ul style="list-style-type: none"> <li>CHAPTER 3: Administrative Behaviour: Process and techniques of decision making; Communication; Morale; Motivation Theories – content, process and contemporary; Theories of Leadership: Traditional and Modern.</li> <li>CHAPTER 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.</li> <li>CHAPTER 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;</li> </ul>	28 JULY 2024

			Women and development – the self-help group movement.	
TEST 4	4	28 <sup>TH</sup> JULY 2024	<ul style="list-style-type: none"> <li>CHAPTER 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.</li> <li>CHAPTER 8( PAPER II) 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.</li> <li>CHAPTER 10( PAPER II): Administrative Reforms since Independence: Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.</li> <li>CHAPTER 14(CHAPTER II): 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.</li> </ul>	04 AUG 2024
TEST 5	5	04 AUGUST 2024	<ul style="list-style-type: none"> <li>CHAPTER 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.</li> <li>CHAPTER 6: Administrative Law: Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.</li> <li>CHAPTER 10: Public Policy: Models of policy-making and their critique; Processes of conceptualisation, planning, implementation,</li> </ul>	11 AUG 2024

			<p>monitoring, evaluation and review and their limitations; State theories and public policy formulation.</p> <ul style="list-style-type: none"> <li>CHAPTER 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.</li> </ul>	
TEST 6	6	11 <sup>TH</sup> AUG 2024	<ul style="list-style-type: none"> <li>CHAPTER 12: Financial Administration: Monetary and fiscal policies; Public borrowings and public debt Budgets - types and forms; Budgetary process; Financial accountability; Accounts and audit.</li> <li>CHAPTER 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.</li> <li>CHAPTER 3( PAPER II)Public Sector Undertakings: Public sector in modern India; Forms of Public Sector Undertakings; Problems of autonomy, accountability and control; Impact of liberalization and privatization.</li> <li>CHAPTER 5(PAPER II) 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</li> </ul>	18 <sup>TH</sup> AUG 2024
TEST 7	7	18 <sup>TH</sup> AUG 2023	<ul style="list-style-type: none"> <li>CHAPTER 1( PAPER II) Evolution of Indian Administration: Kautilya's Arthashastra; Mughal administration; Legacy of British rule in politics and administration - Indianization of public services, revenue administration, district administration, local self-government.</li> <li>CHAPTER 2 (PAPER II) Philosophical and Constitutional framework of government:</li> </ul>	25 AUG 2024

			<p>Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.</p> <ul style="list-style-type: none"> <li>CHAPTER 4(PAPER II) Union Government and Administration: Executive, Parliament, Judiciary - structure, functions, work processes; Recent trends; Intragovernmental relations; Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Ministries and Departments; Boards; Commissions; Attached offices; Field organizations</li> <li>CHAPTER 6( PAPER II) . 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.</li> </ul>	
TEST 8	8	25 <sup>TH</sup> AUG 2024	<ul style="list-style-type: none"> <li>CHAPTER 7(CHAPTER II): District Administration since Independence: Changing role of the Collector; Union state- local relations; Imperatives of development management and law and order administration; District administration and democratic decentralization.</li> <li>CHAPTER 11( PAPER II): Rural Development: Institutions and agencies since independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment.</li> <li>CHAPTER 12( PAPER II): Urban Local Government: Municipal governance: main features, structures, finance and problem areas; 74th Constitutional Amendment; Global local debate; New localism; Development dynamics, politics and administration with special reference to city management.</li> <li>CHAPTER 13( PAPER II): 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</li> </ul>	01 SEP 2024

			administration; Police- public relations; Reforms in Police.	
TEST 9	9	1 <sup>ST</sup> SEPTEMBER 2024	• COMPREHENSIVE TEST: PAPER I	8 <sup>TH</sup> SEP 2024
TEST 10	10	8 <sup>TH</sup> SEPTEMBER 2024	• COMPREHENSIVE TEST: PAPER II	9 <sup>TH</sup> SEP 2024

### **REFERENCE BOOKS/SOURCES:**

**PAPER 1: 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: INDIAN ADMINISTRATION, ARORA AND GOEL**

**YOJANA AND KURUKSHETRA MAGAZINES**

**NEWS PAPER; THE HINDU**

**IGNOU STUDY MATERIALS FOR BA AND MA AS PER RELEVANCE**