

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</li> </ul>	28 JULY 2024

			administration in developing countries; 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> </ul>	11 AUG 2024

			<ul style="list-style-type: none"> <li>CHAPTER 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.</li> <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,</li> </ul>	25 AUG 2024

			<p>district administration, local self-government.</p> <ul style="list-style-type: none"> <li>CHAPTER 2 (PAPER II) Philosophical and Constitutional framework of government: Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.</li> <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> </ul>	01 SEP 2024

			<ul style="list-style-type: none"> <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 administration; Police- public relations; Reforms in Police.</li> </ul>	
TEST 9	9	1 <sup>ST</sup> SEPTEMBER 2024	<ul style="list-style-type: none"> <li>COMPREHENSIVE TEST: PAPER I</li> </ul>	8 <sup>TH</sup> SEP 2024
TEST 10	10	8 <sup>TH</sup> SEPTEMBER 2024	<ul style="list-style-type: none"> <li>COMPREHENSIVE TEST: PAPER II</li> </ul>	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

