



SYNERGY
AN INSTITUTE FOR CIVIL SERVICES EXAMINATION

2022-23

PUBLIC ADMINISTRATION

LIVE ONLINE/OFFLINE **FOR CIVIL SERVICES OPTIONAL**

(ONLINE CLASSES SAME AS OFFLINE- RELAYED LIVE)

by- **M.K. MOHANTY & ASHUTOSH PANDEY**



M.K. MOHANTY



ASHUTOSH PANDEY

BATCH STARTING

16 JUNE 2022 **CLASS TIMINGS:**
4:30 PM TO 7:00 PM

FEE- 53,100/-

(INCLUSIVE OF TAXES)

Course Duration: 5 Months

* No Class is Pre-Recorded

**Register Now
Book your Seat**

Hurry Up!

We have limited Seats

For Further Information Visit

 www.synergyraftar.com

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Programme Highlights



- 1** 5 Months Comprehensive Classes.
- 2** Complete UPSC Syllabus of Public Administration.
- 3** Coverage of Paper 2 through 2nd ARC based issues and current perspectives, including various journals, reports and case studies.
- 4** 6 Class Test- 3 Test in Paper 1 and 3 Tests in Paper 2.
- 5** Comprehensive study material along with IIPA Notes, 2nd ARC Gist and relevant articles that are in contemporary debate.
- 6** Discussion of past and previous years UPSC Question Papers.
- 7** Discussion of Most Important Areas for Mains 2023.
- 8** Innovative Teaching Methodology, through the study of approaches for Paper 1 & Paper 2.
- 9** Revision workbook for comprehensive understanding and answer writing skills development.

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Procedure for Admission



- ◆ To register yourself, go the URL- <http://www.synergyraftar.com>, click on the 'ADMISSION' tab and refer to the following procedure:-
 - ☞ **Step 1** : Under **ADMISSION** Tab: Click on the 'Admission Form' and make the payment in the given Bank Account.
 - ☞ **Step 2** : Fill the Admission Form & upload a recent coloured passport size photograph.
 - ☞ **Step 3** : Attach the Fee Payment Acknowledgement Receipt (Refer Step 1)
 - Step 4** : Submit
- ◆ After enrollment student will get an unique username and password to access classes on <https://synergyraftar.com>
- ◆ Account for **Live online classes** will be activated within 24 hrs. of enrollment.
- ◆ Classes will be conducted **LIVE** as per the class schedule (**4:30 - 7:00 PM**)
- ◆ **Live classes** will also be available in the student panel as recorded classes, that can be accessed any time during the course and month beyond that.
- ◆ Printed study material will be dispatched by courier within a week of enrollment.
- ◆ Special notes will be uploaded in PDF Format in the student panel.

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Online Classes Modalities

1. All classes are live and interactive.
2. Once the class is over, it will be uploaded into Student's Account.
3. Apart from attending class online, student can view it once in a pre-recorded format, available on his online portal.
4. Separate doubt clearing session will be conducted regularly.
5. Students who access the class after a live-session, can clear their doubts through a chat box.

Class Test



- Test will be uploaded in PDF format for ONLINE mode; For OFFLINE mode, test will be held at our centre.
- To write the test online, students have to download the PDF and after writing the test send us back a clear and legible scanned copy of the answer sheets in PDF format for evaluation through email (synergyias143@gmail.com)
- Evaluated answer sheets of the test will be sent back to the students via email within 7 days of the submission.

PUBLIC ADMINISTRATION SYLLABUS

PART -1 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.

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.)

3) Administrative Behaviour

Process and techniques of decision-making; Communication; Morale; Motivation Theories content, process and contemporary; Theories of Leadership: Traditional and Modern:

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.

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.

6) Administrative Law

Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.

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.

8) Development Dynamics

Concept of development; Changing profile of development administration; 'Anti-development thesis'; Bureaucracy and development; Strong state versus the market debate; Impact of liberalization on administration in developing countries; Women and development of the self-help group movement.

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.

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10) **Public Policy**

Models of policy-making and their critique; Processes of conceptualization, planning, implementation, monitoring, evaluation and review, and their limitations; State theories and public policy formulation.

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.

12) **Financial Administration**

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

PART -2 INDIAN ADMINISTRATION

1) **Evolution of Indian Administration**

Kautilya Arthashastra; Mughal administration; Legacy of British rule in politics and administration Indianization of Public services, revenue administration, district administration, local self Government.

2) **Philosophical and Constitutional framework of Government**

Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.

3) **Public Sector Undertakings**

Public sector in modern India; Forms of Public Sector Undertakings; Problems of autonomy, accountability and control; Impact of liberalization and privatization.

4) **Union Government and Administration**

Executive, Parliament, Judiciary-structure, functions, work processes; Recent trends; Intra-governmental relations; Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Ministries and Departments; Boards; Commissions; Attached offices; Field organizations.

5) **Plans and Priorities**

The 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.

6) **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.

7) **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.

8) **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.

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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.

10) Administrative Reforms since Independence

Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.

11) Rural Development

Institutions and agencies since Independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment.

12) 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.

13) 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; Criminalization of politics and administration; Police-public relations; Reforms in Police.

14) 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.

EXTENDED TOPICS COVERED

1. Evolution of public administration

Public Administration as Theory and practice
Models of evolution:

- Golembiewski
- Nicholas Henry
- Nigro, Dimock and others
- Contribution of wilson, Critique and other theorists Simon Waldo Debatee

Modern Approaches to the study of public admin
Public Policy

- Systems
- Contingency
- Post-Modernism
- Governance
- Gender Perspective
- Post-Positivism
- Post- Behaviouralism
- Deconstructivism
- Humanistic-Phenomenology

Model of Critique of Traditional Public Administration

- Public choice
- Marxit Approach
- Neo-Marxist
- New Public Administration [NPA -I, II, III]
- New public Management [NPM]
- Blacksburg manifesto
- Neo-Weberian State
- Post -Modern Governance
- E- Governance Models and issues Govern mentality and community power approach

Case studies from Asian and other perspectives.
Other Contemporary developments/ debate

- Neo-liberal state debate
- Ethics in Administration Normative concerns and rationality
- Agendas of reform [Also covers Topics 2nd ARC]

APPROACHES

Wilson, Goodnow, White, Waldo, Taylor, webwer, Gulick and Urwick, Peter Drucker, Easton, Peter Senge
Behaviourism in public administration

- **Organisational behaviour & characteristics Leadership Motivation**
- **Communication Emotional intelligence Methodology & Critique**

2. Public Polity

Approaches Contributors:

- Easton Dror
- Simon Lindblom
- Others
- Issues in public policy
- Case studies [IIPA etc]
- Changing perspective in policy making in India

3. Comparative public administration

Methodology and approaches Contributions of Riggs, Ferrel Heady, Weidner and Wilson Development Administration [DA]

- Role of public administration in developmental administration
- Post developmentalism and critique of development administration
- Community development models Sustainable Development Role of Non - State Actors in Development and issues: NGOs SSG Civil Society Corporate

Developmental Policies/ Laws:

- Environmental
- Social Industrial
- Global issues in development
- Role of Institutions
- Local Governments
- Quasi- Judicial bodies etc

4. Administrative Reforms

- Civil Services
 - Issues in reforms personal management Global perspective Judicial
- Reforms in criminal justice system Judiciary, police, security agencies
- Administrative perspective on new problems of governance like Terrorism, Naxalism, Cyber Crimes, Social media reforms, Human rights, Women Issues
- Role of media & administrative reforms 2nd ARC Recommendations
- World bank, UNPAN, Report discussion
- Role of district administration: Need for changes

5. Political Institutions and their Role

Reforms at the Institutional Level Center-State Relations

Issues in Federalism:

- Role of Niti Aayog
- Governor
- **Role of Audit and CAG Electoral Reforms**
- **Issues**
- Expert/ Constitutional bodies
- CSS
- **Recommendations**
- **Executive Vs Legislative**

Judicial reforms:

- Structural o Procedural

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