PART - I

Administrative Theory

2. New Public Administration concept of New Public Management, Good Governance, Concept and application, Ethics and Administration.
5. Hierarchy, Span of Control, Unity of command, Line and Staff agencies.
7. Decision making theory with special reference to Herbert Simon, Theories of Leadership, Communication, Morale, Motivation (Maslow and Herzberg).
8. Concepts of Accountability and Control, Legislative Executive and Judicial control over Administration.
PART - II

3. Meaning, nature and scope of Comparative Public Administration, Bureaucracy and Ecology.
4. Origin and purpose of Development Administration, Rigg's Prismatic - Sala model, Bureaucracy and Development, Changing profile of Development Administration.
10. Role of Computers in Public Administration, E governance.
1. Evolution of Indian Administration, Kautilya, Mughal period and British Legacy.

2. Indian Constitution, Development, Preamble and Main Characteristics, Parliamentary Democracy, Federal System and Centre - State Relations.

3. The President, Prime Minister, Council of Ministers, Cabinet and its Committees, P.M.O. Central Secretariat, Ministries and departments.


5. Administrative Reforms, Reforms since independence, Reports of the Administrative reforms Commissions, Problems of their implementation.

6. Machinery of Planning, Composition and role, Planning Commission, Role of the National Development Council, Process of Plan formulation at Union and State levels, decentralized planning.

7. Role of Central and State Agencies in maintenance of law and order, Criminalisation of politics and administration.

8. Welfare Administration, Machinery for Welfare Administration at the National level. Special organizations for the welfare of the Scheduled Castes and scheduled Tribes, Welfare Schemes for Women and Children, Problems of Child labour.

9. Major issues in Indian Administrations, Problems of Centre State Relations, Values in Public Service and Administrative Culture, Development and Environmental issues. Indian Administration and Globalization.
10. Disaster management in India, Reservation policy in India, Women Empowerment, Role of NGOs in development.

PART - II

State Administration with special reference to Madhya Pradesh


2. Relationship between Central and State Administration, Basic difference between Central and State Administration.

3. Governor, Chief Minister, Council of Ministers.

4. Chief Secretary, His role and functions, State Secretariat and Directorates, State Planning Board.

5. **State Civil Services** - Organization and functions of Madhya Pradesh Public Service Commission, Recruitment and Training.


7. Civil Services Tribunals, Tribal Administration in M.P., Lok Ayukta, Economic Offensive wing, Chief Information Commissioner.

8. **District Administration** - Role of Collector, Tehsil and Tehsildar, Blocks and B.D.O.'s.


10. **Panchayati Raj in Madhya Pradesh** - Three tier, System of Panchayati Raj Institutions - Zila Panchayat, Janpad Panchayat and Gram Panchayat, Role of Chief Executive Officer in Panchayat Administration. State Control over local administration.