

**IASbaba's TLP PUBLIC ADMINISTRATION OPTIONAL SCHEDULE** **2020**  
(Free Initiative)

Date	Day	Subject	Topics
<b>5th Aug</b>	<b>Day1</b>	Paper 2	<p>1. Evolution of Indian Administration:</p> <p>Kautilya's Arthashastra; Mughal administration; Legacy of British rule in politics and administration Indianization of public services, revenue administration, district administration, local self-government.</p>
<b>6th Aug</b>	<b>Day2</b>	Paper 1	<p>1. Introduction:</p> <p>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</p>

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<b>7th aug</b>	<b>Day3</b>	Paper 2	<p>2. Philosophical and Constitutional framework of government:</p> <p>Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.</p>
<b>8th Aug</b>	<b>Saturday</b>		<b>Answer writing discussion (Video)</b>
<b>9th Aug</b>	<b>Sunday</b>		Revision
<b>10th Aug</b>	<b>Day4</b>	Paper 1	<p>2. Administrative Thought:</p> <p>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).</p>

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<b>11th Aug</b>	<b>Day5</b>	Paper 2	<p>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</p> <p>5. 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.</p>
<b>12th Aug</b>	<b>Day6</b>	Paper 1	<p>3. Administrative Behaviour: Process and techniques of decision-making; Communication; Morale; Motivation Theories – content, process and contemporary; Theories of Leadership: Traditional and Modern.</p>

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<b>13th Aug</b>	<b>Day7</b>	Paper 2	<p>4. Union Government and Administration:</p> <p>Executive, Parliament, Judiciary – structure, functions, work processes;</p> <p>Recent trends; Intra-governmental relations; Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Ministries and Departments; Boards; Commissions; Attached offices; Field organizations.</p>
<b>14th Aug</b>	<b>Day8</b>	Paper 1	<p>4. Organisations:</p> <p>Theories – systems, contingency;</p> <p>Structure and forms: Ministries and Departments, Corporations, Companies, Boards and Commissions;</p> <p>Ad-hoc and advisory bodies;</p> <p>Headquarters and Field relationships;</p> <p>Regulatory Authorities;</p> <p>Public – Private Partnerships.</p>
<b>15th Aug</b>	<b>Saturday</b>		<b>Answer writing discussion (Video)</b>
<b>16th Aug</b>	<b>Sunday</b>		Revision

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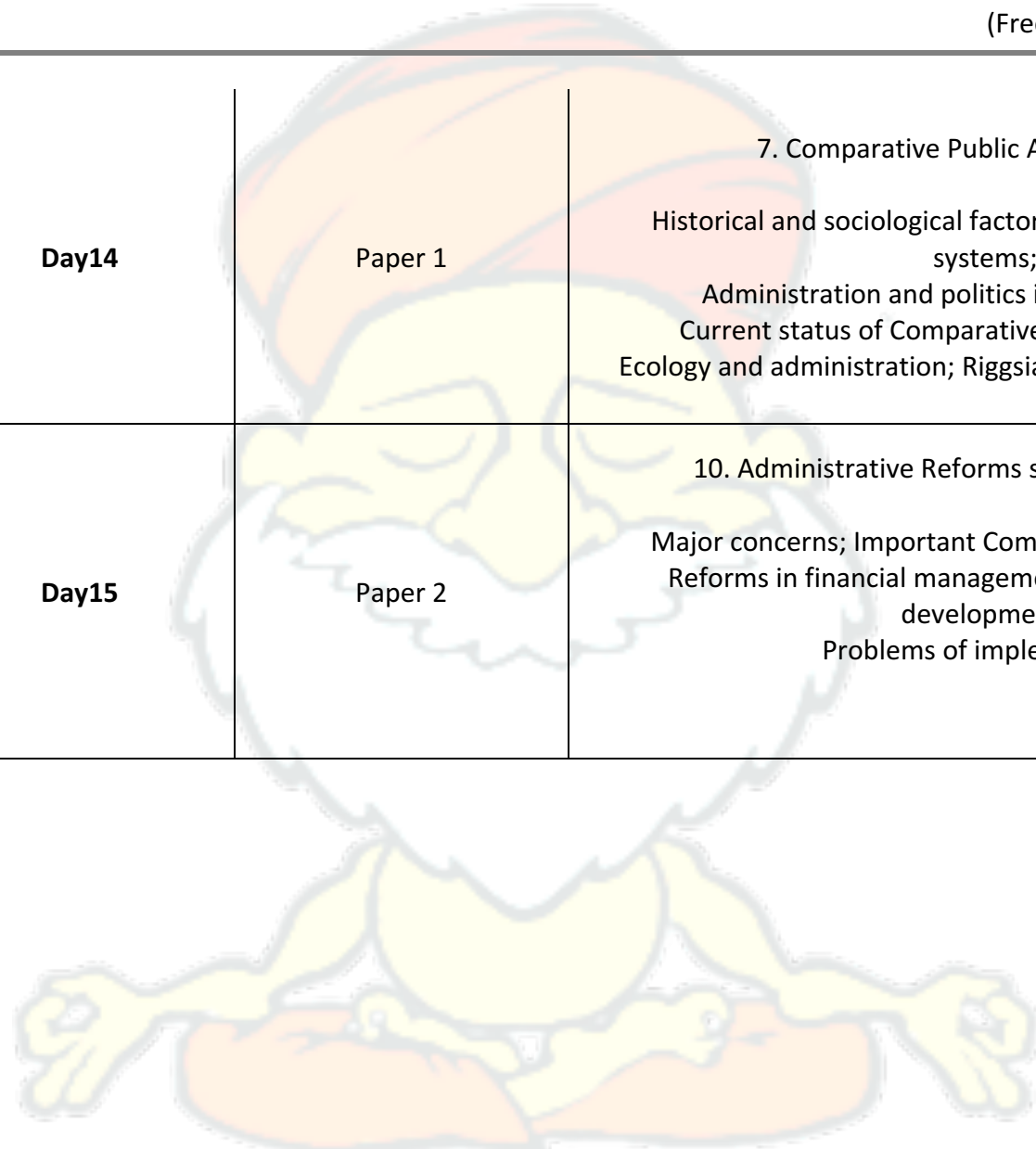
<b>17th Aug</b>	<b>Day9</b>	Paper 2	<p>6. State Government and Administration:</p> <p>Union-State administrative, legislative and financial relations; Role of the Finance Commission; Governor; Chief Minister; Council of Ministers; Chief Secretary; State Secretariat; Directorates.</p>
<b>18th Aug</b>	<b>Day10</b>	Paper 1	<p>5. Accountability and control:</p> <p>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.</p>
<b>19th Aug</b>	<b>Day11</b>	Paper 2	<p>7. District Administration since Independence:</p> <p>Changing role of the Collector; Union state- local relations; Imperatives of development management and law and order administration; District administration and democratic decentralization</p>

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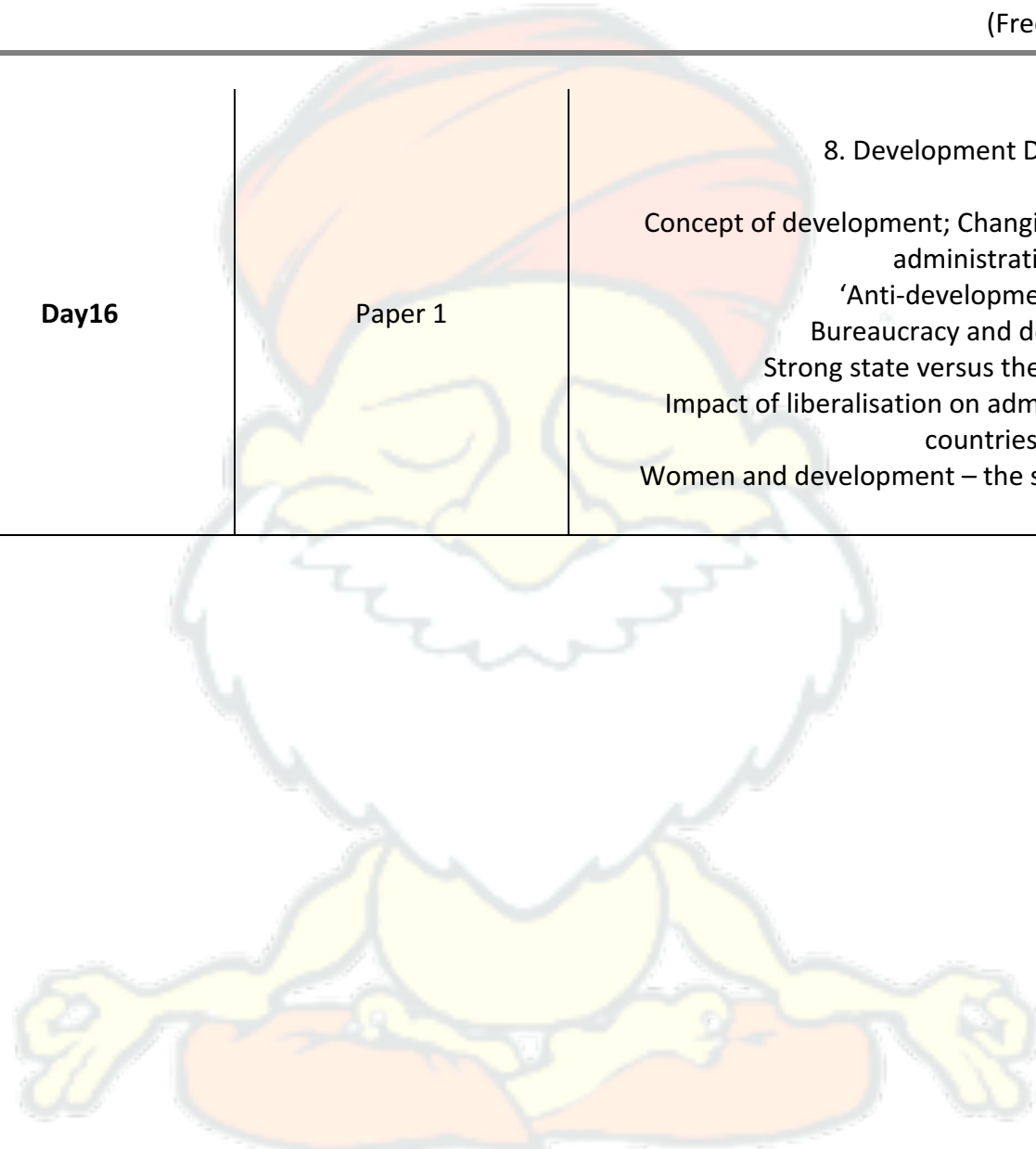
<b>20th Aug</b>	<b>Day12</b>	Paper 1	<p>6. Administrative Law:</p> <p>Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.</p>
<b>21st Aug</b>	<b>Day13</b>	Paper 2	<p>8. Civil Services:</p> <p>Constitutional position; Structure, recruitment, training and capacity-building; Good governance initiatives; Code of conduct and discipline; Staff associations; Political rights; Grievance redressal mechanism; Civil service neutrality; Civil service activism</p>
<b>22nd Aug</b>	<b>Saturday</b>		<b>Answer writing discussion (Video)</b>
<b>23rd Aug</b>	<b>Sunday</b>		Revision

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<b>24th Aug</b>	<b>Day14</b>	Paper 1	<b>7. Comparative Public Administration:</b> 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.
<b>25th Aug</b>	<b>Day15</b>	Paper 2	<b>10. Administrative Reforms since Independence:</b> Major concerns; Important Committees and Commissions Reforms in financial management and human resource development; Problems of implementation.



<b>26th Aug</b>	<b>Day16</b>	Paper 1	<b>8. Development Dynamics:</b>  Concept of development; Changing profile of development administration; 'Anti-development thesis'; Bureaucracy and development; Strong state versus the market debate; Impact of liberalisation on administration in developing countries; Women and development – the self-help group movement.
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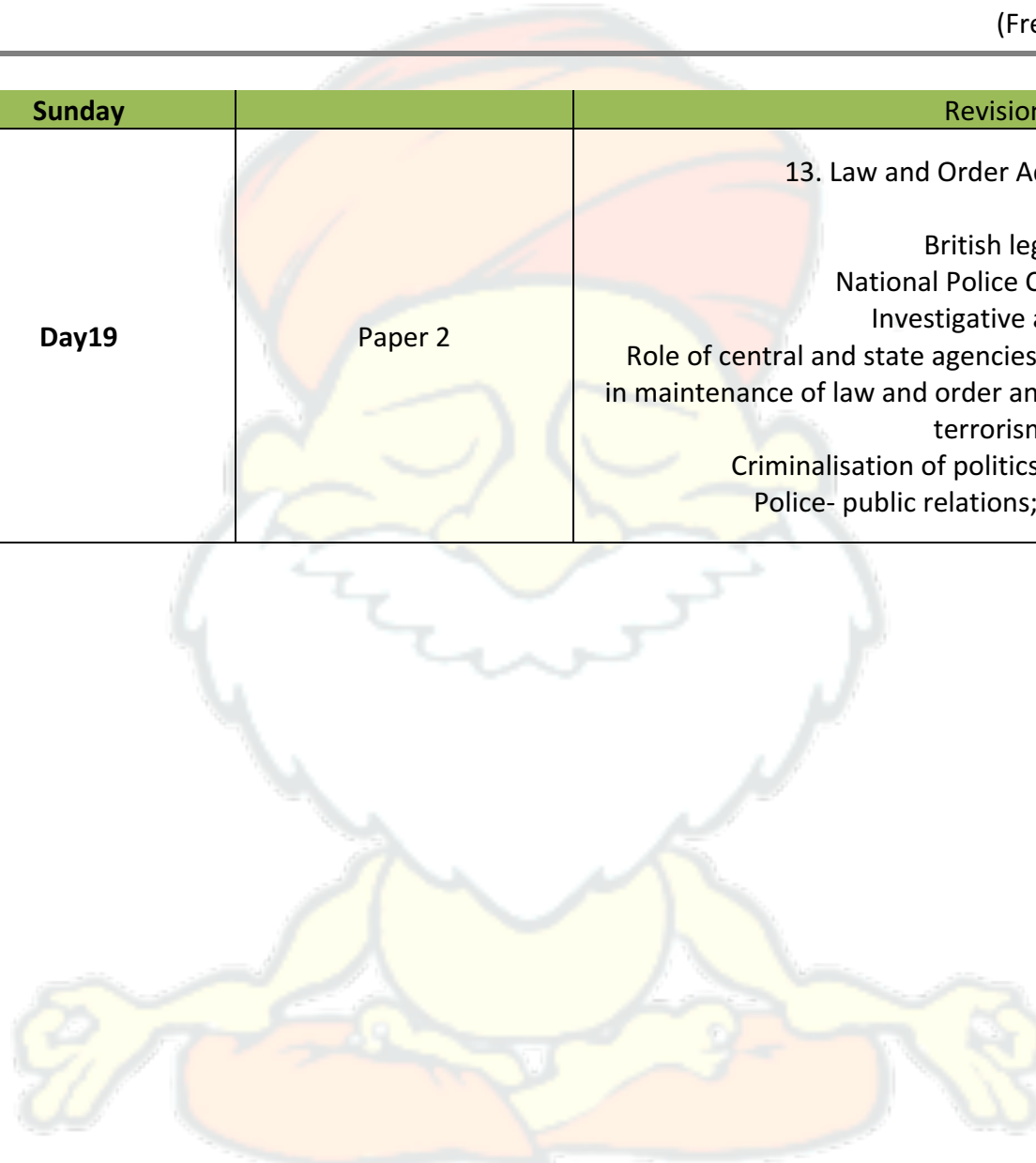


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<b>27th Aug</b>	<b>Day17</b>	Paper 2	<p>11. Rural Development: Institutions and agencies since independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment.</p> <p>12. Urban Local 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.</p>
<b>28th Aug</b>	<b>Day18</b>	Paper 1	<p>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</p>
<b>29th Aug</b>	<b>Saturday</b>		<b>Answer writing discussion (Video)</b>

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30th Aug	Sunday		Revision
31st Aug	Day19	Paper 2	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; Criminalisation of politics and administration; Police- public relations; Reforms in Police.



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<b>1st Sept</b>	<b>Day20</b>	Paper 1	<p style="text-align: center;">10. Public Policy:</p> <p style="text-align: center;">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.</p> <p style="text-align: center;">11. Techniques of Administrative Improvement:</p> <p style="text-align: center;">Organisation and methods, Work study and work management; e-governance and information technology; Management aid tools like network analysis, MIS, PERT, CPM.</p>
<b>2nd sept</b>	<b>Day21</b>	Paper 2	<p style="text-align: center;">10. Administrative Reforms since Independence:</p> <p style="text-align: center;">Major concerns; Important Committees and Commissions Reforms in financial management and human resource development; Problems of implementation.</p>

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<b>3rd Sept</b>	<b>Day22</b>	Paper 1	<p>12. Financial Administration:  Monetary and fiscal policies; Public borrowings and public debt Budgets – types and forms; Budgetary process; Financial accountability; Accounts and audit.</p> <p>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.</p>
<b>4th Sept</b>	<b>Day23</b>	Paper 2	<p>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.</p>
<b>5th Sept</b>	<b>Saturday</b>		<b>Answer writing discussion (Video)</b>