

# IASBABA'S PUBLIC ADMINISTRATION OPTIONAL – FOUNDATION COURSE 2022

## SYLLABUS AND SCHEDULE

| DAYS   | NOTES UPLOAD      | CLASS – TOPICS TO BE DISCUSSED               | LIVE DOUBT SESSIONS  |
|--------|-------------------|--|----------------------|
| Day 1  | Paper 1 Chapter 1 | Introduction Class                           |                      |
| Day 2  |                   | Evolution of Public Administration           |                      |
| Day 3  |                   | Woodrow Wilson' S Essay                      |                      |
| Day 4  |                   | Dichotomy Theories                           |                      |
| Day 5  |                   | Minnowbrook 1                                |                      |
| Day 6  |                   | Revision                                     |                      |
| Day 7  |                   | Holiday                                      | Evening 5 Pm To 7 Pm |
| Day 8  |                   | New Public Administration                    |                      |
| Day 9  |                   | Minnowbrook 2 And 3                          |                      |
| Day 10 |                   | New Public Management Part 1                 |                      |
| Day 11 |                   | New Public Management Part 2                 |                      |
| Day 12 |                   | Public Choice Approach                       |                      |
| Day 13 |                   | Revision                                     |                      |
| Day 14 |                   | Holiday                                      | Evening 5 Pm To 7 Pm |
| Day 15 |                   | Liberalization, Privatization, Globalization |                      |
| Day 16 |                   | New Public Service                           |                      |
| Day 17 |                   | Public Administration as Governance          |                      |
| Day 18 | Paper 1 Chapter 2 | F W Taylor                                   |                      |
| Day 19 |                   | Henry Fayol                                  |                      |
| Day 20 |                   | Revision                                     |                      |

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|--------|--------------------------|--|-----------------------------|
| Day 21 |                          | <b>Syllabus Specific Test 1 + Discussion Video</b> | <b>Evening 5 Pm To 7 Pm</b> |
| Day 22 |                          | <b>Gullick and Urwick</b>                          |                             |
| Day 23 |                          | <b>Mary Parker Follet</b>                          |                             |
| Day 24 |                          | <b>Max Weber</b>                                   |                             |
| Day 25 |                          | <b>Post Weberian Bureaucracy</b>                   |                             |
| Day 26 |                          | <b>Elton Mayo</b>                                  |                             |
| Day 27 |                          | <b>Revision</b>                                    |                             |
| Day 28 |                          | <b>Holiday</b>                                     | <b>Evening 5 Pm To 7 Pm</b> |
| Day 29 |                          | <b>Chester Barnard</b>                             |                             |
| Day 30 |                          | <b>Herbert Simon</b>                               |                             |
| Day 31 |                          | <b>Holiday</b>                                     |                             |
| Day 32 |                          | <b>Rensis Likert</b>                               |                             |
| Day 33 |                          | <b>Chris Argyris</b>                               |                             |
| Day 34 |                          | <b>Revision</b>                                    |                             |
| Day 35 |                          | <b>Holiday</b>                                     | <b>Evening 5 Pm To 7 Pm</b> |
| Day 36 | <b>Paper 1 Chapter 3</b> | <b>Decision Making Techniques</b>                  |                             |
| Day 37 |                          | <b>Communication</b>                               |                             |
| Day 38 |                          | <b>Morale</b>                                      |                             |
| Day 39 |                          | <b>Content Theories of Motivation Part 1</b>       |                             |
| Day 40 |                          | <b>Content Theories of Motivation Part 2</b>       |                             |
| Day 41 |                          | <b>Revision</b>                                    |                             |

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|        |                   |   |                      |
|--------|-------------------|---|----------------------|
| Day 42 |                   | Syllabus Specific Test 2 + Discussion Video | Evening 5 Pm To 7 Pm |
| Day 43 |                   | Process Theories Of Motivation              |                      |
| Day 44 |                   | Contemporary Theories of Motivation         |                      |
| Day 45 |                   | Traditional Leadership Theories             |                      |
| Day 46 |                   | Contingency Theories of Leadership          |                      |
| Day 47 |                   | Modern Theories of Leadership               |                      |
| Day 48 |                   | Revision                                    |                      |
| Day 49 |                   | Holiday                                     | Evening 5 Pm To 7 Pm |
| Day 50 | Paper 1 Chapter 4 | Systems Theories                            |                      |
| Day 51 |                   | Contingency Theories                        |                      |
| Day 52 |                   | Organizations - Boards, Commissions         |                      |
| Day 53 | Paper 1 Chapter 5 | Accountability and Control                  |                      |
| Day 54 |                   | Civil Society, Citizen's Charter, RTI...    |                      |
| Day 55 |                   | Revision                                    |                      |
| Day 56 |                   | Holiday                                     | Evening 5 Pm To 7 Pm |
| Day 57 | Paper 1 Chapter 6 | Administrative Law                          |                      |
| Day 58 | Paper 1 Chapter 7 | Comparative Public Administration Part1     |                      |
| Day 59 |                   | Comparative Public Administration Part2     |                      |
| Day 60 | Paper 1 Chapter 8 | Development Dynamics                        |                      |
| Day 61 |                   | Development Administration                  |                      |
| Day 62 |                   | Revision                                    |                      |

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|        |                    |  |                      |
|--------|--------------------|--|----------------------|
| Day 63 |                    | <b>Holiday</b>                                     | Evening 5 Pm To 7 Pm |
| Day 64 | Paper 1 Chapter 9  | Personal Administration Part 1                     |                      |
| Day 65 |                    | Personal Administration Part2                      |                      |
| Day 66 | Paper 1 Chapter 10 | Public Policy Part 1                               |                      |
| Day 67 |                    | Public Policy Part 2                               |                      |
| Day 68 | Paper 1 Chapter 11 | Techniques of Administrative Improvement           |                      |
| Day 69 |                    | Revision   |                      |
| Day 70 |                    | <b>Holiday</b>                                     | Evening 5 Pm To 7 Pm |
| Day 71 | Paper 1 Chapter 12 | Financial Administration Part 1                    |                      |
| Day 72 |                    | Financial Administration Part 2                    |                      |
| Day 73 | Paper 2 Chapter 1  | Kautilya's Administration                          |                      |
| Day 74 |                    | Mughal Administration                              |                      |
| Day 75 |                    | British Administration                             |                      |
| Day 76 |                    | Revision   |                      |
| Day 77 |                    | <b>Paper 1 Full Length Test + Discussion Video</b> | Evening 5 Pm To 7 Pm |
| Day 78 | Paper 2 Chapter 2  | Philosophical and Constitutional Framework         |                      |
| Day 79 |                    | Philosophical and Constitutional Framework         |                      |
| Day 80 |                    | Bureaucracy and Democracy and Development          |                      |
| Day 81 | Paper 2 Chapter 3  | Public Sector Undertakings                         |                      |
| Day 82 | Paper 2 Chapter 4  | Union Government Part 1                            |                      |
| Day 83 |                    | Revision   |                      |

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|         |                    |   |                      |
|---------|--------------------|---|----------------------|
| Day 84  |                    | <b>Holiday</b>                              | Evening 5 Pm To 7 Pm |
| Day 85  |                    | Union Government Part 2                     |                      |
| Day 86  |                    | Union Government Part 3                     |                      |
| Day 87  | Paper 2 Chapter 5  | Plans and Priorities                        |                      |
| Day 88  | Paper 2 Chapter 6  | State Government and Administration Part 1  |                      |
| Day 89  |                    | State Government and Administration Part 2  |                      |
| Day 90  |                    | Revision                                    |                      |
| Day 91  |                    | Syllabus Specific Test 3 + Discussion Video | Evening 5 Pm To 7 Pm |
| Day 92  | Paper 2 Chapter 7  | District Administration Part 1              |                      |
| Day 93  |                    | District Administration Part 2              |                      |
| Day 94  | Paper 2 Chapter 8  | Civil Services Part 1                       |                      |
| Day 95  |                    | Civil Services Part 2                       |                      |
| Day 96  | Paper 2 Chapter 9  | Financial Management Part 1                 |                      |
| Day 97  |                    | Revision                                    |                      |
| Day 98  |                    | <b>Holiday</b>                              | Evening 5 Pm To 7 Pm |
| Day 99  |                    | Financial Management Part 2                 |                      |
| Day 100 | Paper 2 Chapter 10 | Administrative Reforms Part 1               |                      |
| Day 101 |                    | Administrative Reforms Part 2               |                      |
| Day 102 | Paper 2 Chapter 11 | Rural Development Part 1                    |                      |
| Day 103 |                    | Rural Development Part 2                    |                      |
| Day 104 |                    | Revision                                    |                      |

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|         |                    |   |                             |
|---------|--------------------|---|-----------------------------|
| Day 105 |                    | <b>Syllabus Specific Test 4 + Discussion Video</b>                  | <b>Evening 5 Pm To 7 Pm</b> |
| Day 106 | Paper 2 Chapter 12 | <b>Urban Local Bodies Part 1</b>                                    |                             |
| Day 107 |                    | <b>Urban Local Bodies Part 2</b>                                    |                             |
| Day 108 | Paper 2 Chapter 13 | <b>Law and Order Administration Part 1</b>                          |                             |
| Day 109 |                    | <b>Law and Order Administration Part 2</b>                          |                             |
| Day 110 | Paper 2 Chapter 14 | <b>Significance Issues in Administration Part 1</b>                 |                             |
| Day 111 |                    | <b>Revision</b>   |                             |
| Day 112 |                    | <b>Holiday</b>  |                             |
| Day 113 |                    | <b>Significance Issues in Administration Part 2</b>                 |                             |
| Day 114 |                    | <b>Other Important Current Affairs</b>                              |                             |
| Day 115 |                    | <b>Revision</b>   |                             |
| Day 116 |                    | <b>Revision</b>   |                             |
| Day 117 |                    | <b>Paper 2 Full Length Test + Discussion Video</b>                  |                             |
| Day 118 |                    | <b>Revision</b>   |                             |
| Day 119 |                    | <b>Revision</b>   |                             |
| Day 120 |                    | <b>Full Length Test Both Paper 1 And Paper 2 + Discussion Video</b> |                             |

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