

PUBLIC ADMINISTRATION FOUNDATION 360°

BY MONISH BHAWALE



**ZETA
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 **OFFLINE**

 **ONLINE**

 **DURATION**
5 TO 6 Months

 **TIME**
11.30AM TO 2.00 PM
(Monday - Friday)

 **STARTING FROM**
8 JULY 2026

Course Details

- ✓ Complete & holistic coverage of entire syllabus.
- ✓ Each & every component of the syllabus taught in detail.
- ✓ Simple & lucid pedagogy with integration of contemporary developments.
- ✓ Handholding support throughout the preparation.
- ✓ Strong emphasis on conceptual clarity.
- ✓ Learn the skills of interlinking Paper 1 & Paper 2.

Value Addition

- ✓ Includes Public Administration 'New Aspects' Course.
- ✓ Includes Test Series.



Scan to register via WhatsApp

ENQUIRIES & ADMISSIONS



LIMITED SEATS
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www.zetaias.in

Public Administration Foundation 360° Test

TEST	SYLLABUS	NO. OF QUESTIONS
TEST-1	Chapter - INTRODUCTION <ul style="list-style-type: none"> • Meaning, scope and significance of Public Administration • Wilson's vision of Public Administration • Evolution of the discipline and its present status • New Public Administration 	10 QUESTIONS
TEST-2	Chapter - INTRODUCTION <ul style="list-style-type: none"> • Public Choice approach • Challenges of liberalisation, Privatisation, Globalisation • Good Governance: concept and application • New Public Management 	10 QUESTIONS
TEST-3	Chapter - ADMINISTRATIVE THOUGHT <ul style="list-style-type: none"> • Scientific Management and Scientific Management movement • Classical Theory • Weber's bureaucratic model, its critique and post-Weberian Developments • Dynamic Administration (Mary Parker Follett) 	10 QUESTIONS
TEST-4	Chapter - ADMINISTRATIVE THOUGHT <ul style="list-style-type: none"> • 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) 	10 QUESTIONS
TEST-5	Chapter - ADMINISTRATIVE BEHAVIOUR <ul style="list-style-type: none"> • Process and techniques of decision-making • Communication • Morale • Motivation Theories content, process and contemporary • Theories of Leadership: Traditional and Modern. 	10 QUESTIONS
TEST-6	Chapter - ORGANISATIONS <ul style="list-style-type: none"> • 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 	10 QUESTIONS



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TEST	SYLLABUS	NO. OF QUESTIONS
TEST-7	<p>Chapter - COMPARATIVE PUBLIC ADMINISTRATION</p> <ul style="list-style-type: none"> • 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 	10 QUESTIONS
TEST-8	<p>Chapter - DEVELOPMENT DYNAMICS</p> <ul style="list-style-type: none"> • 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 	10 QUESTIONS
TEST-9	<p>Chapter - ACCOUNTABILITY AND CONTROL</p> <ul style="list-style-type: none"> • 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 	10 QUESTIONS
TEST-10	<p>Chapter - ADMINISTRATIVE LAW</p> <ul style="list-style-type: none"> • Meaning, scope and significance • Dicey on Administrative law • Delegated legislation • Administrative Tribunals <p>Chapter - TECHNIQUES OF ADMINISTRATIVE IMPROVEMENT</p> <ul style="list-style-type: none"> • Organisation and methods, Work study and work management • e-governance and information technology • Management aid tools like network analysis, MIS, PERT, CPM 	10 QUESTIONS
TEST-11	<p>Chapter - PUBLIC POLICY</p> <ul style="list-style-type: none"> • 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 	10 QUESTIONS



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TEST	SYLLABUS	NO. OF QUESTIONS
TEST-12	<p>Chapter - FINANCIAL ADMINISTRATION</p> <ul style="list-style-type: none"> • Monetary and fiscal policies: Public borrowings and public debt Budgets types and forms • Budgetary process • Financial accountability • Accounts and audit 	10 QUESTIONS
TEST-13	<p>Chapter - FINANCIAL MANAGEMENT</p> <ul style="list-style-type: none"> • 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 QUESTIONS
TEST-14	<p>Chapter - PERSONNEL ADMINISTRATION</p> <ul style="list-style-type: none"> • 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 	10 QUESTIONS
TEST-15	<p>Chapter - CIVIL SERVICES</p> <ul style="list-style-type: none"> • 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>Chapter - ADMINISTRATIVE REFORMS SINCE INDEPENDENCE</p> <ul style="list-style-type: none"> • Major concerns • Important Committees and Commissions • Reforms in financial management and human resource development • Problems of implementation 	10 QUESTIONS



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TEST	SYLLABUS	NO. OF QUESTIONS
TEST-16	<p>Chapter - EVOLUTION OF INDIAN ADMINISTRATION</p> <ul style="list-style-type: none"> • Kautilya Arthashastra • Mughal administration • Legacy of British rule in politics and administration Indianization of Public services, revenue administration, district Administration, local self-government <p>Chapter - PHILOSOPHICAL AND CONSTITUTIONAL FRAMEWORK OF GOVERNMENT</p> <ul style="list-style-type: none"> • Salient features and value premises • Constitutionalism • Political culture • Bureaucracy and democracy • Bureaucracy and development 	10 QUESTIONS
TEST-17	<p>Chapter - UNION GOVERNMENT AND ADMINISTRATION</p> <ul style="list-style-type: none"> • 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 	10 QUESTIONS
TEST-18	<p>Chapter - STATE GOVERNMENT AND ADMINISTRATION</p> <ul style="list-style-type: none"> • Union-State administrative, legislative and financial relations • Role of the Finance Commission • Governor • Chief Minister • Council of Ministers • Chief Secretary • State Secretariat • Directorates 	10 QUESTIONS



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TEST	SYLLABUS	NO. OF QUESTIONS
TEST-19	<p>Chapter - PUBLIC SECTOR UNDERTAKINGS</p> <ul style="list-style-type: none"> Public sector in modern India Forms of Public Sector Undertakings Problems of autonomy, accountability and control Impact of liberalisation and privatisation <p>Chapter - PLANS AND PRIORITIES</p> <ul style="list-style-type: none"> 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 decentralised planning for economic development and social justice 	10 QUESTIONS
TEST-20	<p>Chapter - DISTRICT ADMINISTRATION SINCE INDEPENDENCE</p> <ul style="list-style-type: none"> Changing role of the Collector Union-State-local relations Imperatives of development management and law and order administration District administration and democratic decentralisation <p>Chapter - RURAL DEVELOPMENT</p> <ul style="list-style-type: none"> Institutions and agencies since Independence Rural development programmes: foci and strategies Decentralization and Panchayati Raj 73rd Constitutional Amendment 	10 QUESTIONS
TEST-21	<p>Chapter - URBAN LOCAL GOVERNMENT</p> <ul style="list-style-type: none"> 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 	10 QUESTIONS



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TEST	SYLLABUS	NO. OF QUESTIONS
TEST-22	<p>Chapter - LAW AND ORDER ADMINISTRATION</p> <ul style="list-style-type: none"> • 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 <p>Chapter - SIGNIFICANT ISSUES IN INDIAN ADMINISTRATION</p> <ul style="list-style-type: none"> • Values in public service • Regulatory Commissions • National Human Rights Commission • Problems of administration in coalition regimes • Citizen administration interface • Corruption and administration • Disaster management 	10 QUESTIONS

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BY Monish Bhawale Sir

Why Ethics Compass 360°?

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Fee: ₹ 20,000

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