

2009

Public Administration



Based on NAMMA philosophy .

Congratulations,

NAMMA IAS congratulates you on choosing IAS as a dream career option . This journey is filled with lots of challenges and one needs to be determined to reach his or her goal . Since there is no shortcut to it , hard work with complete guidance is the only mantra to achieve success and we at NAMMA IAS assure you a complete and systematic guidance .

Welcome to NAMMA IAS.

Comprehensive list of study material for the Civil Services Examination .

Books :

1. *M Lakshmikanth*
2. *New Horizons of Public Administration – Mohit Bhattacharya*
3. *Public Administration and Public Affairs – Nicholas Henry*
4. *Essentials of Organisation Behavior(8th edition) – Stephen P. Robbins*

The following are the complete list of sources from which UPSC has framed questions till date for Public Administration .

Nicholas Henry - Public Administration and Public Affairs.

Chapter	Topic	Stress on	Page Nos	
2	Public Administration’s Century in a Quandary	Publicness and Privatness : pg -36 , Paradigm-6 : pg-40	26	41
3	Threads of Organization Theory	Organization Development : pg 56, Closed and Open Models Essential differences :pg-59	50	66
4	The Fabric of Organisations :Forces	Information and Intelligence in Organisations: pages (70-71)	70	77
5	The Fibers of Organization’s people	Leadership	118	121
6	Clarifying Complexity : The Public Information Resource	E-gov : Lean ,Clean and seen govt	139	141
8	The Public Trough :Financing and Budgeting Govmts.	Evolution of Budgeting	204	217
9	Managing Human Resources in Public Sector	The Civil Service System	227	230
		The Collective System	239	243
		The Professional Public Administration System	248	249
		Affirmative Action	254	258
12	Inter-Governmental Administration	Evolution	351	352

Suggested Reading before Classes begin :

1. Indian Constitution at Work : NCERT XI.
2. Our Parliament : Subash Kashyap .

Stephen P. Robbins – Essential of organizational Behavior (Eight Edition)

Chapter	Topic	Stress on	Page No's(-to-)	
2	Foundations of Individual Behavior	Attribution Theory	28	30
4	Basic, Motivation ,Concepts	Complete	48	61
5	Motivation :From Concepts to Applications	MBO	64	65
6	Individual Decision Making	Rational DM , Biases and errors	84	100
9	Communication	The Communication Process	137	138
		The Grapevine and Computer Aided Communication	142	145
		Barriers to Effective Communication	148	150
10	Leadership and Creating Trust	What is Leadership ?	157	175
		Contemporary Issues	168	171
11	Power and Politics	Bases of Power	177	179
13	Foundations of Organization Structure	Matrix , Team , Virtual , Boundary Less	210	227

New Horizons of Public Administration – Mohit Bhattacharya (Reprint 2007)

Chapter	Topic	Stress On	Page No's(-to-)	
1	Public Administration –Nature ,Scope and Evolution .	Minnowbrook-II , Public Choice Approach , Public Service Approach	19	28
3	Public – Private Dichotomy	Privatisation Movement	39	41
4	Approaches ,Principles and Theories		45	67
5	Bureaucratic Theory	Gender Issues	89	90
6	Behavioral and Systems Approach	Neo-Human Relations	94	99
		Technology	103	110
7	Goals ,Policies and Implementation	Models of Public Policy	125	140
9	Administrative Processes: Decision Making		168	178
10	Communication, Control ,Motivation and Leadership .	Control	188	190
19	NPM : Epilogue		387	404
20	Good Governance		405	411
25	Post Modernism and Public Administration		449	455

India Year Book

You can download it for free from <http://www.publicationsdivision.nic.in/>

Chapters on The Polity , Defense , Finance , Justice and Law ,Labor , Welfare should be studied.

*** Please Note NAMMA IAS will provide you with study materials.*

Pedagogy

Exclusive Prelims Classes (Crash) : 45 hrs of lecture
Prelims Cum Mains Classes : 225 hrs of lecture
Public Administration Test Series Prelims :
12 Chapter wise and 3 full length tests .

Fee Structure :

Exclusive Prelims Classes (Crash) : Rs 4,500
Prelims Cum Mains Classes : Rs 15,000
Public Administration Test Series Prelims :
Rs 2000

Payment By Time :

If you find it hard to pay the fee, you can attend the coaching classes free of cost . But you need to give your 3hrs/day for the institution . Kindly enquire about the same at the *NAMMA IAS* office

NAMMA IAS study materials

NAMMA IAS will provide you with exhaustive study material and innovative memory aids to help develop retention capacity. *NAMMA* study material will cover all the aspects of Public Administration. So *NAMMA IAS* suggests you *not* to buy unnecessary books .(Please don't waste your hard earned money)

An Introduction to *NAMMA* philosophy .

Motto:

People are the unstoppable force that can move seemingly immovable hurdles. So let's harness this "force" for the betterment of society.

Philosophy:

Unified Growth > People Power > Mutual Help > Community Life.

Theme:

Namma is not just a commercial organization.

At the same time we are not some NGO or trust with a lot of funding.

Mainly we too are here to help people achieve their goals.

May we ask you not for your money but for your even more precious time.

And then we take it upon us to make things happen.

Contact Us :

Address 1

12/23 , 2nd cross , Gummiah Layout , Padmanabhanagar , Bangalore - 560070.

Phone 080-26393374. Mobile - 9964071870.

Address 2

No. 32, "Sri Bhadra Giri", 9th Cross, Gundappa Gowda Road, Ejjipura, Bangalore – 560047.

Landmark : Near Green View Hospital; Opposite Eatzz Restaurant.

Phone : 9902732882

Email : nammaias@gmail.com

For business Enquires : Drop a mail @ business.namma@gmail.com