QuickNotes

FREE STUDY NOTES · PDF

UGC NET Paper 2

Public Administration (014)
Complete revision notes — all 10 units

10 units | Tables & formulas | Key revision points

01 Introduction and Evolution of Public Administration
02 Administrative Thought
03 Administrative Behaviour and Organisation
04 Comparative and Development Administration
05 Public Policy
06 Personnel Administration
07 Financial Administration
08 Indian Administration
09 Local Governance
10 Governance, Accountability and Reforms

getquicknotes.com
Edition: November 2026

CONTENTS

What's inside

Ten units of focused revision notes. Each unit ends with a box of key revision points.

01 **Introduction and Evolution of Public Administration** — 3
Meaning, scope, evolution as a discipline, and public vs private administration.

02 **Administrative Thought** — 4
Classical, human relations, behavioural and systems thinkers.

03 **Administrative Behaviour and Organisation** — 5
Principles of organisation, motivation, leadership, decision-making and communication.

04 **Comparative and Development Administration** — 6
Comparative approaches, development administration and new paradigms.

05 **Public Policy** — 7
Policy process, models and evaluation.

06 **Personnel Administration** — 8
Civil services, recruitment, training, and service commissions in India.

07 **Financial Administration** — 9
Budget types, the budgetary process and financial control in India.

08 **Indian Administration** — 10
Union and state executive, secretariat, and key administrative reforms commissions.

09 **Local Governance** — 11
Panchayati Raj and urban local bodies after the 73rd and 74th Amendments.

10 **Governance, Accountability and Reforms** — 12
Good governance, transparency tools, e-governance and citizen-centric administration.

How to use these notes

- Read one unit at a time, then test yourself with its key revision points.
- Make your own short notes on topics you find difficult.
- Units follow the main areas of the official syllabus — the exact unit list can change between sessions.
- Always check the latest syllabus and notices on the official UGC NET portal: **ugcnet.nta.ac.in**.

UNIT 01

Introduction and Evolution of Public Administration

Meaning, scope, evolution as a discipline, and public vs private administration.

- Woodrow Wilson, 'The Study of Administration' (1887) — politics–administration dichotomy; father of public administration.
- Frank Goodnow — *Politics and Administration* (1900); L. D. White — first textbook (1926).
- Minnowbrook conferences: I (1968, New Public Administration — relevance, values, equity), II (1988), III (2008).
- Public vs private administration: accountability, profit motive, uniformity of treatment.

★ Key revision points

- Wilson 1887: discipline begins.
- First textbook: L. D. White, 1926.
- New Public Administration: Minnowbrook I, 1968.
- Goodnow: politics vs administration.

UNIT 02

Administrative Thought

Classical, human relations, behavioural and systems thinkers.

Thinker	Contribution
F. W. Taylor	Scientific management
Henri Fayol	14 principles; administrative theory
Gulick and Urwick	POSDCORB; classical principles
Max Weber	Bureaucracy; legal-rational authority
Elton Mayo	Human relations (Hawthorne)
Mary Parker Follett	Constructive conflict; power 'with' not 'over'
Chester Barnard	Acceptance theory of authority; *The Functions of the Executive*
Herbert Simon	Bounded rationality; satisficing
Fred Riggs	Ecological approach; prismatic–sala model

★ Key revision points

- Prismatic–sala model = Riggs.
- Satisficing = Simon.
- Acceptance theory = Barnard.
- Constructive conflict = Follett.

UNIT 03

Administrative Behaviour and Organisation

Principles of organisation, motivation, leadership, decision-making and communication.

- Principles: hierarchy, span of control, unity of command, delegation, centralisation vs decentralisation.
- Line, staff and auxiliary agencies.
- Motivation: Maslow, Herzberg, McGregor (X and Y), Argyris (immaturity–maturity), Likert (four systems).
- Decision-making models: rational, incremental (Lindblom — 'muddling through'), mixed scanning (Etzioni).

★ Key revision points

- Muddling through = Lindblom.
- Mixed scanning = Etzioni.
- System 1–4 management = Likert.
- Immaturity–maturity = Argyris.

UNIT 04

Comparative and Development Administration

Comparative approaches, development administration and new paradigms.

- Comparative Administration Group (CAG), 1960 — Fred Riggs.
- Development administration — term associated with U. L. Goswami; Edward Weidner.
- **New Public Management** (Osborne and Gaebler, *Reinventing Government*, 1992).
- **New Public Service** — Denhardt and Denhardt: serve citizens, not customers.

★ Key revision points

- CAG: 1960, Riggs.
- Reinventing Government: Osborne and Gaebler (1992).
- New Public Service = Denhardts.
- NPM = market-style efficiency.

UNIT 05

Public Policy

Policy process, models and evaluation.

Model	Idea
Rational	Choose the best alternative after full analysis
Incremental	Small changes to existing policy (Lindblom)
Elite	Policy reflects elite preferences
Group	Policy as equilibrium among groups
Systems	Inputs → conversion → outputs (Easton)

Policy cycle: agenda setting → formulation → adoption → implementation → evaluation. Yehezkel Dror — 'policy sciences'; Harold Lasswell — policy orientation.

★ Key revision points

- Systems model = Easton.
- Policy sciences = Lasswell, Dror.
- Incremental model = Lindblom.
- Implementation gap = policy vs outcome.

UNIT 06

Personnel Administration

Civil services, recruitment, training, and service commissions in India.

- All India Services under **Article 312**; UPSC under Articles 315–323.
- Training institutes: LBSNAA (Mussoorie) for IAS; SVPNPA (Hyderabad) for IPS.
- Civil services protection: Article 311.
- **Mission Karmayogi** (2020) — civil services capacity building.
- Generalist vs specialist debate.

★ Key revision points

- All India Services: Article 312.
- Article 311 protects civil servants.
- LBSNAA = Mussoorie.
- Mission Karmayogi: 2020.

UNIT 07

Financial Administration

Budget types, the budgetary process and financial control in India.

- Budget: Annual Financial Statement (**Article 112**); Consolidated Fund (Article 266), Contingency Fund (267).
- Types: line-item, performance, programme, zero-based (introduced in US by Peter Pyhrr), outcome budget (India 2005).
- Parliamentary committees: **Public Accounts Committee** (chaired by an opposition member), Estimates Committee, Committee on Public Undertakings.
- CAG — Article 148.

★ Key revision points

- Annual Financial Statement: Article 112.
- CAG: Article 148.
- Zero-based budgeting = Peter Pyhrr.
- PAC is chaired by an opposition member.

UNIT 08

Indian Administration

Union and state executive, secretariat, and key administrative reforms commissions.

- Union: President, PM and Council of Ministers; Cabinet Secretariat; Central Secretariat.
- State: Governor, CM; Chief Secretary heads the state administration.
- Administrative Reforms Commissions: first ARC (1966, Morarji Desai, later K. Hanumanthaiya); second ARC (2005, Veerappa Moily).
- District administration: Collector / District Magistrate.

★ Key revision points

- First ARC: 1966.
- Second ARC: 2005, Veerappa Moily.
- Chief Secretary heads state administration.
- Collector = district head.

UNIT 09

Local Governance

Panchayati Raj and urban local bodies after the 73rd and 74th Amendments.

Milestone	Year
Balwant Rai Mehta Committee — three-tier panchayats	1957
First Panchayati Raj — Nagaur, Rajasthan	2 October 1959
Ashok Mehta Committee — two-tier	1977
73rd Amendment (Part IX, 11th Schedule — 29 subjects)	1992
74th Amendment (Part IX-A, 12th Schedule — 18 subjects)	1992
PESA Act — Scheduled Areas	1996

★ Key revision points

- Balwant Rai Mehta: 1957.
- First panchayat: Nagaur, 1959.
- 11th Schedule: 29 subjects; 12th: 18.
- PESA: 1996.

UNIT 10

Governance, Accountability and Reforms

Good governance, transparency tools, e-governance and citizen-centric administration.

- Good governance: participation, rule of law, transparency, responsiveness, accountability.
- Tools: RTI Act 2005; Citizen's Charter; social audit; Lokpal (2013); Central Vigilance Commission.
- E-governance: Digital India, CPGRAMS (grievance redress).

★ Key revision points

- RTI Act: 2005.
- Lokpal Act: 2013.
- Social audit = community review of schemes.
- CPGRAMS = public grievance portal.

QuickNotes

Learn Quickly. Prepare Smartly.

More free study notes

Free PDFs for UGC NET Paper 1, every Paper 2 subject, IBPS RRB and SSC CHSL — no sign-up.

www.getquicknotes.com

Free for personal study — not for sale. You may share this PDF unchanged and free of charge.

QuickNotes is an independent educational platform. It is not affiliated with, endorsed by or connected to the University Grants Commission (UGC), the National Testing Agency (NTA) or any government examination authority. These are original revision notes; always refer to the official notification for exam dates, eligibility, pattern and syllabus.

Found a mistake? Email support@getquicknotes.com · Edition: November 2026