



**SECOND SEMESTER 2023-2024**

Course Handout (Part II)

Date: 09-01-2024

In addition to part - I (General Handout for all courses appended to the time table) this portion gives further specific details regarding the course.

Course No. : GS F333  
Course Title : Public Administration  
Instructor in-charge : Lavanya Suresh  
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**Scopes and Objective of the Course:**

Public administration is a government's functional arm that enables it to discharge growing responsibilities within an organized framework of well-established procedures. The quality of public administration determines the efficiency with which a government is able to reach out to fulfill the needs of its people and carry forward its objectives into practice. Think about how public administration plays an important role in your life as an Indian citizen?

*Public administration represents a great creative force, which if used in the right way at the right time, can transform and enhance the social, cultural and economic life of a nation.....*

The objective of the course is not only to make the students aware of the complex issues of public administration, but also to equip them with right knowledge that will help them to design appropriate solutions for practical problems of public administration in India. It aims to prepare future administrators for the country. The specialists with the knowledge of public administration will be better suited to discharge their duties efficiently and effectively. The course covers the theory and practice of public administration with special reference to India.

**Text Books (TB):**

1. Bidyut Chakrabarty and Prakash Chand - *Indian Administration: Evolution and Practice*. New Delhi: Sage Publications India, 2016

**Reference Books:**

1. *Constitution of India* (Can be downloaded from this link - <http://lawmin.nic.in/olwing/coi/coi-english/coi-4March2016.pdf>)
2. DD Basu - *Introduction to The Constitution of India*. Lexis Nexis; 21<sup>st</sup> Ed., 2013
3. Akhil Gupta - *Red Tape: Bureaucracy, Structural Violence, and Poverty in India*. Duke University Press, 2012
4. S.R. Maheshwari - *Public Administration in India: The Higher Civil Service*. New Delhi: Oxford University Press, 2005
5. Indian Journal of Public Administration
6. Reference material

**For those of you who would like to explore topics discussed in class further, here are some recommended books:**

- Sense And Solidarity - Jholawala Economics for Everyone (2017) by Jean Drèze
- The Argumentative Indian: Writings on Indian History, Culture and Identity (2006) by Amartya Sen
- India After Gandhi: The History of the World's Largest Democracy (2017) by Ramachandra Guha
- Red Tape: Bureaucracy, Structural Violence, and Poverty in India (2012) by Akhil Gupta
- The Transformative Constitution: A Radical Biography in Nine Acts. (2019) by Gautam Bhatia

## Course Plan:

Lecture No.	Learning Outcomes	Topics to be covered	Chapter in Text Book (TB)
1-3	Explain public administration	Definition, nature and scope of public administration	Class notes
4-14	Explain the foundations of public administration in India	Philosophy and constitutional framework in Indian Administration; Preamble; Fundamental rights - how these are the basis of policy formulation, decision making, supervision, coordination	<ul style="list-style-type: none"> <li>● TB: Chapter 2</li> <li>● The Constitution of IndiaDD Basu: Chapter 3 and 8</li> </ul>
15-18	Develop a perspective on the principles of organization of the state	Principles of organization: Three organs of the government	<ul style="list-style-type: none"> <li>● TB: Chapter 2</li> <li>● Part V of the Constitution of India</li> <li>● DD Basu: Chapter 12</li> </ul>
19-23	Analyze the functioning of the chief executive	The chief executive: leadership qualities of an administrator; The Union Executive - President, Prime minister, Council of Ministers	<ul style="list-style-type: none"> <li>● Part V of the Constitution of India</li> <li>● DD Basu: Chapter 11</li> </ul>
24-28	Examine the organization of public administration	Organization of Ministries of Home and Finance; Structure of Central Administration - The Central Secretariat, The Cabinet Secretariat, PMO	TB: Chapter 3
29-36	Discuss the issues involved in local administration	Local administration in India: State Administration, The Governor, Chief Secretary	<ul style="list-style-type: none"> <li>● TB: Chapter 4</li> <li>● Part VI of the Constitution of India</li> <li>● DD Basu: Chapter 13</li> </ul>
37-40	Assess the modalities of personnel administration of the bureaucracy	Civil Services in India: personnel administration; bureaucracy; recruitment, promotion, conduct and discipline, employer-employee relations; administration at work-planning, integrity in administration	<ul style="list-style-type: none"> <li>● TB: Chapter 7</li> <li>● Part XIV of the Constitution of India</li> </ul>
41-42	Analyze the functioning of financial administration in India	Financial administration in India; public corporations in India	TB: Chapter 11

## Evaluation Scheme:

Component	Duration	Weightage (%)	Date & Time	Nature of Component
Assignment	NA	25	TBA	Open Book
Mid-semester Exam	90 Minutes	35	14/03 - 2.00 - 3.30PM	Closed Book
Comprehensive Exam	3 Hrs	40	15/05 FN	Closed Book

**Chamber Consultation Hour:** Hour will be announced on CMS,

**Notices:** Notices concerning the course will be displayed on CMS only

**Make-up Policy:** Make-up component will be allowed provided there is documentary support to prove the authenticity of the case. In granting make-up, the decision of the instructor-in-charge will be final.

**Academic Honesty and Integrity Policy:** Academic honesty and integrity are to be maintained by all the students throughout the semester and no type of academic dishonesty is acceptable.

Dr. Lavanya Suresh  
**Instructor-in-charge**

