



**SECOND SEMESTER 2020-2021**

Course Handout (Part II)

16/01/2021

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**

**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

**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 India DD Basu: Chapter 3 and 8</li></ul> |
| 15-18       | Develop a perspective on                                  | Principles of organization: Three  | <ul style="list-style-type: none"><li>• TB: Chapter 2</li></ul>  |

|       |  |   |  |
|-------|--|---|--|
|       | the principles of organization of the state                          | organs of the government  | <ul style="list-style-type: none"> <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 |
|---------------------------|-------------|---------------|---------------------|---------------------|
| Term Paper                | NA          | 35            | TBA                 | Open Book           |
| Mid-semester Test         | 90 minutes  | 30            | 04/03 9.00 -10.30AM | Open Book           |
| Comprehensive Examination | 120 Minutes | 35            | 10/05 FN            | Open Book           |

**Chamber Consultation Hour:** Hour and other details 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**