



SECOND SEMESTER 2019-2020

Course Handout (Part II)

06/01/2020

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; 21st 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	Philosophy and constitutional	TB: Chapter 2

	public administration in India	framework in Indian Administration; Preamble; Fundamental rights - how these are the basis of policy formulation, decision making, supervision, coordination	The Constitution of India DD Basu: Chapter 3 and 8
15-18	Develop a perspective on the principles of organization of the state	Principles of organization: Three organs of the government	TB: Chapter 2 Part V of the Constitution of India DD Basu: Chapter 12
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	Part V of the Constitution of India DD Basu: Chapter 11
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	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	TB: Chapter 7 Part XIV of the Constitution of India
37-40	Discuss the issues involved in local administration	Local administration in India: State Administration, The Governor, Chief Secretary	TB: Chapter 4 Part VI of the Constitution of India DD Basu: Chapter 13
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
Mid-Semester Exam	90 min	30	4/3 9.00 - 10.30AM	Closed book
Assignments		(15+15) 30		
Assignment 1		15		Open Book
Assignment 2		15		Open Book
Comprehensive Exam.	3 hours	40	06/05 AN	Closed book

Chamber Consultation Hour: Chamber no. K 108, Department of Humanities and Social sciences. 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

