

Subject: Public Administration

Course Title: **Union Administration in India**
Credits: Theory: 04; Tutorial: 02

Course Code: PADC1422M
Contact Hours: Th 64; Tu 32

Course Objectives: *The Course seeks to introduce Students to the Evolution of Indian Administration through different time periods. It aims to highlight the important constitutional provisions that affect the working of Indian Administration which includes the offices of President and Prime Minister. The course further gives an insight about the organisational structure of Indian Administration. The course Culminates by making students understand the various aspects that govern the relationship between Centre and State.*

Learning Outcome:

After completing the course students shall be able to

1. *Understand the various phases of Evolution of Indian Administration*
2. *Understand the Constitutional Environment around the working of Indian Administration*
3. *Comprehend the Structure of Union Legislature and Executive.*
4. *Combine theory & practice through Field visit.*
5. *Enhance their skills through Presentations & Debates.*

THEORY (04 CREDITS)

UNIT 1: Evolution of Indian Administration 16 Hours

- 1.1 Mauryan's Period: Principles of Administration
- 1.2 Aspects of Mughal Administration: Central and Provincial
- 1.3 Administration under British Rule
- 1.4 Post Independence changes in Indian Administration

UNIT II Constitutional Context of Indian Administration 16 Hours

- 2.1 Salient Features of Indian Constitution
- 2.2 Union Legislature: Structure, Composition and functions
- 2.3 President: Appointment and Powers
- 2.4 Prime Minister: Appointment and Powers

UNIT III Cabinet Secretariat, Central Secretariat and Prime Minister's Office (PMO) 16 Hours

- 3.1 Organisation and functions of Cabinet Secretariat
- 3.2 Organisation and functions of Central Secretariat
- 3.3 Organisation and functions of PMO
- 3.4 ARC II Recommendations on Central Secretariat, Cabinet Secretariat and PMO

UNIT IV Centre- State Relations in India 16 Hours

- 4.2 Indian Federalism
- 4.2 Centre-State Legislative relations

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4.3 Centre-State Administrative relations

4.4 Inter-State Council: Composition and Functions

TUTORIALS: 2 CREDITS

UNIT V Field Visits and Practical 16 Hours

- a. Visiting Secretariat to get the first hand information about their working
- b. Conducting Virtual election of College President through the process of Proportional Representation

UNIT VI Debates and Presentations 16 Hours

- a. Convening Youth Parliament
- b. Debate on Changing role of Indian Prime Minister

Suggested Readings:

1. Arora, Ramesh K. (ed.). Public Administration in India: Tradition, Trends and Transformation. New Delhi: Paragon, 2006.
2. Arora, Ramesh K. and R. Goyal. Indian Administration: Institutions and Issues. New Delhi: New Age, 2016.
3. Bakshi, P.M. The Constitution of India, Delhi. Universal Law Publishing Co., 2018.
4. Barthwal, C.P. Indian Administration Since Independence. Lucknow: Bharat Publishers, 2003.
5. Basu, Rumki. Indian Administration: Structure, Performance and Reform. New Delhi: Adroit Publishers, 2019
6. Chakravarty, Bidyut and Prakash Chand. Indian Administration: Evolution and Practice. New Delhi: Sage, 2016.
7. Das, S.K. The Civil Services in India. New Delhi: OUP, 2013.
8. Gupta, Bhuvanesh. State Administration in India. RBSA Publishers, 2012.
9. Maheswari, S.R. Indian Administration. New Delhi: Orient Black Swan, Sixth Edition, 2001.
10. Sapru, Radhakrishnan. Indian Administration: A Foundation of Governance, New Delhi: Sage: 2018

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SEMESTER 4th

MAJOR COURSE

Subject: **Public Administration**

Course Title: **Personnel Administration**

Course Code: PADC2422M

Credits: Theory: 04; Tutorials: 02

Contact Hours: Th 64; Tu 32

Course Objectives:

The course aims at familiarising students with the important aspects of Personnel Administration. It further looks to give students an insight to various types of Civil services in India along with their recruitment process, training and promotional principles. It also seeks to make students understand the working of UPSC. The course culminates with an attempt to comprehend students about the Challenges and issues that are prevalent in Personnel Administration.

Learning Outcome:

After completing the course students shall be able to

6. *Understand the various important elements of Personnel Administration*
7. *Understand the methods and process of training, Recruitment and promotion of Personnel.*
8. *Comprehend the types of Civil services along with their role and issues.*
9. *Combine theory & practice through Field visit.*
10. *Enhance their skills through Presentations & Debates.*

THEORY (04 CREDITS)

UNIT 1: Introduction to Personnel Administration 16 Hours

- 1.1 Meaning, Nature and Scope of Personnel Administration
- 1.2 Functions and Significance of Personnel Administration
- 1.3 Classification of Services: Position and Rank
- 1.4 Limitations and Challenges of Personnel Administration in India

UNIT II Recruitment, Training and Promotion

16 Hours

- 2.1 Recruitment: Merit System, Methods and Process.
- 2.2 Training: Types, Objectives and Methods
- 2.3 Training institutions in India
- 2.4 Promotion: Significance and Principles

UNIT III Civil Services in India

16 Hours

- 3.1 All India Services
- 3.2 Central Services: Features and Major Central services in India
- 3.3 UPSC: Composition and Functions
- 3.4 Service Conditions of Civil Servants in India

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UNIT IV Issues and Challenges in Personnel Administration

16 Hours

4.2 Generalists-Specialists: Debate

4.2 Minister – Civil Servant Relationship: Principle of Neutrality, anonymity and Impartiality

4.3 Corruption: Causes, Modes and Impact

4.4 Bureaucratization

TUTORIALS: 2 CREDITS

UNIT V Field Visit and Practical 16 Hours

a. Analyzing the Service Conditions of Employees of College.

b. Visit to IMPA during the training of newly recruited Civil Servants.

UNIT VI Debates and Presentations.

16 Hours

a. Rising menace of Corruption

b. Working of UPSC

Suggested Readings:

1. Agarwal, R.D. (ed.). Dynamics of Personnel management in India: A Book of Readings. New Delhi: Tata-McGraw Hill, Latest Edition.
2. Aswathappa, K. Human Resource Personnel Management: Text and Cases. New Delhi: Tata Macgraw Hill, 2002.
3. Bach, Stephen and Keith Sisson. Personnel Management: A Comprehensive Guide to Theory and Practice, Third Edition, 2000.
4. Berman, Evan M., James S. Bowman, Jonathan P. West and Montgomery R. Van Wart. Human Resource Management in Public Service: Paradoxes, Processes and Problems, Sage, 2015.
5. Das, S. K. The Civil Services in India. OUP, 2013
6. Flippo, Edwin B. Principles of Personnel Management. New York: Tata McGrawhill, Latest Edition.
7. Goel, S.L. Public Personnel Administration. New Delhi: Sterling, 1989.
8. Pigors, Paul & Charles Hyers. Personnel Administration: A Point and a Method. Macgraw Hill, Latest Edition.
9. Varma, Arup. And Pawan S. Budhwar eds. Managing Human Resources in Asia-Pacific. Routledge, 2013

Subject: Public Administration

Course Title: **Development Administration**

Course Code: PAD3422M

Credits: Theory: 04; Practicum: 02

Contact Hours: Th 64; Pr 64

Course Description: *This Course introduces students to the concept and features of Development Administration along with the Contributions of some important writers. It further appraises them with the role of Bureaucracy in various aspects of development like policy formulation and implementation. The course also seeks to make students understand about the emerging trends in Development Administration like Sustainable Development. The course culminates with making students aware about the important institutions of Development in India which includes Comparative analysis of NITI Aayog and Planning Commission.*

Learning Outcome:

After completing the course students shall be able to

1. Understand the meaning of development administration and related concepts.
2. Understand the role of bureaucracy in administration of development.
3. Comprehend new trends and role of various institutions in realising the concept of development administration.
4. Combine theory & practice through Field visit.
5. Enhance their skills through Presentations & Debates.

THEORY (04 CREDITS)

Unit I Introduction to Development Administration 16 Hours

- 1.1 Concept, Nature and Scope of Development administration
- 1.2 Features of Development Administration
- 1.3 Contributions of F W Riggs and Edward Widener.
- 1.4 Challenges and Limitations of Development Administration

UNIT II Bureaucracy and Development 16 Hours

- 2.1 Role of Bureaucracy in Development
- 2.2 Role of Bureaucracy in Policy Formulation and Implementation.
- 2.3 Characteristics of administration in developed and developing countries
- 2.4 Changing role of Bureaucracy in the era of Liberalisation and Globalisation

UNIT III Emerging Trends in Development Administration 16 Hours

- 3.1 Changing Profile of Development Administration post 1990s
- 3.2 Sustainable Development and SDG: Agenda 2030
- 3.3 People Participation in Development
- 3.4 New Public Governance

UNIT IV Institutions of Development administration in India 16 Hours

- 4.1 Planning Commission: Composition, Functions and Reasons for its Dissolution
- 4.2 NITI Aayog: Structure and Functions
- 4.3 NITI Aayog Vs Planning Commission
- 4.4 Local Planning: Gram Panchayat Development Plans (GPDP)

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TUTORIALS: 2 CREDITS

UNIT V Field Visit and Practical

16 Hours

- a. Visiting a Local Village panchayat and analyzing their role in development of that village.
- b. Making Placards, Pamphlets etc regarding the SDG: Agenda 2030 to spread awareness among students.

UNIT VI Debates and Presentations 16 Hours

- a. Sustainable Development: Need of the hour
- b. Steps taken by Indian Government in Ensuring Sustainable Development: Is that enough?

Suggested Readings:

- Banerjee, Arpita and Pravat Kumar. Development Disparities in India: An Enquiry into Convergence. Springer Publications, 2015.
- Gable, Richard W. Development Administration: Background, Terms, Concepts, Theories, and a New Approach. ASPA, 2008.
- Goel, S.L. Development Administration—Potentialities and Prospects. New Delhi: Deep & Deep Publication, 2010.
- Gupta, Akhil. Postcolonial Developments: Agriculture in the Making of Modern India. Duke University Press, 1998
- Palekar, S.A. Development Administration. New Delhi: PHI, 2012
- Parmar, MS and Mary Parmar; Issues in Development Administration. Majestic Books, 2000.
- Sapru, RK. Development Administration. New Delhi: Sterling Publications, 2012.
- Singh, Surat & Mohinder Singh (Eds.). Rural Development Administration in the 21st Century. New Delhi: Deep & Deep Publications, 2006.
- Singh, Birkeshwar Prasad and Sakendra Prasad Singh. “Development Administration in India Some Essential Prerequisites”, The Indian Journal of Political Science, Vol. 42, No. 1, 1981
- Verma, S.P. Development Administration. New Delhi: IIPA, 1983