

Public Administration: The Course will introduce students to key conceptual ideas in public administration, structure and role of Government at various levels, important rules and regulations that govern public administration, the challenges of public service delivery and how issues of national and global security, climate change and globalization impact on public administration

Course Structure

Unit I

- Introduction to Public Administration – Theoretical constructs, evolution of discipline, NPM, post-NPM, bureaucracy, organization theory, basic organizational structure of government
- Public Policy – Rationale for public policy, market and government failure
- Governance challenges – Accountability, anti-corruption strategies, role of media and civil society

Unit II

- Public Service Delivery & E-Governance – pathways to public service delivery, citizen-centric governance (Citizen Charters), right to public service delivery, BPR in Government, e-Governance, TQM, challenges of service delivery in social sector programmes, PPP as model of service delivery, successful administrative reform cases in government
- Mainstreaming gender concerns

Unit III

- Rules – Probation Rules, Conduct Rules, Discipline & Appeal Rules, conduct of disciplinary proceedings
- Office Management – General office procedure, noting & drafting, HR issues, Performance Assessment & Evaluation
- Government Accounting & Budgeting – Principles and overview of government accounting, overview of audit, principles of budgeting, fiscal federalism, taxation policies in India

Unit IV

- Foreign Policy & National Security – Overview of India's foreign policy, security scenario in India with focus on challenges related to J&K, NE region and LWE areas
- Environment & Climate Change – Policy challenges, Forests and Forest Rights, Disaster Management & Mitigation of Risk, Sustainable Development
- Others – Science & Technology in Government, GIS Applications, Policies for differently-abled