

Public Administration (Foundation Course)

	Syllabus Theme - Topic		Session Objective	Methodology	Key Learning Points & Key Experiences	Faculty details
1.	Module on Essentials of Public Administration	4				
	<ul style="list-style-type: none"> • Essentials of Administration • Bureaucracy • Organisational Structure of Government • Inter departmental coordination • Role and responsibilities of a civil servant 	<p>0 (RM)</p> <p>0 (RM)</p> <p>1</p> <p>1</p> <p>2</p>	<p>To understand the basic concepts & functions of an administrative system</p> <p>Sensitization to the challenges facing the administrative system of the country and the possible responses</p> <p>To learn about the qualities required of civil servants to meet their administrative responsibilities</p> <p>To learn about the roles and responsibilities of a civil servant</p> <p>To understand the organizational structure of the administrative system</p> <p>To develop skills for effective coordination amongst various departments</p>	Lecture, Reading Material, Case studies	<p>Tasks of administration Planning, organizing, directing and controlling</p> <p>The expectations from the administrative system The systematic responses to meet these challenges</p> <p>Qualities required of civil servants</p> <p>The constitutional framework for the government The structure of government The main units of government Relationship and executing agencies Concept of beauraucracy and its evolution</p>	<p>Dr.Dayachari, DRK Sarma, Jayesh Ranjan, K.Chandramouli, Commissioner, APARD.</p> <p>Ramabrahmam, Ravindra Sastry (O.U), S.A. Huda (IPS). Sri. Chellappa, Chandra Mouli.</p> <p>Mr. Takkar (Inter Deptl. Coordinator) - Roles & Responsibilities –DG; - K.Krishna Murthy; E.A.S.Sharma.</p>
2.	Administrative Environment	11				
i)	Administration and the Citizen	3	<p>To appreciate accountability in Government for Good Governance</p> <p>To understand the concept of administrative accountability and institutional mechanisms for achieving the same</p>	Lecture, Exercises	<p>Citizen Charter Good Governance Right to Information and Transparency Administrative Accountability Handling public grievances Responsive Administration Civil Society</p>	<p>Dr.Dayachari, Rajiv Sharma (Panchayath Raj) & Dr.G.B.Reddy.</p> <p>Sekhar Singh, Aruna Rai. E.A.S. Sarma, D.Ramakrishna (IAS (R)), Panchayathi Raj Consultant. Santa Sinha (MB Foundation), Takkar</p>
	Corruption	2	<p>To understand the causes , forms and types of corruption</p> <p>To apply systemic measures to check corruption in the workplace</p> <p>To strengthen personal standards of integrity</p>	Lecture - Interactive session	<p>Nature of Corruption Causes of Cures Vigilance machinery</p>	<p>Vittal, Jayaprakash Narayana Nikil Dey, Aruna Roy , Sunita Narain.</p>

	Administration and the Citizen	3				
	Corruption	2				
(ii)	Relationship between Civil Servants and Political Executive	2	To understand the relationship of civil servants with non-officials, political executive and legislators and the concept of ministerial responsibility	Lecture-Interactive session	Relationship with political executive Doctrine of Neutrality Concept of Ministerial responsibility Role of civil servants in policy formulation and its execution	S.P.K. Naidu, E.A.S.Sharma
(iii)	Role of media	2	To understand the role and functioning of the media in a democracy	Lecture - Interactive session	Functioning of Media Strengths and drawbacks	Shekar Suman, Vinod Duva (ndtv), 1.N.Ram, 3. somebody from Delhi. Jwala Narasimha Rao ,Dayachari, Padmanabha Rao -9866586805, Uma and Sudheer (ndtv)-8008889822 2. Venkatarami Reddy (Deccan Cronical, Deccan Team In charge)
(iv)	Role of NGO's	2	To understand the role of NGO's and civil society as partners in development	Lecture - Interactive session	Role of NGO's NGO's as partners in development	Santa Sinha, Takkar, Naandi (Anji Reddy)- Principal Secretary Planing
3.	Skills for Administrators	8				
	<ul style="list-style-type: none"> • Noting and Drafting techniques in Government and Maintenance of files • Conducting effective meetings • Time Management • Report writing • Making presentations • Public speaking • Delegation of work 	2 1 1 1 1 1 1	To learn and apply various skills required for effective office administration	Small Group Discussion, Exercises, Role Play, Lecture - Handouts	Develop various job related competencies listed in the content	Siva Prasad, K.venkata Krishna (Assit.Secretary) RRM/VM Daya (Srishti Oraganisation)-9948099853

4.	Module on administrative Ethics and obligations of public servants	6	<p>To understand the consideration of public principles that guide good, just and legitimate public policy</p> <p>To provide the trainees with an ethical framework to analyse problems and take decisions when there are competing considerations and disagreements about what is right, just and legitimate</p>	Class discussions Individual Assignments Case Studies	<p>Framework for ethical decision making</p> <p>Self introspection and strengthening of ethical standards</p> <p>Increased capacity to analyse problems</p> <p>Identification of issues in effective management of public issues</p>	<p>1. Shekar Sinha, Dayachari, D.R.K. Sarma</p> <p>2. Ram Prasad (Self Introduction)</p> <p>1. Ethical Framework- GCSR</p> <p>3. E.A.S. Sharma</p>
5.	Personnel Administration	6	To understand and apply the rules and procedures for administration of personnel in government	Lecture Case Studies Exercises	<p>Conduct Rules</p> <p>Disciplinary Proceedings</p> <p>Performance Appraisal</p>	Siva Prasad, Anada rao, Harpreet sinha, Railways, DG, IRS - Enquire
6.	Financial Administration	7				Roli Sing (DoP&T)
	<ul style="list-style-type: none"> General Financial Rules Government Budget Role of audit Performance Audit 	2 2 1 1	<p>To provide a firm foundation of knowledge and understanding of the Financial Rules, Procedures and Regulations as well as the authority governing them and delegation of the authority.</p> <p>To develop ability to interpret and apply the rules and regulations, with propriety and legality, while administering them.</p> <p>To understand the role, function and importance of audit.</p> <p>To develop familiarity with the basic concepts of basic budgeting exercise of government.</p>	Lectures, Exercises and Case Studies	<p>General System of Financial management and control</p> <p>Standards of financial propriety</p> <p>Power of sanctions</p> <p>Rules of delegation of financial powers</p> <p>Advances to government servants</p> <p>Procurement of Stores and works</p> <p>Tenders and contracts</p> <p>Government budgeting and concepts</p> <p>Performance Indicators & Performance Auditing</p>	<p>G.Rajeswararao-9866684230,</p> <p>Kesavamurthy V.M &AG's Office(JDG's)</p> <p>Kesavamurthy-24800692</p> <p>R.venkata RAMANA, USHA ASHOK KUMAR, PRABHAKAR – PRESIDENT OF INSTITUTION OF ENGINEERS. YR.KRISHNARAO – MKTING PRNSL.SECY-9490369595 FROM GAD, P.B.K.SASTRY- (RETD FROM GAD SECURITIES) ADDL.SECRETARY AG OFFICER</p>
7.	Module on Development, Welfare and Social Administration	16				

	<ul style="list-style-type: none"> Health Education Problems of the Differently abled Issues Relating to weaker sections Rural Development Schemes Social Welfare Schemes Gender Issues Participatory Approaches <p>(Participatory learning and action)</p> <p><i>Poverty (2) Economics</i> <i>HDI (2) Economics</i></p>	1 1 6 2 1 1 1 3	<p>To increase the knowledge of the factors and policies for development in the country</p> <p>To understand the components of Human Development and policies for the same</p> <p>To understand the problems for weaker sections such as SCs, STs, etc. and the policy framework addressing the problems</p> <p>To increase the knowledge of laws and regulations relating to - weaker sections</p> <p>To understand that disability is a development issue and to increase the knowledge of laws, regulations and best practices to promote full participation and equality for persons with disability</p> <p>To sensitise the trainees towards gender issues</p> <p>To learn and apply participatory techniques</p>	Lecture, Films, Case Studies and Exercises	<p>Theoretical Framework for development</p> <p>Policies and schemes for Rural development and social welfare</p> <p>Policies for child welfare</p> <p>Policies for women</p> <p>Policies and legislation for the differently abled</p> <p>Disability as a development issue</p> <p>Components of human development</p> <p>Literacy, Primary Education</p> <p>Basic Health</p> <p>Problems of weaker sections and marginalized people</p> <p>Polices and schemes for them</p> <p>Participatory learning and action</p>	<p>H- P.V.RAMESH</p> <p>CHAKRAPANI DOP&T, SUBBA RAO (TTD, EO)</p> <p>DISABLED. ASHOK (IASO)</p> <p>CHANDRA MOULI, UMA MAHESWARA RAO</p> <p>ANURADHA, RAMALAKSHMI</p> <p>DR. SUNEETHA, PRINCIPAL OF HOTEL MGT</p> <p>DISABLED WELFARE- NAMO VIKAS, NAGAR PERSON, JAIPUR LEG PERSON, IDENTIFY SOME MORE GOOD PERSON</p>
8.	Module on E-Governance	4				
	<p>E-Governance Policy Framework</p> <p>Successful applications in Government</p>		<p>To learn about the nature, role and impact of ICT on government processes and functions</p>	<p>Demonstration of successful applications, Panel Discussions, Case Studies</p>	<p>What is e-governance</p> <p>Impact of ICT on governance</p> <p>Exposure to successful projects</p> <p>Need for Business process Reengineering</p>	<p>J.SATYANARAYANA/SURESH CHOWDARY</p> <p>ELECTRONISATION OF CHECK POSTS, E- SEVA, E- CHOWPAL, BHOOMI PROJECT PERSON, SURESH CHOWDARY (ASK HIM)</p>

9.	Decentralisation and local Government	4	To understand the rationale and reasons behind the 73 rd and 74 th Constitutional Amendments To learn about the basic features of these amendments To understand the concept of decentralisation as a means for good governance	Lecture Film	Rationale for decentralisation Basic features of the Amendment Acts Advantages and disadvantages of local self government Role of local self government Institutions	S.N.VIJAYANAND, IAS, FROM ATI TRIVENDRAM, D.R.K. SARMA CHANDRA MOULI
10	Issues impacting on administration	12				
(i)	National Security	2	To learn about the concept and problems related to National Security	Lecture- Interactiv e session	India's Defence Policy National Security Concerns Problems of insurgency affected areas	YOGA JYOTSNA-9849267403 (AS SYMPOSIUM – COVERED)
(ii)	Issues relating to North East, Islands and other remote areas	2	To familiarize the trainees with the North Eastern regions of India To understand the problems and prospects of the north east, islands & other remote areas	Lecture- Interactiv e session	Socio economic position of the north east Problems and prospects Unique features of remote areas	JOCOB GEORGE SERDHIR NEEMA (ASK)- 1. AGATHA SANGMA(ASK NEEMA RAO)
(iii)	Emerging Technologies - Biotechnology	2	To familiarize the trainees about Biotechnology and its impact on various sectors To understand the future implications of biotechnology	Lecture- Interactiv e session	What is biotechnology Impact on various sectors Administrative response to future implications of Biotechnology	1. VARA PRASAD REDDY/JDG (CD) 2. GCSR 3. A.R.REDDY, RETR.VICE CHANCELOR YOGI VEMANA UNIVERSITY
(iv)	Environmental Issues and sustainable development	4	To learn about various environmental issues To understand the importance of sustainability in development	Lecture/S yndicate paper	Environmental issues such as biodiversity ,finite resource availability etc Development versus conservation debate Global issues in environment conservation	J. RAJESWAR PANDA, DIRECTOR V.P.JANHAURI, G.CHANDRASEKHAR REDDY, RAGHU VEER
(v)	Science and Technology in India	2	To learn about the scientific and technological capabilities of the nation, especially in space and atomic energy To learn about global technological and scientific trends	Lecture- Interactiv e session	Achievement in Atomic energy and Space Global trends in science and technology Technologies of the future Infusion of Scientific temper	PUSHPA M.BHARGAVA ISRO CHAIRMAN PROF.RADHA KRISHNA

11	Innovations in Administration & Governance	4	To increase the knowledge about best practices and successful innovations in Government	Lecture / Discussion	Best practices in Government and their replication	PROF.ANIL KUMAR GUPTA
Total:		82				

1.	Role Models	8	To expose the officer trainees to government servants who have excelled in their respective fields and can serve as role models for the trainees To learn about the qualities required of a successful officer	Interactive sessions	Learn and imbibe the qualities of successful officers	RANGARAJAN, Y.V.REDDY, KIRAN BEDI, SANTOSH HEDGE, PURANDESWARI, P.V.R.K. PRASAD, D.SUBBA RAO,RBI GOVERNER, LYNGDOW Sridharan FCI ,CHAIRMAN, INDIAN ECONOMIC BUEREAU ,Pachauri, PADMABHUSHANS FROM HYD, CHIRANJEEVI, M.S.SWANUNADHAN, Sachin pilot
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Syllabus Theme - Topic

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- Bureaucracy
- Organisational Structure of Government
- Inter departmental coordination
- Role and responsibilities of a civil servant

Administrative Environment

Administration and the Citizen

Corruption

Relationship between Civil Servants and Political Executive

Role of media

Role of NGO's

Skills for Administrators

- Noting and Drafting techniques in Government and Maintenance of files
- Conducting effective meetings
- Time Management
- Report writing
- Making presentations
- Public speaking
- Delegation of work

Module on administrative Ethics and obligations of public servants

Personnel Administration

Financial Administration

- General Financial Rules
- Government Budget
- Role of audit
- Performance Audit

Module on Development, Welfare and Social Administration

- Health
- Education
- Problems of the Differently abled
- Issues Relating to weaker sections
- Rural Development Schemes
- Social Welfare Schemes
- Gender Issues
- Participatory Approaches

(Participatory learning and action)

Poverty (2) Economics

HDI (2) Economics

Module on E-Governance

E-Governance Policy Framework

Successful applications in Government

Decentralisation and local Government

Issues impacting on administration

National Security

Issues relating to North East, Islands and other remote areas

Emerging Technologies - Biotechnology

Environmental Issues and sustainable development

Science and Technology in India

Innovations in Administration & Governance

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Module on Essentials of Public Administration

Administrative Environment

Administration and the Citizen

Corruption

Relationship between Civil Servants and Political Executive

Role of media

Role of NGO's

Skills for Administrators, Module on administrative Ethics and obligations of public servants, Personnel Administration, Financial Administration, Module on Development, Welfare and Social Administration, Decentralisation and local Government, Issues impacting on administration & Innovations in Administration & Governance