

Public Administration (Foundation Course)

	Syllabus Theme - Topic		Session Objective	Methodology	Key Learning Points & Key Experiences
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 	0 (RM) 0 (RM) 1 1 2	<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>
2. i)	Administrative Environment Administration and the Citizen	11			
	Corruption	3 2	<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> <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, Exercises Lecture - Interactive session	<p>Citizen Charter Good Governance Right to Information and Transparency Administrative Accountability Handling public grievances Responsive Administration Civil Society</p> <p>Nature of Corruption Causes of Cures Vigilance machinery</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
(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
(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
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

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>	<p>Class discussions</p> <p>Individual Assignments</p> <p>Case Studies</p>	<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>
5.	Personnel Administration	6	To understand and apply the rules and procedures for administration of personnel in government	<p>Lecture</p> <p>Case Studies</p> <p>Exercises</p>	<p>Conduct Rules</p> <p>Disciplinary Proceedings</p> <p>Performance Appraisal</p>
6.	Financial Administration	7			
	<ul style="list-style-type: none"> • General Financial Rules • Government Budget • Role of audit • Performance Audit 	<p>2</p> <p>2</p> <p>1</p> <p>1</p>	<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>	<p>Lectures, Exercises and Case Studies</p>	<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>
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>	<p>1</p> <p>1</p> <p>6</p> <p>2</p> <p>1</p> <p>1</p> <p>1</p> <p>3</p>	<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>	<p>Lecture, Films, Case Studies and Exercises</p>	<p>Theoretical Framework for development Policies and schemes for Rural development and social welfare</p> <p>Policies for child welfare Policies for women Policies and legislation for the differently abled Disability as a development issue</p> <p>Components of human development Literacy, Primary Education Basic Health</p> <p>Problems of weaker sections and marginalized people Policies and schemes for them Participatory learning and action</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 Impact of ICT on governance Exposure to successful projects Need for Business process Reengineering</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
10.	Issues impacting on administration	12			
(i)	National Security	2	To learn about the concept and problems related to National Security	Lecture- Interactive session	India's Defence Policy National Security Concerns Problems of insurgency affected areas
(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- Interactive session	Socio economic position of the north east Problems and prospects Unique features of remote areas
(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- Interactive session	What is biotechnology Impact on various sectors Administrative response to future implications of Biotechnology
(iv)	Environmental Issues and sustainable development	4	To learn about various environmental issues To understand the importance of sustainability in development	Lecture/Syndicate paper	Environmental issues such as biodiversity, finite resource availability etc Development versus conservation debate Global issues in environment conservation
(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- Interactive session	Achievement in Atomic energy and Space Global trends in science and technology Technologies of the future Infusion of Scientific temper
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
Total:		82			

1.	Role Models	8	<p>To expose the officer trainees to government servants who have excelled in their respective fields and can serve as role models for the trainees</p> <p>To learn about the qualities required of a successful officer</p>	Interactive sessions	Learn and imbibe the qualities of successful officers
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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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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