

Course Code	Course Title	L	T	P	C
BHUM105L	Public Policy and Administration	3	0	0	3
Pre-requisite	Nil	Syllabus version			
		1.0			
Course Objectives					
<ol style="list-style-type: none"> To introduce the students to the various aspects of Public Administration and Public Policy To impart knowledge on administrative machinery in India and its contribution to public policy. To study the various State and Central level programmes related to social and economic issues in India. 					
Course Outcome					
On completion of this course the students will be able to:					
<ol style="list-style-type: none"> Familiarize with the conceptual aspects and theoretical frameworks of public administration. Describe the principles of public organisation and management. Analyse the public finance management and budgeting system in India. Acquire knowledge on the personal administration system in India, including the recruitment and service condition of central and state civil service cadres. Demonstrate public policy making, implementation and evaluation. Evaluate and interpret various legal and welfare policies framed by the different governments. 					
Module:1	Background of Public Administration	6 hours			
Meaning, nature and scope of public administration, Private and public administration, Evolution of public administration, New public administration.					
Module:2	Theories of Public Administration	6 hours			
Scientific theory, Classical theory, Bureaucratic theory, Human relation theory.					
Module:3	Basic Concepts and Principles	6 hours			
Hierarchy, Unity of command, Span of control, Delegation, Line, staff and auxiliary agencies.					
Module:4	Financial Administration	6 hours			
Organs of financial administration, Concepts and types of Budgeting, Preparation of budget, Enactment of budget, Execution of budget, Auditing of budget, Control over public finance.					
Module:5	Personnel Administration in India	6 hours			
Role of Civil Service in Administration, All India and central services, Recruitment, Training, Promotion, Pay and service conditions.					
Module:6	Introduction to Public Policy	6 hours			
Meaning, nature and significance of Public Policy, Evolution of Public Policy and Policy Sciences, Public Policy and Public Administration					
Module:7	Public Policy Process in India	6 hours			
Formulation, implementation and evaluation.					
Module:8	Contemporary Issues	3 hours			
		Total Lecture Hours:			45 hours
Text Book(s)					
1.	Bidyut Chakrabarty, Prakash Chand Kandpal (2020), Public Administration in a Globalizing World: Theories and Practices, Sage Publications, New Delhi.				

2.	Rumki Basu (2012), Public Administration: Concepts and Theories, Sterling Publication, New Delhi.
Reference Books	
1.	Raymond W Cox III, Susan Buck, Betty Morgan (2015), Public Administration in Theory and Practice, Routledge, New York.
2.	Christoph Knill, Jale Tosun (2020), Public Policy: A New Introduction, Bloomsbury Publishing, London.
3.	Bidyut Chakrabarty, Prakash Chand (2019), Public Policy: Concept, Theory and Practice, Sage Publications, New Delhi.
4.	B.L. Fadia and Kuldeep Fadia (2015), Public Administration: Administrative Theories and Concepts, Sahitya Bhawan Publication, Agra.
Mode of Evaluation: Continuous Assessment Tests, Quizzes, Assignment, Final Assessment Test	
Recommended by Board of Studies	23-05-2022
Approved by Academic Council	No.66 Date 16-06-2022