

PUBLIC ADMINISTRATION

PROGRAMME OUTCOME

This programme attempts to make the students well acquainted with the knowledge of basic concepts, nature, scope, significance and theories of administration which would help them achieve success in public administration careers. It enlightens and prepares the students to acquire the requisite needs of becoming a good administrator as well as a good citizen of the country. It promotes students capability, potential and commitment to higher ethical standards of Public Administration. The students will be able to understand, analyze and realize the impacts and influence of administration on human beings.

PROGRAMME SPECIFIC OUTCOME

1. This programme helps the students in understanding the concept, scope, approaches and theories of Public Administration.
2. It promotes their communication skills and interacts productively with a diverse social groups and community and also nurtures the students in acquiring the contemporary dynamics of Public Administration.
3. At the completion of the course, the students of Public Administration will be able to pursue a Master Degree in Public Administration or any other Academic line. It also prepares and enables them to apply for an employment in public as well as in private sectors.

PAPER I (FUNDAMENTALS OF PUBLIC ADMINISTRATION)

The paper – Fundamentals of Public Administration focuses and directs the study on the basic theme and knowledge of administration. Unit I- defines the meaning of basic elements, also the evolution of Public Administration as a separate discipline of study. Unit- II directs the various methods of study as a result of the changing issues and development and as a dynamic field of study by evolving new methods like New public Administration and New Public Management. Unit III emphasizes the areas of structure and types of organization. Unit IV

studies the various principles of Organization. Unit V aims to reveal the control of administration by the governmental agencies like legislative, executive and judicial.

PAPER II (ADMINISTRATIVE THEORY)

The course involves the various aspects of Administrative Theories in understanding the principles of organizations, highlighting the various factors that are contributing to its effective functioning and to those factors that hinder it. It explains the various theories such as Classical theories, Neo-classical theories, Motivation theories and Comparative Public Administration. It enables the learners to understand the different factors that can be applied by public administrators in discharging their administrative tasks whether in public or in private sectors.

PAPER III (PUBLIC ADMINISTRATION IN INDIA)

The paper focus on inculcating the student towards the systematic set up of the complex Indian administrative system. It direct the students perspective with regard to the knowledge of how and where political and executive power originate. The paper aims to educate the student regarding the chain of decentralisation from the apex to the foundation of governmental hierarchy. It strives to highlight the different technique of resolving administrative problems and instill relationship between the different level of political and executive government.

PAPER IV (PUBLIC PERSONNEL ADMINISTRATION)

This Course provides up-to-date knowledge facts about the basic fundamentals of Public Personnel Administration which covers- the basic concepts, types and principles of Public Personnel Administration, Systems of recruitment and recruiting agencies of different services such as All India Service, Central and States Services. The Course also provides the learners , the knowledge of various steps taken by the government for the advancement of its employees and the benefits provided for different categories of government servants .This course helps the learner to have the knowledge of training conducted, promotion system employs by the government and retirement benefits provided to the employees. It makes them familiar with how the government manages its employees from recruiting personnel till retirement. The Course shape and mould the learners in the desired direction and make them suitable for government work. It also developed a sense of Community service and belongingness in community. It also broadens the vision and outlook of the learners.

PAPER V (BUREAUCRACY AND DEVELOPMENT)

The course helps the learners familiarized with the concept, elements, types, ideas and approaches of bureaucracy. It helps the students to realize the development of Civil Services from the British period to post Independence era. The students will be able to realize the officials role in policy formulation, policy implementation and their developmental role in achieving the desired development goals. The paper enhances the knowledge about bureaucracy and its application in the context of administrative efficiency.

PAPER VI (LOCAL SELF GOVERNMENT IN INDIA)

The course helps the learners to have in depth knowledge of the genesis, development of local self Government in India and the structures, processes and functioning of different institutions of local self government . It also inculcates to the learners that the sense of belongingness to the community and helps the learners to realize the role they can play for the development of the country directly or indirectly and it nurtures to be a good and responsible citizen. It also gives the learner the idea that to become active participant in the planning, implementation of government programmes through resource contributions, sharing of benefits and monitoring and programme evaluation instead of silent beneficiaries.

PAPER VII (ECONOMIC ADMINISTRATION IN INDIA)

The Paper – Economic Administration in India imparts a brief account of Indian Economic concerns –: Unit I reveals what the economic administration is and the changing scenario of Indian economy to suit the changing international economic processes. Unit II inculcates the panning system and of the institutions that regulate the economy of the country at the central, state and district levels. Unit III directs the study of Indian economy as a result of the various policy change in congruent to the world economy. Unit-IV directs the economy in terms of budgetary controls and the institutions thereof. Unit V also directs the study in respect of reforms of the institutional and infrastructural aspects.

PAPER VIII (SOCIAL WELFARE ADMINISTRATION)

The paper set sight's towards learning the different types of social policies, plan execution and the relationship between the centre and the state government to have welfare administrative system. It tries to educate the student on how to legally tackle the different kind of social problems arising from different sphere of life. The paper highlights on the importance of government and voluntary agencies and how they can function with cooperation to have a preferable outcome. It also attempts to stress out the importance of eligible and trained personnel to execute welfare administration.

PAPER IX (POLITICAL AND ADMINISTRATIVE INSTITUTIONS IN NORTH EAST INDIA)

This paper traces the origin or evolution of the administration of North Eastern States of India. It acquainted the students about the demographic, importance and constitutional status of the North Eastern States of India, the state of Mizoram and Meghalaya in particular. The course facilitates the learners to understand the process of Political and Administrative Institutions at the grassroots level in Mizoram and Meghalaya. It focuses on the constitutional framework, organization, powers and functions of District Councils in North Eastern States of India. It also familiarizes the learners with the various constitutional and administrative instruments like Inner Line Regulation, Mizoram Peace Accord, North Eastern Council, etc.

PAPER X (ADMINISTRATION OF UNITED NATIONS)

This course dealt with the origin and development of international organisations from the ancient to the modern period. It helps the learners to have an in depth knowledge of the structures, roles and functions of the main organs of the United Nations and its specialised Agencies. It also widens the outlook of the learners by knowing the significance of United Nations for maintaining international peace and security, to make a good relationship among different nations in the world. Furthermore, this course opened the world's window for the learners by providing up-to-date knowledge of the Financial Administration, Personnel Administration and challenges faced by the United Nations. This course develops in them the skills to analyse and form a critical thinking on international issues and concerns.

PAPER XI (OFFICE MANAGEMENT IN GOVERNMENT)

The paper – Office Management in Government tries to inculcate the process of office procedures. Unit I tries to reveal the basic meaning, functions and structures of the government office. Unit II directs the study in terms of broad lay-out, furnishing and structure of the office. Unit III emphasizes the procedures like, filing system, record, report and communication aspect of the office. Unit IV directs the study in respect of the importance of human resources. Unit V also emphasizes and tries to study the importance of the new development in the information technology and digital communication system like computer and internet.

PAPER XII (RURAL AND TRIBAL DEVELOPMENT)

The paper aims to enlighten the students towards the multi-dimensional approach to the study of tribal and rural development policies in India. It makes an attempt to direct the student in understanding the needs, goal and challenge for rural and tribal progress and infuse in them some of the premier institution which are set up for development. Furthermore, the paper highlights the different problem of the rural and tribal people and how to overcome these challenges.