

# Government Degree College (Autonomous), Baramulla

SEMESTER 5<sup>th</sup>

MAJOR COURSE

## Subject: Public Administration

Course Title: State and local Administration in India

Course Code:

Credits: Theory: 04; Tutorial: 02

Contact Hours: Th 64; Tu 32

### Course Objectives:

The Course seeks to introduce Students to the working of various institutions of State Executive. It aims to highlight the working of District Administration and the various challenges faced by it. The course further gives an insight on Rural and Urban Local governance with special focus on its Evolution, structure and functions.

### Learning Outcome:

After completing the course students shall be able to

1. Understand the working of important institutions of State Government.
2. Understand the working of District Administration in India.
3. Understand the role of District Collector in District Administration.
4. Understand the Structure and functions of Local and Urban Local Government.
5. Combine theory & practice through Field visit.
6. Enhance their skills through Presentations & Debates.

### THEORY (04 CREDITS)

#### 1. State Executive in India

16 Hours

- 1.1 Governor: Appointment, Powers and Constitutional Position.
- 1.2 Chief Minister: Powers and responsibilities
- 1.3 Chief Secretary: Powers and functions
- 1.4 Advocate General: Appointment, Role and functions

#### 2. District Administration in India

16 Hours

- 2.1 Evolution of the office of District Collector
- 2.2 Role and functions of District Collector
- 2.3 Changing role of District Collector
- 2.4 Challenges and reforms

#### 3. Rural Local Governance

16 Hours

- 3.1 Evolution of Rural Local Self-government in India
- 3.2 Features of 73rd Constitutional Amendment act
- 3.3 Organisational structure of Rural Local Bodies
- 3.4 Limitations and challenges of Rural Local Governance

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## 4. Urban Local Governance

16 Hours

- 4.1 Evolution of Perspective of Urban Local Government
- 4.2 Features of 74<sup>th</sup> Constitutional Amendment act
- 4.3 Organisational structure of Urban Local bodies:
- 4.4 Challenges and limitations of Urban Local Governance

### TUTORIALS: 2 CREDITS

#### UNIT V Field Visit & Practical

16 Hours

1. Identification of challenges of Urban Local Government through field visit to a Municipality.
2. Visiting a far flung area to analyse the role of PRI in effective Rural Local Governance.

#### UNIT VI Debates and Presentations

16 Hours

1. Governor has more discretionary powers than President. Discuss.
2. 'A Generalist or a specialist as District Collector', Debate.

#### Suggested Readings:

1. Maheshwari, Shriram, 1979, State Governments in India; The Macmillian Company of India Limited, Delhi.
2. Awasthi, A. & Maheshwari, S.R. (1980). Public Administration. Agra, India: Lakshmi Narain Agarwal.
3. Chaubey, P.K. (2004). Urban Local Bodies in India. New Delhi, India: Indian Institute of Public Administration.
4. Gupta, D.N. (2004). Decentralisation Need for Reforms. New Delhi, India: Concept Publishing Company.
5. Maheshwari, Shriram, 1979, State Governments in India; The Macmillian Company of India Limited, Delhi.
6. Arora, R.K. & Goyal, R. (2013). Indian Public Administration: Institutions and Issues. New Delhi, India: New Age International Publishers.
7. Padhi, A.P. (1988). State Administration in India. New Delhi, India: Uppal Publishing House.
8. Sapru, R. (2018). Indian Administration: A Foundation of Governance. New Delhi, India: Sage.

# Government Degree College (Autonomous), Baramulla

5<sup>th</sup> Semester

Major Course

## Subject: Public Administration

Course Title: Comparative Public Administration

Course Code:

Credits: theory:4; Practical: 2

Contact hours: Th 64; Tu. 32

### Course Objectives:

The Course aims at making students understand the need and importance of studying comparative public administration. It not only focusses on Comparative Studies at the macro-level between different politico-administrative systems of the World but also aims to enable students compare important institutions of governance at various levels in India with that of other countries and between within the country also so that critical and analytical thinking is developed among them.

### Learning Outcome:

After completing the course students shall be able to:

1. Understand the meaning, nature and importance of Comparative Public Administration and approaches for the study of Comparative Public Administration.
2. Understand the differences between administrative systems of Developed and Developing Countries, Presidential and Parliamentary democracies and federal and unitary setups.
3. Know about prominent administrative arrangements of the world having an impact on good governance.
4. Compare best performing local administrative units of the world with Indian local self-government institutions.
5. Combine theory & practice through Field visit.
6. Enhance their skills through Presentations & Debates.

**(Theory- 4 credits)**

### UNIT-I

**16 hours**

#### **(Fundamentals of Comparative Public Administration)**

Comparative Analysis in Public Administration: Meaning, importance and relevance.

Nature of Comparative Public Administration Studies (F.W Riggs): normative to empirical, ideographic to nomothetic, and non-ecological to ecological.

Scope & levels of Comparative Study of Public Administration: cross-national analysis, cross-cultural analysis, intra-institutional analysis, intra-national analysis and cross temporal analysis

Approaches to the Comparative study of Public Administration: Bureaucratic Approach, Behavioural Approach, Systems Approach, Ecological Approach (with special reference to Riggsian models of administration), Development Approach

### UNIT-II

**16 hours**

#### **(Macro-Comparison)**

Political, social, economic and cultural environment of Administration in Developed and Developing Countries.

Structural and functional differences in the executive systems of Presidential and the parliamentary forms of government.

Salient features of Federal, Quasi Federal and Unitary politico-administrative systems.

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Committed vs neutral bureaucracies: Rationale, advantages and disadvantages.

## **UNIT-III** **16 hours** **(Cross-National Comparison)**

Civil Service Recruitment in India, USA and UK: Agencies, methods and processes.  
Agencies involved in Financial Administration: Finance Ministry in India, Treasury in UK and Bureau of Budget in USA.

Accountability mechanisms (Ombudsman): Indian vs English vs Scandinavian model.  
Structure and Functions of local government in India, Norway and USA.

## **UNIT-IV** **16 hours** **(Micro-Comparison)**

Panchayati Raj Institutions (PRI) as embodiments of local self-government in Kerala and Jammu & Kashmir: A Comparison.

E-Governance in Karnataka, Telangana and Jammu & Kashmir: Major Initiatives.

Rural Local Bodies and Urban Local Bodies in India: A comparison of structure and functions.

**(Tutorials: 2 Credits)**

## **UNIT-V** **16 hours** **(Debates & Presentations)**

- a) Discuss on the Changing nature of Spoils System in USA.
- b) Debate on the relevance of 'fused-prismatic-diffracted model of Fred. Riggs'

## **UNIT-VI** **16 hours** **(Field Visit & Practical)**

Visit to:

- a) A public organization/department.
  - b) A private organization.
- (for comparative analysis of their transparency and accountability mechanisms)

### **Suggested Readings:**

Riggs, F. W. (1964). *Towards a Comparative Administration*. Prentice-Hall.

Riggs, F. W. (1990). *Fragments on the Study of Governance: Toward a Theory of Governance*. Transaction Publishers.

Hammerschmid, G., Van de Walle, S., & Oprisor, A. (Eds.). (2016). *Public Administration in Europe: The Contribution of EGPA*. Springer.

Simon, H. A. (1947). *Administrative Behavior: A Study of Decision-Making Processes in Administrative Organization*. Free Press.

Cheibub, José Antonio. "Presidentialism, Parliamentarism, and Democracy." Cambridge University Press, 2007.

Elazar, Daniel J. "Exploring Federalism." University of Alabama Press, 1987.

Weber, Max. "Economy and Society: An Outline of Interpretive Sociology." University of California Press, 1978.

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Osborne, David, and Ted Gaebler. "Reinventing Government: How the Entrepreneurial Spirit is Transforming the Public Sector." Plume, 1993.

Rosenbloom, David H. "Public Administration: Understanding Management, Politics, and Law in the Public Sector." McGraw-Hill Education, 2019.

Kellough, J. Edward. "Public Personnel Administration: Problems and Prospects." Prentice Hall, 2000.

Wilson, James Q. "Bureaucracy: What Government Agencies Do and Why They Do It." Basic Books, 1989.

Waldo, Dwight. "The Administrative State: A Study of the Political Theory of American Public Administration." Transaction Publishers, 2017.

Singh, Mahendra Prasad. "Ombudsman in India." Deep & Deep Publications Pvt. Ltd., 2001.

Sharma, S. K. "E-Governance: Concepts and Models." Himalaya Publishing House, 2007.

Chatterjee, Bishnu P. "Local Government in Norway: A Comparative Study of Denmark, Norway, and Sweden." SAGE Publications, 2000.

"Comparative Local Government" by Rhys Andrews, David Sweeting, and Keith Grint.

M.K Singh. Panchayati Raj System in India: Achievements and Challenges.

# Government Degree College (Autonomous), Baramulla

5<sup>th</sup> semester

Internship Course

## Subject: Public Administration

**Course Title:** Internship in a Govt. Office: Observation & Analysis of its Functioning.

**Course Code:**

**Credits:** 2 (two)

**Contact hours:** 32

### Course Objectives:

To enable students to engage actively in the practical side of their, so that they can positively contribute to the society after completion of the degree with enhanced employment opportunities in their hands.

### Learning Outcome

After completing the course, the students shall be able to:

1. Relate theory with practice.
2. Critically analyze various issues in the area of their internship.
3. Have exposure to the fundamentals of academic research.