

Indian Administration

Course Outcomes: Students will be able to

- To provide students a basic understanding of the evolution of Indian Administration
- To help students to gain knowledge about structural and functional dynamics of Indian administration.
- To Know the evolutionary period of Indian Administration.
- Define the concept of the fundamental rights and duties of Indian Citizens

UNIT 1: Evolution of Indian administration

- Genesis of Indian Administration
- Government of India Act(s) of 1909, 1919, 1935.

UNIT 2: Salient Features of Indian Constitution

- Fundamental Rights - its features and limitations
- Directive Principles of State Policy
- Fundamental Duties

UNIT 3: Federal Structure in India

- Centre-state relations: Legislative, Administrative and Financial

UNIT 4: Union Administration

- Central Secretariat, Cabinet Secretariat,
- Prime Minister's Office (PMO)

Text Books:

- ✓ *B.L. Fadia and Kuldeep Fadia, (2014) "Indian Administration" Sahitya Bhawan, Agra;*
- ✓ *Bidyut Chakrabarty, Prakash Chand, (2016), "Indian Administration : Evolution and Practice" , SAGE Publications, New Delhi;*

Reference Books

- ✓ *Amita Singh, (2005), Administration Reforms, Sage Publications, New Delhi*
- ✓ *Kuldeep Mathur, (2015), Government to Governance, National Book Trust*
- ✓ *Hoshier Singh and Pankaj Singh (2011), Indian Administration, Pearson, Delhi.*
- ✓ *S.R. Maheswari (2011), Indian Administration, New Delhi, Orient Longman.*
- ✓ *Pratap Bhanu Mehta & Nirja Gopal Jayal (2011), The Oxford Companion to Politics in India, Oxford University Press, New Delhi.*
- ✓ *Padmalaya Mahapatra, (2013), "Indian Administration: Central – State – District", Gyanayuga, Bhubaneswar*