

# Government Degree College (Autonomous), Baramulla

SEMESTER 6<sup>th</sup>

MAJOR / MINOR COURSE

## Subject: Public Administration

Course Title: Financial 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 Fundamentals of Financial Administration and its journey and current status in India. It aims to highlight the importance of budget in Financial Administration and the budgetary process in India. The course further gives an insight about the organisational structure of Indian Financial Administration with focus on accounting and Auditing system in India.

### Learning Outcome:

After completing the course students shall be able to:

1. Understand the basic elements of Financial Administration.
2. Understand the historical context of Financial Administration in India, the Centre-State financial relations and Role of Finance Commission thereof.
3. Have a broad understanding about budget and important details about budgeting process in India.
4. To understand the Executive and Legislative Control over Financial Administration with special focus on the office of Comptroller and Auditor General of India (CAG).
5. Enhance their skills through Presentations & Debates and by visiting a prominent public sector undertaking to get the first-hand experience of financial administration.

### THEORY (04 CREDITS)

#### **UNIT I: Introduction to Financial Administration** 16 Hours

- 1.1 Public Financial Administration: Meaning, Nature, Scope and Significance
- 1.2 Objectives and Principles of Financial Administration.
- 1.3 Components of Public Finance: Public Revenue, Public Expenditure, Public Debt.

#### **UNIT II: Fundamentals of Financial Administration in India** 16 Hours

- 2.1 Historical Perspective (From 1858 onwards)
- 2.2 Centre-State Financial Relations
- 2.3 Finance Commission of India: Role and Functions

#### **UNIT III: Budgeting in India** 16 Hours

- 3.1 Meaning, principles and importance of Budget.
- 3.2 Types of Budgeting: Line-item Budgeting, Performance Budgeting, Zero Based Budgeting.
- 3.3 Budgeting Process in India: Preparation and Enactment, Finance Bill and Appropriation Bill.

#### **UNIT IV: Control over Public Finances in India** 16 Hours

- 4.1 Legislative Control: Concept, Financial Committees and other tools.

# Government Degree College (Autonomous), Baramulla

4.2 Executive Control: with special reference to the role of Finance Ministry.

4.3 Auditing System in India: Types and Importance.

4.4 Comptroller and Auditor General of India: Role and Functions

## TUTORIALS: 2 CREDITS

### **UNIT V: Field Visits and Practical**

16 Hours

- a. Visit to a treasury office to understand the process of receipt & disbursement of salary & other bills of various departments.
- b. Understand the mechanism of sanctioning, monitoring and control over financial allocations in the college.

### **UNIT VI: Debates and Presentations**

16 Hours

- a. 'Finance is the life blood of industry' Discuss.
- b. Debate on efficacy of 'deficit financing' as means of controlling inflation.

### **Suggested Readings:**

1. Cox, R., Vetter, D.E. & Stout, R.G. (1996). Financial Administration and Control. New Jersey, USA: Wiley Publishers.
2. Gupta, R.K. & Saini, P.K. (2008). Financial Administration in India: Changing Contours and Emerging Challenges. New Delhi, India: Deep and Deep Publications.
3. Mahajan S. K. & Mahajan, A. (2014). Financial Administration in India. New Delhi, India: PHI India.
4. Panda, S. (1989). Financial Administration and Personnel Management in Public Enterprises: A Study of Orissa. New Delhi, India: Mittal Publications
5. Reed, B. J. & Swain, J.W. (1997). Public Finance Administration. New Delhi, India: Sage Publications.
6. Shaw, A. (2007). Budgeting and Budgetary Institutions. Washington, D.C., USA: The World Bank.
7. Singh, R.S. (1988). Union Budgets and Financial Administration. New Delhi, India: Deep and Deep Publications.

# Government Degree College (Autonomous), Baramulla

6<sup>th</sup> semester

Internship Course

## Subject: Public Administration

**Course Title:** Internship with a civil Society Organisation or Non-Government Organisation.

**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.

## Subject: Public Administration

Course Title: **Fundamentals of Public Policy**

Course Code:

Credits: Theory: 04; Tutorial: 02

Contact Hours: Th 64; Tu 32

**Course Objectives:** The Course seeks to introduce Students to the Fundamentals of Public Policy highlighting its significance and Contextual settings. It also provides an insight to various models of Public Policy making. The Course further seeks to through light on various structures and Process involved in making of Public Policy and introduce students to the basics of Policy Implementation and Policy Science.

### **Learning Outcome:**

After completing the course students shall be able to

1. Understand the basic concepts and significance of Public Policy
2. Critically evaluate various Models of Public Policy.
3. Understand the role of various Institutions in Policy Making.
4. Understand basics of Policy Science and Policy implementation.
5. Combine theory & practice through Field visit.
6. Enhance their skills through Presentations & Debates.

### THEORY (04 CREDITS)

#### **1. Introduction to the Public Policy**

1. Meaning and nature of Public Policy
2. Characteristics and Significance of Public Policy
3. Contextual Setting of Public Policy Making: Developed and Developing Countries
4. The Policy Cycle: Meaning and stages

#### **2. Models of Public Policy**

1. Institutional Approach and Systems Model:
2. Rational Policy Making Model
3. Lindbloom's Incremental Approach and Dror's Normative Optimum Rational Model.
4. Political and Mixed Approach

#### **3. Public Policy Making: Structures and processes**

1. Intergovernmental Relations: Meaning and Models
2. Role of Executive, Legislature and Judiciary in Policy Making
3. Role of Civil Society and NGOS in Policy making
4. Various challenges and Constraints in Public Policy Making

# Government Degree College (Autonomous), Baramulla

## 4. Introduction to Policy Science and Policy Implementation

1. Laswell's Idea of Policy Science
2. Policy Science: Nature and emerging trends.
3. Policy Implementation: Meaning and problems in Public Policy Implementation.

### TUTORIALS: 2 CREDITS

#### UNIT V Field Visit & Practical

16 Hours

1. Visit to any local NGO and Civil Society to analyse their role in making of Public Policy and preparing a report on it.

#### UNIT VI Debates and Presentations

16 Hours

1. "Policy implementation is more important than Policy Formulation". Discuss.
2. Presentation on comparing merits & demerits of various Models of Public Policy.

#### Suggested Readings:

1. Birkland, T.A. (2011). An Introduction to the Policy Process. New Delhi, India: Public Policy: Models PHI Learning.
2. Hupe, Peter, and Michael Hill. Public Policy. 1 Oliver's Yard, 55 City Road, London EC1Y 1SP United Kingdom: SAGE Publications Ltd, 2012.
3. Knill, Christoph, and Jale Tosun. Public Policy. London: Macmillan Education UK.
4. Jan-Erik, Lane, ed. Public policy. London: Sage, 1990.
5. Howlett, Michael. Studying public policy: Policy cycles & policy subsystems. 3rd ed. New York: Oxford University Press, 2009.
6. Indira Gandhi National Open University, 1993, BDP Course Material, EPA.06 Public Policy, Block No.8 Models of Public Policy-Making.
7. Simon, Herbert, 1957, Administrative Behaviour, Macmillan, London.
8. Dror, Y. (1989). Public Policy-Making Re-examined. New Brunswick, NJ: Transaction Publishers.
9. Sapru, R K. 2010. Public Policy: Art and Craft of Policy Analysis, PHI Learning Private Limited, New Delhi.
10. Ukeles, Jacob B. 1977. 'Policy Analysis: Myth or Reality', Public Administration Review, Vol. 37, No.3, pp.223-228.