

Syllabus on
Responsive Governance

UNIT 1 – GOVERNANCE : A PRIORITY FOR DEVELOPMENT

1. Right to Service : Act and Citizen Charter
2. Responding efficiently and effectively to people's needs
3. Meeting increasing public demands and addressing declining public trust
4. The new sustainable development agenda for development
5. Government institutions and human resource development
6. Citizen engagement in managing development

Unit 2 – Accountability

1. Right to Information
2. Delay in discharge of official duties 2006
3. Accountable Governance and its feature
4. Enhancing accountability to waste, mismanagement and corruption
5. Shared and social accountability
6. Responsive and accountable governance for inclusive economic growth, social justice and environmental sustainability

Unit 3 – Governance Efficiency

1. E-office System
2. Mahapar process
3. E-Government and open government data
4. Electronic and mobile government
5. Government E-Market place (GEM Portal)
6. Multi-channel service delivery and E-Participation in Governance

Unit 4 – Ethos and Ethics in Governance

1. Competent, diverse and ethical public servants
2. Characteristic of ethical governance
3. Administrative Ethos
4. Empathy in public governance

Syllabus on
Applied Leadership

UNIT 1 – UNDERSTANDING OF LEADERSHIP

1. History of modern leadership
2. Current trends in leadership
3. Distinguishing Leadership and Management
4. Approaches to defining leaders and leadership: Trait, Behavioural Approach, Skills approach

UNIT 2 – ADMINISTRATIVE LEADERSHIP

1. Leadership traits and characteristics
2. Leading for Team Success and Building High Performance Organizations
3. Participative management and delegation
4. Collaboration and cooperation

UNIT 3 – ENLIGHTENED LEADERSHIP : REALM OF SCIENCE AND TECHNOLOGY

1. Preparatory steps towards enlightened leadership
2. Role of leader for both prosperity and peace
3. Enlightened leadership in development of science and technology in contemporary Indian landscape
4. Enlightened Leadership and impacts of quality of life in modern India

UNIT 4 – APPROACH TO LEADERSHIP CULTURE

1. Ethical Leadership & the characteristics of ethical leaders
2. Role and Power of ethical leadership
3. Culture and Leadership
4. Recognize how cultures differ in their approaches to leadership