

Curriculum (Effective from 2019-20)

B. A. First Year

Skeleton

Course I: Basics of Public Administration

Course II: Central Administration

Course III: Elements of Public Administration

Course IV: State Administration (With Special Reference to Maharashtra)

Courser-I Basic Public Administration

Course Code – U-PUA-124

Marks: 50

Credits: 2

Total no. of Periods in a week: 4

This is a new subject for the students as it is not introduced at junior college level. Accordingly, the course is introduced to B. A. first year students as it is a latest one. An essence of the course is to cultivate a conversation between theory and practice. It provides a sound theoretical background relating to the concept of Public Administration. It is important to the emerging administrative theories and practices.

Learning Objectives:

After studying the course students will have a capacity to understand:

LO1 The meaning, nature and scope of Public Administration.

LO2 Development of Public Administration as a discipline.

LO3 The meaning, importance and types of Organization.

Course Outcomes:

CO1 The course will help the students to learn the basic concepts of Public Administration.

CO2 The students are aware of the theoretical and conceptual framework of the subject such as its meaning, nature, scope and importance.

CO3 It will help to organizational structure principles followed in administrative system.

Unit I Public Administration (12 Periods)

Meaning, Nature, Scope and Importance

Unit II Evolution of Public Administration as a Discipline (10 Periods)

a) 1887 - 1911 : Period of Inception

b) 1912 - 1926 : Scientific Management Theory

c) 1927 - 1935 : Theory Building in Public Administration

d) 1936 - 1947 : Behavioral Movement

e) 1948 - 1960 : Post World War Phase

f) 1961 - 1990 : Period of Turbulence

Unit III Organization

(14 Periods)

- a) Meaning and Importance
- b) Hierarchy
- c) Span of Control
- d) Communication

Unit IV Forms of Organization

(12 Periods)

- a) Formal & Informal
- b) Department
- c) Public Corporation
- d) Independent Regulatory Commission.

Reference List:

- 1) Fadia & Fadia, (2009), Public Administration
- 2) Laxmikant M., (New Ed. 2015), Tata MagCraw Hill Pub. Pvt. Ltd.
- 3) Bhattacharya Mohit, (1999), New Horizons of Public Administration
- 4) Awasthi & Maheshwari, (1977), Public Administration, Laxminarayan Agrawal, Agra
- 5) Nigro Felix & Nigro Liyod, Modern Public Administration, Harper & Row Publications, New York
- 6) Bhandari Anant, (1998) Public Administration & Responsible Governance, Lahishka Ref. Dist., New Delhi
- 7) पोहेकर प्रीती (२००८), लोकप्रशासनातील मुलतत्वे, अरुणा प्रकाशन
- 8) पोहेकर प्रीती (२००८), लोकप्रशासनातील तत्वे, निराळी प्रकाशन
- 9) दुबे अशोक (२००३), आधुनिक लोकप्रशासन
- 10) बंग के. आर. (२०१४), लोकप्राशासनाची तत्वे,
- 11) अखिल भारतीय लोकप्रशासन संस्थेचे सर्व मुखपत्र अंक

Course Code – U-PUA-124

Max marks: 50

Credits: 2

Total no. of Periods in a week: 4

This course is introduced to B. A. first year students at first semester. It provides a reversal background of administrative system in India. It is important to know the steel frame of Indian administration.

Learning Objectives:

After studying the course students will have a capacity to understand:

LO1 Basic features of Administrative system in India.

LO2 Classification of the administrative system in India.

LO4 Judiciary system in India.

Course Outcomes:

CO1 It will provide knowledge of basic administrative system in India.

CO2 The students are aware of administrative machineries.

CO3 It will help to understand Judiciary and Executive system in India.

Unit I Salient Features of Indian Administration (12 Periods)

a) Administration in Maharashtra

Unit II Classification of Civil Services (6 Periods)

a) Union Public Service Commission

b) State Public Service Commission

Unit III Central Government and Administration (12 Periods)

a) Prime Minister's Office

b) Cabinet Secretariat

c) O & M

Unit IV Supreme Court of India: Organizational Set up & Structure (08 Periods)

a) High Court

b) District Court

Unit V Administrative Agencies (10 Periods)

- a) Election Commission: National & State
- b) NITI Ayog
- c) National Human Rights Commission: National & State

Reference List:

- 1) Basu D. D., (1994), An Introduction to Indian Constitution, Prentice Hall, New Delhi
- 2) Singh Hoshiyar, Indian Administration, Kitsan Mahal, New Delhi
- 3) Ramchandran Padma (1995), Public Administration in India, National Book Trust of India, New Delhi
- 4) Arora Ramesh, Indian Administration, Vishwas Prakashan, New Delhi
- 5) Maheshwari Shriram, Indian Administration, Orient Longman, New Delhi
- 6) पोहेकर प्रीती, (२०१३), भारतीय प्रशासन: विकास व व्यवस्था, अरुणा प्रकाशन
- 7) कटारिया सुरेंद्र, (२००६), भारत में लोकप्रशासन, आर बी एस ए पुब्लिशर्स, जयपूर
- 8) शर्मा अशोक, (१९९९), भारत में प्रशासन
- 9) बोरा पारस, भारतीय प्रशासन, विद्या बुक्स पब्लिशर्स, औरंगाबाद
- 10) बंग के आर, (२०१६), भारतीय प्रशासन आणि सैद्धांतिक प्रक्रिया, विद्या बुक्स पब्लिशर्स, औरंगाबाद
- 11) www.gov.in

Semester II

Course-III Principles of Public Administration

Course Code: U-PUA-223

Marks: 50

Credits: 2

Total no. of Periods in a week: 4

This course is introduced to B. A. first year students for second semester. It provides information of administrative theories of Public Administration. It is important to know the administrative principles and controlling system over administration.

Learning Objectives:

By the time the students finish the course, they should be able to:

LO1 Understand the basic principles of administration.

LO2 Understand the role of Line and Staff agency in functioning.

LO3 Develop a knowledge of controlling administrative machineries.

LO4 Acquaint with the theories, approaches, concepts and principles of Public Administration.

LO5 Understand the administrative theories and concepts to make sense of administrative practices.

Course Outcomes:

Students are able to work effectively on any administrative post; right from Class I to Class IV. They are able to apply the theory in practice. They possess a sufficient knowledge of organizational structure, system, principles and types of organization. They are able to know the meaning, types and functions of line and staff agencies.

Unit I Principles of Organization (12 Periods)

a) Centralization and Decentralization: Meaning, Merits & Demerits

b) Authority & Responsibility: Meaning & Characteristics

Unit II Chief Executive: Meaning, Types, Qualities (12 Periods)

Unit III Organizational Agency

a) Line and Staff Agencies: Meaning, Types & Functions (12 Periods)

Unit IV Administrative Law: Meaning, Scope & Significance (12 Periods)

a) Delegated Legislation

b) Administrative Tribunal

Reference List:

- 1) Fadia & Fadia, (2009), Public Administration
- 2) Laxmikant M., (New Ed. 2015), Tata MagCraw Hill Pub. Pvt. Ltd.
- 3) Bhattacharya Mohit, (1999), New Horizons of Public Administration
- 4) Awasthi & Maheshwari, (1977), Public Administration, Laxminarayan Agrawal, Agra
- 5) Nigro Felix & Nigro Liyod, Modern Public Administration, Harper & Row Publications, New York
- 6) Bhandari Anant, (1998) Public Administration & Responsible Governance, Lahishka Ref. Dist., New Delhi
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- 8) पोहेकर प्रीती (२००८), लोकप्रशासनातील तत्त्वे, निराळी प्रकाशन
- 9) दुबे अशोक (२००३), आधुनिक लोकप्रशासन
- 10) बंग के. आर. (२०१४), लोकप्रशासनाची तत्त्वे,

Course IV Law & Order Administration

Course Code: U-PUA-224

Max marks: 50

Credits: 2

No of periods: 04

This course is introduced to B. A. first year students for second semester. It provides a basic background of administrative system in India. It is important to know the steel frame of Indian administration.

Learning Objectives:

After studying the course students will have a capacity to understand:

LO1 Critically evaluate theories of public administration and place them in the context of societal values.

LO2 Connect present day governmental and nonprofit service delivery dynamics with the historical evolution of democratic system and intergovernmental relations.

LO3 Trace the measures taken for reforming our administration.

Course Outcomes:

CO1 Identify of the transformative role of Indian Administration.

CO2 Find out the multi-dimensionality of problems and processes of Indian Administration;

CO3 Exhibit the knowledge of administrative system in the various periods.

CO4 The students are aware of the administrative machineries.

CO5 Develop knowledge of Parliamentary system as well as how the Legislature, Judiciary and Executive works.

Unit I Law & Order: Meaning, Elements

(06 Periods)

- a) Home Affairs Ministry
- b) Secretariat of Home Affairs: Structure

Unit II Law & Order in Various Periods

(10 Periods)

- a) Sindhu Period: Civilization
- b) Veda Period: Judiciary System
- c) Maurya: Period of Administrative Set-up
- d) Mugal Period: Revenue System
- e) British Legacy: Modern Administrative Set-up

Unit III Revenue Administration

(10 Periods)

- a) Ministry of Revenue
- b) Directorate of Revenue: Structure & Hierarchy

c) District Collector

Unit IV Police & Prison Administration (12 Periods)

a) Central Bureau of Investigation & Crime Investigation Department

b) Director of Police, Maharashtra: Structure, Functions

c) District Superintendent of Police

d) District Prison Officer

Unit V Administrative Reforms (10 Periods)

a) Meaning, Objective

b) Administrative Reforms Commission: I

c) Administrative Reforms Commission: II

Reference List:

- 1) Basu D. D., (1994), An Introduction to Indian Constitution, Prentice Hall, New Delhi
- 2) Singh Hoshiyar, Indian Administration, Kitsan Mahal, New Delhi
- 3) Ramchandran Padma (1995), Public Administration in India, National Book Trust of India, New Delhi
- 4) Arora Ramesh, Indian Administration, Vishwas Prakashan, New Delhi
- 5) Maheshwari Shriram, Indian Administration, Orient Longman, New Delhi
- 6) पोहेकर प्रीती, (२०१३), भारतीय प्रशासन: विकास व व्यवस्था, अरुणा प्रकाशन
- 7) कटारिया सुरेंद्र, (२००६), भारत में लोकप्रशासन, आर बी एस ए पुब्लिशर्स, जयपूर
- 8) शर्मा अशोक, (१९९९), भारत में प्रशासन
- 9) बोरा पारस, भारतीय प्रशासन, विद्या बुक्स पब्लिशर्स, औरंगाबाद
- 10) बंग के आर, (२०१६), भारतीय प्रशासन आणि सैद्धांतिक प्रक्रिया, विद्या बुक्स पब्लिशर्स, औरंगाबाद
- 11) www.centralgovernment.com
- 12) All Daily Newspapers

