

DEPARTMENT OF PUBLIC ADMINISTRATION

CURRICULUM

(Effective from 2018-19)

Name of the Programme: B.A.

Total No. of Courses: 14

Credits Per Course: 02

Total Credits: 28

No	Name of the Course	Course Code	Class	Credits
I	Basic Public Administration	U-PUA-123	BAFY	02
II	Indian Administration	U-PUA-124	BAFY	02
III	Principles of Public Administration	U-PUA-223	BAFY	02
IV	Indian Administration	U-PUA-224	BAFY	02
V	Human Resource Management – I	U-PUA-323	BASY	02
VI	State Administration (Special Reference to Maharashtra)	U-PUA-324	BASY	02
VII	Human Resource Management – II	U-PUA-423	BASY	02
VIII	Taluka Administration & Developmental Schemes	U-PUA-424	BASY	02
IX	Rural Local Self Govt. (in Maharashtra)	U-PUA-525	BATY	02
X	Financial Administration	U-PUA-526	BATY	02
XI	Administrative Thinkers & Theories-I	U-PUA-527	BATY	02
XII	Urban Local Self Govt. (in Maharashtra)	U-PUA-625	BATY	02
XIII	Trends in Public Administration Studies	U-PUA-626	BATY	02
XIV	Administrative Thinkers & Theories-II	U-PUA-627	BATY	02

B A Second Year (Effective from 29018-19)

Semester III

Course V

Human Resource Management - I

Course Code: U-PUA-323

This course is introduced to B. A. second year students at third semester. The organization needs skilled and competent employees to reach its service goals. The modern organization needs a competitive and skilled employee. There is a good scope to the course in public as well as private sector.

Learning Objectives:

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

LO1 The role of the HR Management is in designing, developing and implementing tools for the proper management of the human capital in the organization.

LO2 Ensure the proper HR policies and HR practices.

LO3 Lead to competitive and efficient work with the human capital in the organization.

Course Outcomes:

CO1 It will provide knowledge of designing and developing HRM tools.

CO2 Explain the importance of human resources and their effective management in organizations.

CO3 Outline the current theory and practice of recruitment and selection. This includes but is not limited to the supply of human resources and the advantages and disadvantages of external and internal recruiting.

CO4 Analyze the key issues related to administering the human elements such as discipline, administrative ethics etc.

1) Human Resource Management: (08 Periods)

Meaning, Nature, Scope

2) Recruitment: (10 Periods)

Meaning, Direct/Indirect Recruitment.

3) Training: (10 Periods)

Meaning, Objectives, Types

4) Promotion: (06 Periods)

Meaning, Types of Promotion & Importance,

Performance Appraisal

5) Retirement: Need & Benefits (08 Periods)

6) Problems of Human Resource Management: (06 Periods)

a) Discipline

b) Administrative Ethics

Field Visit

Reference List:

1) Werther B. William, (2003) Davis Keith, Human Resources and Personnel Management, McGraw Hill Higher Education, Singapore,

2) Khanka S. S., (2005) Human Resource Management (Text and Cases), S. Chand Company Ltd., New Delhi,

3) Rao Subba, Essentials of Human Resource Management and Industrial Relations (Text Cases and Games)

4) [Redacted], ([Redacted]), [Redacted], [Redacted], [Redacted], [Redacted]

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[Redacted] & [Redacted], [Redacted] [Redacted] [Redacted] [Redacted]

Semester III

Course VI

State Administration (Special Reference to Maharashtra)

Course Code: U-PUA-324

This course is introduced to B. A. second year students. The organization needs skilled and competent employees to reach its service goals. The modern organization needs a competitive and skilled employee. There is a good scope to the course in public as well as private sector.

Learning Objectives:

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

LO1 The student will be familiar with the State mechanisms operating in the major political institutions and agencies for the creation and implementation of public policies.

LO2 Understand the role of state administration at centre.

LO3 Connect between State machineries; i.e. Legislature, Judiciary and Executive.

Course Outcomes:

CO1 Discern the connects and disconnects between structure, purpose, process and result in State Administration.

CO2 Understand the role of Indian Administration as the main instrument of State to achieve its developmental goals.

CO3 Appreciate the varying historical, socio-economic, political and other conditioning factors that gave State Administration its distinct nature to the learner.

- 5) All Issues of Yashmanthan
- 6) All Issues of Lokrajya
- 7) www.magagov.in

Semester IV

Course VII

Human Resource Management - II

Course Code: U-PUA-423

This course is introduced to B. A. second year students at fourth semester. The organization needs skilled and competent employees to reach its service goals. The modern organization needs a competitive and skilled employee. There is a good scope to the course in public as well as private sector.

Learning Objectives:

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

LO1 Demonstrate a basic understanding of different tools used in forecasting and planning human resource needs.

LO2 Describe the meanings of terminology and tools used in managing employees effectively

LO2 Familiar with the importance of employer-employee relations.

LO3 Apply the recent trends in administration such as, RTI, Right to Public Service Act.

Course Outcomes:

CO1 Understand the concept of Office Administration.

CO2 Develop employer-employee relations better.

CO3 Manage stress and maintain more efficiency of the organization.

- 1) Office Administration: Meaning, Importance in Organization (12 Periods)
- 2) Employer-Employee Relations: Importance of Employee Organization (12 Periods)
- 3) Human Resources – Development and Stress Management (12 Periods)
- 4) Recent Trends in Administration (12 Periods)
 - a) E—Administration
 - b) Citizen’s Charter
 - c) Right to Information
 - d) Right to Public service Act, 2015

Reference List:

- 1) Werther B. William, Davis Keith, Human Resources and personnel management, McGraw Hill Higher Education, Singapore, 2003
- 2) Khanka S.S., Human Resource Management (Text and Cases). S. Chand Company Ltd., New Delhi, 2005
- 3) Rao Subba, Essentials of Human Resource Management and Industrial Relations (Text Cases and Games)
- 4) [Redacted], ([Redacted]), [Redacted], [Redacted], [Redacted], [Redacted]
- [Redacted] [Redacted] [Redacted] ([Redacted]), [Redacted], [Redacted], [Redacted], [Redacted]
- [Redacted] [Redacted] & [Redacted], [Redacted], [Redacted]

Semester IV

Course VIII

Administrative Arms and Developmental Schemes

Course Code: U-PUA-424

This course is introduced to B. A. second year students at fourth semester. This is an advanced course that will analyze the effectiveness of development and planning theories from the perspective of practitioners who implement projects and policies based on such theories.

Learning Objectives:

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

LO1 Demonstrate a basic understanding for various aspects of administering.

LO2 Apply Law & Order.

LO2 Describe the role of various positions in administration.

LO3 Demonstrate the implementation of schemes, programmes at local to national level.

Course Outcomes:

CO1 Understand the working of revenue, police and judicial administration.

CO2 Integrate Law & Order in the society.

CO3 Application and implementation of the schemes as well as major issues and concerns in implementation.

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| 1) Law & Order -I : Police Administration | 12 Periods |
| a) Divisional Commissioner | |
| b) District Collector | |
| c) Tahasildar | |
| d) Talathi | |
| 2) Law & Order – II: Police Administration | 12 Periods |
| i) Hierarchy | |
| ii) Director General of Police | |
| iii) District Superintendent of Police | |
| iv) Superintendent of District Prison | |
| v) Police Sub-Inspector | |
| 3) District & Taluka Court: Composition & Powers | 06 Periods |
| 4) Developmental Schemes | 22 Periods |
| a) Health: The National Urban Health Mission | |
| b) Rural Development: Jalyukt Shivar Yojana | |
| c) Rajiv Gandhi Awas Yojana | |
| d) Employment: Mahatma Gandhi National Rural Employment Guarentee Scheme | |
| e) Human Resource Development: Midday Meal Scheme | |
| f) Women & Child Empowerment: Sukanya SamridhiYojana | |
| g) Financial Development: Jan-dhan Yojana | |
| e) Sanitation: Swachha Bhart Abhiyan | |
| h) Information Technology: Adhar | |

Reference List:

- 1) Sadhu Arun, Maharashtra
- 2) □□□□□□ □□□□□□ (□□□□), □□□□□□□□□□ □□□□□ □□□□ □□□□□□□□, □□□□□ □□□□□□□□, □□□□□□
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- 5) All Issues of Yashmanthan
- 6) All Issues of Lokrajya
- 7) All Issues of Yojana
- 8) www.magagov.in