

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	Year	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 Third Year

Semester V

Course IX

Rural Local Self Government (In Maharashtra)

No of periods per week: 04

Max marks: 50

Credits: 2

Course Code: U-PUA-525

This course is introduced to B. A. third year students at fifth semester. The course covers the part which is commonly Added in each and every competitive exam.

Learning Objectives:

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

LO1 Community development concentration,

LO2 Understand how to help cities and counties improve their overall well-being.

LO3 Understand conventional development and planning theories at rural level.

LO4 Apply village developmental resources properly.

LO5 Demonstrate the implementation of schemes, programmes at local to national level.

LO6 Familiar with the rural local governance.

Course Outcomes:

CO1 Develop a local leadership.

CO2 Exhibit the efforts for rural development.

CO3 Apply the management and theory at local level.

CO4 Awareness of the basic governing system as well as development measures.

CO5 Conceptualization of the developmental process at the top to bottom and also in between.

1. Rural Local Self Government (6 Periods)
Meaning, Features & Importance
2. Evolution of Panchayat Raj (12 Periods)
 - a. Community Development Programme
 - b. Balwant Rai Mehta Committee
 - c. Ashok Mehta Committee
 - d. Vasant Rao Naik Committee
3. 73rd Constitutional Amendment (6 Periods)
4. Three Tier System — Composition & Functions (12 Periods)
 - a. Zila Parishad
 - b. Panchayat Samiti
 - c. Gram Panchayat
5. Problems of Rural Local Governance (12 Periods)
 - a. Official — Non Official Relations
 - b. Women Leadership
 - c. Finance
 - d. Personal & Staff
 - e. Panchayatraj Election Related Problems
6. Field Visit

Reference List :

1. Narayan Iqbal; Panchayat Administration in Maharashtra

2. D.Y. Raghava Rao : Panchayats and Rural Development, Ashish Publishing House, New Delhi.

3. G.Palanithurai, Dynamics of New Panchyati Raj System in India, Concept Publishing Company, New Delhi, Vol. I - III

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Semester V

Course X

Financial Administration

Course Code: U-PUA-526

This course is introduced to B. A. third year students at fifth semester. The course focuses on the important branch of public administration studies. This is important part while working at any position and in any organization.

Learning Objectives:

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

LO1 Understand the financial system.

LO2 Demonstrate various financial machineries and positions.

Course Outcomes:

CO1. Understand the financial system

CO2 Understand the budgetary process

CO Awareness for the financial machineries and positions.

1. Financial Administration: Meaning, Importance (8 Periods)
2. Budget (8 Periods)
 - a. Meaning, Importance. Types
 - b. Principles of Budget
3. Budgetary Process (12 Periods)
 - a. Preparation
 - b. Legislation
 - c. Execution
4. Financial Machineries : Organization & Functions (10 Periods)
 - a. Finance Ministry
 - b. Reserve Bank of India
5. Accounts and Audits: (6 Periods)
 - a. Meaning, Importance,
 - b. Comptroller & Auditor General in India
6. Financial Committees: (12 Periods)
 - a. Estimate Committee
 - b. Public Accounts Committee
 - c. Public Undertakings Committee

References:

1. Thavraj MJK, Financial Administration of Indian, Sultan chand & Sons, New Delhi.
2. Gadhak B.N., Financial Management of Government
3. Agraval B.N., Financial Administration

4. Sharma M.K., Financial Administration

Semester V

Course XI

Administrative Thinkers & Theories - I

Course Code: U-PUA-527

This course is introduced to B. A. third year students at fifth semester. The course studies various thoughts and the thinkers in public administration.

Learning Objectives:

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

LO1 Understand the approaches of study of public administration.

LO2 Apply the scientific thoughts in organization.

LO3 Demonstrate the thoughts in the society.

Course Outcomes:

CO1 Apply the thoughts in administrative system.

CO2 Experiment of and on administrative system.

CO3 Apply the theoretical framework on administration.

1. Kautilya (08 Periods)
 - a. Views on Good Governance
 - b. Views on Corruption
2. Fredric W. Taylor (08 Periods)
 - a. Scientific Management
 - b. Mental Revolution
3. Henri Fayol (08 Periods)
 - a. Principles of Management
 - b. Element of Management
4. Max Weber (12 Periods)
 - a. Authority & Power
 - b. Bureaucracy
5. Fred W. Riggs (12 Periods)
 - a. Ecological Approach
 - b. Models – Comparative Administration
 - c. Development Administration

Reference List:

1. Maheshwari S.R. Administrative Thinkers, Associated Publishing House, New Delhi.
2. Prasad Ravindra & Others, Administrative Thinkers.
3. Sapru B.K., Administrative Theory A& Management Thought, Prentice Hall of India, New Delhi.
4. Singh B.P & Chandra, Organization Theory & Behavior

5. Shirsat Sham, Bainade Bhagwansing, Prashasakiuy Vicharwant, Dnyaansamidha Prakashasn

Semester VI

Course XII

Urban Local Self Government (In Maharashtra)

Course Code: U-PUA-625

This course is introduced to B. A. third year students at sixth semester. The course covers the part which is commonly Added in each and every competitive exam.

Learning Objectives:

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

LO1 Develop the community development concentration.

Lo2 Understand to how to help cities and counties improve their overall well-being.

LO3 Examine community development through two main lenses: the assets model of development and the concept of vision-building.

Course Outcomes:

CO1 Develop a local leadership.

CO2 Exhibit the efforts for urban development.

CO3 Apply the management and theory at local level.

CO4 Awareness of the basic governing system as well as development measures.

CO5 Conceptualization of the developmental process as nations develop, cities grow, and planning is practiced at the top to bottom and also in between.

1. Urbanization : Meaning, Reasons, Effects (6 Periods)
2. 74th Constitutional Amendment (6 Periods)
3. Urban Local Self Government: Composition & Functions (12 Periods)
 - a. Municipal Corporation
 - b. Municipalities
 - c. Nagar Panchayat
 - d. Cantonment Board
4. Problems of Urban Local Self Government (12 Periods)
 - a. Slums
 - b. Waste Management
 - c. Water Crisis
 - d. Traffic & Transport
5. Urban Development Programme (12 Periods)
 - a. SMART City
 - b. AMRUTH
 - c. Housing for All (Urban)

Field Visit

Reference List :

1. Narayan Iqbal; Panchayat Administration in Maharashtra
2. D.Y. Raghava Rao : Panchayats and Rural Development, A shish Publishing House, New Delhi.

3. G. Palanithural, Dynamics of New Panchyati Raj System in India, Concept Publishing Company, New Delhi, Vol. I-III

4. [REDACTED] [REDACTED], ([REDACTED]), [REDACTED] [REDACTED] [REDACTED], [REDACTED] [REDACTED] [REDACTED] [REDACTED], [REDACTED]

12. [REDACTED] [REDACTED], ([REDACTED]), [REDACTED] [REDACTED], [REDACTED] [REDACTED], [REDACTED]

Semester VI

Course XIII

Trends in Public Administration Studies

Course Code: U-PUA-626

This course is introduced to B. A. third year students at sixth semester. The course covers the part which is commonly added in each and every competitive exam.

Learning Objectives:

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

LO1 Introduce the study of public administration by exploring the role of its various branches.

LO2 Application of study branches in a our democratic country

LO3 Make an Indianization of recent and emerging trends in public administration.

LO4 Emerging trends in the discipline of public administration.

Course Outcomes:

CO1 Compare the disciplines.

CO2 Application of recent trends in Indian context.

CO3 Conceptualization of different branches of study of public administration.

1. Development Administration (08 Periods)
 - a. Meaning, Characteristics
 - b. Nature, Functions
2. Disaster Administration (08 Periods)
 - a. Concept of Disaster
 - b. Disaster Administration Machinery
(National, State, District)
3. Environment Administration (08 Periods)
 - a. Meaning, Nature & Importance
 - b. Sustainable Development
4. New Public Management: (8 Periods)
Meaning, Nature, Scope, Characteristics
5. People's Participation (8 Periods)
 - a. Governance
 - b. Lokpal
6. Challenges before Public Administration (8 Periods)
 - a. Administrative Culture
 - b. New Public Service
 - c. Job Satisfaction
7. Field Visit

Reference List:

1. Chitlangi B.M., Recent Trends in Public Administration, RBSA Publishers, Jaipur.
2. Bhattacharya Mohit, New Horizons of Public Administration, Jawahar Publishers, New Delhi.
3. Gajanan R.P, Sharma Anoop, Problem of Public Administration, Cresnet Publishing Corporation, New Delhi.
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Semester VI

Course XIV

Administrative Thinkers & Theories - II

No of periods per week: 04

Max marks: 50

Credits: 2

Course Code: U-PUA-627

This course is introduced to B. A. third year students at sixth semester. The course studies various thoughts and the thinkers in public administration.

Learning Objectives:

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

LO1 Understand the approaches of study of public administration.

LO2 Application of the thoughts in organization.

LO3 Practise the thoughts in modern era.

LO4 Demonstrate the relevance of thoughts in modern organization.

Course Outcomes:

CO1 Application of the thoughts in administrative system.

CO2 Experiment of and on administrative systems.

CO3 Apply the theoretical framework on administration.

1. Elton May (08 Periods)
 - a) Hawthore Experiment
 - b) Human Approach
2. Chester Bernard (08 Periods)
 - a) Organization
 - b) Communication
3. Herbert Simon (08 Periods)
 - a) Behavioural Approach
 - b) Decision Making
4. Mery Parker Follet (12 Periods)
 - a) Leadership
 - b) Conflict & Integration
5. Motivational Theory (12 Periods)
 - a) Abraham Moslow
 - b) Duglas Mack Gragor
 - c) Fredrick Herz Berg

Reference List:

1. Maheshwari S.R., Administrative Thinkers, Associated Publishing House, New Delhi.
2. Prasad Ravindra & Others, Administrative Thinkers.

3. Sapru B.K., Administrative Theory & Management Thought Prentice Hall of India, New Delhi.
4. Singh B.P. & Chandra, Organization Theory & Behavior
5. Shirsat Sham, Bainade Bhagwansing, Prashasakiuy Vicharwant, Dnyaansamidha Prakashasn