

RAJARSHI SHAHU COLLEGE, LATUR (AUTONOMOUS)

BoS in PUBLIC ADMINISTRATION

Choice Based Credit System

Semester Pattern

(w.e.f. Academic Year 2018-2019)



Syllabus for B.A. Third Year Examination

June 2020

Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

Department of Public Administration (w.e.f. 2018-19)

Structure of B.A. III Public Administration Syllabi under

Choice Based Credit System

Sr No	Course Code	Title	Credits	Periods /Week	Marks		
					In Sem	End Sem	Total
		Sem V					
1	U-PUA-525	Rural Local Self Government (In Maharashtra)-IX	2	4	05	45	50
2	U- PUA-526	Financial Administration-X	2	4	05	45	50
3	U- PUA-527	Administrative Thinkers & Theories – (I)- XII	2	4	05	45	50
		Sem VI					
4	U- PUA-625	Urban Local Self Government (In Maharashtra)-XII	2	4	05	45	50
5	U- PUA-626	Trends in Public Administration Studies-XIII	2	4	05	45	50
6	U- PUA-527	Administrative Thinkers & Theories –(II) XIV	2	4	05	45	50
		Total	12	24	30	270	300

B. A. Third Year Semester-V

Course IX Rural Local Self Government (In Maharashtra)

Course Code – U-PUA-525

Marks: 50

Credits: 2

No of Periods/wk: 4

Tot periods: 48

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

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

4. शिरसाट व बैनाडे, (२०१३), स्थानिक स्वराज्य संस्था, विद्या बुक्स पब्लिशर्स, औरंगाबाद

५. यमलावाद गोविंद, (२०११), स्थानिक स्वशासन, कल्पना प्रकाशन, नांदेड

Course X Financial Administration

Course Code – U-PUA-526

Max marks: 50

Credits: 2 No. of Periods/wk: 4 Tot Periods: 48

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..

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

LO4 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. 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

Reference List:

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

Course XI Administrative Thinkers & Theories - I

Course Code: U-PUA-527

Marks: 50 Credits: 2 No of Periods/wk: 4 Tot Periods: 48

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

Semester VI

Course XII Urban Local Self Government (In Maharashtra)

Course Code: U-PUA-625

Marks: 50 Credits: 2 No of Periods/wk: 4 Tot Periods: 48

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. शिरसाट व बैनाडे, (२०१३), स्थानिक स्वराज्य संस्था, विद्या बुक्स पब्लिशर्स, औरंगाबाद
5. यमलावाद गोविंद, (२०११), स्थानिक स्वशासन, कल्पना प्रकाशन, नांदेड

Course XIII Trends in Public Administration Studies

Course Code: U-PUA-626

Max marks: 50

Credits: 2

No of periods: 04

Tot. Periods: 48

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. Health Issues

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, Crescent Publishing Corporation, New Delhi.
4. Pohekar Priti, Lokprashasanatil Navprawah, Aruna Prakashan, Latur, 2009

Course XIV Administrative Thinkers & Theories - II

Course Code: U-PUA-627

Max marks: 50

Credits: 2

No of periods: 04

Tot. Periods: 48

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 Maslow

b) Douglas MacGregor

c) Frederick Herzberg

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

Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

Continuous Internal Assessment

Unit Test I : MCQ based Test - 30 marks

Unit Test II: Activity based Test - 30 marks

(Surprise test, Seminar, Group discussion, Poster presentation, Survey, Field Visit etc.)

Attendance: 05 marks

Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

End Semester Question Paper Pattern for Core Course: Public Administration

**Marks: 45
Hour**

Time: One

Q.1. Fill in the blanks.

Q.2. Match the Columns.

Q.3. True or False Sentence

Q.4. Reason/Explanation