

# RAJARSHI SHAHU COLLEGE, LATUR (AUTONOMOUS)

## BoS in PUBLIC ADMINISTRATION

Choice Based Credit System

Semester Pattern

(w.e.f. Academic Year 2022-23)



Syllabus for B.A. First Year Examination

June 2022

Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

Department of Public Administration (W.E.F. 2022-23)

Structure of B.A.. I Public Administration Syllabi Under

Choice Based Credit System

Sr No	Course Code	Title	Credits	Periods /Week	Marks		
					In Sem	End Sem	Total
		Sem I					
1	U-Pua-123	Basics of Public Administration- I	2	4	05	45	50
2	U- Pua-124	Central & State Administration - II	2	4	05	45	50
		Sem II					
4	U- Pua-223	Principles of Public Administration - III	2	4	05	45	50
5	U- Pua-224	Law & Order Administration -IV	2	4	05	45	50
		Total	08	16	20	180	200

**B. A. First Year**

Semester-I

Course-I

**Basics of Public Administration**

Course Code – U-PUA-123

Marks: 50

Credits: 2

Total no. of Periods: 4

**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.

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**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.

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**Unit I Public Administration**

**(12 Periods)**

Meaning, Nature, Scope and Importance

**Unit II Evolution of Public Administration as a Discipline**

**(10 Periods)**

a) 1887-1926: Period of Dichotomy

b) 1927- 1937: Theory Building in Public Administration

c) 1938-1947: Behavioral Movement

d) 1948 - 1970: Post World War Phase

e) 1990 Onwards: Period of Theoretical Development

### Unit III Organization

(14 Periods)

- a. Meaning, definitions and importance of organization
- b. Types of organization-formal and Informal Unit IV Forms of Organization

### Unit IV Structure of Organization

- a. Chief Executive
- b. Line & Staff agencies
- c. Department
- d. Independent Regulatory Commission

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#### 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), लोकप्रशासनाची मुलतत्वे, अरुणा प्रकाशन, लातूर
- 8) पोहेकर प्रीती (२००८), लोकप्रशासनाची तत्वे, निराली प्रकाशन, पुणे
- 9) दुबे अशोक (२००३), आधुनिक लोकप्रशासन
- 10) दुबे अशोक (२००३), 21 वी शताब्दी में लोकप्रशासन, टाटा मॅकग्राव हिल पब्लिशिंग लिमिटेड. नवी दिल्ली
- 11) बंग के.आर. (२०१४), लोकप्रशासनाची तत्वे, विद्या प्रकाशन, औरंगाबाद
- 12) अखिल भारतीय लोकप्रशासन संस्थेचे सर्व मुखपत्र अंक

Course- II

**Central & State Administration**

Course Code – U-PUA-124

Max marks: 50

Credits: 2

Total no. of Periods: 4

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**Learning Objectives:**

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

LO1 Basic features of Administrative system in India as well as the State of Maharashtra.

LO2 Classification of the administrative system in India.

LO3 Central governance.

LO4 Few national and State agencies.

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**Course Outcomes:**

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

CO2 The students are aware of administrative machineries.

CO3 Students will get aware of central governance.

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**Unit I Salient Features of Indian Administration (14 Periods)**

a) Administration in Maharashtra

**Unit II Classification of Civil Services (12 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 Administrative Agencies**

**(10 Periods)**

a) Election Commission: National & State

b) NITI Ayog & Previous Planning Agency

c) National Human Rights Commission: National & State

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#### **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, लातूर
- 7) कटारिया सुरेंद्र, (२००६), भारतमें लोकप्रशासन, आरबीएसएपब्लिशर्स, जयपूर
- 8) शर्मा अशोक, (१९९९), भारतमें प्रशासन
- 9) <https://youtu.be/FgqJl39u1l4>
- 10) <https://youtu.be/9ZuKCAeXwJE>
- 9) बोरा पारस, भारतीय प्रशासन, विद्याबुक्स पब्लिशर्स, औरंगाबाद
- 10) बंग के आर, (२०१६), भारतीय प्रशासन आणि सैद्धांतिक प्रक्रिया, विद्या बुक्स पब्लिशर्स, औरंगाबाद
- 11) [www. gov.in](http://www.gov.in)

## **Semester II**

### **Course-III**

### **Principles of Public Administration**

Course Code: U-PUA-223

Marks: 50

Credits: 2

Total no. of Periods: 4

#### **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 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.

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#### **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.

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#### **Unit I Principles of Organization**

**(12 Periods)**

- a. Hierarchy
- b. Span of Control
- c. Unity of Command
- d. Coordination

**Unit II Administration and Management:** Meaning, Salient features, (12 Periods)

Functions of Management, Management and Administration

**Unit III Management concepts in Administration** (12 Periods)

a. Leadership

b. Decision Making

c. Delegation of Authority

d. Motivation

e. Communication

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

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- 1) Fadia & Fadia, (2009), Public Administration
- 2) Laxmikant M., (New Ed. 2015), Tata MagCraw Hill Pub. Pvt. Ltd.
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- 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), लोकप्रशासनाची मुलतत्वे, अरुणा प्रकाशन, लातूर
- 8) पोहेकर प्रीती (२००८), लोकप्रशासनाची तत्वे, निराली प्रकाशन, पुणे
- 9) दुबे अशोक (२००३), आधुनिक लोकप्रशासन
- 10) बंग के. आर. (२०१४), लोकप्रशासनाची तत्वे, विद्या बुक्स पब्लिशर्स, औरंगाबाद
- 11) दुबे अशोक (२००३), 21 वी शताब्दी में लोकप्रशासन, टाटा मॅकग्राव हिल पब्लिशिंग लिमिटेड. नवी दिल्ली

## Recommended videos by the BoS in Public Administration

### (1) Evolution of Public Administration

- 1) <https://www.youtube.com/watch?v=pVdwNDShDNs>
- 2) <https://www.youtube.com/watch?v=N93fO3aHreQ>
- 3) <https://www.youtube.com/watch?v=8V3vY1GP4K8&t=85s>
- 4) <https://www.youtube.com/watch?v=L9pmUFwc2gU>

### (2) Administration Reforms Commission

- 1) <https://youtu.be/qWMh1PgAx1Q>
- 2) <https://youtu.be/OUWnTHky-v0>
- 3) <https://youtu.be/hxmK38ZxX0Y>
- 4) <https://youtu.be/fU3Xq8cpR9E>
- 5) <https://youtu.be/AFZLq7enqfQ>
- 6) <https://youtu.be/QpDR2VaPzkg>

## 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.

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#### 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.

LO4 Judiciary system in India

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#### 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 work.

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#### Unit I Law & Order: Meaning, Elements

(08 Periods)

a) Home Affairs Ministry

- b) Secretariat of Home Affairs: Structure

## **Unit II Law & Order in Various Periods**

**(14 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 & Police Administration**

**(20 Periods)**

- a) The Department of Revenue
- b) District Collector
- c) Central Bureau of Investigation & Crime Investigation Department
- d) Director of Police, Maharashtra: Structure, Functions
- e) District Superintendent of Police
- f) District Prison Officer

## **Unit IV Judiciary System in India**

**(06 Periods)**

- a) Supreme Court of India
  - b) High Court
  - c) District Court
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### **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, लातूर
- 7) कटारिया सुरेंद्र, (२००६), भारतमें लोकप्रशासन, आरबीएसए पुब्लिशर्स, जयपूर
- 8) शर्मा अशोक, (१९९९), भारतमें 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](http://www.centralgovernment.com)
- 12) All Daily Newspapers

## **BRIDGE COURSE**

No. of Periods: 8

Module 1 Public Administration: Meaning

Module 2 Role of Administration and It's Importance in Daily Life

Module 3 Similarity & Di-Similarity: Public Administration & Political Science

Module 4 Relationship of Public Administration with other Social Sciences

Module 5 The Constitution of India & Indian Administration

Module 6 Administrative Set Up in India

Module 7 Administration in Maharashtra

Module 8 Administration at Local Level: Urban & Local

**Rajarshi Shahu Mahavidyalaya, Latur**  
**(Autonomous)**  
**Continuous Internal Assessment**

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Unit Test I : MCQ based Test - 30 marks

Q.1. Fill in the blanks.

Q.2. Match the Columns.

Q.3. True or False Sentence

Q.4. Reason/Explanation

Unit Test II: Activity based Test - 30 marks

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

Attendance: 05 marks

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**End Semester Question Paper Pattern for Core Course: Public Administration**

**Marks: 45**

**Time: One Hour**

**Descriptive answer**

**Q 1. Answer the following questions in 3/4 sentences. (10 Marks)**

a)....

b)....

c)....

d)....

e)....

**Q 2. Answer any 3 of the following. (12 Marks)**

a)....

b)....

c)....

d)....

**Q 3. Answer any 2 of the following.**

**(12 Marks)**

a)....

b)....

c)

**Q 4. Answer any 1e in detail.**

**(11 Marks)**

a)....

b)....

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