RAJARSHI SHAHU COLLEGE, LATUR (AUTONOMOUS)

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BoS in PUBLIC ADMINISTRATION

Choice Based Credit System

Semester Pattern

(w.e.f. Academic Year 2020-21)

Syllabus for B.A. Second Year Examination

June 2021

Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

Department of Public Administration (w.e.f. 2019-20)

Structure of B.A.. II Public Administration Syllabi under

Choice Based Credit System

Sr No	Course Code	Title	Credits	Periods /Week	Marks		
					In Sem	End Sem	Total
		Sem III					
1	U-PUA-323	Human Resource Management- (I)- V	2	4	05	45	50
2	U- PUA-324	Rural Local Self Government (In Maharashtra)- VI	2	4	05	45	50
		Sem IV					
4	U- PUA-423	Human Resource Management (II)- VII	2	4	05	45	50
5	U- PUA-424	Urban Local Self Government (In Maharashtra)- VIII	2	4	05	45	50
			08	16	20	180	200

B A Second Year

Semester III

Course V

Human Resource Management - I

Course Code: U-PUA-323

No of periods per week: 04	Max marks: 50	Credits: 2

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: (10 Periods)

Meaning, Nature, Scope

2) Recruitment &Training   (16 Periods)

Meaning & Types

3) Promotion:

Meaning, Types & Importance   (12 Periods)

Performance Appraisal

4) Problems of Human Resource Management   (10 Periods)

     a) Discipline

     b) Administrative Ethics

     c) Corruption

❑   Field Visit

Reference List:

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

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

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

4) पोहेकर प्रीती, (२०१३), लोकप्रशासनाची तत्वे, निराळी प्रकाशन, पुणे

५) बंग के आर (२०१४), कर्मचारी व वित्तीय प्रशासन, विद्या बुक्स पब्लिशर्स, औरंगाबाद

६) चव्हाण पी. जी., मामीडवार सुरेश, कर्मचारी व वित्तीय प्रशासन

Rural Development Administration (In Maharashtra)

Course Code: U-PUA-324

No of periods per week: 04   Max marks: 50   Credits: 2

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 Development   (4 Periods)

Meaning & Importance

2. Evolution of Panchayat Raj   (16 Periods)

a. BalwantRai Mehta Committee

b. VasantraoNaik Committee

c. 73rd Constitutional Amendment

3. Three Tier System — Composition & Functions   (18 Periods)

a. ZilaParishad

b. PanchayatSamiti

c. Gram Panchayat

4. Problems of Rural Local Governance   (10 Periods)

a. Women Leadership

b. Health Services

c. Panchayatraj Election Related Problems

⬜   Field Visit

Reference List :

1. Narayan Iqbal; Panchayat Administration in Maharashtra

2. D.Y. RaghavaRao :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 शाम.   बैनाडे भागवान सिंग, (२०१३), स्थानिक स्वराज्य संस्था, विद्या बुक्स पब्लीशर्स,

     औरंगाबाद

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

Human Resource Management - II

Course Code: U-PUA-423

No of periods per week: 04Max marks: 50Credits: 2

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& Function   (12 Periods)

2) Employer-Employee Relations (12 Periods)

a) Right to Organization

   b) Right to Strike

3)Human ResourceDevelopment (12 Periods)

a) Stress Management

4) Trends in Human Resources Management   (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) पोहेकर प्रीती, (२०१३), लोकप्रशासनाची तत्वे, निराळी प्रकाशन, पुणे

५) बंग के आर (२०१४), कर्मचारी व वित्तीय प्रशासन, विद्या बुक्स पब्लिशर्स, औरंगाबाद

६) चव्हाण, मामीडवार, कर्मचारी व वितीय प्रशासन

Urban Development Administration (In Maharashtra)

Course Code: U-PUA-625

No of periods per week: 04Max marks: 50Credits: 2

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)   Urban Governance   (12 Periods)
         a) Urbanization

         b) 74th Constitutional Amendment

  2) Urban Local Self Government: Composition & Functions

       a) Municipal Corporation

      b) Municipalities

c) Nagar Panchayat

d) Cantonment Board

3) Problems of Urban Local Self Government (12 Periods)

a) Slums

b) Waste Management

c) Water Crisis

d) Traffic & Transport

4) Urban Development Programme (12 Periods)

a) SMART City

b) AMRUTH

Field Visit

Reference List :

1. Narayan Iqbal; Panchayat Administration in Maharashtra

2. D.Y. RaghavaRao :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 बैनाडे, (२०१३), स्थानिक स्वराज्य संस्था, विद्या बुक्स पब्लीशेर्स, औरंगाबाद

5 . यमलावाड गोविंद (२०११), स्थानिक स्वशासन, कल्पना प्रकाशन, नांदेड

Recommended Videos by the BoS in Public Administration:

1) 73rd Constitutional Amendment
   https://youtu.be/b_RfBc7KtFU
2) 74th Constitutional Amendment
   https://youtu.be/O7Mt-pK_yCg
3) Health Services
   https://youtu.be/P5zmUa12S9Y
4) AMRUT
   https://youtu.be/ki3Lq7nobNs
5) SMART City
   https://youtu.be/DFdvlXVHKyk

Skill Enhancement Course

DISASTER ADMINISTRATION

Course Code: **Credits: 02**

Course Rational:
The course introduces a recent branch of study under Public Administration. It covers local as well as global need of knowledge as disaster could be occurred anywhere, anytime. The machineries working for management of disaster are covered under this.

Course Objectives:
CO1: Recognizing the role of various administrative machineries work for disaster management.
CO2: Studying the acts, administrative laws, policies on disaster management.
CO3: Knowing the role of a common man in disaster management.

Course Contents:

1) **Disaster Administration**
   a) Meaning and Types of Disaster
   b) Meaning and importance of Disaster Administration
   c) Phases of Disaster: Pre, Post Disaster Management

2) **Disaster Management Act, 2005: Overview**
   a) Background
   b) Provisions

3) **Disaster Administration**
   a) National Disaster Management Authority
   b) State Disaster Management Authority
   c) District Disaster Management Cell

4) **Role in Disaster Management**
   a) Citizen
   b) Media

Semester- III
Skill Enhancement Course
Office Administration

Credits: 02

Course Rational:

The course introduces with the application of administrative theories in day to day administration. It is designed to provide students with the knowledge, skills, and attitudes to function effectively within a modern office environment. It adopts a practical approach. It aimed at equipping students with the practical and professional skills to perform effectively as clerical and administrative support within any organization.

Course Objectives:

CO1: Creating awareness for procedures and techniques for office administration.
CO2: Providing the knowledge, skills and competencies to function in the modern office environment.
CO3: Laying down the foundation for career development and further studies in the field of executing.

Course Contents:

1) **Office Administration in Government Organization**
   a) Record Keeping
   b) Office Communication
   c) E-Filing
2) **Private Administration**
   a) Receptions and Hospitality
3) **Stress Management**
a) Causes
b) Ways to ReleaseStress

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 presentationSurvey, 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**

Q.1. Fill in the blanks.

Q.2. Match the Columns.

Q.3. True or False Sentence

Q.4. Reason/Explanation