

**RAJARSHI SHAHU COLLEGE, LATUR
(AUTONOMOUS)**

RAJARSHI SHAHU COLLEGE, LATUR (AUTONOMOUS)

BoS in PUBLIC ADMINISTRATION

Choice Based Credit System

Semester Pattern

(w.e.f. Academic Year 2021-2022)



Syllabus for B.A. Third Year Examination

June 2021

RajarshiShahuMahavidyalaya, Latur

(Autonomous)

Department of Public Administration (w.e.f. 2021-22)

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	Financial Administration-X	2	4	05	45	50
2	U- PUA-526	Public Policy-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	Global Governance-XII	2	4	05	45	50
5	U- PUA-626	Emerging Trends & Issues in Public Administration-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

Semester V

Course IX

Financial Administration

Course Code: U-PUA-525

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..

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

ReferenceList:

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
5. बंग के. आर., वित्तीय प्रशासन, विद्याबुक्सपब्लिशर्स, औरंगाबाद

Course X

Public Policy

Learning Objectives:

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

LO 1 Policy making process.

LO 2 Application and analysis of policy .

LO 3 Develop critical thinking about public policy issues.

LO 4 How to conduct professional analyses of social, political, and economic structures and bureaucratic processes.

Course Outcomes:

CO 1 Students are equipped to work in development and public policy organizations.

CO 2 Preferred in the jobs as Policy Analyzer.

CO 3 Preferred in the Policy Affairs.

- 1) Public Policy: Meaning, Types, Importance (08 Periods)
 - 2) Public Policy Formulation : Stages, Bases, Elements (08 Periods)
 - 3) Implementation of Public Policy: Elements, Machineries, Hurdles (08 Periods)
 - 4) Evaluation of Public Policy: Objectives, Criteria, Machineries (08 Periods)
 - 5) Recent Policies and Schemes in India (10 Periods)
 - a) National Education Policy, 2019
 - b) National Environment Policy, 2016
 - c) Ayushman Bharat Yojana
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Reference List:

- 1) ChakrabartyBidyut& Chand Prakash, 2016, Public Policy: Concept, Theory & Practice, Sage Publications, New Delhi
- 2) Dye Thomas 1975, Understanding Public Policy, Englewood Cliffs, NJ Prentice Hall
- 3) DrorYehezkel, 1974, Public Policy Making: Re-examined, Leonard Hill Books, Bedfordshire
- 4) पोहेकर प्रीती, 2017, भारताचे सार्वजनिक धोरण, विद्या बुक्स पब्लिशर्स, औरंगाबाद

Semester V

Course XI

Administrative Thinkers & Theories - I

Course Code: U-PUA-527

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 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.

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|-----------------------------|--------------|
| 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
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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

Semester VI

Course XII

Global Governance

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 the practical and research work of the international organizations.

LO2 sharpening the theoretical knowledge of international organizations' administrative management.

LO3 how to prepare for top management levels in cross-border organizations as well government agencies

Course Outcomes:

CO1 Worldwidemarketability.

CO2 Worldwide administrative system.

1. Global Governance: Meaning, Nature, Scope (08 Periods)
2. United Nations: Origin, History, Basic Principles (08 Periods)
3. United Nations: Organs and their Functions(18 Periods)
 - a) The General Assembly
 - b) The Economic and Social Council
 - c) The Security Council
 - d) The Trusteeship Council,
 - e)The International Court of Justice
 - f) The UN Secretariat.
4. United Nations Agencies: Structure and Function (18 Periods)
 - a) UNESCO

b) UNICEF

c) WHO

d) WB

e) UNDP

Reference List:

1. Sharp Walter, The United Nations Economic and Social Council, New York, Columbia University Press
2. BrunaSimma, The Charter of The United Nations: A Commentary, New York, Oxford University Press
3. Thomas Weiss, Forsythe, The United Nations and Changing World Politics, West View Press, 1997
4. The United Nations Guide to Model UN
5. <https://www.un.org/en/>

Semester V

Course X

Emerging Trends & Issues in Public Administration

Course Code: U-PUA-625

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

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.

1. New Public Management: (8 Periods)
Meaning, Nature, Scope, Characteristics
2. Development Administration (08 Periods)
 - a. Meaning, Characteristics
 - b. Nature, Functions
3. Disaster Administration (10 Periods)
 - a. Concept of Disaster
 - b. Disaster Administration Machinery
(National, State, District)
4. Environment Administration (10 Periods)

- a. Meaning, Nature & Importance
 - b. Sustainable Development: SDGs
 - 5. Issues in Public Administration (10 Periods)
 - a. Citizen Participation
 - b. Administrative Culture
 - c. New Public Service
 - d. Job Satisfaction
-

Reference List :

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 Nawprawah, ArunaPrakashan, Latur, 2009
5. SubhashBhingeGouravGranth

Semester VI

Course XIV

Administrative Thinkers & Theories - II

Course Code: U-PUA-627

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

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 Mayo (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 Mack McGregor
c) Frederick Herzberg
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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

Videos Recommended by the BoS in Public Administration

- 1) CAG
<https://www.youtube.com/watch?v=hVH-cL6y2zA&t=251s>
- 2) National Education Policy
<https://www.youtube.com/watch?v=L82GfGRrvSA&t=1s>
- 3) Kautilya
<https://www.youtube.com/watch?v=zraVCfMVpGI>
<https://www.youtube.com/watch?v=lq8u9gZ-TEE&t=869s>

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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

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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