

**Rajarshi Shahu Mahavidyalaya, Latur**

**(Autonomous)**

YEAR: 219 - 2020

BA FY

SEM: I

COURSE CODE : U-PUA-123

COURSE TITLE : BASIC PUBLIC ADMINISTRATION

Chapter Name	No of Lectures Required		Date	Topic	No of Lectures
Chapter 1. Public Administration	12	24/06/2019 to 16/07/2019	24/06/2019	Discussion on Syllabus and Chapter	1
		2	25/06/2019 to 26/06/2019	Meaning and Definition	2
			27/06/2019 to 1/07/2019	Nature of Public Administration	2
			2/07/2019 to 8/07/2019	Scope of Public Administration	4
			9/07/2019 to 16/7/2019	Importance of Public Administration	3
Chapter 2. Evolution of Public Administration	10	17/07/2019 to 8/8/2019	17/07/2019	Introduction to Chapter	1

As A Discipline					
			18/07/2019 to 22/07/2019	First period- 1887-1911 early period	2
			23/07/2019 to 24/07/2019	1912 -1926 Scientific Management Theory	2
			25/07/2019 to 29/2019	1927-1935	2
			30/07/2019	1936 – 1947	1
			31/072019	1948 – 1960	1
			1/08/2019	1961 – 1990	1
Chapter 3. Orginazation	12	13/08/2019 to 3/08/2019	13/08/2019	Introduction to the chapter	1
			14/08/2019	Meaning and Definition of Organization	1
			19/08/2019	Importance of Organization	1
			20/08/2019	1.Hearchary 1 Meaning and Definition	1
			21/08/2019 to 22/8/2019	Merits and demerits	2
			26/08/2019	2. Span of Control Meaning and Definition	1
			27/08/2019 to 28/8/2019	Basic Components of Span of Control	2
			29/08/2019	3. Communication	1

				Meaning and Definition	
			2/9/2019 to 3/09/2019	Types of Communication and Barriers of Communication	2
Chapter 4 Forms of Organization	10	4/09/2019 to 19/09/2019	4/09/2019	Discus on Chapter Forms of Organization	1
			5/09/2019	1. Formal Organization 1 Meaning and Features	1
			9/09/2019 to 10/9/2019	2. Informal Organization Features	2
			11/9/2019 to 12/09/2019	Department Meaning and Definition and Features	2
			16/09/2019	Public Corporation Meaning and Definition	1
			17/09/2019	Function of Public Corporation	1
			18/09/2019	Independent Regulatory Commission	1
			19/09/2019	Meaning and Definition Features	1

BASY

SEM: III

COURSE CODE: U – PUA - 323

COURSE TITLE: HUMAN RESOURCE MANAGEMENT

Chapter Name	No of Lectures Required		Date	Topic	No of Lectures
Chapter 1. Human Resource Management	10	24/06/2019 to 11/07/2019	24/06/2019 to 24/06/2019	Discussion on Syllabus and Chapter 1 Human Resource Management Meaning and Definition	2
			1/07/2019 to 2/07/2019	Purpose, Nature of Human Resource Management	4
			8/07/2019 to 9/07/2019	Functions of Human Resource Management	4
Chapter 2. Recruitment	08	15/07/2019 to 29/08/2019	15/07/2019 to 15/07/2019	Discus on Recruitment Meaning and Definition	2
			16/07/2019 to 16/07/2019	Types of Recruitment 1. Internal Recruitment , Merits Demerits	2
			22/07/2019 to 23/07/2019	2. External Recruitment , Merits, Demerits	4
Chapter 3. Training	10	29/08/2019 to 4/08/2019	29/08/2019 to 29/08/2019	Training, Meaning and Definition, Purpose	2
			30/08/2019 to 13/08/2019	Types of Training	8
Chapter 4. Promotion	12	19/08/2019 to 9/09/2019	19/08/2019 to 19/08/2019	Promotion Meaning and Definition	2
			20/08/2019 to 20/08/2019	Importance of Promotion 1. Principal of Seniority Merits, Demerits	2
			26/08/2019 to 26/08/2019	2.Principal of Merits Meaning and Definition, merits Demerits	2
			27/08/2019 to 4/09/2019 9 to	Performance Appraisal Meaning and Definition Method	4

Chapter 5. Retirement	06	9/09/2019 to 14 /09/2019	9/09/2019 to 9/09/2019	Retirement Meaning and Definition and Importance	2
			23/09/2019 to 24/09/2019	Benefits of Retirement	4
Chapter 6. Problems of Human Resource Management	08	14/10/2019 to 22/10/2019	14/10/2019 to 14/10/2019	Problems of Human Resource Management 1. Discipline Meaning and Definition	2
			15/10/2019 to 15/10/2019	Discipline Process	2
			21/10/2019 to 21/10/2019	Ethics Meaning and Definition	2
			22/10/2019 to 22/10/2019	Administrative Ethics	2

BATY

SEM : V

COURSE CODE: U-PUA-527

COURSE CODE: ADMINISTRATIVE THINKERS AND THEORIES

Chapter Name	No of Lectures Required		Date	Topic	No of Lectures
Chapter 1. Kautilya	10	24/06/2019 to 09/07/2019	24/06/2019	Introduction and Spectrum,	
			25/06/2019 to 26/07/2019	Views on Good Governance Meaning and Definition	2
			27/06/2019 to 01/07/2019	Characteristics of Good Governance	2
			02/07/2019	Corruption Meaning and Definition	1
			3/07/2019 to 4/07/2019	Causes of Corruption	2
			8/07/2019 to 9/07/2019	Remedies of Corruption	2
Chapter 2. F W Taylor	10	10/07/2019 to 25/07/2019	10/07/2019	Introduction and Spectrum	
			11/07/2019	Scientific Management Theory Meaning and Definition	1
			15/07/2019 to 17/07/2019	Characteristics	3
			18/07/2019 to 23/07/2019	Principals of Scientific Management Theory	3
			24/07/2019 to 25/07/2019	Mental Revolution	2
Chapter 3. Henry Fayol	10	29/07/2019 to 14/08/2019	29/07/2019	Introduction and Spectrum	
			30/07/2019 to 5/08/2019	14 Principals of Management	4
			6/08/2019 to 8/08/2019	Elements of Management	3
			13/08/2019 to 14/08/2019	Management Activity	2

Chapter 4. Max Webar	12	19/08/2019 to 09/09/2019	19/08/2019	Introduction and Spectrum	
			20/08/2019	Powers and Authority Meaning and Definition	1
			21/08/2019 to 26/08/2019	Types of Powers and Authority	3
			27/08/2019	Views on Bureaucracy	2
			28/08/2019	Meaning and Definition	1
			29/08/2019 to 5/09/2019	Characteristics of Bureaucracy	4
			09/09/2019	Democracy and Bureaucracy	1
Chapter 5. Fred W Riggs	14	10/09/2019 to 2/10/2019	10/09/2019	Introduction and Spectrum	
			14/09/2019 to 15/09/2019	Ecological Approach Meaning and Definition	2
			16/09/2019 to 21/09/2019	Characteristics	3
			22/09/2019	Development Administration Meaning and Definition	1
			23/09/2019	Characteristics	1
			24/09/2019 to 2/10/2019	Models	6