

## **B A Second Year**

### **Course V Human Resource Management - I**

No of periods per week: 04

Max marks: 50

Credits: 2

Course Code: U-PUA-323

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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.

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#### **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.

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#### **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.

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#### **Detailed Copy of Curriculum with References:**

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|--|--------------|
| 1) Human Resource Management:<br>Meaning, Nature, Scope    | (08 Periods) |
| 2) Recruitment:<br>Meaning, Direct/Indirect Recruitment.   | (10 Periods) |
| 3) Training:<br>Meaning, Objectives, Types                 | (10 Periods) |
| 4) Promotion:<br>Meaning, Types of Promotion & Importance, | (10 Periods) |

Performance Appraisal

5) Retirement: Need & Benefits

(08 Periods)

6) Problems of Human Resource Management:

(10 Periods)

a) Discipline

b) Administrative Ethics

❖ Field Visit

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**Reference List:**

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

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

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

4) [Blank] [Blank], ([Blank]), [Blank] [Blank], [Blank] [Blank], [Blank]

[Blank] [Blank] [Blank] ([Blank]), [Blank] [Blank] [Blank] [Blank], [Blank] [Blank] [Blank] [Blank], [Blank] [Blank]

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**Name of the Teacher:** Prof. C. D. Bansode

**Name of the Head:** Dr. Priti Pohekar

**Course VI State Administration (Special Reference to Maharashtra)**

No of periods per week: 04

Max marks: 50

Credits: 2

Course Code: U-PUA-324

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This course is introduced to B. A. second year students. 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.

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**Learning Objectives:**

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

LO1 The student will be familiar with the State mechanisms operating in the major political institutions and agencies for the creation and implementation of public policies.

LO2 Understand the role of state administration at centre.

LO3 Connect between State machineries; i.e. Legislature, Judiciary and Executive.

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**Course Outcomes:**

CO1 Discern the connects and disconnects between structure, purpose, process and result in State Administration.

CO2 Understand the role of Indian Administration as the main instrument of State to achieve its developmental goals.

CO3 Appreciate the varying historical, socio-economic, political and other conditioning factors that gave State Administration its distinct nature to the learner.

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**Detailed Copy of Curriculum with References:**

1) State Legislature:

- a) Governor
- b) Vidhan Sabha
- c) Vidhan Parishad

2) State Executive:

- a) Chief Minister
- b) Council of Ministers
- c) State Secretariat

d) Directorate

3) State Judiciary:

- a) High Court - Composition & Powers
- b) District Court- Composition & Powers
- c) Advocate General

4) State Agency

- a) Maharashtra State Election Commission
  - b) Maharashtra State Road Development Corporation
  - c) Vaidhanik Vikas Mahamandal
  - d) Yashada
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**Reference List:**

- 1) Sadhu Arun, Maharashtra
  - 2) [REDACTED] (REDACTED), [REDACTED] [REDACTED] [REDACTED] [REDACTED], [REDACTED] [REDACTED], [REDACTED]
  - 3) [REDACTED] [REDACTED], [REDACTED] [REDACTED] [REDACTED]
  - 4) [REDACTED] [REDACTED], (REDACTED), [REDACTED] [REDACTED] [REDACTED], [REDACTED] [REDACTED]
  - 5) All Issues of Yashmanthan
  - 6) All Issues of Lokrajya
  - 7) [www.magagov.in](http://www.magagov.in)
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**Name of the Teacher:** Dr. Priti Pohekar

**Name of the Head:** Dr. Priti Pohekar

## Course VII **Human Resource Management - II**

No of periods per week: 04

Max marks: 50

Credits: 2

Course Code: U-PUA-423

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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.

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### **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.

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### **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.

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### **Detailed Copy of Curriculum with References:**

- 1) Office Administration: Meaning, Importance in Organization (12 Periods)
- 2) Employer-Employee Relations: Importance of  
Employee Organization (12 Periods)
- 3) Human Resources – Development and Stress Management (12 Periods)
- 4) Recent Trends in Administration:
  - a) E—Administration (12 Periods)
  - b) Citizen’s Charter

- c) Right to Information
  - d) Right to Public service Act, 2015
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**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) [REDACTED] [REDACTED], ([REDACTED]), [REDACTED] [REDACTED] [REDACTED], [REDACTED] [REDACTED], [REDACTED]
  - ) [REDACTED] [REDACTED] [REDACTED] ([REDACTED]), [REDACTED] [REDACTED] [REDACTED] [REDACTED], [REDACTED] [REDACTED] [REDACTED] [REDACTED], [REDACTED]
  - ) [REDACTED] & [REDACTED], [REDACTED] [REDACTED] [REDACTED] [REDACTED]
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**Name of the Teacher:** Prof. C. D. Bansode

**Name of the Head:** Dr. Priti Pohekar

## Course VIII Taluka Administration and Developmental Schemes

No of periods per week: 04

Max marks: 50

Credits: 2

Course Code: U-PUA-424

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This course is introduced to B. A. second year students at fourth semester. This is an advanced course that will analyze the effectiveness of development and planning theories from the perspective of practitioners who implement projects and policies based on such theories.

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### Learning Objectives:

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

LO1 Demonstrate a basic understanding for various aspects of administering.

LO2 Apply Law & Order.

LO2 Describe the role of various positions in administration.

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

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### Course Outcomes:

CO1 Understand the working of revenue, police and judicial administration.

CO2 Integrate Law & Order in the society.

CO3 Application and implementation of the schemes as well as major issues and concerns in implementation.

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### Detailed Copy of Curriculum with References:

#### 1) Law & Order -I

a) Divisional Commissioner

b) District Collector

#### 2) Law & Order – II

a) Police Administration: i) Hierarchy

ii) District General

iii) District Superintendent of Police

iv) Superintendent of District Prison

### 3) Administration at Taluka:

- a) Tahasildar
- b) Talathi
- c) Police Sub-Inspector
- d) Taluka Court: Composition & Powers

### 4) Developmental Schemes

- a) Jalyukt Shivar Yojana
  - b) Jan-dhan Yojana
  - c) Mahatma Gandhi National Rural Employment Guarentee Scheme
  - d) Midday Meal Scheme
  - e) Swachha Bhart Abhiyan
  - f) Pradhanmantri Adarsha Gram Yojana
  - g) The National Urban Health Mission
  - h) Adhar
  - i) Sukanya Yojana
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### Reference List:

- 1) Sadhu Arun, Maharashtra
  - 2) [REDACTED] (REDACTED), [REDACTED] [REDACTED] [REDACTED] [REDACTED], [REDACTED] [REDACTED], [REDACTED]
  - 3) [REDACTED] [REDACTED], [REDACTED] [REDACTED] [REDACTED]
  - 4) [REDACTED] [REDACTED], (REDACTED), [REDACTED] [REDACTED] [REDACTED], [REDACTED] [REDACTED]
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  - 7) All Issues of Yojana
  - 8) [www.magagov.in](http://www.magagov.in)
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