

B A Second Year (Effective from (2018-19))

Semester III

Course V

Human Resource Management – I

No of periods per week: 04

Max marks: 50

Credits: 2

Course Code: U-PUA-323

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 disciplines, administrative ethics etc.

1) Human Resource Management: (08 Periods)

Meaning, Nature, Scope

2) Recruitment: (10 Periods)

Meaning, Direct/Indirect Recruitment.

3) Training: (10 Periods)

Meaning, Objectives, Types

4) Promotion: (06 Periods)

Meaning, Types of Promotion & Importance,

Performance Appraisal

5) Retirement: Need & Benefits (08 Periods)

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6) Problems of Human Resource Management: (06 Periods)

a) Discipline

b) Administrative Ethics

7) Field Visit

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) 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 वित्तीय प्रशासन

Semester III

Course VI

State Administration (Special Reference to Maharashtra)

No of periods per week: 04

Max marks: 50

Credits: 2

Course Code: U-PUA-324

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.

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 center.

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

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.

1) State Legislature (12 Periods)

a) Governor

b) Vidhan Sabha

c) Vidhan Parishad

2) State Executive (12 Periods)

- a) Chief Minister
  - b) Council of Ministers
  - c) State Secretariat
  - d) Directorate
- 3) State Judiciary (12 Periods)
- a) High Court - Composition & Powers
  - b) Advocate General
- 4) State Agency (12 Periods)
- a) Maharashtra State Election Commission
  - b) Maharashtra State Road Development Corporation
  - c) Vaidhanik Vikas Mahamandal
  - d) Yashada

Reference List:

- 1) Sadhu Arun, Maharashtra
- 2) पोहेकर प्रीती (२०१४), महाराष्ट्र राज्य शासन व प्राशासन, अरुणा प्रकाशन, लातूर
- 3) जोलगुर्वार भूषण, महाराष्ट्र शासन व प्रशासन
- 4) विलेगावे व्यंकट, (२०१६), राज्य व जिल्हा प्रशासन, कल्पना प्रकाशन
- 5) All Issues of Yashmanthan
- 6) All Issues of Lokrajya
- 7) [www.magagov.in](http://www.magagov.in)