RAJARSHI SHAHU COLLEGE, LATUR (AUTONOMOUS)

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 2020

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		
		Sem III			In Sem	End Sem	Total
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

Human Resource Management - I

Course Code – U-PUA-124

Marks: 50   Credits: 2   No of Periods/wk: 4   Tot periods: 48

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.

Unit1 Human Resource Management: **(10 Periods)**

Meaning, Nature, Scope

Unit 2 Recruitment &Training   **(16 Periods)**

  Meaning & Types

Unit 3 Promotion   **(12 Periods)**

  Meaning, Types of Promotion & Importance   Performance Appraisal

Unit 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 Persormel anagement, 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

Course Code – U-PUA-124

Max marks: 50   Credits: 2 No. of Periods/wk: 4   Tot Periods: 48

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 Local Self Government   (4 Periods)

Meaning & Importance

2. Evolution of Panchayat Raj   (16 Periods)

a. Balwant Rai Mehta Committee

b. Vasantrao Naik Committee

c. 73rd Constitutional Amendment

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

a. Zila Parishad

b. Panchayat Samiti

c. Gram Panchayat

4. Problems of Rural Local Governance   **(10 Periods)**

a. Women Leadership

b. Health Services

c. Panchayat raj Election Related Problems

⬜   Field Visit

Reference List :

1. Narayan Iqbal; Panchayat Administration in Maharashtra

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

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

Course: VII Human Resource Management – II

Course Code: U-PUA-223

Marks: 50   Credits: 2   No of Periods/wk: 4 Tot Periods: 48

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 Resources Development   **(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 वितीय प्रशासन, विद्या बुक्स पब्लिशर्स, औरंगाबाद

६)   चव्हाण, मामीडवार, कर्मचारी व वितीय प्रशासन

Course Code: U-PUA-224

Max marks: 50   **Credits: 2**   **No of periods: 04   Tot. Periods: 48**

Learning Objectives:

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

LO1 Critically evaluate theories of public administration and place them in the context of societal values.

LO2 Connect present day governmental and nonprofit service delivery dynamics with the historical evolution of democratic system and intergovernmental relations.

LO3 Trace the measures taken for reforming our administration.

Course Outcomes:

CO1 Identify of the transformative role of Indian Administration.

CO2 Find out the multi-dimensionality of problems and processes of Indian Administration;

CO3 Exhibit the knowledge of administrative system in the various periods.

CO4 The students are aware of the administrative machineries.

CO5 Develop knowledge of Parliamentary system as well as how the Legislature, Judiciary and Executive works.

Unit I Law & Order: Meaning, Elements   **(06 Periods)**

a)   Home Affairs Ministry

b)   Secretariat of Home Affairs: Structure

Unit II Law & Order in Various Periods   **(10 Periods)**

a)   Sindhu Period: Civilization

b)   Veda Period: Judiciary System

c)   Maurya: Period of Administrative Set-up

d)   Mugal Period: Revenue System

e)   British Legacy: Modern Administrative Set-up

Unit III Revenue Administration   **(10 Periods)**

a)   Ministry of Revenue

b)   Directorate of Revenue: Structure & Hierarchy

c)   District Collector

Unit IV Police & Prison Administration   **(12 Periods)**

a)   Central Bureau of Investigation & Crime Investigation Department

b)   Director of Police, Maharashtra: Structure, Functions

c)   District Superintendent of Police

d)   District Prison Officer

Unit V Administrative Reforms   **(10 Periods)**

a)   Meaning, Objective

b)   Administrative Reforms Commission: I

c)   Administrative Reforms Commission: II

Reference List:

1)   Basu D. D., (1994), An Introduction to Indian Constitution, Prentice Hall, New Delhi

2)   Singh Hoshiyar, Indian Administration, Kitsan Mahal, New Delhi

3)   Ramchandran Padma (1995), Public Administration in India, National Book Trust of India, New Delhi

4)   Arora Ramesh, Indian Administration, Vishwas Prakashan, New Delhi

5)   Maheshwari Shriram, Indian Administration, Orient Longman, New Delhi

6)   पोहेकर प्रीती, (२०१३), भारतीय प्रशासन: विकास व व्यवस्था, अरुणा प्रकाशन

7)   कटारिया सुरेंद्र, (२००६), भारत में लोकप्रशासन, आरबीएसए पुब्लीशर्स, जयपूर

8)   शर्मा अशोक, (१९९९), भारत में प्रशासन

9)   बोरा पारस, भारतीय प्रशासन, विद्या बुक्स पब्लिशर्स, औरंगाबाद

10)   बंग के आर, (२०१६), भारतीय प्रशासन आणि सैद्धांतिक प्रक्रिया, विद्या बुक्स पब्लिशर्स, औरंगाबाद

11)   www.centralgovernment.com

12)   All Daily Newspapers

B. A. Second Year

Semester- III

Skill Enhancement Course

Disaster Administration

(Effective from 2018-19)

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

B. A. Second Year

Semester- III

Skill Enhancement Course

Office Administration

(Effective from 2018-19)

Course Code: **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 Release Stress

Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

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 etc.)

Attendance: 05 marks

Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

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