Punyashlok Ahilyadevi Holkar Solapur University, Solapur.



M.A. Part-I (Sem.-I & II) Public Administration (Social Science)

Course <u>University Campus Structure</u> (w.e.f.2023-24)



NAAC Accredited-2022 'B ***, Grade (CGPA 2.96)

Punyashlok Ahilyadevi Holkar Solapur University, Solapur.

M.A. Part-I (Sem.-I) Public Administration (Social Science)

Course University Campus Structure

Semester First

Semester First	Code	Title of the Papre	Semester Exam			L	Т	P	Total Credits
		Major paper	Theor y	IA	Tota 1				
DSC	I	Introduction & Theory of Public Administration	80	20	100	4	0	0	4
DSC	II	Indian Administration	80	20	100	4	0	0	4
DSC	III	Indian Administrative Thinkers	80	20	100	4	0	0	4
DSC	IV	Social Welfare Administration in Maharashtra	40	10	50	2	0	0	2
		Elective paper							
DSE	I	Indian Constitution & Administration	80	20	100	4	0	0	4
		Research Methodology							
RM	I	Research Methodology	80	20	100	4	0	0	4
Total			440	110	550	22			22

M.A. Part-I (Sem.-I) (NEP) Public Administration (Social Science) Course University Campus Structure

- DSC-I- Introduction & Theory of Public Administration
- DSC-II- Indian Administration
- DSC-III- Indian Administrative Thinkers
- DSC-IV- Social Welfare Administration in Maharashtra
- DSE-I- Indian Constitution & Administration
- RM- Research Methodology

M.A. Part-I (Sem.-I) Public Administration (Social Science)

PROGRAMME OBJECTIVES (PO)

- PO-1: To gain interdisciplinary knowledge.
- PO-2: To Equip the students to write the civil service Examinations in the Public
- Administration discipline.
- PO-3: To induce the thirst of knowledge in the field of Public Administration.
- PO-4: To make comprehensive understanding of the administration at different levels of governance.
- PO-5: To utilize the knowledge of the discipline to proceed further in the Activity.

Course Outcome (CO) For Post Graduate Degree in Public Administration-

- CO1: Students are expected to get broader understanding of theoretical knowledge of Public Administration
- CO2: Students are expected to grasp the functioning of national level, state level and locallevel governments.
- CO3: Students will be able to imbibe with the administrative system in India
- CO4: Students will come to know the issues and challenges in the Personnel and Financial Administrations.

CO5: Students will Gain knowledge on the Constitution of India

CO6: Students will obtain the knowledge on the basic principles of Public Administration

CO7: Students will come to know the contribution of various administrative thinkers and their contribution to the growth of the discipline.

CO8: Students will gain knowledge on the Indian Administrative System

CO9: Students will come to know the various administrative systems of the world and also thestrength and weakness of each system.

CO10: Students will get clear idea on International Organizations and their functioning.

Major paper (DSC-1) M.A. Sem-I, Compulsory Paper Introduction & Theory of Public administration Syllabus

Unit-I: Introduction.

- a) Meaning, Nature, Scope, and Importance of Public Administration
- b) Evolution of Public Administration as a discipline and its Present status
- c) Public Administration and private administration of similarity and dissimilarity

Unit-II: Organization Theory: Different Approaches

- a) Human Relations and Behavior Approach, Decision Making Approach
- b) Classical Approach
- c) Ecological Approach

Unit- III: Relation between Public Administration and other Social Sciences

- A) Public Administration & Political Science, Law
- B) Public Administration & Sociology
- C) Public Administration & Economics

Unit- IV: Public Relation

- A) Meaning, Nature & Importance
- B) Agencies of Public Relation
- C) Public Participation

- Avasthi & Maheshwari (2012), Public Administration, Lakshmi-narayan Agarwal, Agra.
- Arguden, Yilmaz (2011), Keys to Governance: Strategic Leadership for Quality of Life,
 Macmillan, Hampshire.
- Arndt Christiane and Charles Oman (2006), Uses and Abuses of Governance Indicators, OECD,
 Paris.
- Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi. Donald Menzel and Harvey White (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunities, New York, M. E. Sharpe.
- Henry, Nicholas (2006), Public Administration and Public Affairs, Prentice Hall of India, New Delhi.
- Jan-Erik Lane, (2000) New Public Management: An Introduction, Routledge, London. Ravindra Prasad, D. Prasad, VS Prasad, Satya-narayana P, and Y. Pardhasaradhi, (eds.) (2013), Administrative Thinkers, Sterling, New Delhi.
- Donald Menzel (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunity. New York: M. E. Sharpe.
- Frank J. Goodnow, Politics and Administration: A Study in Government, Transaction Publishers, New York, 2003.
- O'Leary, Rosemary etal. (2010), The Future of Public Administration around the World: The Minnowbrook Perspective, George Town university Press, DC
- Martin Albrow (1970), Bureaucracy, MacMillan, London, 1970
- UN, Department of Economic and Social Affairs, Development Administration Current Approaches and Trends in Public Administration for Development, New York, UN, 1975.
- Wilson, Woodrow, "The Study of Administration," Political Science Quarterly 2 (June 1887).
- Avasthi and Mahadeshwar: Administration, Laxmi Narain Aggarwal, Agra, 1988.
- Hoshiar Singh & Pardeep Sachdeva, Administrative Theory, Kitab Mahal, New Delhi, 2005.
- J.D. Strassman: Public Administration, Holt, Rinehart and Winslow, New York, 1985.
- S. L. Goel: Public Administration (Theory & Practice), New Delhi: Deep & Deep Publications 2003.
- C. P. Bhambhari: Public Administration Theory and Practice, Meerut, Jaiparkash Nath Publishers (ed.) 1992-93.

- Denis L. Mueller, Public Choice, Cambridge University press.
- Rubert T. Golembiewaski, Public administration as a developing discipline, Marcel, Dekker, New York, 1973.
- Felix Nigro and Liyod, Modern Public Administration, Harper and Ruw Publishers, New York, 1980.
- Sharma & Sadana, Public Administration, Practice and Theory.
- Rathod P. B., Contemporary Public Administration ABD Publishers Jaipur 2004.
- A. R. Tyagi, Public Administration, Atma Ram & Sons Publication New Delhi.
- Rathod P.B., Contemporary Public Administration, ABD Publishers, Jaipur 2004.
- Awasthi and Maheshwari, Public Administration, lakshminarayan Agrawal Publication, Agra.
- प्रसाद सिंग मिरकेश्वर, लोकप्रशासन, ज्ञानदा प्रकाशन, नई दिल्ली.
- कटारिया सुरेंद्र, लोकप्रशासन, नॅशनल पब्लिकेशन हाऊस, नई दिल्ली.
- फडिया बी. एल., लोकप्रशासन, साहित्यभवन पब्लिकेशन. नवी दिल्ली.2011
- भाडिया बी.एल., उच्चतर लोकप्रशासन,साहित्यभवन, पब्लिकेशन,आग्रा-2001
- दुबे अशोककुमार, 21 वी शताब्दी में लोकप्रशासन, टाटा मॅकग्रा हिल पब्लिशिंग कंपनी,नवीदिल्ली. 2011
- खुमसे स्मिता, रेड्डी उर्मिला, लोकप्रशासनाची मूलतत्त्वे, अरुणा प्रकाशन, 2011
- भुताळे टीव्ही व वडवळे बी.सी., लोकप्रशासन, सह्याद्री प्रकाशन, नांदेड.
- पोहेकर प्रीती, लोकप्रशासनाची मूलतत्त्वे, अरुणा प्रकाशन, लातूर. 2008.
- पाटील पी.बी. लोकप्रशासन, फडके प्रकाशन,औरंगाबाद.
- भोगले शांताराम, लोकप्रशासन सिद्धांत व कार्यपद्धती, कैलास प्रकाशन, औरंगाबाद.
- एम लक्ष्मीकांत, लोकप्रशासन, टाटा मॅकग्रा-हिल पब्लिशिंग कंपनी, नवी दिल्ली.
- प्रा. बी.बी पाटील, लोकप्रशासन, फडके प्रकाशन कोल्हापूर.

Major paper (DSC-II) M.A. Sem-I, Compulsory Paper Paper II (DSC-II) Indian Administration

Unit-1 Historical background of Indian Administration

- A) Ancient period
- B) Medieval period
- C) British period
- D) Salient features of Indian Administration

Unit-2 Union Government and Administration

- A) The President: Power and Functions
- B) Prime Minister: Power and Functions
- C) Cabinet Secretariat: Structure and Functions

Unit-3 Indian Parliament:

- A) Loksabha: Structure and Functions
- B) Rajyasabha: Structure and Functions
- C) Law Making Process

Unit-4 - Judicial administration in India

- A) Supreme Court: Structure, Power and Functions
- B) Judicial Activism, PLI and Control
- C) Attorney General of India

- 1. Indian Administration: An Historical Account by Shriram Maheshwari, Oriental Publication, New Delhi, 1968.
- 2. Ramesh Kumar Arora, Rajni Goyal, Indian Public Administration: Institutions and Issues, Wishwa Prakashan, Gandhi Nagar, Gujrat.
- 3. Vaman Govind Kale, Indian Administration, Kessinger Publishing, USA, 1988.
- 4. Prabhu Datta. Sharma, Indian Administration: Retrospect and Prospect, Rawat Publications, New Delhi, 1975.
- 5.Khanna, S.K. Indian Administration Problems and Prospects. New Delhi, Commonwealth Publishers 1999.
- 6. Public Administration and Indian Administration Mahesh B. Bhagwat, Sheth Publishers, Mumbai 2022.
- 7. Indian Administration, by Hoshiar Singh & Pankaj Singh, Pearson Publication 2011.
- 8. R. K. Arora (Ed.), Administrative change in India, Jaipur, Alekh Publishers, 1974.
- 9. R. K. Arora (Ed.), Indian Administration: Perceptions and Perspectives, Aalekh Publication Jaipur 1999.
- 10. P.L. Bansal, Administrative Development in India, New Delhi, Sterling, 1974.
- 11. A. Chandra, Indian Administrative, London, Allen & Uniwin, 1968.
- 12. R.B. Jain, Contemporary Issues in Indian Administrative, Delhi Visha, 1976.
- 13. S. B. Maheshwri, Evolution of Indian Administrative, Agra Laxminarain Aggarwal, 1970.
- 14. S.R.Maheshwari, Indian Administration, New Delhi, Orient Longman, 1998.
- 15. Avasthi & Avasthi, India Administrative, Agra, Laxminarayan Agrawal, twelth Edt. 2006.
- 16. Hoshiar singh, Indian Administrative, Allahabad century press Rep. 2000.
- 17. Maheshwari S. R. Public Administration In India, Oxford New Delhi, 2006.
- 18. Sharma Premlata, Issues in Indian Administration Mangal Deep. Pub. Jaipur, 1998.
- 19. Bhambhi C.P. Bureaucracy and Politics in India, DelhiVikas1971.
- 20. Pravanti R.J. Spengler (Eds.) Administration and Economic Development in India, Duke Uni. 1963.
- 21. Dubhashi P.R. Rural Development Administration in India, Popular Prakashan, Pune, 1970.
- 22. Motiwal O.P. (Ed.) Changing Aspects of Public Administration in India,

Allahabad, 1976.

- 23. Government of India (Home Affairs) Organization of Government of India, New Delhi,1971.
- 24. माहेश्वरी श्रीराम, भारतीय प्रशासन (अनुवाद-साधना कुलकर्णी) ओरिएंट लागमन, मुंबई.१९६८

Major paper (DSC-III) M.A. Sem-I, Compulsory Paper Paper III

Indian Administrative Thinkers

Unit-1. Kautilya:

- A) Views on Good Governance
- B) Views on Corruption.
- C) Saptang Theory.

Unit-2 Chhatrapati Shivaji Maharaj:

- A) Ashtapradhan Mandal: Structure and Functions.
- B) Revenue Administration: Structure and Functions.
- C) Judicial Administration: Structure and Functions.

Unit- 3 Mahatma Gandhi

- A) Thoughts on Gram Swarajya.
- B) Concept of Trusteeship.
- C) Stateless Society

4) Dr. B.R. Ambedkar:

- A) Views on Administration.
- B) Law and Judicial System
- C) Approach of Water policy

- 1) Gautam Munshilal, Indian Constitution with legal philosophy of Dr. Ambedkar, Siddharth Gautam Shikshan and Sanskriti Samiti, Aligarh,2010
- 2) Indian Constitution, Dr. Babasaheb Ambedkar Writing and Speeches, Vol.13 EducationDepartment, Government of Maharashtra 1994.
- 3) D.C. Gupta, Indian Government and Politics, Vikas publishing House PVT,LTD 1978
- 4) P. M. Bakshi, The Constitution of India Universal Law publishing co., New Delhi, Eleven Edition 2011
- 5) D.C. Gupta, Indian Government and Politics, Vikas publishing House PVT,LTD 1978

Major paper (DSC-IV) M.A. Sem-I, Compulsory Paper Paper IV

Social Welfare Administration in Maharashtra

Unit-I Social Welfare:

Meaning, Nature, Scope & Importance

Unit-2 Approaches of Social justice: Meaning, Concept & Views of

- A) Mahatma Phule
- B) Rajarshi Shahu Maharaj
- C) Dr. B.R. Ambedkar
- D) Mahatma Gandhi

Unit-3 Types of Welfare

- A) Women & Child Welfare
- B) Youth Welfare
- C) Physical handicap (Divyang) Welfare

- 1. Surendra Kataria, Social Administration (Hindi), RBSA Publishers, SMS High Way, Jhaipur, 2002.
- 2. C.P. Barthwal (Ed.), Social Justice in India, Bharat Book Centre, 17, Ashok Marg,

- Lucknow, 1998.
- 3. D.R. Sachdeva, Social Welfare Administration, Kitab Mahal, Allahabad, 2004.
- 4. Davis C. March: An Introduction to Social Administration, Routledge and Kegan Paul, London, 1965.
- 5. P. D. Kulkarni: Centre Social Welfare Board, New Delhi: Asia Publishing House, 1961.
- 7. V. Jaganadhan: Social Administration—Development and Change, New Delhi, IIPA, 1980.
- 8. D.K.Mishra: Social Administration (Hindi) Jaipur: College Book Depot, Tripolia Bazar, 1990.
- 9. S. L. Goel and R. K. Jain: Social Welfare Administration, vol. I, New Delhi: Deep & Deep,1988.
- 10. T. N. Chaturvedi and S.K. Chandra: Social Administration Development and Change, NewDelhi, IIPA 1980.
- 11. D.P. Chowdhry: Social Welfare Administration, Atma Ram & Sons, Deli, 1992.
- 12. Mohinder Singh (ed.): Social Policy and Administration in India, M.D. Publications Pvt.Ltd., New Delhi, 1996.
- 13. S.D.Gokhale, Social Welfare, Popular Prakashan, Bombay, 1974.
- 14. Praveen Yogi, Social Justice and Empowerment, Kalpaz Publication, New Delhi, 2000.
- 15. K. L. Bhatia, Social Justice of Dr. B. R. Ambedkar, New Delhi: Deep & Deep, 1995.
- 16. Valerian Rodrigues, The Essential Writings of B. R. Ambedkar, Oxford University Press, NewDelhi, 2002.
- 17. John Rawls, A Theory of Justice, Harvard University Press, Cambridge, 1971.
- 18. Amartya Sen, The Idea of Justice, Allen Lane, London, 2009.
- 19. V. M. Kulkarni, Social Administration, Research Publication, Delhi, 1972.
- 20. Dolly Arora, Social sector Development, IIPA, New Delhi, 2005.
- 21. Ramchandra Guha, Makers of Modern India, Penguin, New Delhi, 2010.
- 22. J. J. Clarke, Social Administration, Sir Isaac Pitman, London, 1939.
- 23) जी एस सुधा, प्रबंध चिंतन का इतिहास, आर बी एस ए, पब्लिशर्स, जयपुर.
- 24) अशोक कुमार दुबे प्रशासकीय विचारवंत, पब्लिशर्स, नवी दिल्ली.
- 25) डॉ. सुरेंद्र कटारिया, प्रशासकीय चिंतक, नॅशनल पब्लिकेशन हाऊस, नवी दिल्ली.
- 26) डॉ. नरेंद्र थोरी, प्रशासनिक विचार, आर.पी. एस. ए.,जयपुर.
- 27) जोशी लक्ष्मणशास्त्री, (संपादक) मराठी विश्वकोश (खंड दहा) महाराष्ट्र राज्य विश्वकोश निर्मिती मंडळ, मुंबई.
- 28) गर्गे स.मा. भारतीय समाज विज्ञान कोश, समाजविज्ञान मंडळ, पुणे. 1989

- 29) डॉ. थोरात सुखदेव, बाबासाहेब आंबेडकर नियोजन जल व विद्युत विकास भूमिका व योगदान, सुगावा प्रकाशन, पुणे. 30
- 30) डॉ. धर्मवीर (आयएएस), डॉ. आंबेडकर के प्रशासकीय विचार, वाणी प्रकाशन दर्यागंज, नवी दिल्ली.
- 31) प्रा. कोत्तापल्ले लक्ष्मण, पाश्चिमात्य व भारतीय प्रशासकीय विचारवंत, निर्मल प्रकाशन, नांदेड.
- 32) प्रा.के.आर. बंग, प्रशासकीय विचारवंत, विद्या प्रकाशन, औरंगाबाद.
- 33) डॉ. श्याम शिरसाट, डॉ. भगवान बैनाडे, डॉ.जितेंद्र वासनिक, प्रशासकीय विचारवंत ज्ञानसमिधा पब्लिकेशन, औरंगाबाद.
- 34) मानव संसाधन विकास, के सागर पब्लिकेशन, पुणे.
- 35) भारतातील मानव संसाधन विकास, अमोल घोडके, युनिक पब्लिकेशन, पुणे , 2013
- 36) मानव संसाधन विकास आणि मानवी हक्क, खाटेकर दिलीप, स्टेटस अकॅडमी पुणे, 2022.
- 37) मानव संसाधन व्यवस्थापन, डॉक्टर बी.आर कत्तूरवार, ओम साई प्रकाशन, नांदेड, 2012

M.A. Public Administration, Sem-I, Elective paper (DSE)

Indian Constitution & Administration

Unit-1 Indian Constitution & Administration

- A) Formation of Indian Constitution
- B) Preamble of Indian Constitution
- C) Salient features of Indian Constitution

Unit -2 Constitutional Framework:

- A) Fundamental Rights
- B) Fundamental Duties
- C) Directive Principle of State policy

Unit -3 Constitutional and other National Bodies

- A) Structure and Functions
- B) Election Commission of India
- C)Union Public Service Commission
- D) Comptroller and Auditor General
- E) National Human Rights Commission
- F) NITI Aayog

Unit 4 Administrative Reforms in Indian Administration

- A) Meaning and Objectives
- B) First Administrative Reforms Commission
- C) Second Administrative Reforms Commission

- 1) Mishra B.B., The Central Administration of the East India Company Orford press.Delhi
- 2) Basu Durgadas, Introduction to the constitution of India, Wadhwa, and Co., Nagpur.

- 3) Maheshwari Shriram, Indian Administration, Kitab Mahal, New Delhi.
- 4) Hoshiyar Singh, Indian Administration, Kitab Mahal, New Delhi.
- 5) Vidya Bhushan & Vishnu Bhagwan, Indian Administration, S.Chand & Com., New Delhi.
- 6) Ghai K.K., Indian Government and Politics, Kalyani Publishers, Ludhiyana.
- 7) Gupta Jawaharlal, Union Government and Administration, Dominant Publishers, New Delh
- 8) Ramchandran Padma, Public Administration in India, National Book Trust, New Delhi
- 9) Arora Ramesh, Indian Administration, Vishwas Prakashan, New Delhi
- 10) Jitendra Wasnik, Rural Development Administration in India, HSRA Publications, Bangalore.
- 11) Maheshwari Shriram, Indian Administration, Orient Longman, New Delhi.
- 12) D.C. Gupta, Indian Government and Politics, Vikas publishing HousePVT, LTD 1978
- 13) Austin, Granville (1996), "The Indian Constitution: Cornerstone of Nation", Oxford: Clarendon Press.
- 14) Nehru, Jawaharlal (1949), "Independence and after", New Delhi: Publication Division, Govt. of India
- 15) Wheare, K.C.(1964), "Modern Constitutions", London: Oxford University Press.
- 16) Frankfurter, Felix (1961), "Mr. Justice Holmes and the Supreme Court," Cambridge: The Belknap press of Harvard University Press.
- 17) Kashyap, S.C.(1995), "Our Constitution", New Delhi: NationalBook Trust, India.
- 18) Basu, D.D.(1991), "Introduction to the Constitution of India", New Delhi: Prentice Hall of India Pvt.

M.A. Public Administration, Sem-I, RM

RM - Research Methodology

Unit -1 Social Research:

- A) Meaning, Objectives, Types, and utility: Importance of Research in Public Administration: Problem of Research in Public Administration.
- B) Research Methods in Social Science: Experimental Method, Statistical Method, Case Study Method, and Survey Method.

Unit- II Ingredients of Research:

- A) Selection of Research problem:
- B) Hypothesis: Meaning, formation, Types, Verification, Testing and utility of hypothesis:
- C) Variables Identification of variables, problem of selection, Correlating variables and measurements of variables.
- D) Research design: Meaning and significance

Unit -3

- A) Data Collection:
- B) Interview Method, Observation Method: Questionnaire: scheduled and Documentary sources- Meaning, published and unpublished.

Unit- 4 Data Analysis & Report Writing-

- A) Mode and Median Methods of data Analysis.
- B) Using computer software- Statistical Analysis packages (e.g.SPSS), Spreadsheet, Database Management Systems.
- C) Report Writing: Meaning and Significance in research

- 1. Elizabethann O'Sullivan and Gary R. Rassel, Research Methods for Public Administrations, Longman Publishers, USA, 1995.
- 2. A.R. Tyagi, Scientific Method in Public Administration, Harper and Row, London, 1970.
- 3. J. K. Chopra (Ed.) Problem of Research in Public Administration, Commonwealth Publishers, New Delhi, 2004.
- 4. Goode & Hatte, Methods of Social Research, New Delhi, McGrow Hill Book Company, 1987.
- 5. T.S. Wilkinson & P.L. Bhandarkar, Methodology and Techniques of Social Research, Bombay Himalaya Publication, 1982.
- 6. Ram Ahuja, Research Methods, Rawat Publications, New Delhi, 2003.
- 7. S. Sarantakos, Social Research, McMillan Press Ltd. London, 1998
- 8. Jay D. White & Guy B. Adams (Ed.), Research in Public Administration, Reflections on Theory & Practice, Sage Publications, New Delhi, 1994.
- 9. Pauline V. Young, Scientific Social Survey & Research, New Delhi, Prentice Hall of India, 1979.
- 10. P.L. Bhandarkar, Samajik Sanshodhan Padhati, Maharashtra Vidhyapeeth Granth NirmitiMandal Nagpur, 1980. (Marathi)
- 11. R.N. Ghatole, Samajik Sanshodhan Padhati: Tatve Ani Padhati, Mangesh Prakashan, Nagpur 1992. (Marathi)
- 12. Bhodhankar va Aloni, Samajik Sanshodhan Padhati, Shri Sainath Prakashan, Nagpur, 1999.(Marathi)



NAAC Accredited-2022 'B ***, Grade (CGPA 2.96)

Punyashloak Ahilyadevi Holkar Solapur University, Solapur.

M.A. Part-I (Sem.-II) Public Administration (Social Science)

Course University Campus Structure

Semester Second

Semester	Code	Title of the Paper Sem	ester Semester Exam			L	T	P	Total
Second		Majay nanay	Th IA T.4.1			-			Credits
		Major paper	Theory	IA	Total				
DSC	V	Administrative Organization	80	20	100	4	0	0	4
		and its Principles							
DSC	VI	Government and	80	20	100	4	0	0	4
		Administration in Maharashtra							
DSC	VII	Rural Local Self-Government	80	20	100	4	0	0	4
		in India							
DSC	VIII	District Administration	40	10	50	2	0	0	2
		Elective paper							
DSE	I	Human Resource	80	20	100	4	0	0	4
		Administration							
		OJT/ FP							
OJT/ FP	I	OJT/ FP	80	20	100	4	0	0	4
Total			440	110	550	22	0	0	22

M.A. Part-I (Sem.-II) (NEP) Public Administration (Social Science) Course <u>University Campus Structure</u>

DSC-V- Administrative Organization and its Principles

DSC-VI- Government and Administration in Maharashtra

DSC-VII- Rural Local Self-Government in India

DSC-VIII- District Administration

DSE-II- Human Resource Administration

M.A. Public Administration, Sem-II

DSC-V- Administrative Organization and its Principles.

Unit -1 Organization

- A) Meaning, Nature, and Importance of Organization
- B) Forms of Organization:
 - 1) Formal Organization 2) Informal Organization
 - 3) Besic of Organization (4ps)

Unit-2 Principles of Organization

- A) Hierarchy- Meaning, Merits and Demerits
- B) Span of Control-Meaning, Importance and Dependent Factors
- C) Co-Ordination- Meaning, Importance, and Elements
- D) Decision Making- Meaning, Importance and Stages.

Unit - 3 Line and Staff Agencies

- A) Meaning, Types, and Functions.
- B) Types of Administrative Organization.
- 1) Department: Meaning, Types and Besic Elements
- 2) Public Corporation: Meaning and Characteristics.

Unit-4 Chief Executive

A) Types, Functions and Qualities of Chief Executive

References:

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M.A. Public Administration, Sem-II

DSC-VI- Government and Administration in Maharashtra

Unit-1 Government and Administration in Maharashtra

A) Formation and Reorganisation of Maharashtra state

Unit-2 State Legislature:

- A) Legislative Assembly (Vidhan Sabha): Composition and Functions
- B) Legislative Council (Vidhan Parishad): Composition and Functions

Unit-3 State Government and Administration:

- A) Governor: Power, Functions and Role
- B) Chief Minister: Power and Functions
- C) Council of Ministers: Composition and Functions.
- D) State Secretariat: Composition and Functions
- E) Chief Secretary: Power and Functions

Unit-4 State Judiciary:

High court: Composition, Power, and Functions

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M.A. Public Administration, Sem-II DSC-VII- Rural Local Self-Government in India.

Unit-1 Local Government: Meaning, Features and Importance.

Unit-2 Evolution of Panchayati Raj Institutions

- A) Historical development of Panchayat Raj
- B) Community Development Program (CDP)
- C) Balwant Rai Mehta Committee
- D) Ashok Mehta Committee
- E) Vasantrao Naik Committee

Unit-3 73rd Constitutional Amendment Act-1993

- A) Provisions
- B) Impact

Unit-4 Compositions & Functions of Panchayat Raj Institutions

- A) Zila Parishad
- B) Panchayat Samiti
- C) Grampanchayat, Gramsabha

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M.A. Public Administration, Sem-II DSC-VIII- District Administration.

Unit-1 District Administration:

- A) Meaning, Importance,
- B) Elements of District Administration.

Unit-2 District Revenue Administration.

- A) District Collector.
- B) Sub Divisional Officer.
- C) Tahsildar.
- D) Mandal Adhikari.
- E) Talathi.
- F) Kotwal.

Unit- 3 District Judiciary:

- A) District Court.
- B) Taluka Court.
- C) Loknyayalay.

Unit- 4 Law and Order:

- A) Meaning and Importance
- B) Principles of Law and Orders.

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- 19) डॉ.घोरमोडे के. यु.व डॉ. घोरमोडे कला, आपत्ती व्यवस्थापन विद्या प्रकाशन नागपूर.

M.A. Public Administration, Sem-II

DSE-II- Human Resource Administration.

Unit-1 Human Resource Administration:

Meaning, Nature, Scope, and Signification.

Unit- 2 Human Resource Planning:

- A) Concept, Needs and Significance.
- B) Process of Planning.

Unit- 3 Recruitment:

- A) Meaning, Definition, and Importance
- B) Methods: Spoil System and Merit System
- C) Types: Direct & Indirect Recruitment

Unit- 4 Training:

Meaning, Needs, Objectives and Types

- A) Training Institute-Lal Bahadur Shastri National Academy of Administration in Mussoorie.
- B) Sardar Vallabhbhai Patel National Police Academy in Hyderabad.
- C) Yashwantrao Chavan Academy of Development Administration in Pune (YASHADA)

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M.A. Part-I (Sem.-I) Public Administration (Social Science)

Course University Campus Structure

Question Paper Nature

(w.e.f.2023-24)

वेळ-3 तास, गुण-80

प्रश्न पहिला- योग्य पर्याय निवडा. (वस्तुनिष्ठ प्रश्न) (प्रत्येकी एक गुण)	16 गुण
Choose the correct answer.	
प्रश्न दुसरा- थोडक्यात उत्तरे लिहा. (सहा पैकी चार)	16 गुण
Write short answer. (Any four out of Six)	
प्रश्न तिसरा- लघुत्तरी प्रश्न (चार पैकी दोन) प्रत्येकी आठ गुण	16 गुण
Answer Following questions in Brief.	
प्रश्न चौथा- दीर्घोत्तरी प्रश्न (दोन पैकी एक)	16 गुण
Write Broad Answer. (Any one out of two)	
प्रश्न पाचवा- सविस्तर उत्तर लिहा. (एक प्रश्न)	16 गुण
Explain the Answer. (One compulsory)	

.लेखी परीक्षा 80 गुणांपैकी 32 ला उत्तीर्ण, निरंतर मूल्यमापन 20 पैकी आठ गुणांना उत्तीर्ण.

[.]लेखी परीक्षेसाठी 80 परीक्षेसाठी आणि अंतर्गत निरंतर मूल्यमापन (CA) 20 गुण

[.] अंतर्गत निरंतर मूल्यमापन (CA) 20 गुणांसाठी टिटोरियल/ सेमिनार/ प्रोजेक्ट यापैकी कोणत्याही एकाची निवड करावी