

Punyashlok Ahilyadevi Holkar Solapur University, Solapur



Choice based Credit System

(According to NEP 2020)

Name of the Faculty: Humanities

Subject: PUBLIC ADMINISTRATION

Name of the Course: M.A. Part-II

(Semester-III and IV)

With effect from: Academic Year-2024-25

Preamble:

The University Grants Commission (UGC) has initiated several measures to bring equity, efficiency, and excellence in the Higher Education System of country through NEP 2020. The important measures taken to enhance academic standards and quality in higher education include innovation and improvements in curriculum, teaching learning process, skill-based education, examination and evaluation systems, besides governance and other matters. The UGC has formulated various regulations and guidelines from time to time to improve the higher education system and maintain minimum standards and quality across the Higher Educational Institutions (HEIs) in India. The academic reforms recommended by the UGC in the recent past have led to overall improvement in the higher education system. However, due to lot of diversity in the system of higher education, there are multiple approaches followed by universities towards examination, evaluation and grading system. While the HEIs must have the flexibility and freedom in designing the examination and evaluation methods that best fits the curriculum, syllabi and teaching-learning methods, there is a need to devise a sensible system for awarding the credit based on the performance of students. Presently the performance of the students is reported using the conventional system of marks secured in the examinations or grades or both. The conversion from marks to letter grades and the letter grades used vary widely across the HEIs in the country. This creates difficulty for the academia and the employers to understand and infer the performance of the students graduating from different universities and colleges based on grades. The grading system is considered to be better than the conventional marks system and hence it has been followed in the top institutions in India and abroad. So, it is desirable to introduce uniform grading system. This will facilitate student mobility across institutions within and across countries and also enable potential employers to assess the performance of students. To bring in the desired uniformity, in grading system and method for computing the cumulative grade point average (CBCS) based on the performance of students in the examinations, the UGC has formulated these guidelines.

Objective of the Course: -

1. The Course would introduce and Provide Knowledge of E-Administration and Good Governance to the students.
2. To familiarize the students with the concept of-Administration and Good Governance.
3. It will acquaint the students with the way ICT (Information and Communication technology) would be applied to Administration.
4. It would help the students understand the need & significance of e-devices/I.C.T.in Public Administration
5. This Course is an introduction to the meaning, importance and types of Public Policy.
6. This paper is devoted specially to discuss Constraints on Public Policy.
7. To give fundamental information about the public policy Analysis.
8. To provide basic concepts related to economic development and economic growth.
9. To gain knowledge in Economic reforms, policies, regulations and Acts.
10. To give clarity on various aspects of the Indian Economy like new industrial policy, LPG model, etc.
11. To Understand the Emerging and New Trends in Public administration.
12. To Know the Importance of Information Technology and Communication of Public Administration.
13. To introduce and provide the basic knowledge of New Trends In Public Administration.

14. To Familiarize the Students With basic Knowledge of Disaster Administration.
15. To Understand the Role Of various factors in Disaster Administration.
16. To Understand the Disaster Management Act 2005.
17. Students will understand the basic concepts and nature of Development Administration.
18. Students will understand the role and importance of Development Administration in development of India.
19. Students will familiarize with the Objectives and scope of Development Administration.
20. Students will understand various Approaches to Development Administration.
21. To Understand the Administrative System of U.K., U.S.A. and India.
22. To identify various salient features of administrative system of U.K., U.S.A. and India.
23. To Introduce the Theories and Models of Comparative Public Administration.

Course Outcomes:

1. The course will help to the students learn about the basic elements on E-Administration and Good Governance.
2. It will provide knowledge of various E-devices in-Public Administration.
3. Awareness of basic-administrative system as well as various issues in E-administration and Good Governance.
4. The students are introduced to understand the process of the public policy making.
5. Make Students Able To participate in the public policy process.
6. Students will become able to know about details of Institutions of public Policy Making.
7. They Will get knowledge about types of Policy Analysis.
8. Students can learn the Indian Economy concepts which help for preparing UPSC, MPSC and other competitive exams.
9. Its help Manager and executives of Organization for implementation of policies.
10. It helps all the sectors of people in the society to know updates about amendment in Acts, policies, rules and regulations in Indian Economy.
11. It will make the students aware of the various trends in Public Administration.
12. Awareness of the Basic Governing System and New Public Administration.
13. To make students aware of the importance of Lokpal, Lokayukta, Directorate of Enforcement, Central Vigilance Commission in eradication of corruption.
14. The Content of the course will enable the students prepare themselves for various disasters.
15. The students will learn and try to understand and the functioning of Indian Disaster Administrative System.
16. Due to the course the students will understand the Role of N.G.O.es & Media in Nation Development Disaster Administration.
17. In-depth understanding of nature, scope of Development Administration...
18. Students will sensitize with Development Administration.
19. Students will prepare themselves to gate participation in administration work related to Development of Nation.
20. The Content of the course will enable the students to understand various administrative systems.

21. Due to the course the students will understand the difference and Role of Administrative system in Nation Development of U.K., U.S.A. and India.
22. Students will understand the importance of Comparative study of the Public Administration.
23. To understand some important theoretical approaches & views in Public Administration.
24. To understand bases of organization.
25. Develop a deeper understanding of the personnel & financial administration.

Punyashlok Ahilyadevi Holkar Solapur University, Solapur.
National Education Policy- 2020 Structure & Credit Distribution of PG
Degree Program for Two Years / One Year (M.A. & Ph.D. Programme)
(Faculty of Humanities)

Year (2Yr. PG)	Level	Sem (2 Yr.)	Major		R M	OJT/ FP	RP	Cum. Cr.	Degree
			Mandatory	Electives					
II	6.5	Sem . III	DSC-IX (4) WESTERN ADMINISTRATIVE THINKER DSC-X (4) DEVELOPMENT ADMINISTRATION DSC-XI (4) URBAN LOCAL SELF GOVERNMENT DSC-XII ECONOMIC ADMINISTRATION.	DSE-III (A) (4) RECENT TRENDS IN PUBLIC ADMINISTRATION OR DSE-III (B) (4) (2) DISASTER ADMINISTRATION.		- -- -	R.P. (4) Research Survey	22	PG Diploma (After 3 Yr Degree)
		Sem . IV	DSC-XIII (4) COMPARATIVE PUBLIC ADMINISTRATION IN INDIA, UK AND USA DSC-XIV (4) FINANCIAL ADMINISTRATION DSC-XV- (4) PUBLIC POLICY IN INDIA	DSE-IV (A) (4) E - ADMINISTRATION OR DSE-IV (B) (4) HEALTH ADMINISTRATION		- -- -	R.P. (6) Research Project	22	
Cum. Cr. For PG Diploma			26	08		- -- -	10	44	
Exit Option: PG Diploma (40-44 Credits) after Three Year UG Degree									

Punyashlok Ahilyadevi Holkar Solapur University, Solapur
Syllabus

(According to NEP 2020)

M. A. Part–II Semester III (PUBLIC ADMINISTRATION)

Choice Based Credit System

w. e. f. Academic Year-June.2024-25

Level	Semester III	Title Of the Paper	Semester Exam.			Total Credits
			UA	CA	Total	
6.0	Subject	Major- Mandatory (DSC)				
	DSC-IX	3.1 WESTERN ADMINISTRATIVE THINKERS	60	40	100	4
	DSC-X	3.2 DEVELOPMENT ADMINISTRATION	60	40	100	4
	DSC-XI	3.3 URBAN LOCAL SELF GOVERNMENT	60	40	100	4
	DSC-XII	3.4 ECONOMIC ADMINISTRATION	30	20	50	2
		Major Elective (Any One): -				
	DSE-III (A)	3.5 RECENT TRENDS IN PUBLIC ADMINISTRATION	60	40	100	4
	DSE-III (B)	3.6 DISASTER ADMINISTRATION	60	40	100	4
		R.P. (Research Project)				
	R.P.	3.7 Research Survey	60	40	100	4
	Total Credits					22

Punyashlok Ahilyadevi Holkar Solapur University, Solapur
Syllabus

(According to NEP 2020)

M. A. Part-II Semester IV (PUBLIC ADMINISTRATION)

Choice Based Credit System

w. e. f. Academic Year-Nov.2024-25

Semester IV	Title Of the Paper	Semester Exam.			Total Credits
		UA	CA	Total	
Subject	Major- Mandatory (DSC)				
DSC- XIII	4.1 COMPARATIVE PUBLIC ADMINISTRATION IN INDIA, UK AND USA	60	40	100	4
DSC- XIV	4.2 FINANCIAL ADMINISTRATION	60	40	100	4
DSC-XV	4.3 PUBLIC POLICY IN INDIA	60	40	100	4
	Major Elective (Any One): -				
DSE-IV (A)	4.4 E-ADMINISTRATION	60	40	100	4
DSE-IV (B)	4.5 HEALTH ADMINISTRATION	60	40	100	4
	R.P. (Research Project)				
R.P.	4.6 Research Project	90	60	150	6
Total Credits					22

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

Course University Campus Structure

DSC-IX	3.1 WESTERN ADMINISTRATIVE THINKERS
DSC-X	3.2 DEVELOPMENT ADMINISTRATION
DSC-XI	3.3 URBAN LOCAL SELF GOVERNMENT
DSC-XII	3.4 ECONOMIC ADMINISTRATION
	Major Elective (Any One): -
DSE-III (A)	3.5 RECENT TRENDS IN PUBLIC ADMINISTRATION
DSE-III (B)	3.6 DISASTER ADMINISTRATION
	R.P. (Research Project)
R.P.	3.7 Research Survey

M.A. Part-II (Sem.-III) 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 PublicAdministration-

CO1: Students are expected to get broader understanding of theoretical knowledge of PublicAdministration

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 AdministrationCO7:

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 the strength and weakness of each system.

CO10: Students will get clear idea on various country and their administrative system.

M.A. Part II - PUBLIC ADMINISTRATION

w.e.f. June 2024 Semester-III

Major Mandatory- Paper DSC-IX-

3.1 Paper -Western Administrative Thinkers (DSC)

Credits: 4

Theory Lectures 60

Unit No.	Sub-Unit No.	Name Of Topic
1.		Woodrow Wilson
	1.1	Views on administration
	1.2	Relation between public administration and political science
	1.3	Concept of comparative public administration.
	1.4	Views on International administration
2.		F.W. Taylor
	2.1	Concept of scientific management
	2.2	Principles of scientific management
	2.3	Techniques of scientific management
	2.4	Mental revolution
3.		Eltain Mayo
	3.1	Human relation approach
	3.2	Howthirne experiment
	3.3	Finding of Howthirne experiment
	3.4	Impact of Howthirne experiment
4.		Herbert Simon
	4.1	Views on classical theory
	4.2	Views on behavioural Science
	4.3	Decision making process
	4.4	Views communication
5		F.W.Riggs
	5.1	Environment approach
	5.2	Views on Comparative public administration
	5.3	Views on prismatic society
	5.4	Views on SALA model and Bazaar canteen model.

Reference Books: -

- 1) Maheshwari S.R. 'Administrative Thinkers' Macmillan India Ltd. Mumbai, 1998
- 2) Mukhi H.R. 'Administrative Thinkers'
- 3) Ravindra Prasad and Others 'Administrative Thinkers'
- 4) Naidu S.P. 'Public Administration: Concepts and Theory' New Age International Publishers, 1996
- 5) Sum Sun Nisa Ali 'Eminent Administrative Thinkers' Associated Publishing House, New Delli, 1984
- 6) Navin Mathur: Management Gurus
- 7) Ideas and Insights national Publishing House New Delhi, 2004.
- 8) Ali, Shum Shun Nisa. Eminent Administrative Thinkers. New Delhi: Associated Publishing House, 1998.
- 9) Goel, S.L. Administrative and Management Thinkers: Relevance in New Millennium. New Delhi: Deep & Deep, 2008.
- 10) Kumar, Umesh. Kautilya's Thought on Public Administration. Delhi: NBO, 1990.
- 11) Mahashwari, M. Administrative Thinkers. New Delhi: Macmillan, 2009.
- 12) Mehta, V.R. Foundations of Indian Political Thought. Delhi: Manohar, 1999.
- 13) Pinto, Marina R. Management Thinkers. Mumbai: Allied Publishers, 1989.
- 14) Pollard Harold R. Further Developments in Management Thought. London: Heinemann, 1978.
- 15) Prasad, Ravindra D., V.S. Prasad, P. Satyanarayana & Y. Pardhasaradhi (eds.). Administrative Thinkers. New Delhi: Sterling, 2010.
- 16) Pugh, D.S. & D.J. Hickson. Writers on Organizations. Penguin, 2007.
- 17) Sapru, R.K. Administrative Theories and Management Thought. New Delhi: PHI, 2013.
- 18) Sharma, Manoj. Administrative Thinkers. New Delhi: Anmol Publication, 2004.

M.A. Part II - PUBLIC ADMINISTRATION
w.e.f. June 2024 Semester-III

Major Mandatory- Paper DSC-X-

3.2 DEVELOPMENT ADMINISTRATION

Credits: 4

Theory Lectures 60

Unit No.	Sub-Unit No.	Name Of Topic
1.		Development Administration:
	1.1	Meaning and Definition
	1.2	Objectives
	1.3	Nature and Scope
	1.4	Significance & Importance
2.		Concept and Nature of Development Administration
	2.1	Social, Economic and Political Development
	2.2	Administrative Development
	2.3	Technological Development
	2.4	Sustainable Development
3.		Role of Various Agencies in Development
	3.1	Bureaucracy in Development
	3.2	Voluntary Agencies in Development
	3.3	Cooperative Institutions in Development
	3.4	Educational Institutions in Development
4.		New Aspects of Development Administration
	4.1	Ecology and Development Administration
	4.2	Peoples Participation and Development Administration
	4.3	Globalization and Development Administration
	4.4	Corporate Social Responsibility and Development Administration
5.		Challenges before Development Administration
	5.1	Regionalism
	5.2	Communalism
	5.3	Population explosion
	5.4	Corruption

Text books

- 1) बंग के.आर. विकास प्रशासन विद्या बुक्स पब्लिकेशन, औरंगाबाद.
- 2) एखेलीकर रमेश, विकास प्रशासन विद्या बुक्स पब्लिकेशन, औरंगाबाद.
- 3) गोरे भारत, विकास प्रशासन व जिल्हा ग्रामीण विकास यंत्रणा, चिन्मय प्रकाशन, औरंगाबाद.
- 5) दुबे अशोककुमार, “२१ वी शताब्दी मे लोकप्रशासन”, टाटामॅकग्राहिल पब्लिशिंग कंपनी, नवी दिल्ली.
- 6) अवस्थी ए.पी., विकास प्रशासन, लक्ष्मी नारायण अग्रवाल
- 7) सिंह होशियार, (2002), भारतीय प्रशासन, किताब महल पब्लिकेशन, नई दिल्ली.

References

1. Awasthi and Maheshwari (1986) public Administration, (first edition), Premier Press, Agra.
2. Awasthi and Maheshwari (2007) Public Administration, Laxmi Narayan Agrawal, Agra.
3. Tyagi A.R. (1966), Public Administration (First Edition), Atmaram and Sons Publication, New Delhi.
4. Bhattacharya Mohit, (2018), New Horizon of Public Administration (Revised edition), Jawaher Publication, New Delhi.
5. Banerjee, Arpita and Pravat Kumar. Development Disparities in India: An Enquiry into Convergence. Springer Publications, 2015.
6. Gable, Richard W. Development Administration: Background, Terms, Concepts, Theories, and a New Approach. ASPA, 2008.
7. Goel, S.L. Development Administration—Potentialities and Prospects. New Delhi: Deep & Deep Publication, 2010. 8. Gupta, Akhil. Postcolonial Developments: Agriculture in the Making of Modern India. Duke University Press, 1998.
9. Palekar, S.A. Development Administration. New Delhi: PHI, 2012.
10. Parmar, MS and Mary Parmar; Issues in Development Administration. Majestic Books, 2000.
11. Sapru, RK. Development Administration. New Delhi: Sterling Publications, 2012.
12. Singh, Surat & Mohinder Singh (Eds.). Rural Development Administration in the 21st Century. New Delhi: Deep & Deep Publications, 2006.
13. Singh, Birkeshwar Prasad and Sakendra Prasad Singh. “Development Administration in India Some Essential Prerequisites”, The Indian Journal of Political Science, Vol. 42, No. 1, 1981.
14. Verma, S.P. Development Administration. New Delhi: IIPA, 1983.

M.A. Part II - PUBLIC ADMINISTRATION

w.e.f. June 2024 Semester-III

Major Mandatory- Paper- DSC XI-

3.3 URBAN LOCAL SELF GOVERNMENT

Credits: 4

Theory Lectures 60

Unit No.	Sub Unit No.	Name of Topic
1.		Urbanization
	1.1	Meaning and Definition
	1.2	Growth of Urbanization
	1.3	Causes Of Urbanization
	1.4	Consequences of Urbanization
2.		Urban Local Government in Maharashtra
	2.1	Municipal Corporation-Composition and Functions
	2.2	Municipal Council-Composition and Functions
	2.3	Nagar Panchayat-Composition and Functions
	2.4	74th Constitutional Amendment Act-Characteristics and Impact.
3.		Urban Development Agencies
	3.1	Ministry of Urban Development-Composition and Functions
	3.2	City and Industrial Development Corporation (CIDCO)
	3.3	Housing and Urban Development Corporation (HUDCO)
	3.4	Maharashtra Housing and Area Development Authority (MHADA)
4.		Problems before Urban Local Government
	4.1	Slums
	4.2	Transport and Traffic
	4.3	Pollution
	4.4	Solid Waste Management
5.		Major Urban Development Programmes

	5.1	Jawaharlal Nehru National Urban Renovation Mission
	5.2	PM Awas Yojana
	5.3	Smart Cities
	5.4	AMRUT Mission

Text books

1. यमलवाड गोविंद, स्थानिक स्वराज्य संस्था, कल्पना प्रकाशन, नांदेड.
2. शिरसाट श्याम, बैनाडे भगवानसिंग, भारतातील स्थानिक स्वराज्य संस्था, विद्या प्रकाशन, औरंगाबाद
3. गायकवाड टी. एन., भारतातील स्थानिक स्वशासन, अरुणा प्रकाशन लातूर.
4. शिरसाट श्याम आणि बैनाडे भगवानसिंग, (2014) पंचायतीराज आणि नागरी प्रशासन, विद्या प्रकाशन, औरंगाबाद.
5. वाघमारे शामसुंदर गजभारे सुरेश, महाराष्ट्रातील ग्रामीण व नागरी प्रशासन, अरुणा प्रकाशन, लातूर.

References

1. Bhardwaj R. k., Municipal Administration in India,
2. Maheshwari S.R., Local Government in India, Lakshmi Narayan Agrawal Publication Agra
3. शर्मा अशोक, भारत के स्थानीय प्रशासन, आरबीएसए पब्लिशर्स, जयपुर
4. माहेश्वरी एस. आर., (2005), भारत मे स्थानी शासन लक्ष्मीनारायण अग्रवाल प्रकाशन, आगरा
5. बर्थवाल सी. पी. (2006), स्थानिक स्वशासन, सुलभ प्रकाशन, लखनऊ
6. सचदेव प्रदीप, (2007) भारत मे नगरीय स्थानीय सरकार एवं प्रशासन, किताब महल प्रकाशन इलाहाबाद
7. दर्शनकार अर्जुन राव पंचायत राज व नागरी प्रशासन कैलास पब्लिकेशन औरंगाबाद
8. पाटील व्ही बी महाराष्ट्रातील पंचायती राज व नागरी स्थानिक स्वराज्य संस्था के सागर प्रकाशन पुणे
9. भोगले शांताराम, भारतातील स्थानिक शासन, विद्या प्रकाशन नागपूर
10. महाराष्ट्र नगरपरिषदा, नगरपंचायती व औद्योगिक नगरी अधिनियम 1965
11. मुंबई प्रांतिक महानगरपालिका अधिनियम 1949

M.A. Part II - PUBLIC ADMINISTRATION
w.e.f. June 2024 Semester-III
Major Mandatory- Paper- DSC XII-
3.4 ECONOMIC ADMINISTRATION
Credits: 4 **Theory Lectures 60**
Syllabus

Unit No.	Sub Unit No.	Name of Topic
1.		Economic Administration
	1.1	Meaning
	1.2	Nature
	1.3	Scope
	1.4	Importance
2.		Constitutional Provisions for Economic Administration
	2.1	Constitutional Economic Importance
	2.2	Economic aspects of Fundamental rights in Constitution
	2.3	Directive principles of constitution Economic provisions
	2.4	Reality of implementation of Economical State Directive Principles
3.		Economic policy in India Since Independence
	3.1	Concept of Mixed Economy
	3.2	Industrial policy Resolution-1948
	3.3	Industrial Policy Resolution-1956
	3.4	Industrial Policy Resolution-1991
4.		Public Enterprises
	4.1	Meaning and Features
	4.2	Types of Public Enterprises

	4.3	Growth of Public Enterprises India
	4.4	Problems before Public Enterprises
5.		New Economic Policy
	5.1	Features of New Economic Policy
	5.2	Liberalization
	5.3	Privatization
	5.4	Globalization

Textbooks:

- १) कोत्तापल्ले लक्ष्मण, (२०१७), भारताचे आर्थिक धोरण आणि प्रशासन(प्रथम आवृत्ती),विद्या प्रकाशन, औरंगाबाद.
- २) माथुर बी. एल.,(२०१६) आर्थिक नीती एवं प्रशासन (प्रथम संस्करण) आर.बी.एस.ए.पब्लिकेशन,जयपुर.
- ३) माथुर बी.एल.,(२०१०) आर्थिक नीती,(प्रथम संस्करण) अर्जुन पब्लिशिंग हाऊस,नई दिल्ली.

References:

1. Rudder Datta & K.Sundaram,(2023) Indian Economy (72Edition),S.Chand & Company, New Delhi.
2. M.J. Thavraj, (2003) Financial Administration of India (7thEdition), S.Chand & Sons, New Delhi.
3. Mahajan Anupama, Mahajan Sanjeev, (2021) Financial Administration in India(2ndEdition), PHI Learning Pvt. Ltd., New Delhi.
4. Bailey, S. J. (2001). Public Sector Economics: Theory, Policy and Practice (2nd ed.). London: Palgrave.
5. Chakraborty, Lekha S. (2016). Fiscal Consolidation, Budget Deficits and the Macro Economy. New Delhi: Sage.
- 6.Jha, L.K. (1986). Economic Administration in India – Retrospect and Prospect. New Delhi: IIPA. 7.Kuchhal, S.C. (1989). Industrial Economy of India. Allahabad: Chaitanya Publishing House.
8. Marathey, S.S. (1986). Regulation and Development. New Delhi: Sage Publications.
9. Mishra, S.K. and Puri, V.K. (2010). Indian Economy: Its Development Experience. New Delhi:

M.A. Part II - PUBLIC ADMINISTRATION
w.e.f. June 2024 Semester-III
Major Elective Paper- DSE – III
3.5 (A) RECENT TRENDS IN PUBLIC ADMINISTRATION

Credits: 4

Theory Lectures 60

Syllabus

Unit No.	Sub Unit No.	Name Of Topic
1.		New Public Administration
	1.1	Background of New Public Administration
	1.2	Elements of New Public Administration
	1.3	Significance of New Public Administration
	1.4	Mino-brook Conference
2.		New Public Management
	2.1	Background of New Public Management
	2.2	Meaning of New Public Management
	2.3	Elements of New Public Management
	2.4	Principles of New Public Management
3.		Information Technology and Public Administration
	3.1	Concept of Information Technology
	3.2	Importance of Information Technology in Public Administration
	3.3	Globalization and Public Administration
	3.4	Issues before Information Technology
4.		Right to Information Act
	4.1	Meaning and Definition of Right to Information Act
	4.2	Nature and Scope of Right to Information Act
	4.3	Importance of Right to Information Act
	4.4	Challenges before Right to Information Act

5.		Issues In Public Administration
	5.1	Public Choice Theory
	5.2	Citizen charter
	5.3	Civil Society
	5.4	Good Governance

Textbooks-

- १) फडिया एवं फडिया, (२००१) उच्चतर लोकप्रशासन, साहित्यभवन प्रकाशन, आग्रा.
- २) दुबे अशोककुमार, (२०११), 21 वी शताब्दी में लोकप्रशासन टाटा मॅकग्राहिल पब्लिशिंग, कंपनी, नई दिल्ली.
- ३) डॉ.बी.एल. फाडीया (२००४) लोकप्रशासन, साहित्य भवन, पब्लिकेशन आग्रा.
- ४) डॉ.प्रीती पोहेकर, (२००९), लोकप्रशासनातील नवप्रवाह, अरुणा प्रकाशन, लातूर.
- ५) डॉ.रेड्डी उर्मिला (२०१८) लोकप्रशासनातील कौशल्य विकास कार्यक्रम, अरुणा प्रकाशन, लातूर.
- ६) डॉ.संजय भालेराव (२०२०) माहितीचा अधिकार: दुसऱ्या स्वातंत्र्याचा जाहीरनामा, विद्या पब्लिशर्स, औरंगाबाद

References: -

1. Y.Parthasaradhi & Other, (2009), E-Governance and Indian Society, Kanishka Publishers, New Delhi.
2. B.M.Chitlangi, (2008), Recent Trends in Public Administration, RBSA Publishers, Jaipur
3. Reddy Urmila, (2012), E-governance in India, L.A.P. Publication, Germany
4. Reddy Urmila. (2014), Digital India L.A.P. Publication, Germany
5. Jitendra Wasnik, (2020), Public Administration in India, Blue Rose Publishers, New Delhi

M.A. Part II - PUBLIC ADMINISTRATION

w.e.f. June 2024 Semester-III

Major Elective Paper- DSE – III

3.5 (B) DISASTER ADMINISTRATION

Credits: 4

Theory Lectures 60

Syllabus

Unit No	Sub Unit No.	Name Of Topic
1.		Disaster Administration
	1.1	Definition and Classification of Disaster
	1.2	Meaning of Disaster Administration
	1.3	Nature and Scope of Disaster Administration
	1.4	Importance of Disaster Administration
2.		Legal Provisions for Disaster Management
	2.1	Historical Background of Disaster Administration in India
	2.2	Features of Disaster Administration Act 2005,
	2.3	Impact of Disaster Administration Act 2005,
	2.4	Sendai Framework for Disaster Administration
3.		Organizational Structure for Disaster Administration
	3.1	National Disaster Management Authority
	3.2	State Disaster Management Authority
	3.3	District Disaster Management Authority
	3.4	Gram Krutidal Arakhada
4.		Administrative Functions in Disaster Administration
	4.1	Role of United Nations
	4.2	Role of National Disaster Response Force
	4.3	Role of District Collector

	4.4	Role of Tahsildar
5.		Responsibilities of various Agencies in Disaster Administration
	5.1	Police Administration
	5.2	Municipal Corporation
	5.3	Non – Governmental Organization
	5.4	Educational Institutes

Textbooks-

- १) प्रा.डॉ.शिंदे प्रकाश व प्रा.डॉ. शेख मोहम्मद हनीफ,(२०१८) आपत्ती व्यवस्थापन व अशासकीय संघटनांचे व्यवस्थापन, अरुणा प्रकाशन, लातूर.
- २) डॉ.प्रीती पोहेकर,(२०२०) भारताचे आपत्ती व्यवस्थापन व प्रशासन, सेज भाषा प्रकाशन, नवी दिल्ली.

Reference Book-

- 1) Dave P.K. (2009) Emergency Medical Services and Disaster Management: A Holistic Approach, Jaypee Brothers Medical Publishers (P) Ltd., New Delhi
- 2) Narayan,B.(2009)Disaster Management, A. P. H. Publishing Corporation, New Delhi
- 3) Kumar, N. (2009) Disaster Management, Alfa Publications, New Delhi

M.A. II PUBLIC ADMINISTRATION
Semester III
Paper 3.7 Research project
Credits -4 w.e.f. June 2024

All the students should prepare the Research Project only on any one of the following areas with the consideration of Research Supervisor at the P.G. Centre.

1. Local Self Administration
2. Constitutional Awareness
3. Peoples Participation and Voting Behavior
4. Administrative Leadership
5. Public Policy
6. Disadvantaged/ Deprived Elements in Society and their Development Policies
7. Development Policies of the Government
8. Gender Issues
9. Issues in Development Administration.
10. Environmental Sustainable Development
11. Comparative Public Administration.
12. Administrative Theory
13. Social Welfare Schemes
14. Models of E- Administration in India
15. Health administration and various schemes and programmers.

References: -

1. Kothari C.R., Research Methodology, New Age International Pvt. Ltd. Publishers, New Delhi, 2004.
2. Good William and Hatt Paul, Methods in Social Research, Surjeet publications, New Delhi.
3. Krishnswami O.R., Methodology of Research Social Sciences, Himalaya Publishing House, New Delhi.
4. Ghosh B.N., Scientific Methods and Social Research, Sterling Publications Pvt. Ltd., New Delhi
5. Acharyya Rajat, Research Methodology for Social Sciences, Routledge, India
6. भांडारकर पू.ल. – सामाजिक संशोधन पद्धती, दत्तराज प्रकाशन, नागपूर, १९७६.
7. आगलावे प्रदीप – सामाजिक संशोधन पद्धतीशास्त्र आणण तरे, श्री साईनाथ प्रकाशन, नागपूर, २०११.
8. नाडगोंडे ग रुनाथ - सामाजिक संशोधन पद्धती, फडके प्रकाशन, कोल्हापूर.
9. बेहरे स मन - सामाजिक संशोधन पद्धती, पवद्या प्रकाशन, नागपूर, २००२.
10. खैरनार ददलीप – प्रगत सामाजिक संशोधन पद्धती, डायमंड प्रकाशन, पणे, २०१२.

Punyashlok Ahilyadevi Holkar Solapur University, Solapur
Syllabus

(According to NEP 2020)

M. A. Part–II Semester IV (PUBLIC ADMINISTRATION)

Choice Based Credit System

w. e. f. Academic Year-Nov.2024-25

Semester IV	Title Of the Paper	Semester Exam.			Total Credits
		UA	CA	Total	
Subject	Major- Mandatory (DSC)				
DSC- XIII	4.1 COMPARATIVE PUBLIC ADMINISTRATION IN INDIA, UK AND USA	60	40	100	4
DSC- XIV	4.2 FINANCIAL ADMINISTRATION	60	40	100	4
DSC- XV	4.3 PUBLIC POLICY IN INDIA	60	40	100	4
	Major Elective (Any One): -				
DSE-IV (A)	4.4 E-ADMINISTRATION	60	40	100	4
DSE-IV (B)	4.5 HEALTH ADMINISTRATION	60	40	100	4
	R.P. (Research Project)				
R.P.	4.6 Research Project	90	60	150	6
				Total Credits	22

M.A. Part II - PUBLIC ADMINISTRATION

w.e.f. June 2024 Semester-IV

Major Mandatory- Paper DSC- XIII

4.1 Paper – COMPARATIVE ADMINISTRATION IN INDIA, UK AND USA

Credits: 4

Theory Lectures 60

Syllabus

Module No.	Unit No.	Name of Topic
1		Comparative Public Administration
	1.1	Meaning & Definition
	1.2	Evolution of Comparative Public Administration as a discipline
	1.3	Nature & Scope of Comparative Public Administration
	1.4	Importance of Comparative Public Administration
2.		Approaches of Comparative Public Administration
	2.1	Behavioral Approach
	2.2	Structural-Functional Approach
	2.3	Ecological Approach
	2.4	Systems Approach
3.		Administrative System in India
	3.1	Administrative Features
	3.2	Political executives
	3.3	Local Government
	3.4	Control over Administration
4.		Administrative System in United Kingdom
	4.1	Administrative Features
	4.2	Political executives
	4.3	Local Government
	4.4	Control over Administration
5.0		Administrative System in USA
	5.1	Administrative Features
	5.2	Political executives
	5.3	Local Government
	5.4	Control over Administration

Text books

- 1) आवस्थी आनंद, तुलनात्मक लोकप्रशासन, लक्ष्मीनारायण प्रकाशन, आग्रा.
- 2) तिजारे रा.अ.& कुलकर्णी, तुलनात्मक लोकप्रशासन, मंगेश प्रकाशन, नागपूर.

References:

1. F.W. Riggs, (1991) The ecology of Public Administration, Asia Publishing House, Bombay,
2. Arora Ramesh, (1972), Comparative Public Administration, Associated Publishing House, New Delhi.
3. Heady Ferel, (1984), Public Administration, A Comparative perspective – Marcel Dekkar, New York.
4. D. Waldo, (1964) Comparative Public Administration, performance and problem, Prite La Barton University of Washington Press.
5. Arora, R.K. (1972). Comparative Public Administration: An Ecological Perspective. New Delhi: Associated Publishing House.
6. Arora, R.K. & Sharma, S. (Eds.) (1992). Comparative and Development Administration: Ideas and Actions. Jaipur: Arihand Centre for Administrative Change.
7. Dwivedi, O.P. (1994). *Development Administration: From Underdevelopment to Sustainable Development*. London: Macmillan.
8. Farazmand, A. (Eds.) (2001). Handbook of Comparative and Development Public Administration (2nd ed.) New York: Marcell Dekker Inc.
9. Nadkarni, V & Noonan, N.C. (Eds) (2013). Emerging Powers in a Comparative Perspective: The Political and Economic Rise of the BRIC Countries. USA: Bloomsbury Academic.
10. Ray, S.N. (2004). Modern Comparative Politics: Approaches, Methods and Issues. New Delhi: Prentice Hall of India.
11. Sapru, R.K. (2003). Development Administration (2nd Ed.) New Delhi: Sterling Publishers.
12. Singh, S. & Singh, S. (2010). Public Administration: Development and Local Administration. Jalandhar: New Academic Publishers.
13. कटारिया सुरेंद्र, तुलनात्मक लोकप्रशासन, आर.बी.एस.ए. प्रकाशन जयपूर.
14. अरोरा आर.के., (1979), तुलनात्मक लोकप्रशासन, राजस्थान हिंदी ग्रंथ अकादमी, जयपूर.

M.A. Part II - PUBLIC ADMINISTRATION
w.e.f. June 2024 Semester-IV
Major Mandatory- Paper DSC XIV-
4.2 FINANCIAL ADMINISTRATION

Credits: 4

Theory Lectures 60

Syllabus

Module No.	Unit No.	Name of Topic
1		Financial Administration
	1.1	Meaning and Definition
	1.2	Importance of Financial Administration
	1.3	Principles of Financial Administration
	1.4	Elements of Financial Administration
2		Budget
	2.1	Meaning and Definition
	2.2	Principles of Budget
	2.3	Types of Budget
	2.4	Importance of Budget
3		Agencies of Financial Administration
	3.1	Ministry of Finance - Composition and Functions
	3.2	Finance Commission -Composition and Functions
	3.3	Tax Administration – Meaning and Definition
	3.4	Tax Administration – Functions and Importance
4		Budgetary Process
	4.1	Preparation of Budget
	4.2	Enactment of Budget
	4.3	Execution of Budget
	4.4	Public Debt, Monetary and Fiscal Policy
5		Control On Financial Administration
	5.1	Legislature
	5.2	Executive
	5.3	Parliamentary committees
	5.4	Comptroller and Auditor General of India - Powers and function

Text books :-

1. मामीडवार सुरेश आणि चव्हाण पी .पी. ,कर्मचारी व वित्तीय प्रशासन ,कल्पना प्रकाशन नांदेड
2. बंग के.आर .कर्मचारी व वित्तीय प्रशासन ,विद्या प्रकाशन औरंगाबाद
3. पिंपळे बी. एस .,भुताळे पी.व्ही. आणि वडवळे बाजीराव., कर्मचारी व वित्तीय प्रशासन, सह्याद्री प्रकाशन नांदेड
4. एकंबेकर पंचशील ,सोनकांबळे अशोक आणि कहाळेकर चांदोबा, वित्तीय प्रशासन व सार्वजनिक धोरण ,अरुणा प्रकाशन लातूर
5. राऊतराये एम. एफ. वित्तीय प्रशासन , साधना प्रकाशन ,परभणी

References

1. Sanjeev Kumar Mahajan and Anupama Puri Mahajan, (2022) Financial Administration in India, PHI Learning Private Limited New Delhi Second Edition,
2. Thavaraj M.J, Financial Administration of India, Sultan Chand and Sons Publication,New Delhi
3. Reed B.J.& Swain Jahn, Public Finance Administration, Sage Publication, New Delhi
- 4., Puri K.K., Personnel Administration and Financial Administration, Bharat Publishers Jalandhar 2005
5. अवस्थी ए. पी. (2008) वित्त प्रशासन , लक्ष्मीनारायण अग्रवाल प्रकाशक ,आग्रा

M.A. Part II - PUBLIC ADMINISTRATION
w.e.f. June 2024 Semester-IV
Major Mandatory- Paper DSC XV
4.3 Public Policy in India

Credits: 4

Theory Lectures 60

Syllabus

Module No.	Unit No.	Name of Topic
1		Public Policy -
	1.1	Meaning
	1.2	Nature
	1.3	Scope
	1.4	Importance
2		Institutions of Policy Making –
	2.1	Legislature
	2.2	Executive
	2.3	Judiciary
	2.4	NITI Aayog
3		Models of Public policy
	3.1	Types of Public policy
	3.2	Harold Laswell’s model
	3.3	Charles Lindblom’s model
	3.4	Yehezkal Dror’s model
4		Types of Policy Analysis
	4.1	Empirical
	4.2	Normative
	4.3	Retrospective
	4.4	Prospective
5		Constraints on Public Policy
	5.1	Political
	5.2	Cultural
	5.3	Social
	5.4	Economic

Text books

- 1) पवार प्रकाश , सार्वजनिक धोरण, प्रतिमा प्रकाशन कोल्हापूर
- 2) पोहेकर प्रीती, भारताचे सार्वजनिक धोरण, अरुणा प्रकाशन, लातूर
- 3) मोहंती प्रसन्न के., शहरे आणि सार्वजनिक धोरण, (अनुवाद: मंजूषा मुसमाडे)

References: -

- 1) Rathod P.B., Contemporary Public Administration ABD Publishers Jaipur 2004
- 2) Awasthi & Maheshwari, Public Administration, Laxminarain Agrawal, Agra.
- 3) A.R. Tyagi, Public Administration, Atma Ram & Sons Publication New Delhi.
- 4) Mohit Bhattacharya, New Horizon of public Adm., Jawahar Publishers New Delhi.
- 5) दुबे अशोककुमार, २१ वी शताब्दी मे लोकप्रशासन, टाटा मॅकग्रा हिल पब्लिशिंग कंपनी, नवी दिल्ली. २०११
- 6) एम. लक्ष्मीकांत, लोकप्रशासन, टाटा मॅकग्रा-हिल पब्लिशिंग कंपनी, नवी दिल्ली २००६

M.A. Part II - PUBLIC ADMINISTRATION
w.e.f. June 2024 Semester-IV
Major Elective Paper - DSE- IV A
4.4 E- ADMINISTRATION

Credits: 4

Theory Lectures 60

Syllabus

Mod ule No.	Unit No.	Name of Topic
1.0		E-Administration
	1.1	Meaning and Definition
	1.2	Nature and Scope
	1.3	Importance of E - Administration
	1.4	Present Status of E - Administration
2.0		Applications of E - Administration
	2.1	Social Networking Apps – Types
	2.2	Social Networking Apps - Importance
	2.3	Maha E - Seva Meaning and Importance
	2.4	Direct Benefit Transfer (DBT) Meaning and Importance
3.0		ICT in Administration
	3.1	Need of ICT
	3.2	Communications tools in Administration
	3.3	SMART Administration
	3.4	Efficiency of ICT in Administration
4.0		Good Governance
	4.1	Meaning
	4.2	Nature
	4.3	Scope
	4.4	Importance
5.0		Challenges before E – Administration
	5.1	Lack of E - Literacy
	5.2	IT Security
	5.3	Use of social media
	5.4	Cyber crime

Textbooks:

- १) फडिया एवं फडिया, (२००१) उच्चतर लोकप्रशासन, साहित्यभवन प्रकाशन, आग्रा.
- २) दुबे अशोककुमार, (२०११) 21 वी शताब्दी में लोकप्रशासन टाटा मॅकग्राहिल पब्लिशिंग, कंपनी, नई दिल्ली.
- ३) डॉ.बी.एल. फाडीया (२००४) लोकप्रशासन, साहित्य भवन, पब्लिकेशन आग्रा.
- ४) डॉ.प्रीती पोहेकर, (२००९) लोकप्रशासनातील नवप्रवाह, अरुणा प्रकाशन, लातूर.
- ५) डॉ.रेड्डी उर्मिला (२०१८) लोकप्रशासनातील कौशल्य विकास कार्यक्रम, अरुणा प्रकाशन, लातूर.
- ६) डॉ.संजय भालेराव (२०२०) माहितीचा अधिकार: दुसऱ्या स्वातंत्र्याचा जाहीरनामा, विद्या पब्लिशर्स, औरंगाबाद.

References-

- 1) बोरा पारस व शिरसाट श्याम, (2013) लोकप्रशासनशास्त्रे, विद्या प्रकाशन, औरंगाबाद.
- 2) एम. लक्ष्मीकांत, (2006) लोकप्रशासन, टाटा मॅकग्राहिल पब्लिशिंग कंपनी, नई दिल्ली.
- 3) डॉ. सुरेंद्र कटारिया, (2011) लोकप्रशासन, नॅशनल पब्लिकेशन हाऊस, नई दिल्ली.
- 4) Bedi, K., Singh, P. & Srivastava, S. (2001). *Government@net*. New Delhi: Sage Publications.
- 5) Bhatnagar, S. (2004). *E Government: From Vision to Implementation (A Practical Guide with Case Studies)*. New Delhi: Sage Publications.
- 6) Bhattacharya, J. (2012). *E-Gov2.0: Policies, Progresses and Technologies*. New Delhi, Tata McGraw-Hill

M.A. Part II - PUBLIC ADMINISTRATION
w.e.f. June 2024 Semester-IV
Major Elective Paper - DSE- IV B
4.4 HEALTH ADMINISTRATION

Credits: 4

Theory Lectures 60

Syllabus

Unit No.	Sub Unit No.	Name Of Topic
1. 0		Health Administration:
	1.1	Concept Of Health
	1.2	Meaning And Definition
	1.3	Objectives of Health Administration
	1.4	Indian National Health Policy (2002) Importance, Features
2. 0		Historical background of Public Health System in India
	2.1	Ancient
	2.2	Medieval
	2.3	British India
	2.4	Public Health system in India Post Independence
3. 0		Public Health System in India-Composition and Functions
	3.1	Central Ministry of Health and Family Welfare
	3.2	State Ministry of Health and Family Welfare
	3.3	District Civil Hospital,
	3.4	Rural Hospitals, Primary Health Center and Sub Centre

4.0		Scheme and Programs of Health Administration
	4.1	National Health Mission-Urban and Rural Health Mission
	4.2	ASHA Scheme,
	4.3	Ayusman Bharat
	4.4	National Aids Control Programme (NACO)
5.0		Challenges before Health Administration
	5.1	Inadequate Infrastructure
	5.2	Shortage of Manpower
	5.3	Financial Resources
	5.4	Lack of Health Awareness and Peoples Participation

Reference Book

1. Goyal S.L. (2001) Healthcare System and Management, volume 4 Deep and Deep Publication, New Delhi
2. Sharma Suresh, (2001) Health Problems of Rural Population in India, APTL Publication, New Delhi
3. Gaur Mahendra, (2008) National Rural Health Mission, ALFA Publication, New Delhi
4. Goyal S.L., (2001) Health Care System and Management, volume 1 Deep and Deep Publication, New Delhi
5. Singh Uttam Kumar and Nayak A.K, (2005) Health Education, Commonwealth Publisher, New Delhi
6. Kumar R, (2008), Challenges of Health Care in India, Deep and deep Publication, New Delhi
7. Goyal S. L., (2001), Health Care Policy and Program, Deep and Deep Publication, New Delhi

Textbooks

1. कुलकर्णी पी. के., (2008) आरोग्य आणि समाज, डायमंड पब्लिकेशन, पुणे
2. काळदाते सुधा, (1981) वैद्यकीय समाजशास्त्र, कैलास पब्लिकेशन, औरंगाबाद
3. अष्टेकर शाम, (2015) चिकित्सा आरोग्य सेवेची, ग्रंथाली प्रकाशन
4. के पार्क (अनुवादक जगन्नाथ दीक्षित) (2009) सामाजिक आरोग्य परिचर्या, बनारसदास बनवत पब्लिशर्स जबलपूर
5. घोडके अमोल, (2003), भारतातील माणूस संसाधन विकास, द युनिक अकॅडमी, पुणे
6. हाके गणेश (2016), माणूस संसाधन विकास, सिनर्जी स्टडी पॉईंट , पुणे
7. कोत्तापल्ले लक्ष्मण (2014), भारतातील समाज कल्याण प्रशासन व समाजकार्य, विद्या बुक्स, औरंगाबाद
8. नाडी जेबी, (2016), भारतातील आरोग्य प्रशासन कैलास पब्लिकेशन, औरंगाबाद
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M.A. Part II - PUBLIC ADMINISTRATION
w.e.f. June 2024 Semester-IV
Major Elective Paper - DSE- IV B
Paper 4.6 Research Project

Credits: 6

Syllabus

All the students should prepare the Research Project only on any one of the following areas with the consideration of Research Supervisor at the P.G. Centre

1. Local Self Administration
2. Constitutional Awareness
3. Peoples Participation and Voting Behavior
4. Administrative Leadership
5. Public Policy
6. Disadvantaged/ Deprived Elements in Society and their Development Policies
7. Development Policies of the Government
8. Gender Issues
9. Issues in Development Administration.
10. Environmental Sustainable Development
11. Comparative Public Administration.
12. Administrative Theory
13. Social Welfare Schemes
14. Models of E- Administration in India
15. Health administration and various schemes and programmers.

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Punyshlok Ahilyadevi Holkar Solapur University, Solapur
Faculty of Humanities

Evaluation Pattern (04 Credits Paper)

Nature of Assessment	Total Marks	Passing Marks
CA	40	16
UA	60	24

Evaluation Pattern (2 Credits Paper)

Nature of Assessment	Total Marks	Passing Marks
CA	20	08
UA	30	12

Home Assignment/Unit Test/Gral Test/Seminar/Field work/Study tour report/Case study etc.
Choice of subject teacher.

Nature of Question Paper-04 Credits Paper

Marka: 60

Instructions:1)

2)

Question 1. Choose the correct alternative.

12

1)

A) B) C) D)

2)

A) B) C) D)

3)

A) B) C) D)

4)

A) B) C) D)

5)

A) B) C) D)

6)

A) B) C) D)

7)

A) B) C) D)

8)

A) B) C) D)

9)

A) B) C) D)

10)

A) B) C) D)

11)

A) B) C) D)

12)

- A) B) C) D)

Question 2. Write Short answers, (Any four)

12

1)

2)

3)

4)

5)

6)

Question 3. Write Short Answers/Short notes (Any two)

12

1)

2)

3)

4)

Question 4. Write the detail answer (Broad answer type question) (Any one)

12

1)

2)

Question 5. Write the detail answer (Broad answer type question)

12