

Dharmabad shikshan sanstha's

Lal Bahadur Shastri Mahavidyalaya, Dharmabad- 431809

Pro-forma for program and Course Outcomes (2.6.1)

Academic Year 2022-23

Name of Teacher: **Dr. G.T. Yamalwad**

Department: **Public Administration**

Program: **B.A. I Year**

Sem – **I**

Subject: **Public Administration**

Course Code: **CCPA-I Paper –I**

Paper Title: **Basic Principles of Public Administration**

Unit Number	Unit Name	Topics	Unit-wise Outcome
1	Public Administration	Meaning, Scope and Importance	The Course introduces and provides knowledge of Public Administration
2	Evolution of the discipline	A)1887-1926 B)1927-1937 C)1938-1947 D)1948-1970 E)1971 to till date	
3	Public Administration & Private Administration	A)Affinity and Difference B)Public Private Partnership	
4	Relations of Public Administration with other humanities	PA and Socio PA & Political Sci PA & Eco PA & Law	To understand the relations of Public Administration with other humanities
5	New Trends in Public Administration	A)Good Governance B)Sustainable Development C)Civil Society	To provide knowledge of the new trends in public Administration

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Name of Teacher: **Dr. G.T. Yamalwad**

Department: **Public Administration**

Program: **B.A. I Year**

Sem – **I**

Subject : **Public Administration**

Course Code: **CCPA-II Paper –II**

Paper Title: **District Administration**

Unit Number	Unit Name	Topics	Unit-wise Outcome
1	District Administration	Meaning, Importance, Elements of District Administration	
2	District Revenue Administration	District Collector, Sub Divisional Office Tanshildar, Mandal Adhikari, Talathi, Kotwal	To understand structure and functions of various Administrative office of District Administration
3	District Judiciary	A)District Court B)Taluka Court	Student know the District judiciary
4	Law and Order	A)Meaning and Importance B)Principles of Law and Order	To provide knowledge of the law and order
5	Police Administration	A)District Magistrate B)Superintendent of Police C)Dy. Superintendent of Police D)Police Inspector E)Police Patil F)Police Public Relations	Students realized the knowledge of Police Administration

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Pro-forma for program and Course Outcomes (2.6.1)

Name of Teacher: **Dr. G.T. Yamalwad**

Department: **Public Administration**

Program: **B.A. I Year**

Sem – **II**

Subject: **Public Administration**

Course Code: **CCPA-I Paper –III**

Paper Title: **Administrative Organization and Its Principles**

Unit Number	Unit Name	Topics	Unit-wise Outcome
1	Organization	Meaning, nature & Importance of Organization forms of organization A)Formal Organization B)Informal Organization	To understand the Basic knowledge of Administrative Organization and its Principles
2	Principles of Administrative Organization	A)Hierarchy B)Span of Control C)Communication D)Moral E)Delegation	
3	Line & Staff Agencies	A)Meaning, Types & Functions B)Department Meaning and Basic Elements	
4	Chief Executive	Type, Functions and Qualities of Chief Executive	To provide knowledge of the functions and qualities of chief executive
5	Public Relations	Meaning, Importance & Agencies	Understand the Importance of public relations in Administration

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Name of Teacher: **Dr. G.T. Yamalwad**

Department: **Public Administration**

Program: **B.A. I Year**

Sem – **II**

Subject: **Public Administration**

Course Code: **CCPA-II Paper –IV**

Paper Title: **Administrative System of Maharashtra State**

Unit Number	Unit Name	Topics	Unit-wise Outcome
1	Formation and reorganization of Maharashtra State		
2	State legislature	A)Vidhan Sabha B)Vidhan Parishad Comp. and Functions	To understand Structure & functions of State legislature
3	State Government & Administrations	A)Governor B)Chief Minister C)Council of Ministers D)State Secretariat E)Chief Secretary	To provide knowledge of State Government and Administration
4	State Judiciary	High Court –Comp and Powers	
5	Constitutional & Non Statutory Bodies	A)State finance Commission B)Maharashtra public Service Commission C)State Election Commission D)State Women Commission	To understand the role of constitutional & Non constitutional Statutory Bodies in Maharashtra State

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Name of Teacher: **Dr. G.T. Yamalwad**

Department: **Public Administration**

Program: **B.A. II Year**

Sem – **III**

Subject : **Public Administration**

Course Code: **CCPA-A Paper –V**

Paper Title: **Personnel Administration**

Unite Number	Unit Name	Topics	Unit-wise Outcome
1	Personnel Administration	Meaning, Importance & Scope	It will Provide knowledge of personnel Administration
2	Recruitment	Meaning, Direct & Indirect Recruitment	Explain the Importance of Human resources and their effective Work in Administration
3	Training	Meaning, Objectives and Types	Outline the Principles of recruitment and the advantages and disadvantages of Direct and indirect Recruitment
4	Promotion	Meaning, principles of Promotion (Merit & Seniority)	Analyze the key issues related to promotion merit & Seniority Principle Act
5	Retirement	Meaning, Need of Retirement, benefits of Retirement	

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Department: **Public Administration**

Program: **B.A. II Year**

Sem – **III**

Subject : **Public Administration**

Course Code: **CCPA-II Paper –VI**

Paper Title: **Rural Local Government in Maharashtra**

Unite Number	Unit Name	Topics	Unit-wise Outcome
1	Local Government	Meaning, Features and Importance	Develop a rural Local Leadership
2	Evolution of Panchayat raj Institutions	A)History Development of PRI B)Community Development Programme C)Mehta Committee D)Varantrao Naik Committee	Awareness of the basic government System as well as development measures
3	73 rd Constitutional Amendment Act 1993	A)Provisions B)Impact	
4	Three tier System composition and Function	A)Z.P. B)P.S. C)Gram Panchayat	It Will provide knowledge of three tier System of Panchayat Raj in Maharashtra
5	Problem before rural Local Government	A)Official-Non Official Relations B)Personnel C)Corruption	Understand the role of Panchayatraj Institution as the main instrument of state to achieve its rural Development goals

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Department: **Public Administration**

Program: **B.A. II Year**

Sem – **III**

Subject : **Public Administration**

Course Code: **SEC-I Paper –I**

Paper Title: **E-Administration**

Unite Number	Unit Name	Topics	Unit-wise Outcome
1	E-Administration	Meaning, importance of E-Administration B)Impact of ICT on Public Administration	The course will help to the students learn about the basic elements of E-Administration
2	Applications of E-Administration	A)Social Networking Apps B)Setu Kendra C)DBT(Direct Benefit Transfer)	It will provide knowledge of E-Devices in public Administration
3	Various Issues in E-Administration	A)Lack of E-Literacy B)IT Security C)Social Media	Awareness of the basic E-Administrative System as well as various issues in E-Administration

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Name of Teacher: **Dr. G.T. Yamalwad**

Department: **Public Administration**

Program: **B.A. II Year**

Sem – **IV**

Subject : **Public Administration**

Course Code: **CCPA-A Paper –VII**

Paper Title: **Financial Administration**

Unite Number	Unit Name	Topics	Unit-wise Outcome
1	Financial Administration	Meaning, Elements and Importance	Explain the Importance of Budget and Financial Administration
2	Budget	a)Meaning and Types of Budget B)Principles of Good Budget	
3	Ministry of Finance	Composition & Functions	Awareness of the basic financial System as well as Development measures
4	Budgetary Process	a)Preparation of Budget b)Legislation of Budget c)Executions of Budget	Analyze the various issues related to Indian Budget
5	Control over of Financial Administration	a)public Accounts Committee b)Public undertaking Committee c)C.A.G.	Understand the role of finance Administration as the main source of Development

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Pro-forma for program and Course Outcomes (2.6.1)

Name of Teacher: **Dr. G.T. Yamalwad**

Department: **Public Administration**

Program: **B.A. II Year**

Sem – **IV**

Subject : **Public Administration**

Course Code: **CCPA-B Paper –VIII**

Paper Title: **Urban Local Government of Maharashtra**

Unit Number	Unit Name	Topics	Unit-wise Outcome
1	Urbanization	Meaning, courses and consequences	Awareness of the basic governing System as well as Development measures
2	74 th Constitutional Amendment	A)Provisions B)Impact	
3	Urban Local Government	Comp & Functions A)Municipal Corporation B)Municipal Council C)Nagar Panchayat	Exhibit the efforts for urban development in Maharashtra State
4	Problem of Urban Local Government	a)Slums b)Pollution c)Solidwast Management d)Water Management	
5	Control over urban Local Government	a)Legislative Control b)Administrative Control c)Judicial Control	It help the student conceptualize about the developmental process as national develop cities grow and how planning is done & implemented in a bottom to top approach

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Name of Teacher: **Dr. G.T. Yamalwad**

Department: **Public Administration**

Program: **B.A. II Year**

Sem – **IV**

Subject : **Public Administration**

Course Code: **SEC Paper –II**

Paper Title: **Administrative Skill**

Unit Number	Unit Name	Topics	Unit-wise Outcome
1	Good Administrator	a)meaning, Importance of Good b)Functions of Good Administrator	The Course will aid the students to develop their Personality
2	Qualities of God Administrator	a)communication Skill b)Ethics & Character c)Time Management d)Team Work	It will make the students aware of the various issues in Public Administration
3	Principles of Administration	a)Planning b)Decision making c)Discipline	It will introduce them about the functioning of the administrator in Public Administration

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Pro-forma for program and Course Outcomes (2.6.1)

Name of Teacher: **Dr. G.T. Yamalwad**

Department: **Public Administration**

Program: **B.A. III Year**

Sem – **V**

Subject : **Public Administration**

Course Code: **DSEPA-I Paper –IX**

Paper Title: **Administrative Thinkers**

Unite Number	Unit Name	Topics	Unit-wise Outcome
1	Kautilya	Views on Good Governance views on Corruption	Students learn the views of Kautilya's regarding good Governance and Corruption
2	F.W. Taylor	Principles of Scientific Management Mental Revolution	Students understood the Taylor's View on Scientific Management
3	Henri Fayal	Principles of Managements Elements of Management Qualities of Manager	Students learnt the Henri Fayop's elements of Management
4	Mery Parker Follet	Views on Leadership Constructive conflict and Integration	Students understood Follet's Views on the Leadership and integration
5	Herbert Simon	Decision making theory, communication Theory	

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Pro-forma for program and Course Outcomes (2.6.1)

Name of Teacher: **Dr. G.T. Yamalwad**

Department: **Public Administration**

Program: **B.A. III Year**

Sem – **V**

Subject : **Public Administration**

Course Code: **DSEPA-I (OR) Paper –IX**

Paper Title: **Financial Administration**

Unite Number	Unit Name	Topics	Unit-wise Outcome
1	Financial Administration	Meaning, Scope & Importance	Students learnt the meaning and Scope of financial Administration
2	Budget	A)Meaning, Importance B)Principles of Budget	Students understood Meaning and Principles of Budget
3	Budgetary Process	A)Preparation B)Legislation C) Execution	Students know the Budgetary process
4	Financial Machinerics	A)Central Finance Ministry B)Organization & Functions	
5	Financial Committees	A)Estimate Committee B)Public Accounts Committee C)Public Undertakings Committee	Students comprehend regarding Financial Committees

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Name of Teacher: **Dr. G.T. Yamalwad**

Department: **Public Administration**

Program: **B.A. III Year**

Sem – **V**

Subject : **Public Administration**

Course Code: **DSEPA-II Paper –X**

Paper Title: **Rural Local Government in Maharashtra**

Unit Number	Unit Name	Topics	Unit-wise Outcome
1	Local Government	Meaning, Nature & Importance	Students realized the knowledge of local Government
2	Evolution of Panchayarak Institutions	A)Community D.P. B)Mehta Committee C)V.P. Naik Committee	
3	73 rd Constitutional Amendment Act	Provisions	Students understood the 73 rd Constitutional Amendment Act
4	Threitive System Composition and Functions	A)Zilla Parishad B)Panchayat Samiti C)Gram Panchayat	Students learnt the Zilha Parishad, Panchayat Samiti and Gram Panchayat
5	Problems of Rural Local Government	A)Official – Non Official relations B)Local politics C)Corruption	Students know the problems of Rural Local Government

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Program: **B.A. III Year**

Sem – **V**

Subject : **Public Administration**

Course Code: **SECPA-III Paper –III**

Paper Title: **Disaster Management (SEC)**

Unite Number	Unit Name	Topics	Unit-wise Outcome
1	Disaster Management	A)Meaning and Classification B)Meaning & Importance of Disaster Management	Students realized the knowledge of Disaster Management
2	Disaster Management Act 2005	Background & Provisions of Disaster Act 2005	Students understood the Disaster Management Act
3	Responsibilities and Role of Various factors in Disaster Management	A)Collector B)Tahasildar C)Citizens D)Media	

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Program: **B.A. III Year**

Sem – **VI**

Subject : **Public Administration**

Course Code: **DSEPA-II Paper –XI**

Paper Title: **Recent Trends in Public Administration**

Unit Number	Unit Name	Topics	Unit-wise Outcome
1	New Public Administration	A)Background of New Public Administration B)Elements of New Public Administration	Students comprehend regarding the new Public Administration
2	Information Tech. and Public Administration	A)E-Administration meaning & features B)Importance of IT in Public Administration	Students understood the information tech. and Public Administration
3	Peoples Participations	Meaning, importance, Problems & Suggestions	Students realized knowledge of Peoples Participation its meaning, importance & Problems also suggestions on its
4	Right to information Act	A)meaning & Importance of Right to Information Act B)Challenges before Right to Information in India	Students knows the Right to information Act
5	Issues in Public Administration	A)Public –Private Partnership(PPP) B)Service Guaranty Act C)Ethics in Administration	

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Name of Teacher: **Dr. G.T. Yamalwad**

Department: **Public Administration**

Program: **B.A. III Year**

Sem – **VI**

Subject : **Public Administration**

Course Code: **DSEPA-II(OR) Paper –XI(OR)**

Paper Title: **Administrative Thoughts**

Unit Number	Unit Name	Topics	Unit-wise Outcome
1	Elton Mayo	A)Hawthorn Experiments B)Conclusions Hawthorn Experiments	Students know the Elton Mayo's Hawthorn Experiment
2	F.W.Riggs	A)Comparative Administration i)Prismatic Society ii)Sala Model B)Ecological Approach	Students understood Riggs Comparative Administration
3	Abraham Maslow	A)Motivation Theory B)Theory of New Hierarchy	Students learnt the Abraham Maslow's Motivation Theory
4	Fredrick Herzberg	A)Two Factors Theory B)Jab Enrichment	Students learnt the Herzbergs two factors theory
5	Fxul H. Appleby	A)Views of Public Administration B)Views of Indian Administration	

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Name of Teacher: **Dr. G.T. Yamalwad**

Department: **Public Administration**

Program: **B.A. III Year**

Sem – **VI**

Subject : **Public Administration**

Course Code: **DGEPA-II Paper –XII**

Paper Title: **Urban Local Govt. in Maharashtra**

Unit Number	Unit Name	Topics	Unit-wise Outcome
1	Urban Local Government	Meaning, Nature and Importance	Students realized the knowledge of urban Local Government
2	Urbanization	Meaning, Reasons and Effects	Students comprehend regarding the urbanization
3	74 th Constitutional Amendment	Provisions of 74 th Constitutional Amendment Act	Students understood the 74 th Constitutional amendment Act
4	Urban Local Institutes Comp. & Functions	A)Municipal Corporation B)Municipal Council C)Nagar Panchayat	Student learnt the Urban Local Institutes
5	Problems of urban Local Government	a)Slums b)Pollution c)Traffic	Students knows the problems of urban local Government

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Name of Teacher: **Dr. G.T. Yamalwad**

Department: **Public Administration**

Program: **B.A. III Year**

Sem – **VI**

Subject : **Public Administration(SEC)**

Course Code: **SECPA-IV Paper –IV**

Paper Title: **Administration of NGO**

Unit Number	Unit Name	Topics	Unit-wise Outcome
1	Non Government Organization	Meaning, Importance, Process of Formation of NGO Government Organization, & Non Government Organization Affinity & Difference	Student realized knowledge of Non Government Organization
2	Administration of NGO	Meaning, Definition Nature & Scope of NGO	Students learnt the Administration of NGO
3	Principles of Management	Planning, Organization, Staffing, Coordination and Control	

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