



स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठ

नांदेड— ४३१६०६ (महाराष्ट्र)

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY

NANDED-431606, MAHARASHTRA STATE, INDIA.

Established on 17th September 1994 - Recognized by the UGC U/s 2(f) and 12(B), NAAC Re-accredited with 'A' Grade



ACADEMIC (1-BOARD OF STUDIES) SECTION

Phone: (02462) 229542

Fax : (02462) 229574

Website: www.srtmun.ac.in

E-mail: bos.srtmun@gmail.com

मानवविज्ञान विद्याशाखेतील पदवी
स्तरावरील तृतीय वर्षाचे CBCS Pattern
नुसारचे अभ्यासक्रम शैक्षणिक वर्ष
२०१८-१९ पासून लागू करण्याबाबत.

प रि प त्र क

या परिपत्रकान्वये सर्व संबंधितांना कळविण्यात येते की, दिनांक १४ जून २०१८ रोजी संपन्न झालेल्या ४१व्या मा. विद्या परिषद बैठकीतील विषय क्र.११/४१-२०१८ च्या ठरावानुसार प्रस्तुत विद्यापीठाच्या संलग्नित महाविद्यालयांतील मानवविज्ञान विद्याशाखेतील पदवी स्तरावरील तृतीय वर्षाचे खालील विषयांचे C.B.C.S. (Choice Based Credit System) Pattern नुसारचे अभ्यासक्रम शैक्षणिक वर्ष २०१८-१९ पासून लागू करण्यात येत आहेत.

- १) इंग्रजी
- २) हिंदी
- ३) कन्नड
- ४) मराठी
- ५) पाली
- ६) संस्कृत
- ७) उर्दू
- ८) अर्थशास्त्र
- ९) भूगोल
- १०) इतिहास
- ११) सैनिकशास्त्र
- १२) तत्त्वज्ञान
- १३) राज्यशास्त्र
- १४) लोकप्रशासन
- १५) समाजशास्त्र

सदरील परिपत्रक व अभ्यासक्रम प्रस्तुत विद्यापीठाच्या www.srtmun.ac.in या संकेतस्थळावर उपलब्ध आहेत. तरी सदरील बाब ही सर्व संबंधितांच्या निदर्शनास आणून द्यावी.

‘ज्ञानतीर्थ’ परिसर,

विष्णुपुरी, नांदेड — ४३१ ६०६.

जा.क्र.: शैक्षणिक-०१/परिपत्रक/पदवी-सीबीसीएस अभ्यासक्रम/
२०१८-१९/२५२

दिनांक : २५.०६.२०१८.

प्रत माहिती व पुढील कार्यवाहीस्तव :

- १) मा. कुलसचिव यांचे कार्यालय, प्रस्तुत विद्यापीठ.
- २) मा. संचालक, परीक्षा व मूल्यमापन मंडळ यांचे कार्यालय, प्रस्तुत विद्यापीठ.
- ३) प्राचार्य, सर्व संबंधित संलग्नित महाविद्यालये, प्रस्तुत विद्यापीठ.
- ४) उपकुलसचिव, पदव्युत्तर विभाग, प्रस्तुत विद्यापीठ.
- ५) साहाय्यक कुलसचिव, पात्रता विभाग, प्रस्तुत विद्यापीठ.
- ६) सिस्टम एक्सपर्ट, यू.जी.सी. कक्ष, प्रस्तुत विद्यापीठ.

स्वाक्षरित /—

उपकुलसचिव

शैक्षणिक (१-अभ्यासमंडळ) विभाग



**SWAMI RAMANAND TEERTH
MARATHWADA UNIVERSITY NANDED**

**SYLLABUS
PUBLIC ADMINISTRATION**

**Semester Pattern
(Choice Base Credit System)**

**B. A. THIRD YEAR
Semester V and VI**

(With Effective from 2018-19)

Swami Ramanand Teerth Marathwada University Nanded

CHOICE BASED CREDIT SYSTEM (CBCS)

SEMESTER PATTERN

**B.A. Third Year (Semester :-V)
Subject :- Public Administration
Under Faculty of Humanities
(For Affiliated Colleges)
(With Effective from 2018-19)**

Name of the Faculty :Humanities

Total Credit :16

Note :

C.A: - Continuous Assessment

ESE :- End of Semester Examination (E.S.E.)

DSE :- Discipline Specific Elective

DGE :- Discipline Generic Elective

Weightage : 53 % for E.S.E.& 47 % for C.A .

Swami Ramanand Teerth Marathwada University, Nanded
Choice Based Credit System (CBCS) Course Structure
Faculty Of Humanities
B.A. Third Year (Semester V & VI) Syllabus
 Effective from 2018-19
Subject :Public Administration

Semester	Course Name	Paper No.	Name of Paper	Lectures/ Week	Total No. Of Lectures	C.A.	E.S.E.	Total Marks	Credits
Semester V	DSEPA-I	I	Administrative Thinkers OR Financial Administration	04	55	35	40	75	03
	DGEPA-I	I	Rural Local Government in Maharashtra	04	55	35	40	75	03
	SECPA-III	III	Disaster Management	03	45	25	25	50	02
				Total Sem. V	11	155	95	105	200
Semester VI	DSEPA-II	II	Recent Trends in Public Administration OR Administrative Thoughts	04	55	35	40	75	03
	DGEPA-II	II	Urban Local Government in Maharashtra	04	55	35	40	75	03
	SECPA-IV	IV	Administration of N.G.O.	03	45	25	25	50	02
				Total Sem.VI	11	155	95	105	200
			TOTAL SEM.V & VI	22	310	190	210	400	16

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

CBCS – Paper Pattern in the Subject of Public Administration

B.A. Third Year Semester – V & VI*(Effective from 2018-19)***B.A. Third Year Semester – V**

Paper No.	Title of the Paper	Internal Mark (CA)	End Semester Exam (ESE)	Total (CA+ESE)
DSEPA-I	Administrative Thinkers OR Financial Administration	35	40	75
DGEPA-I	Rural Local Government in Maharashtra	35	40	75
SECPA-III	Disaster Management	25	25	50

B.A. Third Year Semester – VI

Paper No.	Title of the Paper	Internal Mark (CA)	End Semester Exam (ESE)	Total (CA+ESE)
DSEPA-II	Recent Trends in Public Administration OR Administrative Thoughts	35	40	75
DGEPA-II	Urban Local Government in Maharashtra	35	40	75
SECPA-IV	Administration of N.G.O.	25	25	50

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

Public Administration

B.A. Third Year

Semester – V and VI

End Semester Examination

Question Paper Pattern

Time: Two Hours

Total Marks :40

Q.No.1	Descriptive Questions OR Descriptive Questions	10 marks
Q.No.2	Descriptive Questions OR Descriptive Questions	10 marks
Q.No.3	Descriptive Questions OR Descriptive Questions	10 marks
Q.No.4	Write short notes on any two. A) B) C) D)	10 marks

Public Administration

B.A. Third Year

Semester - V

Discipline Specific Elective Paper No:- DSEPA-I

Administrative Thinkers

(Effective From June 2018)

Course Rational

Public Administration is one of the youngest branches of Faculty of Humanities. With the expansion of the activities of modern state, public administration has assumed great significance in modern society. Administrative Thinkers and their contribution is an important part of public administration. The main thing is to impart knowledge of Indian and western administrative theories .

Learning Objectives:

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

- 1) Basic Knowledge of various administrative Theories.
- 2) The approaches of study of public administration.
- 3) The relevance of thoughts in organizations.

Utility of the course

The students will be channelized to learn and understand various theories put forth by administrative thinkers regarding public administration and management. Through the narratives described in the course students will be made acquainted with ancient theories advocated by administrative thinkers like Kautilya about good governance and his views about eradication of corruption.

Course Content

	Periods	Marks
1) Kautilya		
Views on Good Governance	(10 Periods)	15
Views on Corruption		
2) Fredrick W. Taylor	(10 Periods)	15
Principles of Scientific Management		
Mental Revolution		
3) Henri Fayol	(15 Periods)	15
Principles of Management		
Elements of Management		
Qualities of Manager		

4) Mery Parker Follet

Views on Leadership (10Periods) 15
Constructive Conflict & Integration

5) Herbert Simon

Decision Making Theory (10Periods) 15
Communication Theory

Reference Books

1. Sum Sun Nisa Ali, Eminent Administrative Thinkers, Associated Publishing House, New Delhi
2. S.R. Maheshwari, Administrative Thinkers, - Macmillan Indian Ltd., Mumbai
3. R.K. Sapru, Administrative Theory and Management thought, Prentic Hall of India, New Delhi
4. जी.एस. सुधा., प्रबंध चिंतन का इतिहास, आर.बी.एस.ए. पब्लिशर्स जयपूर
5. अशोक कुमार दुबे, प्रशासकीय विचारक, टी.एम.एच. पब्लिशर्स, नई दिल्ली
6. डॉ. सुरेंद्र कटारिया, प्रशासनिक चिंतक, नॅशनल पब्लिकेशन हाऊस, नई दिल्ली
7. डॉ. नरेंद्र थोरी, प्रशासनिक विचारक, आर.बी.एस.ए. पब्लिशर्स जयपूर
8. प्रा.के.आर.बंग, प्रशासकीय विचारवंत, विद्या प्रकाशन, औरंगाबाद
9. प्रा.लक्ष्मण कोत्तापल्ले, पाश्चिमात्य व भारतीय प्रशासकीय विचारवंत, निर्मल प्रकाशन नांदेड
10. डॉ.श्याम शिरसाट, डॉ.भगवान बैनाडे व डॉ.जितेंद्र वासनिक, प्रशासकीय विचारवंत, ज्ञानसमिधा पब्लिकेशन, औरंगाबाद
11. डॉ.राम जाधव व डॉ.गोविंद येडले, प्रशासकीय विचारसरणी, सिरीयल पब्लिकेशन नवी दिल्ली
12. डॉ.अर्जुनराव दर्शनकार, प्रशासकीय विचारवंत, कैलास पब्लिकेशन, औरंगाबाद
13. प्रा.जी. एच. बिरादार, प्रशासकीय विचारवंत, कैलास पब्लिकेशन, औरंगाबाद
14. डॉ.श्याम वाघमारे व डॉ.सुरेश गजभारे, प्रशासकीय विचारवंत, अरुणा प्रकाशन लातूर
15. डॉ.स्मिता मारवाळीकर, प्रशासकीय विचारवंत, संकल्प प्रकाशन लातूर

Public Administration

B.A. Third Year

(Semester – V)

Discipline Specific Elective Paper No:- DSEPA- I (OR)

Financial Administration

(Effective From Jun. 2018)

Course Rational

Financial administration thus forms a crucial aspect of public administration. Financial machineries may be designed to promote and develop particular public policies. Government raises fund from the public to meet maintenance expenditure or the running expenses of public administration. The course focuses on the important branch of public administration.

Utility of the Course :-

The present syllabus will help the students to study various phases of Indian budget . The students will be channelized to understand various steps of budget such as preparation, Legislation and Execution. The students will be able to demonstrate the implementation of budget and various financial machineries.

Learning Objectives:

- 1) To provide basic Knowledge of financial administration.
- 2) To Understand the Indian Budgetary process.
- 3) To Familiarize the students with basic Knowledge of Budget and financial administration .

Course Content	Periods	Marks
1. Financial Administration : Meaning ,scope and Importance	(10 Periods)	15
2. Budget a. Meaning, Importance b. Principles of Budget	(10 Periods)	15
3. Budgetary Process a. Preparation b. Legislation c. Execution	(15 Periods)	15

4. Financial Machineries :

- a. Central Finance Ministry :-
- b. Organization & Functions (08 Periods) 15

5. Financial Committees: (12 Periods) 15

- a. Estimate Committee
- b. Public Accounts Committee
- c. Public Undertakings Committee

Reference Books:-

1. M.J.Thavaraj, Financial Administration of India, Sultan Chand & Sons, New Delhi
2. B.N. Gadhak, Financial Management of Government
3. A.G. Ghosh, Indian Financial System,
4. डॉ.सुरेश मामीडवार व प्रा.चव्हाण, कर्मचारी व वित्तीय प्रशासन कल्पना प्रकाशन नांदेड
5. प्रा. के.आर.बंग, कर्मचारी व वित्तीय प्रशासन, विद्या प्रकाशन औरंगाबाद
6. डॉ.बी.एस. पिंपळे, डॉ.पी.व्ही.भूताळे व डॉ.बाजीराव वडवळे, कर्मचारी व वित्तीय प्रशासन संह्याद्री प्रकाशन नांदेड
- 7 डॉ.पंचशील एकम्बेकर, डॉ.अशोक सोनकांबळे डॉ.कहाळेकर, वित्तीय प्रशासन व सार्वजनिक धोरण अरुणा प्रकाशन लातूर
- 8 डॉ.राऊतराये एम.एफ., वित्तीय प्रशासन , साधना प्रकाशन, परभणी

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED
Public Administration
B.A. Third Year
Semester - V
Discipline Generic Elective Paper No:- DGEPA-I
Rural Local Government In Maharashtra
(Effective From June 2018)

Course Rational

One of the most significant development in India since independence in the field of local government has been the establishment of a net-work of Panchayati Raj Institutions. It is a Three tire system of governance at village ,tahsil and district level. Panchayati Raj Institutions playing impartment role in social and economic development of Maharashtra state .The course will throw light on details of the formation and working of Panchayati Raj institutions and powers and responsibilities. The course covers the part which is commonly added in U.P.S.C.,M.P.S.C. and other competitive exams. This course would focus on the panchayati Raj institutions and their administration.

Utility of the course

The Content of the course will enable the students to prepare themselves for various competitive examinations such as U.P.S.C.,M.P.S.C. and other competitive examinations. The students will learn and try to understand the functioning of several democratic institutions such as Zilla Parishad, Panchayat Samiti and Gram Panchayat. Due to the course the students will be motivated to develop interest towards rural development.

Learning Objectives

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

- 1) To Understand the Three tire system of panchayati Raj in Maharashtra state.
- 2) Understand to how to help to Zilla parishad, panchayat samiti and Gram Panchayat improve their overall well being .
- 3) To develop awareness of the basic Governing system to students.

Course Content	Periods	Marks
1. Local Government: Meaning, Nature & Importance	(8 Periods)	15
2. Evolution of Panchayat Raj Institutions a. Community Development Programme b. Balwant Rai Mehta Committee c. Vasantrao Naik Committee	(12 Periods)	15
3. Seventy Third Constitutional Amendment Act Provisions of 73rd Constitutional Amendment	(10 Periods)	15
4. Three Tire System –Composition & Functions a. Zila Parishad b. Panchayat Samiti c. Gram Panchayat	(15 Periods)	15
5. Problems of Rural Local Government a. Official - Non Official Relations b. Local Politics c. Corruption	(10 Periods)	15

Reference Books

1. G.Palanithurai, Dynamics of New panchyaati Raj system in India , Concept Publishing Company New Delhi
2. B.S. Bhargava, Panchayatraj system & Political Parties, Ashish Publishing House New Delhi
3. D.Y.Raghava Rao :Panchyayat and Rural Development, Ashish Publishing House New Delhi
4. Ikbal Narayan, Panchayatraj Administration in Maharashtra
5. Amal Mandal, Women in Panchayatiraj Institutions Kanishka Publishers, New Delhi
6. M. Aslam, Panchayati Raj in India, National Book Trust India, New Delhi
7. S. Dharmaraj, Panchayati Raj System in India, Abhijeet Publications, Delhi
8. M. Mary, Women Leadership in Panchayatraj Administration, The Associated Publishers, Ambala Cant.
9. डॉ.अशोक शर्मा, भारत मे स्थानीय प्रशासन, आर.बी.एस.ए. पब्लिशर्स, जयपूर
10. डॉ.बी.सी.नरूला, पंचायती राज व्यवस्था, अर्जुन पब्लिशिंग हाउस, नवी दिल्ली
11. डॉ.आर.पी.जोशी & डॉ.रूपा मंगलानी, भारत मे पंचायती राज, आर.एच.जी.ए. जयपूर
12. डॉ.रवींद्र शर्मा, ग्रामीण स्थानीय प्रशासन, प्रिंटवेल पब्लिशर्स जयपूर

13. डॉ. अर्जुनराव दर्शनकार, पंचायतराज व नागरी प्रशासन, कैलास पब्लिकेशन औरंगाबाद
14. प्रा. व्ही.बी.पाटील, महाराष्ट्रातील पंचायती राज व नागरी स्थानिक स्वराज्य संस्था के.सागर प्रकाशन पुणे
15. डॉ. शांताराम भोगले, भारतातील स्थानिक शासन, विद्या प्रकाशन, नागपूर
16. डॉ. गोविंद यमलवाड, स्थानिक स्वराज्य संस्था, कल्पना प्रकाशन, नांदेड
17. डॉ. श्याम शिरसाठ व बैनाडे, भारतातील स्थानिक स्वराज्य संस्था, विद्या प्रकाशन, औरंगाबाद
18. डॉ. श्याम वाघमारे , डॉ. सुरेश गजभारे, महाराष्ट्रातील ग्रामीण व नागरी प्रशासन, अरुणा प्रकाशन, लातूर
19. डॉ. बी.आर. कतुरवार , पंचायतीराज संस्थेतील मागासवर्गीय नेतृत्व, ओमसाई प्रकाशन,
20. मुंबई ग्रामपंचायत अधिनियम-१९५८ , सोनादिपा पब्लिशर्स देवपूर , धुळे
21. ग्राम विकास , य.च.म.मू.विद्यापीठ नाशिक.
22. डॉ. अशोक जाधव, संत गाडगे महाराज व ग्राम स्वच्छता, ज्योतीचंद्र प्रकाशन, लातूर
23. डॉ. सोमवंशी मुक्ता, पंचायतीराज संस्थेतील महिला प्रतिनिधी व निर्णय प्रक्रिया, अरुणा प्रकाशन, लातूर

Public Administration

B.A. Third Year

Semester - V

Skill Enhancement Course Paper No:-SECPA - III

Disaster Management

(Effective From June 2018)

Course Rational

Disaster Management is very significant to survive in the case of a natural or a man made disaster. and can be defined as the organization and management of resources and responsibilities for dealing with all humanitarian aspects of emergencies in particular preparedness response and recovery.

Utility of the course

In the recent years the branch of Disaster Management has attained unique importance. The course will teach the students the utility of the disaster management.

Course Objectives:

- 1) The Course Introduce and Provides Knowledge of Disaster Management
- 2) To understand the role of various factors in Disaster Management.

Course Content	Periods	Marks
Unit :- I Disaster Management Meaning and Classification of Disaster Meaning and Importance Of Disaster Management	15	15
Unit :- II Disaster Management Act 2005 Background and Provisions of Disaster Management Act.	10	15
Unit :- III Responsibilities and Role of Various Factors in Disaster Management A) Collector B) Tahasildar C) Citizens D) Media	20	20

Note : It is obligatory to conduct 45 Periods in one semester for Skill Enhancement Course, per week 3 periods.

C.A.: Continuous Assessment : (25 marks)

- Concern teacher should take two test of 05 marks 05+05= 10 and seminar for 15 marks.

E.S.E. :-End Semester Exam : (25 marks)

End semester exam Should be conducted as per the guidelines laid by the University.

Study Visit the local Administrative offices, media representatives , N.G.O., disaster spot and write a Project Report on Disaster management.

Reference Books

1. डॉ.बी.एल.फाडीया,लोकप्रशासन,सहित्य भवन पब्लिकेशन आग्रा.
2. डॉ.बिरकेश्वर प्रसादसिंग,लोकप्रशासन,ज्ञानदा प्रकाशन नई दिल्ली
3. डॉ.सुरेंद्र कटारिया,लोकप्रशासन,नॅशनल पब्लिकेशन हाऊस, नई दिल्ली
4. श्री रवींद्र कोल्हे, टाईम मॅनेजमेन्ट,साकेत प्रकाशन औरंगाबाद
5. डॉ.पंचशील एकंबेकर,डॉ.तरोडे व डॉ.वाघमारे,लोकप्रशासनातील नवप्रवाह, ओमसाई सेवाभावी संस्था नायगाव
6. डॉ.प्रीती पोहेकर, लोकप्रशासनातील नवप्रवाह,अरुणा प्रकाशन लातूर
7. डॉ.बी.आर. कतुरवार,आपत्ती व्यवस्थापन,ओमसाई प्रकाशन, देगलूर



Swami Ramanand Teerth Marathwada University, Nanded

**CHOICE BASED CREDIT SYSTEM (CBCS)
SEMESTER PATTERN**

**B.A. Third Year (Semester :-VI)
Subject :- Public Administration
Under Faculty of Humanities
(For Affiliated Colleges)
(With Effective from Nov. 2018)**

Note :

C.A: - Continuous Assessment

ESE :- End of Semester Examination (E.S.E.)

DSE :- Discipline Specific Elective

DGE :- Discipline Generic Elective

Weightage : 53 % for E.S.E.& 47 % for C.A .

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED

Public Administration

B.A. Third Year

Semester - VI

Discipline Specific Elective Paper No:- DSEPA:-II

Recent Trends in Public Administration

(Effective From NOV. 2018)

Course Rational

Public Administration is one of the youngest branches of Faculty of Humanities. With the expansion of the activities of modern state, public administration has assumed great significance in modern society. The impact of Information Technology has given to many new trends which have all branches in public administration. Recent trends is an important part of public administration. The main thing is to impart knowledge of recent trends in public administration.

Utility of the course

The era of Information Technology has given to many new trends which have all walks of life and administration of several offices is not an exception. The said course will help the students to understand such changes and get to it.

Course Objectives:

- 1) To Understand the emerging and recent trends in public administration.
- 2) To Know the Importance of Information Technology in Public Administration.
- 3) To introduce and provide knowledge of Right to Information Act.

Course Content

	Periods	Marks
1. New Public Administration		
a) Background of New Public Administration	(10 Periods)	15
b) Elements of New Public Administration		
2. Information Technology & Public Administration		
a) E-Administration - meaning & features	(15 Periods)	15
b) Importance of Information Technology in Public Administration		
3. People's participation	(10 Periods)	15
meaning, importance, problems & suggestions		

4. Right to Information Act.

- c) Meaning & Importance of Right to information Act.(10 Periods) 15
- d) Challenges before Right to information in India

5. Issues in Public Administration (10 Periods) 15

- a. Public – Private Partnership (P.P.P.)
- b. Service Guaranty Act.
- c. Ethics in Administration

Reference Books

1. Y. Parthasaradhi & Other, E-Governance and Indian Society, Kanishka Publishers, New Delhi.
2. B.M. Chitlangi, Recent Trends in Public Administration, RBSA Publishers, Jaipur
3. Vivek K. Singh, Significant Issues in Public Administration, New Delhi
4. Mohit Bhattacharya, New Horizon of public Administration, Jawahar Publishers New Delhi.
5. Amit Bhaduri& Deepak Nayyar, The Intelligent Person's Guide to Liberalization
4. Subhash C. Kashyap - Crime, Corruption & Good Governance, New Delhi
5. BhabaniSengupta, India : The problem of Governance, Delhi Konark
6. Mohit Bhattacharya, Development Administration : Search for Alternatives, Jawahar Publishers, New Delhi
7. K. Garg, Electronic Government, Arise Pubshers New Delhi
8. अशोक कुमार दुबे, 21 वी शताब्दी मे लोकप्रशासन, टी.एम.एच.पब्लिशर्स, नई दिल्ली
9. डॉ.बी.एल.फाडीया, लोकप्रशासन, सहित्य भवन पब्लिकेशन आग्रा.
10. डॉ.बिरकेश्वर प्रसादसिंग, लोकप्रशासन, ज्ञानदा प्रकाशन नई दिल्ली
11. डॉ.सुरेंद्र कटारिया, लोकप्रशासन, नॅशनल पब्लिकेशन हाऊस, नई दिल्ली
12. डॉ.पंचशील एकंबेकर, डॉ.तरोडे, डॉ.वाघमारे, लोकप्रशासनातील नवप्रवाह, ओमसाई प्रकाशन नायगाव
13. डॉ.बी.आर.कतुरवार, लोकप्रशासनातील नवीन विचार प्रवाह , ओमसाई प्रकाशन देगलूर
14. डॉ.प्रीती पोहेकर, लोकप्रशासनातील नवप्रवाह, अरुणा प्रकाशन लातूर

Public Administration

B.A. Third Year

(Semester – VI)

Discipline Specific Elective Paper No:- DSEPA:-II (OR)

Administrative Thoughts

(Effective From Nov. 2018)

Course Rational

Public Administration is one of the youngest branches of Faculty of Humanities. With the expansion of the activities of modern state, public administration has assumed great significance in modern society. Western Administrative Thinkers and their contribution is an important part of public administration. The main thing is to impart knowledge of western administrative theories .

Utility of the course

The students will be channelized to learn and understand various theories put forth by Modern administrative thinkers regarding public administration and management. Through the narratives described in the course students will be made acquainted with theories advocated by administrative thinkers like Elton Mayo, Abraham Maslow about Human Relations Theory.

Course Objectives:

- 1) To provide basic Knowledge of various modern administrative theories .
- 2) To Understand the Views of Human Relation theory .
- 3) To Familiarize the students with basic Knowledge of modern administrative thoughts.

Course Content	Periods	Marks
1) Elton Mayo	10	15
A) Hawthorn Experiments		
B) Conclusions Hawthorn Experiments		
2) F.W. Riggs	15	15
A) Comparative Administration		
I. Prismatic Society		
II. SALA Model		
B) Ecological Approach		

3) Abraham Maslow	10	15
A) Motivation Theory		
B) Theory of Need Hierarchy		
4) Fredrick Herzberg	10	15
A) Two Factors Theory (Hygiene Theory)		
B) Job Enrichment		
5) Paul H. Appleby	10	15
A) Views On Public Administration		
B) Views on Indian Administration		

Reference Books

14. Sum Sun Nisa Ali, Eminent Administrative Thinkers, Associated Publishing House, New Delhi
15. S.R. Maheshwari, Administrative Thinkers, - Mac millan Indian Ltd., Mumbai
16. R.K. Sapru, Administrative theory and Management thought, Prentic Hall of India, New Delhi
17. जी.एस. सुधा., प्रबंध चिंतन का इतिहास, आर.बी.एस.ए. पब्लिशर्स जयपूर
18. अशोक कुमार दुबे, प्रशासकीय विचारक, टी.एम.एच.पब्लिशर्स, नई दिल्ली
19. डॉ.सुरेंद्र कटारिया, प्रशासनिक चिंतक, नॅशनल पब्लिकेशन हाऊस, नई दिल्ली
20. डॉ.नरेंद्र थोरी, प्रशासनिक विचारक, आर.बी.एस.ए. पब्लिशर्स जयपूर
21. प्रा.के.आर.बंग, प्रशासकीय विचारवंत, विद्या प्रकाशन, औरंगाबाद
22. प्रा.लक्ष्मण कोत्तापल्ले, पाश्चिमात्य व भारतीय प्रशासकीय विचारवंत, निर्मल प्रकाशन नांदेड
23. डॉ.श्याम शिरसाट, डॉ.भगवान बैनाडे व डॉ.जितेंद्र वासनिक, प्रशासकीय विचारवंत, ज्ञानसमिधा पब्लिकेशन, औरंगाबाद
24. डॉ.राम जाधव, डॉ.गोविंद येडले, प्रशासकीय विचारसरणी, सिरीयल पब्लिकेशन नवी दिल्ली
25. डॉ.अर्जुनराव दर्शनकार, प्रशासकीय विचारवंत, कैलास पब्लिकेशन, औरंगाबाद
26. प्रा.जी. एच. विरादार, प्रशासकीय विचारवंत, कैलास पब्लिकेशन, औरंगाबाद
27. डॉ.श्याम वाघमारे व डॉ.सुरेश गजभारे, प्रशासकीय विचारवंत, अरुणा प्रकाशन लातूर
28. डॉ.स्मिता मारवाळीकर, प्रशासकीय विचारवंत, संकल्प प्रकाशन, लातूर

Public Administration

B.A. Third Year

(Semester – VI)

Discipline Generic Elective Paper No:- DGEPA :- II
Urban Local Government in Maharashtra

(Effective From Nov. 2018)

Course Rational

One of the most significant development in India since independence in the field of local government has been the establishment of a net-work of Urban local Institutions. All round Development of Urban areas is done through the Urban Administration. To make Municipal Councils and Municipal Corporation strong and democratic under the 74 Amendment of Indian Constitution.

The urban local Institutions playing impartment role in the development of Maharashtra state .The course will throw light on details of the formation and working of urban local institutions and powers and responsibilities. The course covers the part which is commonly added in U.P.S.C.,M.P.S.C. and other competitive exams. This course would focus on the Nagar Panchayat, Muncipal Council and Municipal Corporation and their administration.

Utility of the course

The utility of the course is discuss and analyze the problems created due to urbanization and suggest possible salutations about urban management and other related issues. The students will learn and try to understand the functioning of several democratic urban institutions such as Nagar panchayat, Nagar Parishad and Muncipal Corporations. .Due to the course the students will be motivated to develop interest towards urban development of Maharashtra state.

Course Objectives:

- 1) To Understand the Role of Urban Local Government in Development of Nation.
- 2) Develop a Local Leadership in urban area.
- 4) To Understand the Role of urban local Institutions in urban development.
- 4) To develop of the basic Governing system to students.

Course Content	Periods	Marks
1. Urban Local Government : Meaning, Nature & Importance	(8 Periods)	15
2. Urbanization : Meaning, Reasons and Effects	(10 Periods)	15

3.74th Constitutional Amendment (10 Periods) **10**
Provisions of 74th Constitutional Amendment act.

4. Urban Local Institutes :
Composition & Functions (15 Periods) **20**

- A. Municipal Corporation
- B. Municipal Council
- C. Nagar Panchayat

5. Problems of Urban Local Governance (12 Periods) **15**
a. Slums
b. Pollution
c. Traffic

Reference Books

1. S.C. Goel, Urban Local Self Govt. Deep & Deep Publications New Delhi
2. Paradeep Sachdeva, Urban Local Govt. and Administration in India
3. U.B. Singh, Urban Local Government, Rawat Publications Jaipur
4. डॉ. अशोक शर्मा, भारत मे स्थानीय प्रशासन, आर.बी.एस.ए. पब्लिशर्स, जयपूर
5. डॉ. अर्जुनराव दर्शनकार, पंचायतराज व नागरी प्रशासन, कैलास पब्लिकेशन औरंगाबाद
6. प्रा. व्ही. बी. पाटील, महाराष्ट्रातील पंचायती राज व नागरी स्थानिक स्वराज्य संस्था,
7. डॉ. शांताराम भोगले, भारतातील स्थानिक शासन, विद्या प्रकाशन, नागपूर
8. डॉ. गोविंद यमलवाड, स्थानिक स्वराज्य संस्था, कल्पना प्रकाशन, नांदेड
9. डॉ. श्याम शिरसाठ व बैनाडे, भारतातील स्थानिक स्वराज्य संस्था, विद्या प्रकाशन, औरंगाबाद
10. डॉ. श्याम वाघमारे व डॉ. सुरेश गजभारे, महाराष्ट्रातील ग्रामीण व नागरी प्रशासन

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED

Public Administration

B.A. Third Year

Semester - VI

Skill Enhancement Course

Paper No:- SECPA :- IV

**Administration of Non Government Organizations
(Effective From Nov. 2018)**

Credits : 02

Periods : 45

Marks : 50

Course Rational

The development process in a democratic form of government can only succeed when the citizens not only associate themselves with planning development programmes but also participate fully in their implementation. Citizens participation through NGOs make the administration responsive to the needs of the peoples. The focus of the course is on the NGOs , their functions and responsibilities.

Utility of the course

In the country like India, the role of NGO is very significant. The purpose of the course is to make the students to analyze the work of NGOs and to inspire them to undertake such project according to his potential and skills.

Course Objectives:

- 1) To Introduce and Provides Knowledge of Non Government Organization and their Administration.
- 2) To understand the work of N.G.Os in Nation building.
- 3) The ability of Students to understand the Non Government organization and its works.

Course Content

	Periods	Marks
Unit:- I Non Government Organization		
Meaning, Importance , Process of Formation of NGO. Government organization and Non Government- Organization : Affinity and Difference	15	20
Unit :- II Administration of N.G.O.		
Meaning ,Definition , Nature and Scope of NGOs administration.	15	15
Unit:- III Principal of management		
Planning , Organization Staffing, Coordination and Control.	15	15

Note : It is obligatory to conduct 45 Periods in one semester for Skill Enhancement Course, per week 3 periods.

Continuous Assessment: (25 marks)

- Concern teacher should take two test of 05 marks(05+05= 10 marks) and seminar for 15 marks.

End Semester Exam : (25 marks)

End semester exam Should be conducted as per the guidelines laid by the University.

Study Visit the office of N.G.O. and write a Project Report.

Reference Books

1. Rajshekhr, D. (Ed),Decentralized Government and NGOs: Issues, strategies and ways forward” Concept Publishing company, New Delhi.
2. Dantwala. M.L. and others,“Social change through Voluntary action” Sage Publications. 1998 New Delhi.
3. Sangetha Natarajan (Ed.),“A reference manual on Management and Accounting systems in the Voluntary Sector” (HIVOS)
4. Alan Fowler (Eds.):2003,Michael Edwards and “NGOs Management”, Earthsean, New Delhi. 5. Lawani, B.T.1999 ,“NGOs in Development” Rawat Publications.Jaipur and New Delhi.
6. Chandra, Snehalatha:2001,“Non-Governmental Organizations: Structure, relevance and function” Kanishka Publications, New Delhi.
7. Shivani Dharmarajan : 2001,“NGOs as prime movers: Sectorial Action for Social Development” Kanishka Publications, New Delhi.
8. Dr.L.M. Prasad, Principles of Management,Himalaya Publication New Delhi
- 9.R.K. Sapru, Administrative theory and Management thought, Prentic Hall of India, New Delhi
- 10 डॉ.बिरकेश्वर प्रसादसिंग,लोकप्रशासन,ज्ञानदा प्रकाशन नई दिल्ली
- 11 डॉ.सुरेंद्र कटारिया,लोकप्रशासन,नॅशनल पब्लिकेशन हाऊस, नई दिल्ली
- 12 प्रा.रूपाली शेठ व प्रा.नेहा पुराणिक व इतर,व्यवस्थापनाची तत्वे व कार्ये,डायमंड प्रकाशन पुणे.
- 13 डॉ.प्रभाकर देशमुख,व्यवसाय व्यवस्थापनाची मुलतत्वे,पिंपळापुरे पब्लिकेशन नागपूर
- 14 डॉ. मुक्ता सोमवंशी- डॉ.गंगणे, कार्यालय प्रशासन,चिन्मय प्रकाशन औरंगाबाद