

Sant Gadge Baba Amravati University, Amravati
Syllabus Prescribed under Choice based Credit System 2022-23
Faculty – Humanities
Programme – BA Public Administration

Part A

POs:

1. The learner who completes three years of the undergraduate program with the subject Public Administration would develop the ability to be the Administrator among students .
2. On the completion of a degree level program, students will be able to demonstrate their skills and may involve in academic, behavioral and social competencies.
3. Local Leadership will be developed among the students .

PSOs:

1. Skills and aptitude to led and mange the public and non-profit organization will developed.
2. Students will able to discuss ,debate and communicate effectively on any issue concerning administration ,politics and society.
3. Students will be able to contribute /develop/formulate a public policy response to social and economic problems.

Employability Potential of the Programme:

Explain in detail in about 3 to 4 pages

Public Administration is an interdisciplinary theoretical and practice oriented academic program which needs to develop general and specialized knowledge and skills among the graduates to engage themselves in Public governance and its related activities. In recent years, advances in information and communication technology, liberalization, privatization and globalization, decentralization and growing role of NGOs and the market have changed the role of the state and its agencies phenomenally. It has changed the citizens' interface with governance. Innovative best practices in governance have been adopted across the globe. The concerns for good governance and citizen centric governance have become overarching objectives in addition to the traditional narratives of efficiency, economy and effectiveness. Policy process and performance have acquired the central theme of intellectual debate and discourse. This kind of transformation, all around us, has created a need for well informed and proficient humanpower for discharging regulatory responsibilities and delivering a set of quality services to the citizens of the State. This humanpower can be available only with flexible, adaptive and progressive training programs.

Public Administration is one of the youngest branch of Faculty of Humanities. With the expansion of the activities of modern state, public administration has assumed great significance in modern society. The Public Administration and Administrative Officers playing important role in social and economic development of the Nation. Administration is as old as humankind. It has acquired all spheres of human life right from birth to death. It is very close to the daily life of any person in practical. Public Administration Studies the systematic implementation of Laws and Government policies, theories principles and its controlling system. The subject stands as an integral element of democratic system of the nation. It is intended that the subject is introduced, as a optional subject to the students of U.G. level. The course is introduced to comprehend the importance of Principles of Public Administration, Theories of Public Administration, Indian Constitution & Administration, State Administration, District Administration, Personnel Administration, Finance Administration , Local Self government, Office Administration, Comparative Public Administration, Development Administration, Social Welfare Administration , Environment Administration, Health Administration, Disaster Management, Public Policy and Governance etc.

The modern competitive world has given rise to a huge a requirement of specialized, educated, Public Administrators. **There are a number of jobs and career prospects-**

1.Carrier in Administration-

It is the leading subject in civil services examination like All India Services , Central Civil Services ,State civil Services ,Cabinet & Central secretariat services ,Lok Sabha & Rajya Sabha Secretariat Services . So the student having the subject Public Administration may choose careers in the government and corporate sector as Administrative Officer or Manager. .

2.Consultant

The task of a consultant ranges from budgeting and financial analysis, conducting research related to public relations or marketing, shaping organizational policy, program development and implementation, problem-solving and critical thinking and the oversight of managerial or leadership programs. They also organize certain training courses for improving quality of the employees. They may be employed in public or private sectors and their mission is to lead these organizations to the optimum benefit. They may also work for NGOs as Consultant.

3.Career in Education field

Teaching has recently been a good option for a public administrator as public Administration is one of the most taught course in many Institutes. After opting public administration at the UG and then in Post Graduation level, students may choose their career in teaching profession.

There are various National and International Research and Training institutions and organizations where a student of Public Administration can explore his/her career as Research Associate, Research Assistant, Research Consultant, Project Fellow, Teaching Associate, Teaching Assistant, Resource Person, Project Officer, Training Instructor, Assistant Editor in Journals, Freelance Writer etc. As a consultant in budget and financial analysis, conducting research related to public relations, shaping organizational policy, programme development and implementation, problem solving and critical thinking and oversight of managerial or leadership programmes etc.

4. Carrier in Local Politics-

The study of Public Administration will enhance Leadership qualities among the students and will enable them to participate in local Politics which may further help them to choose it as carrier.

Employability in various Institutions for Public Administration INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT-

The Institute of Secretariat Training and Management (ISTM) formally came into being in May 1948, which was known at that time as the “Secretariat Training School”

- ❖ Research Associate – Public Administration
- ❖ Research Assistant
- ❖ Consultant Public Administration, Governance, RTI
- ❖ Faculty Public Administration
- ❖ Visiting Faculty Public Administration
- ❖ Consultant – Office Management & Personnel Administration

SPECIAL POSITIONS WITH PUBLIC ADMINISTRATION

- Labour Welfare Officer/Inspector with special qualifications in Public Administration in Haryana
- Administrative Officer in Indian Institute of Foreign Trade under Dept. of Commerce, Government of India
- Editor Class-II in Haryana Labour Department
- Electricity Ombudsman, State and Central Government

- State Project Coordinator for different Projects of Development & Panchayats Department, Haryana
- Consultant (Human Resource development) for different Projects of Development & Panchayats Department, Haryana
- Research Intern in Public Administration at Lal Bahadur Shastri National Academy of Administration, Mussoorie
- Consultant- Governance and Public Service Delivery Vertical, NITI Aayog, GOI
- Assistant Director in Quality Assurance for Higher education
- Assistant Manager in National Highways Authority of India
- Administrative Officer, ONGC • Assistant Registrar – IGNOU
- Special Officer (Admn) Zeeboombaa Manpower Pvt. Ltd
- Office Administrator in Office Service administration • Policy Advisor, Budget Analyst
- Administrative Officers in Public and Private Sector organizations
- Human Resource Managers/ Administrator in Public and Private Sectors
- Corporate Managers in Private Sector
- Associate cum Academic Director- Programme Management Chandigarh, Mohali Punjab

Thus, the Curriculum of Public Administration, is designed to provide a better learning experience to the graduates. Besides imparting disciplinary knowledge, the curriculum aims to equip the graduates with practical competencies and leadership qualities in the field of Public governance

Part B
Programme: B.A.
Course/Subject-Public Administration
Semester 1

| Code of the Course/Subject | Title of the Course/Subject | (Total Number of Periods) |
|--------------------------------------|--|---------------------------|
| PAD101 /PUBLIC ADMINISTRATION | An outline of Maharashtra Administration | 75 |

COs

1. Students will be able to evaluate the functions and administration of Government of Maharashtra State and its various organs.
2. Students will analyze Structure, Role & Function of State Legislature & State Judiciary
3. Students will get the knowledge about the structure and functions of various administrative offices of district administration
4. Students will understand the modus operandi of district administration.
5. Students will be able to apply their understanding about the functioning of state judiciary in the justice distribution in day to day life.
6. Students will get the ability to analyze and implement the policies & schemes of Government of Maharashtra.

| Unit | Content |
|---|---|
| Unit I | A) Formation of Maharashtra State B) State Legislature : Legislative Assembly, Legislative Council: Composition and function (15 Periods) |
| Unit II | State Executive: Governor, Chief Minister - Power, Functions & Role, Council of Ministers - Composition and functions. (15 Periods) |
| Unit III | A) State secretariat-Structure and function, Chief Secretary , Directorate, B) Departments – Home, General Development Administration, Finance, Social welfare Department (15 Periods) |
| Unit IV | A) History of District Administration B) Meaning and Importance of District Administration. C) District collector-Power, functions & Changing role. (15 Periods) |
| Unit V | State Judiciary: Composition and Functions A) High court B) District & Session Courts C) Lok Nyayalaya D) Mahatma Gandhi Tanta Mukti Yojana (15 Periods) |
| Unit VI - SEM | Field Survey and report writing on Loknyalaya / Mahatma Gandhi Tanta Mukti Yojana |
| *SEM- | |
| COs: 1. Students will get the practical knowledge of working of Loknyalaya & Mahatma Gandhi Tanta Mukti Yojana 2. The skill of field survey in research will developed among the students. | |

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| **Activities | 1.Students will be divided in groups 2.Groups will visit to the given Loknayalay / Mahatma Gandhi Tanta Mukti Villages 3.Students will use techniques of field survey (Questionnaire, Interviews & Interaction with people) 4.Students will write a group wise report on the basis of their field survey |
|--------------|--|

Course Material/Learning Resources

Text books:

Reference Books:

- 1.S.S.Gadkari,Organisation of the Government in Maharashtra-Himalaya Publishing House,Bombay- 1990
2. Usha Thakkar and Mangesh Kulkarni,Politics in Maharashtra,Himalaya Publising House.Bombay 1995
3. V.M.Sirsikar,The Politics of Modern Maharashtra,Orient Longman,New Delhi,1995
4. Khera S.S., District Administration, National, New Delhi, 1977
5. Jain R. B., District Administration, Indian Institute of Public Administration, 1980
6. प्रा. के. आर. बंग, महाराष्ट्र प्रशासन विद्या बुक्स पब्लिशर्स, औरंगपूर, औरंगाबाद, २००५.
7. डॉ. प्रिती पोहेकर, प्रा. दत्तात्रय खरटमोल, प्रा. गंगा भुतडा महाराष्ट्र प्रशासनाची रूपरेषा, अरूणा प्रकाशन, लातूर- २००९. -
8. प्रा. चि.ग. घांग्रेकर, महाराष्ट्राचे प्रशासन, विद्या प्रकाशन, नागपूर, २००२.
9. प्रा.डॉ. टी. एन. गायकवाड महाराष्ट्र व जिल्हा प्रशासन, कैलास पब्लिकेशन, औरंगाबाद, १९९८.
10. प्रा. सतिष ठोंबरे - महाराष्ट्र प्रशासन, विद्या पब्लिकेशन लातूर २००४.
- 11.डॉ.विलास गायकवाड, महाराष्ट्र प्रशासनाची रूपरेषा, अजिंक्य प्रकाशन, वाशिम,2018, ISBN No.978-93-87952-90-4
- 12.डॉ. पंचशील एकंबेकर, डॉ. श्याम सुंदर वाघमारे, प्रा सुरेश गजभारे, डॉ अशोक सोनकांबळे, महाराष्ट्र प्रशासनाची रूपरेषा, कैलास पब्लिकेशन औरंगाबाद

Weblink to Equivalent MOOC on SWAYAM if relevant:

https://onlinecourses.swayam2.ac.in/cec21_hs06/preview

Weblink to Equivalent Virtual Lab if relevant:

www.maharashtra.gov.in

Any pertinent media (recorded lectures, YouTube, etc.) if relevant:

Part B
Programme: B.A.
Course/Subject-Public Administration
Semester I

| Code of the Course/Subject | Title of the Course/Subject | (Total Number of Periods) |
|--------------------------------------|---|---------------------------|
| PAD201 /PUBLIC ADMINISTRATION | An outline of Administration & Local Self Government of Maharashtra state | 75 |

Cos

- 1.Student will get the Knowledge of structure & Functions of Maharashtra Police Administration.
- 2.Student will able to evaluate constitutional agencies and statutory agencies of Maharashtra state
- 3.Students will acquire the theoretical knowledge and understand the evolution and growth of Panchayati Raj and Urban Local Government Institutions of Maharashtra.
4. Students will gain insights about composition, resources, role and functions of Urban Local Self Government.
- 5.Students will become aware about various major issues of Maharashtra State
- 6.. Leadership qualities will be developed among students.

| Unit | Content |
|----------|---|
| Unit I | Police Administration A) Maharashtra Police Administration: Structure and Function B) District Police Administration: Structure and Functions C) District Superintendent of Police-Power & Functions. <p style="text-align: right;">(15 Periods)</p> |
| Unit II | Constitutional & Statutory Bodies in Maharashtra: A) Maharashtra Public Service Commission B) State Planning Commission C) State Finance Commission D) State Election Commission E) Lok Ayukta, Advocate General, F)YASHDA (Yashwantrao Chavan Academy of Development Administration), <p style="text-align: right;">(15 Periods)</p> |
| Unit III | Panchayat Raj System: – Composition, Functions and Finance A) Zilla Parishad B) Panchayat Samiti C) Gram Panchayat D) Gramsabha <p style="text-align: right;">(15 Periods)</p> |
| Unit IV | Urban Local Self Government : Composition , functions & Finance A) Municipal Corporation B) Municipal Council C) Nagar Panchayat D) Cantonment Board <p style="text-align: right;">(15 Periods)</p> |

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| Unit V | Major issues in Maharashtra : A)Regional imbalance and development B)Farmer suicides in Vidharbha C) Naxalisim D)Corruption E) Urbanization E) Cleanness (15 Periods) |
| Unit VI SEM | Field Survey and report writing on Panchayat Raj System/ Urban Local Self Government |
| *SEM- | |
| COs: 1. Students will get the practical knowledge of working of Panchayat Raj System/ Urban Local Self Government 2. The skill of field survey in research will developed among the students. | |
| **Activities | 1.Students will be divided in groups 2.Groups will visit to the given Panchayat Raj System / Urban Local Self Government Institution 3.Students will use techniques of field survey (Questionnaire, Interviews & Interaction with people) 4.Students will write a group wise report on the basis of their field survey |

Course Material/Learning Resources

Text books:

Reference Books:

1. Misra S.C. Police Administration in India, National Police Academy, Mount Abu, 1972
2. Shrama P.D., Indian Police : A Development Approach, Delhi, 1971.
3. Shukla J.D., State and District Administration in India, IIPA,New Delhi
4. Maheshwari S.R., State Government in India, Mcmillan, New Delhi, 1982.
5. Khandelwal R.M., State level Plan Administration in India, RBSA Publishers, Jaipur, 1985.
6. Padhi A.P., State Administration in India, Uppal Publication, New Delhi, 1998
7. G.Palanithurai,Dynamics of New panchyaati Raj system in India , Concept Publishing Company New Delhi
8. B.S. Bhargava, Panchayatraj system & Political Parties, Ashish Publishing House New Delhi
9. D.Y.Raghava Rao :Panchayat and Rural Development,Ashish Publishing House New Delhi
10. Ikbal Narayan, Panchayatraj Administration in Maharashtra
- 11.. Amal Mandal, Women in Panchayatiraj Institutions Kanishka Publishers, New Delhi
12. M. Aslam, Panchayati Raj in India, National Book Trust India, New Delhi
13. S. Dharmaraj, Panchayati Raj System in India, Abhijeet Publications, Delhi
14. M. Mary, Women Leadership in Panchayatraj Administration, The Associated Publishers, Ambala Cant.
15. शिरसाठ, बैनाडे भारतातील स्थानिक स्वराज्य संस्था, विद्या बुक्स औरंगाबाद - २००६
- 16 . प्रा.गोविंद यमलवाड -स्थानिक स्वराज्य संस्था, विद्या कल्पना प्रकाशन, नांदेड- १९९८
17. प्रा. सतिष ठोंबरे - महाराष्ट्र प्रशासन, विद्या पब्लिकेशन लातूर - २००४.
18. प्रा. सी.एम. कहाळेकर, प्रा. अशोक सोनकांबळे, महाराष्ट्रातील ग्रामीण आणि शहरी स्थानिक स्वशासन, अरुणा प्रकाशन, लातूर- २०१३.ISBN NO.978-93-83389-31-5
19. प्रा. के. आर. बंग, महाराष्ट्र प्रशासन, विद्या बुक्स पब्लिशर्स, औरंगपूर, औरंगाबाद, २००५.
20. डॉ. प्रिती पोहेकर, प्रा. दत्तात्रय खरटमोल, प्रा. गंगा भुतडा - महाराष्ट्र प्रशासनाची रूपरेषा, अरुणा प्रकाशन, लातूर-२००९.
21. प्रा.डॉ.टी.एन. गायकवाड महाराष्ट्र व जिल्हा प्रशासन, कैलास पब्लिकेशन, औरंगाबाद, १९९८.
- 22.प्रा.विलास गायकवाड,प्रा.डॉ. पंचशील एकंबेकर,महाराष्ट्रातील स्थानिक स्वशासन, अजिंक्य प्रकाशन, वाशिम, एप्रिल 2018,ISBN.no.978-93-87952-37-9
- 23.डॉ. पंचशील एकंबेकर, डॉ. श्याम सुंदर वाघमारे, प्रा सुरेश गजभारे, डॉ अशोक सोनकांबळे, महाराष्ट्र प्रशासनाची रूपरेषा, कैलास पब्लिकेशन, औरंगाबाद

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