

University of Pune

Public Administration

Syllabus of S.Y. B.A

80:20 Pattern to be implemented from 2014-15

General Courses :

Paper No.	Paper Title
PA-G II	Indian Administration

Special Courses :

PA – S I	Personnel Administration
PA- S II	Local Self Government of Maharashtra

Indian Administration

PA- G II

Objectives

1. To introduce the students to the evolution of Indian Administration
2. To acquaint them with the Principles and structure of Indian Administration
3. To make students aware of the system of decentralization of the district level
4. To provide comprehensive in the process of development

Term –I

1. Evolution of Indian Administration

- I. A) Pree-Independence
B) Post- Independence
2. Salient Feature of Indian Administration

2. Union Government and Administration

- a) The president and vice president –Power Function and Position
- b) Prime Minister – Power and Position
- c) Council of Minister- Structure and Function
- d) Prime Minister Office – Structure and Function
- e) Cabinet Secretariat- Structure and Function

3. Union Legislature and Judiciary

- a) Loksabha- Structure Power and Functions
- b) Rajyasabha Structure Power and Functions
- c) Judiciary – Supreme Court – Structure, Power and Functions

4. Statutory and Non- Statutory Bodies

- a) Union Public Service Commission
- b) Election Commission
- c) National Human Rights Commission
- d) Planning Commission

Term- II

5. State Government

- a) The Governor
- b) The Chief Minister
- c) The State Secretariat
- d) Chief Secretariat

6. State Legislature & Judiciary

- a) Legislative Assembly-Vidhan Sabha
- b) Legislative Council- Vidhan Parishad
- c) High Court

7. Local Self Government and District Administration

- a. Rural Government- Grampayanchayat, Panchayat Samiti and Zilla Parishad
- b. Urban – Municipal Council, Municipal Corporation and Cantonment Board
- c. District Collector – Power and Function

8. Administrative Reforms

- a) Objective of Administration reforms
- b) Right to information
- c) Lokpal and Lokayakta

Reading

1. Shriram Maheswari : Evolution of Indian Administration
2. S.R. Maheshwari : Indian Administration
3. Avasthi and Avasthi : Indian Administration
4. Ramesh K. Arora; Indian Public Administration
5. B.P. Puri : History of Indian Administration
6. Austin G, The Indian Constitution
7. Ramesh Dube and Harishchandra Sharma, Bharat mein Lokprashanshan
8. B.C. Narula Bharatiya Prashasan
9. K.R. Bang, Bhartiya Prashasan
10. B.B. Patil, Bharatiya Shashan va Rajakaran
11. Paras Bora, Bharatiya Parashashkiya Yvasta
12. V.J. Vilegawe, Bharatiya Prashasan
13. V.B. Patil, Sthanik Swarajya Sansta

Personnel Administration

PA S-I

Objectives

1. To introduce the students to the structure of personnel Administration.
2. To make students aware of the various issues related to the institutional behavior of personnel Administration.

Term-I

1. **Personnel Administration** –Meaning and Important
2. **Civil Service** – Meaning , Feature and Function
3. **Recruitment and Training**
 - a. Meaning and Importance of Recruitment
 - b. Types of Recruitment- I. Direct II. Indirect
 - c. Meaning, Objective and Types of Training
 - d. Methods of Recruitment- I. Spoil System II. Merit System
4. **Promotion and Retirement**
 - a. Meaning, Principles of Promotion
 - b. Meaning, Needs and Benefits of Retirement

Term – II

5. New Concept in Personnel Administration

- d. Human Resource Development
- e. Career Development
- f. Performance Appraisal
- g. Tress Management
- h. Motivation

6. Right of Employees –

- a. Right to From Association
- b. Right to Strike

7. Problems of Personnel Administration

- a. Discipline
- b. Accountability
- c. Corruption

8. Redressal Mechanisms

- a. Whitley Council
- b. Staff Council
- c. Administrative Tribunal

Reading

1. Goel S.L., Personnel Administration
2. P.M.Sinha, Personnel Administration
3. Rudrabasavaraj M.N. Dynamic Personnel Administration
4. Redhey Shyam, Public Personnel Administration
5. A.Y. Darshankar, Karmachari va Vittiya Parshasan
6. K.R. Bang, Karmachari va Vittiya Parshasan
7. A.M. Wakodkar ani B.R. Kutturwar, Karmachari Parshasan
8. B.B. Patil, Lokprshasan
9. Harishchandra Shirma Jain, Sevavargiy Parshasan
10. S.R. Bhinge, Karmachari Parshasan
11. Pohekar Preeti, Lokprashasanachi Tatave, Nirali prakashan, pune.

Local Self Government of Maharashtra

PA S-II

Objectives

- 1. To introduce the students to the structure of Local self Govt. of Maharashtra.**
- 2. To make students aware of the various Local Self Govt. institutions, their functions, composition and importance.**

Term-I

1. Local Self Government.

- a. Meaning, nature, importance and scope of local self government.

2. Evaluation of Local Self Government.

- a. Balwantraoi Mehata Committee.
- b. Vasantao Naik Committee.

3. Rural Administration

- a. Zilla Parishad- Composition and Function
- b. President and C.E.O. of Zilla parishad
- c. Panchyat Samiti- Composotion and Function
- d. Chairman and B.D.O of Panchyat Samiti
- e. Grampanchyat and Gramsabha- Composotion and Function
- f. Sarpanch and Gramsevak

4 Urban Administrations

- a. Muncipal Corporation - Composition and Function
- b. Mayor and Muncipal Commissioner
- c. Muncipal Council - Composotion and Function
- d. Nagaradhyaksha and Chief Officer
- e. Contonment Boards Composotion and Function

Term-II

5. 73rd and 74th Amendment Act and Its Impact

6 .Major Rural Development Programme.

- a. Mahatma Gandhi Tanta Mukti Abhiyan
- b. Sant Gadagebaba Gram Swachhata Abhiyan
- c. Mahila Bachatgat Mohim

7. Major Urban Development Programme.

- a. Gharkul Yojana
- b. Jawaharlal Nehru Nagari Punurutthan Programme

8.Problems of Rural and Urban Administration

- a. Rural_-Political Interfance, Corruption , Finance Official and Non Official Relation
- b. Urban- Growing Urbanization, Slums, Official and Non Official Relation.

Reading:

1. A Avasthi ,Municipal Administration in India
2. S.R.Nigam , Local Government
3. M.A. Mautarib and Other, Theory of Local Government
4. B.Mahaeshwari, Studies in Panchyati Raj
5. B.S.Bhargava, Panchayati Raj System and Political Parties
6. Govind Yammalwad, Bharatail Stanik Swarajya Sanstha
7. Eknath Khandave, Maharashtra shasan ani Rajkaran
8. T.N.Gaikwad, Maharastratil Sthanik Prashasan
9. Shyam Daundekar, Panchyatraj:karbhar ani Yojana
10. Shantaram Bhogale, Bharatatil Sthanik Prashasan
11. Arjun Darshankar, Panchyatraj ani Nagari Parshasan
12. Harishchandra Shrama, Bharat mein Sthanik Prashasan