

SWAMI RAMANAND TEERTH MARATHAWADA
UNIVERSITY, NANDED

SYLLABUS

PUBLIC ADMINISTRATION

(Annual Pattern)

B.A. THIRD YEAR

(Effective from June 2010)

**B.A. Third Year
Public Administration
Paper - V**

ADMINISTRATIVE THEORY

1. Scientific Management Theory

F.W. Taylor : Principles of Scientific Management,
Mechanisms of Scientific Management,
Criticism of Scientific Management.

2. Classical Theory :

Henri Fayol : Element of Management,
Principles of Management

Lyndail Urwick : Principles of Organization
POSDCORB' Theory,
Bases of Organization.

3. Bureaucratic Theory :

Max Weber : Webers Model of Bureaucracy
Post Weberiandevelopment.

4. Organization Theory :

C. I. Barnard. : Views on Organization, (?Formal & Informal)
The functions of the Executive.

5. Psychological Theory :

M.P. Fallets : Constructive Conflict and Integration,
Views on Leadership.

6. Human Relations Theory :

Elton Mayo : Hawthorn Experiments and Its Conclusions

7. Behavioral Theory :

Herbert Siman : Decision Making Process
Views on Communication.

8. **Ecological Theory** :

F. W. Riggs : Concept of Comparative Administration
(Ideal Models With Special Reference to Prismatic Society) 'SALA' and 'Bazaar Canteen Model)
Development Administration.

9. **Motivation Theory** :

Abraham Maslow : Theory of Need Hierarchy,
Frederick I. Herzberg : Two Factors Theory, (Hygiene Theory)

10. **Public Policy Theory** :

Yehezkel Dror : Need of Policy Sciences
Models of public policy making
Dror's policy making model

Reference Books:

- 1) **Sum Sun Nisa Ali** : **Eminent Administrative Thinkers**
Associated Publishing House New Delhi
1984
- 2) **S. R. Maheshwari** : **Administrative Thinkers - Mac millan Indian**
Ltd. Mumbai - 1998
- 3) **Ravindra Prasad & others** : **Administrative Thinkers.**
- 4) **R. K. Sapru** : **Theories of Administrative.**
- 5) **जोशी व पारीक** : **प्रशासकीय विचारक, रावत पब्लिकेशन, जयपुर 2005**
- 6) **जी. एस. सुधा** : **प्रबन्ध चिन्तक का इतिहास, आर.वी.एस.ओ. पब्लिकेशन**
जयपुर 2003

- 5) जोशी व पारीक : प्रशासकीय विचारक, रावत पब्लिकेशन, जयपुर 2005
- 6) जी. एस. सुधा : प्रबन्ध चिन्तक का इतिहास, आर.वी.एस.ओ.पब्लिकेशन जयपुर 2003
- 7) प्रा. चंद्रा हिरावत : प्रशासकिय विचारक
- 8) प्रा. लक्ष्मण कोतापल्ले : पाश्चिमात्य आणि भारतीय प्रशासकिय विचारवंत-निर्मल प्रकाशन, नांदेड
- 9) प्रा. के. आर. बंग : प्रशासकिय विचारवंत, विद्या प्रकाशन औरंगाबाद 2006
- 10) डॉ. शाम सिरसाठ, प्रा. भगवानसिंग बैनाडे व जितेंद्र वासनिक : प्रशासकिय विचारवंत - ज्ञानसंमिधा पब्लिशिंग वर्ल्ड औरंगाबाद 2003
- 11) डॉ. अर्जुनराव दर्शनकार : प्रशासकिय विचारवंत - कैलास पब्लिकेशन, औरंगाबाद
- 12) प्रा. जि. एच. बिराजदार : प्रशासकिय विचारवंत - कैलास पब्लिकेशन, औरंगाबाद

**B.A. Third Year
Public Administration
Paper - VI**

Recent Trends in Public Administration

1) **Introduction** :

Evolution of Public Administration as a discipline and present status, meaning, Nature, Scope and Importance of Public Administration in 21st Century, Concept of roll back state.

2) **Impact of IT on Public Administration**

Concept of IT, Importance of IT in Public Administration Use of Computer in Public Administration, Concept of E-democracy in India.

3) **Environmental Administration**

Meaning, Definition, Scope and Nature of Environmental Administration, Importance of Environmental Administration, laws of environmental Administration and its Implementation and concept of Sustainable development.

4) **Disaster Administration**

Concept of Disaster Administration, Need of Disaster Administration, Role of Citizen and NGO'S in Disaster Administration, Role of District Collector in Disaster Administration

5) **Corporate Government and Public Administration**

Meaning, Definition of corporate Government, Patterns of corporate Government, Key Concerns of corporate Government.

6) **Human Resource Administration**

Meaning, Definition, Scope and Nature of Human Resource Administration, Concept of Stress Management and need of stress management, Concept of Participative Management.

7) **Organization Behavior**

Meaning, Nature, of organization Behavior Types of conflicts in Organization conflicts management in Organization

8) **RTI and Public Administration**

Historical Background of RTI, Meaning of RTI, Impact of RTI on Public Administration, Importance of RTI in India, Challenges before RTI in India.

9) **Development Administration**

Meaning, Nature, Scope of Development administration, Role of Development Administration in developing society, Concept of Administrative Development and problems of development Administration.

10) **Major Issues of Recent Public Administration**

Ethics / values in Public Administration

Concept of Administrative culture

Concept of Public Private Partnership in Public Administration.

Reference Books:

- 1) डॉ. अशोककुमार दुबे : 21 वी शताब्दी मे लोक प्रशासन
(टी. एम. एच. पब्लिकेशन)
- 2) डॉ. बिरकेश्वर प्रसाद सिंग : लोकप्रशासन
ज्ञानदा प्रकाशन नई दिल्ली.
- 3) एम. लक्ष्मीकांत : लोकप्रशासन (सिव्हील सेवा परीक्षा हेतू टी. एम. एच. पब्लिकेशन)
- 4) डॉ. बी. एल. फाडीया : लोकप्रशासन
साहित्य भवन प्रब्लिकेशन
- 5) डॉ. सुरेंद्र कटारिया : लोकप्रशासन (सिध्दांत एंव व्यवहार)
नैशनल पब्लिकेशन, जयपुर
- 6) प्रा. रमेश जैन, नाथुलाल गुर्जर : सुचना का अधिकार (भाग - 1, II)
सबलार्डम पब्लिकेशन, जयपुर
- 7) डॉ. गंगाधर बि. कायदे पाटील : व्यवस्थापनाचे मुलतत्वे
चैतन्य पब्लिकेशन, नाशिक
- 8) डॉ. सुधिर बोधनकर, : संघटनात्मक वर्तणूक
डॉ. मेघा कानेटकर : श्री साईनाथ प्रकाशन नागपुर
- 9) Nicholas Henry : Public Administration and Public Affairs
Prentice - hall of India Private Limited Delhi
- 10) Noorja ham Bava : Public Administration in the 21st Country
Kanishka Publishers, New Delhi

**B.A. Third Year
Public Administration
Paper - VII**

Rural and Urban Administration

- 1) **History of Rural Administration**
 - 1) Ancient
 - 2) Medieval
 - 3) Modern

- 2) **Rural Administration Composition and Function**
 - 1) Zilla Parishad
 - 2) Panchayat Samiti
 - 3) Grampanchayat and Gramsabha

- 3) **Political and Administrative Officers Powers and Functions**
 - 1) Zilla Parishad - President and C.E.O.
 - 2) Panchayat Samiti - Chairman and B.D.O
 - 3) Gram Panchayat - Sarpanch and Gramsevek

- 4) **Problems of Rural Administration**
 - 1) Political Interfance
 - 2) Corrupation
 - 3) Finance
 - 4) Official - Non Official Relation

5) **73rd Constitution Amendment Act and Its Impact**

6) **New Trends in Rural Administration**

- 1) Mahatma Gandhi Tanta Mukti Abhiyan
- 2) Gram Souchata Abhiyan
- 3) Mahila Bachatgat Mohim

7) **History of Urban Administration**

- 1) Ancient
- 2) Medieval
- 3) Modern

8) **Urban Administration Composition and Function**

- 1) Municipal Co-operation
- 2) Municipal Council
- 3) Cantonment Boards

9) **Political and Administrative Officers Powers and Function**

- 1) Municipal Co-operation : Mayor and Municipal Commissioner
- 2) Municipal Council : Nagararaddhyaksha and Chief Officer

10) **Problems of Urban Administration**

- 1) Growing Urbanization
- 2) Slums

3) Official and Non Official Relation

11) **74th constitution Amadement Act and It Impact**

12) **New Trendes in Urban Administration**

1) Gharkul Yojana

2) Jawaharlal Nehru Nagare Punarutthan Programme

Reference Books:

1) भारतातील स्थानिक स्वराज्य संस्था - प्रा. डॉ. गोविंद यम्मलवाड

2) महाराष्ट्रातील स्थानिक प्रशासन - प्रा. डॉ. टी. एन. गायकवाड

3) पंचायतराज : कारभार आणि योजना - शाम दौंडेकर

4) भारतातील स्थानिक प्रशासन - डॉ. शांताराम भोगले

5) पंचायतराज आणि नागरी प्रशासन - डॉ. अर्जुनराव दर्शनकार

6) भारत मे स्थानिक प्रशासन - हरिशचंद्र शर्मा

7) Local Government - Nigam S. R.

8) Municipal Administration in India - Avasthi

9) Studies in Panchayati Raj - Maheshwari B.

10) Panchayati Raj System & Political Parties - B. S. Bhargava

**B.A. Third Year
Public Administration
Paper - VII (OR)**

Financial Administration & Public Policy

- 1) **Financial Administration** - Meaning Importance and Agencies, Monetary and Fiscal Policy, Resource mobilisation, Taxation Policies, Tax and Non Tax sources. Public Borrowings and Public Debt.
- 2) **Concepts and types of Budget** - Preparation, Enactment and Execution of the Budget, Deficit Financing Performance Budgeting.
- 3) **Accounts and Audit**
- 4) **Accountability and Control** - Concepts of Accountability and Control Legislative (Parliamentary) Control - Estimates Committee, Public Accounts Committee on Public Understanding Executive and Judicial Control Over Administration
- 5) **Comptroller and Auditor General of India** -
Composition and Function - Accountant General of Maharashtra - Composition & Function
- 6) **Finance Ministry** - Composition & Functions, Role of finance ministry in monetary and fiscal Policy, Finance Commission - Composition, Functions & Role
- 7) **Public Policy** - Relevance of Policy making in Public Administration Model of Policy making, sectoral Policies - Energy, Industries, Education and Transport, Health etc. Process of Policy Formulation, Problems of Implementations, Feedback and Evaluation.

8) **Public Sector** - Forms of Public Undertaking, Their Contribution to the Economy, Problems of Autonomy and Accountability, Changing role of the Public Sector in the Context of Liberalisation.

9) **New Economic Policy and Indian Administration** - liberalisation, Privalisation, and Globalisation.

Reference Books:

- 1) कर्मचारी आणि वित्तीय प्रशासन - प्रा. चव्हाण व प्रा. मामीडवार
- 2) कर्मचारी आणि वित्तीय प्रशासन - प्रा. के. आर. बंग
- 3) कर्मचारी आणि वित्तीय प्रशासन - प्रा. दर्शनकार
- 4) कर्मचारी आणि वित्तीय प्रशासन - प्रा. एन. एन. नाईक
- 5) लोकप्रशासनाचे सिध्दांत - प्रा. डॉ. शांताराम भोगले
- 6) लोकप्रशासन - प्रा. पि. बी. पाटील
- 7) Financial Management of Government - B. N. Gadlok
- 8) Indian Financial System - A. G. Ghosh
- 9) Financial Administration and Management - Dr. Radhesham
- 10) Financial Administration - R. N. Agarwal

