

**Swami Ramanand Teerth Marathwada University,
Nanded.**

PUBLIC ADMINISTRATION

Revised Syllabus of B.A.-II Year

(Effective from June - 2009)

B.A.III (PUBLIC ADMINISTRATION)

Effective from June 2009

PAPER-III - PERSONNEL ADMINISTRATION

- 1) **Personnel Administration**-Meaning and Importance
- 2) **Civil Service** - Meaning, Features & Functions
- 3) **Recruitment** -
 - 1) Meaning, Importance
 - 2) Types and Objectives of Interviews
 - 3) Types of Recruitments:
 - A) Direct B) Indirect
 - 4) Methods of Recruitments:
 - A) Spoil System B) Merit System.
- 4) **Training** - Meaning, Objective and types.
- 5) **Promotion** - Meaning, Principles of promotion
- 6) **Retirement** - Meaning, Needs and Benefits
- 7) **New Concept in Personnel Administration**
 - 1) Human Resource Development
 - 2) Career Development
 - 3) Performance Appraisal
 - 4) Tress Management, 5) Motivation
- 8) **Rights of employees**-
 - 1) Right to form Association
 - 2) Right to Strike
- 9) **Problems of personnel** -
 - i) Morale
 - ii) Discipline
 - iii) Accountability
 - iv) Corruption
- 10) **Redressal Mechanisms** -
 - i) Whitley Council
 - ii) Staff Council
 - iii) Administrative Tribunal

REFERENCE BOOKS

- 1) कर्मचारी व वित्तीय प्रशासन - >00000000 >03000000
00200000000000000000
- 2) कर्मचारी व वित्तीय प्रशासन - डॉ.दर्शनकार ए.वाय.
- 3) कर्मचारी व वित्तीय प्रशासन - प्रा.के.आर.बंग
- 4) कर्मचारी प्रशासन - डॉ.वाकोडकर ए.एम./डॉ.कत्तुरवार बी.आर.
- 5) सेवा वर्गीय प्रशासन - डॉ.हरिश्चंद्र शर्मा जैन
- 6) कार्यिक प्रशासन - डॉ.सिन्हा बी.एम.
- 7) कर्मचारी व वित्तीय प्रशासन - प्रा.पृथ्वीराज चव्हाण व मामीडवार
- 8) कर्मचारी प्रशासन - प्रा.एस.आर.भिगे
- 9) कार्मीक प्रशासन - डॉ.सुरेंद्र कटारिया
- 10) लोकप्रशासन - >00<00 + 000000000000
- 11) कर्मचारी वित्तीय प्रशासन - डॉ.ठेंबरे व प्रा.शेख
- 12) Personnel Administration - Goel S.L.
- 13) Personnel Administration - P.M. Sinha
- 14) Dynamic Personnel Administration - Rudrabasavraj M.N.
- 15) Public Personnel Administration- Redhey Shyam

B.A.II (PUBLIC ADMINISTRATION)
OR
PAPER-III - OFFICE ADMINISTRATION

I) Introduction

Meaning, Nature, Importance and functions of office administration.

II) Elements of office administration:

Planning, Decision-making, Co-ordination, Communication.

III) Office system and procedure:

Office Orders, Notes, Filing, Indexing, Reporting, Disposal of Cases.

IV) Working of office administration:

Rules and Regulation, Codes, Manuals, Discipline, Confidential Report.

V) Office establishment:

Location of Office, Office Building, Office Layout, New Trends In Office Layout, Office Environment.

VI) Office computerization:

New trends in Office Administration, Networking, Data Processing

VII) Office communication:

What is communication, communication management, Messages - composing and transmitting, correspondence management.

VIII) Administrative Reforms:

Meaning, Process, Obstacles, Techniques of Administrative Improvements, O & M, Work study, Case study, Survey, Reforms since independence, Reports of the administrative reforms commission.

*** BOOKS RECOMMENDED -**

- 1) Office Organisation and Management - S.P. Arora
- 2) Office Management - Dr. Verma & Dr. Agarwal
- 3) Office Management - R.K. Chopra
- 4) कार्यालय व्यवस्थापन - डॉ.प्रभाकर देशमुख
- 5) कार्यालय व्यवस्थापन - डॉ.महेश कुलकर्णी व डॉ.प्रमोद बियाणी
- 6) कार्यालय व्यवस्थापन - डॉ.ब्राह्मणकर / डॉ.चौळकर / डॉ.देशमुख
- 7) व्यावसायिक पत्रव्यवहार व कार्यालय व्यवस्थापन - डॉ.रमेश सोनाड

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Effective from June 2009-10

PAPER-IV-AN OUTLINE OF MAHARASHTRA ADMINISTRATION

1) Maharashtra State

- i) History of Formation of Maharashtra State.
- ii) Salient features of Maharashtra Administration

2) State Executive:

- i) Governor : Constitutional provisions, powers, functions and role.
- ii) Chief Minister: Powers and Functions
- iii) Councils of Ministers : Structure and functions

3) State Legislature : (Composition and functions)

- i) Legislative Assembly
- ii) Legislative council

4) State Judiciary: Composition and functions

- i) High Court
- ii) District and Taluka Court
- iii) Loknyalaya
- iv) Consumers Court
- v) M.Gandhi Tanta Mukti Samiti.

5) Secretariat: (Organization and Functions)

- i) Chief Secretary
- ii) State Secretariat
- iii) General Administration Department.

6) Constitutional and statutory bodies:

- i) M.P.S.C. (Maharashtra Public Service Commission)
- ii) Vaidhanik Vikas Mandal
- iii) YASHADA
(Yeshwantrao Chavan Academy of Development Administration)
- iv) Lokayukta.

- 7) Revenue Administration (Powers, Functions & Role)**
- i) Revenue secretary
 - ii) Divisional commissioner
 - iii) District collector
 - iv) Sub-Divisional officer
 - v) Taheshildar
 - vi) Circle Inspector
 - vii) Talathi (Sajja)
- 8) Police Administration: Power, Functions and Role**
- i) Director General of Police (DGP)
 - ii) Inspector General Police (IGP)
 - iii) Police Commissioner
 - iv) District Magistrate
 - v) Superintendent of Police (S.P.)
 - vi) Deputy Superintendant of Police (Dy.S.P.)
 - vii) Police Inspector (P.I.)
 - viii) Police Patil
- 9) Welfare Administration : Organization and Functions**
- i) Social Welfare Ministries
 - ii) Social Welfare Board
 - iii) Role of Self Help Group in social welfare.
- 10) State Planning : Structure and Functions**
- i) State Planning Commission
 - ii) District Planning Commission.

*** Reference Books -**

- 1) महाराष्ट्र प्रशासन - प्रा.लक्ष्मण कोत्तापल्ले
- 2) महाराष्ट्र प्रशासन - डॉ.टी.एन.गायकवाड
- 3) महाराष्ट्र प्रशासनाची रूपरेषा - डॉ.एकंबेकर पंचशील/डॉ.वाघमारे श्याम/प्रा.गजभारे सुरेश
- 4) राज्य व जिल्हा प्रशासन - डॉ.विळेगावे
- 5) महाराष्ट्र शासन व राजकारण- डॉ.भूषण जोरगूलवार