

**SWAMI RAMANAND TEERTH MARATHWADA, UNIVERSITY,  
NANDED.**

# **PUBLIC ADMINISTRATION**

Revised Syllabus of B.A. II Year

Semester Third & Fourth

Effective from June 2010

## SEMESTER THIRD

Paper No.

Title

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V Personnel Administration

OR

V Office Administration

VI An Outline of Maharashtra Administration

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## SEMESTER FOURTH

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VII Personnel Administration

OR

VII Office Administration

VIII An Outline of Maharashtra Administration

# B.A. SECOND YEAR PUBLIC ADMINISTRATION

## Semester Third

### Paper V – PERSONNEL ADMINISTRATION

1. Personnel Administration – Meaning and Importance
2. Civil Service – Meaning, Feature & Functions
3. Recruitment -
  - i) Meaning, Importance
  - ii) Types and Objectives o Interviews
  - iii) Types of Recruitments :
    - a) Direct b) Indirect
  - iv) Methods of Recruitments :
    - a) Spoil System b) Merit System
4. Training – Meaning, Objective and types.
5. Promotion – Meaning, Principles of Promotion

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## REFERENCE BOOK PAPER – V

१. कर्मचारी व वित्तीय प्रशासन — डॉ. पिंपळे, डॉ. भुताळे, प्रा.  
बाजीराव वडवळे
२. कर्मचारी व वित्तीय प्रशासन — डॉ. दर्शनकार ए.वाय.
३. कर्मचारी व वित्तीय प्रशासन — प्रा. के.आर. बंग
४. कर्मचारी प्रशासन — डॉ. वाकोडकर ए.एम. /  
कत्तुरवार बी.आर.
५. सेवा वर्गीय प्रशासन — डॉ. हरिश्चंद्र शर्मा जैन
  
६. कार्यिक प्रशासन — डॉ. सिन्हा बी.एम.
७. कर्मचारी व वित्तीय प्रशासन — प्रा. पृथ्वीराज चव्हाण व मामीडवार
८. कर्मचारी प्रशासन — प्रा. एस.आर. भिंगे
९. कार्मीक प्रशासन — डॉ. सुरेंद्र कटारिया
१०. लोकप्रशासन — डॉ. एस.आर. माहेश्वरी
११. कर्मचारी वित्तीय प्रशासन — डॉ. ठोंबरे व प्रा. शेख
१२. Personnel Administration - Goel S.L.
१३. Personnel Administration – P.M. Sinha
१४. Dynamic Personnel Administration – Rudrabasavraj M.N.
१५. Public Personnel Administration – Redhey Shyam

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B.A. Second Year PUBLIC ADMINISTRATION

Semester Third

Paper V – OFFICE ADMINISTRATION

1. Introduction

Meaning, Nature, Importance and functions of office administration

2. Elements of office administration

Planning, Decision making, Co-ordination, communication

3. Office System and Procedure

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

4. Working of Office Administration

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

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## BOOKS RECOMMENDED Paper V

1. Office Organisation and Management – S.P. Aror
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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B.A. Second Year PUBLIC ADMINISTRATION

Semester Third

Paper VI – AN OUTLINE OF MAHARASHTRA ADMINISTRATION

1. Maharashtra State
  - i) History of Formation o Maharashtra State
  - ii) Salient Features of Maharashtra Administration
2. State Executive
  - i) Governer : Constitutional Provisions, Powers, Functions and role.
  - ii) Chie 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) LoknayaIaya
  - iv) Consumer Court
  - v) M. Gandhi Tanta Mukti Samiti
5. Secretriat : (Organization and Functions)
  - i) Chief Secretary
  - ii) State Secretariat
  - iii) General Administration Department

## REFERENCE BOOK Paper – VI

१. महाराष्ट्र प्रशासन — प्रा. लक्ष्मण कोत्तापल्ले
२. महाराष्ट्र प्रशासन — डॉ. टी.एन. गायकवाड
३. महाराष्ट्र प्रशासनाची रुपरेषा — डॉ. एकंबेकर पंचशील / डॉ.वाघमारे श्याम  
प्रा. गजभारे सुरेश
४. राज्य व जिल्हा प्रशासन — डॉ. विळेगावे
५. महाराष्ट्र शासन व राजकारण — डॉ. भूषण जोरगुलवार

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B.A. Second Year PUBLIC ADMINISTRATION

Semester Fourth

Paper VII – PERSONNEL ADMINISTRATION

1. Retirement – Meaning, Needs and Benefits.
2. New Concept in Personnel Administration
  - i) Human Resource Development
  - ii) Career Development
  - iii) Performance Appraisal
  - iv) Stress Management
  - v) Motivation
3. Rights of employees -
  - i) Right to form Association
  - ii) Right to Strike
4. Problems of Personnel -
  - i) Morale
  - ii) Discipline
  - iii) Accountability
  - iv) Corruption
5. Redressal Mechanisms -
  - i) Whitley Council
  - ii) Staff Council
  - iii) Administrative Tribunal

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कत्तुरवार बी.आर.
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८. कर्मचारी प्रशासन — प्रा. एस.आर. भिंगे
९. कार्मीक प्रशासन — डॉ. सुरेंद्र कटारिया
१०. लोकप्रशासन — डॉ. एस.आर. माहेश्वरी
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B.A. Second Year PUBLIC ADMINISTRATION

Semester Fourth

Paper – VII OFFICE ADMINISTRATION

1. Office Establishment

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

2. Office Computerization

New trends in Office Administration, Networking, Data Processing

3. Office Communication

What is communication, Communication Management, Messages composing and transmitting, correspondence management.

4. 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.

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3. Office Management – R.K. Chopra
४. कार्यालय व्यवस्थापन – डॉ. प्रभाकर देशमुख
५. कार्यालय व्यवस्थापन – डॉ. महेश कुलकर्णी व डॉ. प्रमोद बियाणी
६. कार्यालय व्यवस्थापन – डॉ. ब्राह्मणकर/डॉ. चौळकर/डॉ. देशमुख
७. व्यावसायिक पत्रव्यवहार व कार्यालय व्यवस्थापन – डॉ. रमेश सोनाड

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## B.A. Second Year PUBLIC ADMINISTRATION

### Semester Fourth

Paper – IV : AN OUTLINE OF MAHARASHTRA ADMINISTRATION

1. 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
2. Revenue Administration (Power, Functions & Role)
  - i. Revenue Secretary
  - ii. Divisional Commissioner
  - iii. District Collector
  - iv. Sub-divisional Officer
  - v. Taheshildar
  - vi. Circle Inspector
  - vii. Talathi (Sajja)
3. 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 Superintendent of Police (Dy.S.P.)
  - vii. Police Inspector (P.I.)
  - viii. Police Patil
4. Welfare Administration : Organization and Functions
  - i. Social Welfare Ministries
  - ii. Social Welfare Board
  - iii. Role of Self Group in Social Welfare
5. State Planning : Structure and Functions
  - i. State Planning Commission
  - ii. District Planning Commission.

## REFERENCE BOOKS Paper VIII

१. महाराष्ट्र प्रशासन — प्रा. लक्ष्मण कोत्तापल्ले
२. महाराष्ट्र प्रशासन — डॉ. टी.एन. गायकवाड
३. महाराष्ट्र प्रशासनाची रुपरेषा — डॉ. एकंबेकर पंचशील / डॉ.वाघमारे श्याम  
प्रा. गजभारे सुरेश
४. राज्य व जिल्हा प्रशासन — डॉ. विळेगावे
५. महाराष्ट्र शासन व राजकारण — डॉ. भूषण जोरगुलवार

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