

## **B. A. Part-II/Semester-III**

### **PAPER-III**

## **PERSONNEL AND FINANCIAL ADMINISTRATION**

### **Course Outcomes:**

1. Detailed understanding of the personnel administration and its related aspects like Recruitment, Training, Promotion and Retirement.
2. General understanding of Civil Services in India.
3. Knowledge of various aspects of Financial Administration and Budgetary process in India.
4. Understanding financial management in India.

### **(A) PERSONNEL ADMINISTRATION**

#### **UNIT – I**

#### **Personnel Administration:**

- a) Meaning and Importance of Personnel Administration
- b) Recruitment and Training- Importance and Methods
- c) Promotion and Retirement- Meaning and Importance
- d) Employer-employee relations

#### **UNIT – II**

#### **Civil Services in India:**

- a) Constitutional position
- b) Types of Civil Services in India
- c) Union Public service Commission
- d) Code of conduct and discipline

### **(B) FINANCIAL ADMINISTRATION**

#### **UNIT – III**

#### **Financial Administration:**

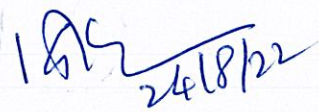
- a) Meaning and Importance of Financial Administration
- b) Budgets- Concept and types
- c) Budgetary process in India- Preparation, Enactment (Authorization) and Execution.

#### **UNIT – IV**

#### **Financial Management:**

- a) Parliamentary control of public expenditure-Public Account Committee, Estimate

  
24/8/22

  
24/8/22

Committee and Committee on Public Undertakings

- b) Role of Finance Commission  
c) Role of Comptroller and Auditor General of India.

UNIT	TENTATIVE ALLOWTED PERIOD	ALLOWTED MARKS
I	18	20
II	20	20
III	20	20
IV	17	20
TOTAL ALLOTTED PERIODS	75	80
TOTAL CREDITS	04	

Teaching Scheme (Hours/Week)				Examination Scheme			Total	Minimum Passing Marks
L	T	P	Total	Duration in Hours	Maximum Marks			
					External Marks	Internal Marks		
05	--	-	05	3	80	20	100	40

**Books Recommended:**

1. Bhayana, S. S. and Singh S. (2016): *Public Personnel and Financial Administration*, New Academics: Jalandhar.
2. Second Administrative Reforms Commission (2010): *Refurbishing of Personnel Administration - Scaling New Heights*, Government of India: New Delhi.
3. Goel, S. L. and Shalini Rajneesh (2002): *Public Personnel Administration*, Deep & Deep Publications: New Delhi.
4. Mahajan, Sanjeev Kumar and Mahajan, AnupamaPuri (2021): *Financial Administration in India*, PHI Learning: New Delhi.
5. Thavaraj, M J K (2001): *Financial Administration in India*, Sultan Chand: Delhi.
6. S.A. Palekar (2020): *Public Personnel Administration*, ADB Publishers: Jaipur.
7. सुरेंद्र कटारिया (2021): *कार्मिक प्रशासन*, RSBA प्रकाशन, जयपूर.
8. पी. जी. चव्हाण (1982): *कर्मचारी व वित्तीय प्रशासन*, शारदा प्रकाशन, नांदेड.
9. के. आर. वंग (२०१५): *कर्मचारि वर्ग प्रशासन*, विद्या बुक्स, औरंगाबाद.
10. के. आर. वंग (२०१५): *वित्तीय प्रशासन*, विद्या बुक्स, औरंगाबाद.

## **B. A. Part-II/Semester-IV**

### **PAPER-IV**

## **STATE AND DISTRICT ADMINISTRATION IN MAHARASHTRA**

### **Course Outcomes:**

1. Understanding about the formation and development of Maharashtra state.
2. Acquire knowledge about the functioning of state and district administration.
3. Understanding about the background of District Administration in India.
4. Acquire knowledge about the functioning of State to Local level Administration.

### **UNIT – I**

#### **State Administration:**

- a) Formation of Maharashtra State
- b) State Legislature-Vidhan Sabha and Vidhan Parishad
- c) State Executive- Governor, Chief Minister and Council of Ministers
- d) State Judiciary- Composition and Functions of High Court

### **UNIT – II**

- a) Departments- Home, Finance and Agriculture
- b) Chief Secretary, State Secretariat and Directorate
- c) Divisional Commissioner

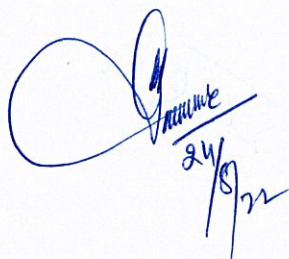
### **UNIT-III**

#### **District Administration:**

- a) History of District Administration
- b) Functions of District Collector and his Changing Role
- c) Structure and Functions of District Police Administration
- d) District and Session Court

### **UNIT-IV**

- a) Importance of Taluka level Administration
- b) Role and Functions of Tehsildar and Talathi
- c) Role of Police Patil and Kotwal at village level



24/8/22



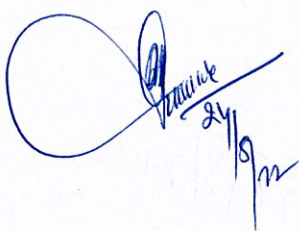
24/8/22

UNIT	TENTATIVE ALLOWTED PERIOD	ALLOWTED MARKS
I	20	20
II	20	20
III	17	20
IV	18	20
TOTAL ALLOTTED PERIODS	75	80
TOTAL CREDITS	04	

Teaching Scheme (Hours/Week)				Examination Scheme			Total	Minimum Passing Marks
L	T	P	Total	Duration in Hours	Maximum Marks			
					External Marks	Internal Marks		
05	-	-	05	3	80	20	100	40

#### Books Recommended:

1. Arun Sadhu (2007): *Maharashtra*, National Book Trust, New Delhi.
2. S. S. Gadkari (1990): *Organization of the State Government of Maharashtra*, Himalaya Publishing House, Mumbai.
3. Government of India, Second Administrative Reform Commission (2009): *State and District Administration* (Fifteenth Report).
4. U. B. Singh (2021): *State Administration in India: Emerging Issues and Challenges*, Kalpaz Publications, New Delhi.
5. के. आर. वंग (2016): *महाराष्ट्राची प्रशासकीय व्यवस्था*, विद्या बुक्स, औरंगाबाद.
6. के. आर. वंग (2013): *जिल्हा प्रशासन*, विद्या बुक्स, औरंगाबाद.
7. शुभांगी राठी (2000): *महाराष्ट्राचे प्रशासन आणि जिल्हा प्रशासन*, अथर्व प्रकाशन, जळगाव.
8. प्रवीण पांडुरंगराव लोनारकर (२०२१): *राज्य शासन आणि प्रशासन*, नित्या प्रकाशन, भोपाल.
9. अकोलकर आणि घारगे (२०१४): *जिल्हा व महसूल प्रशासन*, चिन्मय प्रकाशन, औरंगाबाद.





**B. A. Part-III/Semester-V**  
**PAPER-V**  
**LOCAL GOVERNANCE IN INDIA**

**Learning outcomes:**

1. Acquiring the theoretical knowledge and understanding of the evolution and growth of local governance in India.
2. Understanding about the composition, role, functions, and resources of local bodies.
3. Understanding of the issues and challenges before local governance.

**UNIT – I**

**Introduction:**

- a) Meaning and significance of Local Governance
- b) Evolution and Growth of local governance in India
- c) Local Governance in Post-independent India
- d) 73rd Constitutional Amendments
- e) 74th Constitutional Amendments

**UNIT – II:**

**Panchayati Raj Institutions:**

- a) Gram Panchayat – composition, functions and role
- b) Gram Sabha – composition, functions and role
- c) Panchayat Samiti – composition, functions and role;
- d) Zila Parishad – composition, functions and role

**UNIT - III**

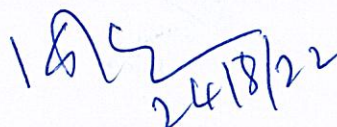
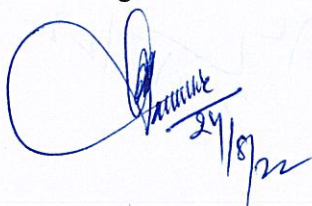
**Organizational Framework for Urban Governance:**

- a) Municipal Corporations- Composition and Functions
- b) Municipal Councils- Composition and Functions
- c) Nagar Panchayats- Composition and Functions
- d) Cantonment Board-Composition and Functions

**UNIT – IV:**

**Issues and Challenges**

- a) District Planning Committee
- b) State Election Commission;
- c) State Finance Commission
- d) Challenges and Problems before Local Governance in India

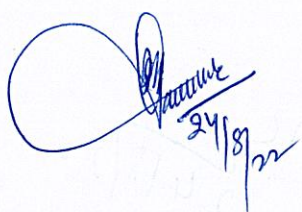


UNIT	TENTATIVE ALLOWTED PERIOD	ALLOWTED MARKS
I	20	20
II	20	20
III	18	20
IV	17	20
TOTAL ALLOTTED PERIODS	75	80
TOTAL CREDITS	04	

Teaching Scheme (Hours/Week)				Examination Scheme			Total	Minimum Passing Marks
L	T	P	Total	Duration in Hours	Maximum Marks			
					External Marks	Internal Marks		
05	-	-	05	3	80	20	100	40

#### Books Recommended:

1. Pranab Bardhan and Dilip Mookherjee (ed) (2007): *Decentralization and Local Governance in Developing Countries: A Comparative perspective*, Oxford University Press, New Delhi.
2. Neerja Gopal Jayal, Amit Prakash and Pradeep K. Sharma (2007): *Local Governance in India: Decentralization and Beyond*, Oxford University Press, New Delhi.
3. Jain L.C. (ed.) (2005): *Decentralisation and Local Governance*, New Delhi, Orient Longman.
4. S.R. Maheswari (2003) *Local Government in India*, Lakshmi Naran Agarwal, Agra.
5. Surat Singh (2004): *Decentralized Governance in India-Myth and Reality*, Deep & Deep, New Delhi.
6. A.K. Sharma (2004): *Bureaucracy & Decentralization*, Mittal Publication, New Delhi.
7. Pardeep Sachdeva (2000): *Urban Local Government and Administration in India*, Kitab Mahal, New Delhi.
8. श्याम शिरसाठ आणि भगवानसिंग बैनाडे (2014): *पंचायती राज आणि नागरी प्रशासन*, विद्या बुक्स, औरंगाबाद.

  
24/8/22

18/5  
24/8/22

**B. A. Part-III/Semester-VI**  
**PAPER-VI**  
**ADMINISTRATIVE THINKERS**

**Course Outcomes:**

1. Understanding the views of Kautilya, Mahatma Gandhi and Dr. B. R. Ambedkar on administration and other aspects..
2. Acquiring the knowledge about the thoughts of eminent administrative thinkers.
3. Understanding the administrative thoughts and analysing them in a critical and analytical manner.

**UNIT –I**

Kautilya: (i) Principles of Administration, (ii) *Saptanga* Theory.

Mahatma Gandhi: (i) Concept of Ideal State, (ii) Village Swaraj.

Dr.B. R. Ambedkar: (i) Views on Social Justice, (ii) Views on Village Panchayat.

**UNIT –II**

Henry Fayol: (i) Principles of Administration, (ii) Elements of Management.

Frederick Taylor: (i) Scientific Management.

Max Weber: (i) Authority- Traditional, Charismatic and Legal,  
(ii) Model of Bureaucracy.

**UNIT –III**

Mary Parker Follet: (i) Constructive Conflict, (ii) Leadership

Elton Mayo: (i) The Hawthorne Experiment, (ii) Human Attitudes and Sentiments.

Chester Barnard: (i) Theory of Authority, (ii) The Executive Functions

**UNIT-IV**


Fred Riggs: (i) Ecological Approach, (ii) Fused, Diffracted and Prismatic Society.

Herbert Simon: (i) Behavioural Approach, (ii) Decision Making;

Abraham Maslow: (i) Need Hierarchy Theory.

Douglas McGregor: (i) Theory X, and (ii) Theory Y.

UNIT	TENTATIVE ALLOWTED PERIOD	ALLOWTED MARKS
I	22	20
II	20	20

  
24/8/22

185  
24/8/22

III	16	20
IV	17	20
TOTAL ALLOTTED PERIODS	75	80
TOTAL CREDITS	04	

Teaching Scheme (Hours/Week)				Examination Scheme			Total	Minimum Passing Marks
L	T	P	Total	Duration in Hours	Maximum Marks			
					External Marks	Internal Marks		
05	-	-	05	3	80	20	100	40

#### Books Recommended:


1. Prasad, Prasad, Satyanarayana & Pardhasaradhi (2017): *Administrative Thinkers*, Sterling, New Delhi.
2. Anupama Puri Mahajan (2020): *Administrative Thinkers*, Sage Publication, New Delhi.
3. R.K. Sapro (2013): *Administrative Theories and Management Thought*, PHI, New Delhi.
4. S. R. Maheshwari (2009): *Administrative Thinkers*, MacMillan, New Delhi.
5. Sum Sun Nisa Ali (1990): *Eminent administrative Thinkers*, Associate Publishing House, New Delhi.
6. सुरेंद्र कटारिया (2012): प्रशासनिक चिंतक, नेशनल पब्लिशिंग हाउस, जयपूर.
7. श्याम शिरसाठ, जितेंद्र वासनिक आणि भगवानसिंग वैनाडे (2022): प्रशासकीय आणि व्यवस्थापन विचारवंत, विद्या बुक्स, औरंगाबाद.
8. सुरेश गजभारे आणि श्यामसुंदर वाघमारे (2015): प्रशासकीय आणि व्यवस्थापकीय विचारवंत, अरुणा प्रकाशन, लातूर.

  
24/8/22

  
24/8/22

**\*\* In addition for the purpose of Skill Enhancement there shall be a Skill Based Program (Online) for every year. Students have to opt it from SWAYAM/NPTEL/MOOC programs and time to time specified by RTM Nagpur University Nagpur. Few online programs are suggested as below:**

Sr. No.	Courses	Link
1.	Introduction to Public Administration	<a href="https://onlinecourses.swayam2.ac.in/ccc22_hs44/preview">https://onlinecourses.swayam2.ac.in/ccc22_hs44/preview</a>
2.	State and Local Governance: Machinery & Processes	<a href="https://onlinecourses.swayam2.ac.in/ccc22_hs45/preview">https://onlinecourses.swayam2.ac.in/ccc22_hs45/preview</a>
3.	Indian Government & Politics	<a href="https://onlinecourses.swayam2.ac.in/ccc22_hs32/preview?">https://onlinecourses.swayam2.ac.in/ccc22_hs32/preview?</a>
4.	Leadership and Governance in Higher Education	<a href="https://onlinecourses.swayam2.ac.in/arp20_ap19/preview">https://onlinecourses.swayam2.ac.in/arp20_ap19/preview</a>
5.	Human Rights : Indian Perspective	<a href="https://onlinecourses.swayam2.ac.in/nou22_hs79/preview?">https://onlinecourses.swayam2.ac.in/nou22_hs79/preview?</a>
6.	Fundamentals of Citizen Centric Governance	<a href="https://onlinecourses.swayam2.ac.in/ccc22_hs46/preview">https://onlinecourses.swayam2.ac.in/ccc22_hs46/preview</a>
7.	Urban governance and Development Management (UGDM)	<a href="https://onlinecourses.nptel.ac.in/noc22_ar10/preview">https://onlinecourses.nptel.ac.in/noc22_ar10/preview</a>
8.	Right to Information and Good Governance	<a href="https://onlinecourses.nptel.ac.in/noc22_lw01/preview">https://onlinecourses.nptel.ac.in/noc22_lw01/preview</a>
9.	Gender Sensitization: Society Culture and Change	<a href="https://onlinecourses.swayam2.ac.in/nou22_hs57/preview?">https://onlinecourses.swayam2.ac.in/nou22_hs57/preview?</a>
10.	Constitutional Government & Democracy in India	<a href="https://onlinecourses.swayam2.ac.in/ccc21_hs35/preview?">https://onlinecourses.swayam2.ac.in/ccc21_hs35/preview?</a>

  
24/8/22

  
24/8/22

