

**SHRI GURU BUDDHISWAMI SHIKSHAN PRASARAK SANSTHA'S  
SHRI GURU BUDDHISWAMI MAHAVIDYALAYA, PURNA (Jn.)**

**Parbhani (M.S.) India**

**Department of Public Administration**

**B.A. First Year Semester – I  
Basic Principles of Public Administration Paper No. – I**

**Course Rational**

Public Administration is one of the youngest branch of Faculty of Humanities. With the expansion of the activities of modern state, public administration has assumed great significance in modern society. The Public Administration and Administrative Officers playing important role in social and economic development of the Nation. Administration is as old as mankind. It has acquired all spheres of human life right from birth to death. It is very close to the daily life of any person in practical. Public Administration Studies the systematic implementation of Laws and Government policies, theories principles and its controlling system. The subject stands as an integral element of democratic system of the nation. It is intended that the subject is introduced, as a optional subject to the students of U.G. level. The subject is introduced to comprehend the importance of Administration theory and practice. as well as Public Administration and private Administration, Public Private Partnership, civil society and sustainable development .

**Course Objectives:**

- 1) The Course introduces and provides knowledge of Public Administration.
- 2) To provide knowledge of the new trends in public administration
- 3) To understand the relations of public administration with other humanities

**District Administration Paper No. – II**

**Course Rational :**

This course is introduced to B. A. first year students at second semester The Present system of district administration owes its origin to the time of the Mauryan Empire. But modern structure of district administration in India developed in Colonial Period (1772). At that time was district administration established for collection of revenue. In the present era, district is the basic territorial unit of administration in India. District administration is the total functioning of Government in a district level. In this paper focus on providing knowledge of district administration for the Students.

**Course Objectives:**

1. To know District Administration.
2. To understand Structure and function of various Administrative offices of District Administration.
3. To provide knowledge of the Revenue Administration, Police administration and Judiciary system at district and taluka level.

**Semester – II**  
**Administrative Organization and Its Principles**  
**Paper No. – III**

**Course Rational :**

Public Administration is one of the youngest branches of Faculty of Humanities. With the expansion of the activities of modern state, public administration has assumed great significance in modern society. The course is introduced to comprehend the importance of organizations, as well as line and staff agencies and Chief Executive etc. Administrative Organization and its principles is an important part of public administration. The focus of the course is on the Hierarchy, Span of control, Moral, Communication etc..

**Learning Objectives:**

After studying the course students will have a capacity to understand :

- 1) Basic Knowledge of administrative Organization and its principles.
- 2) To provide knowledge of the Functions and qualities of chief executive
- 3) To understand the importance of public relations in administration.

**Administrative System of Maharashtra State**  
**Paper No. –IV**

**Course Rational :**

Maharashtra has a parliamentary system of government with two democratically elected houses, the Legislative Assembly (Vidhan Sabha) and Legislative Council (Vidhan Parishad). The Government of Maharashtra is headed by the chief Minister and the Chief Secretary is at the apex of the Administrative Hierarchy of Maharashtra state. The focus of the course is on the Administrative system of Maharashtra state. It also introduces with the various commissions in Maharashtra state.

The Course goals to inform administrative system of Maharashtra as well as Formation of Maharashtra state. The syllabus makes students to aware of the government and administration of Maharashtra state. It informs U.G. level students about the High Court , Chief Minister, Council of Ministers, M.P.S.C., state Election Commission etc.

**Course Objectives:**

After studying the course students will have a capacity to understand :

- 1) To Understand the Role of Chief Minister and State Secretariat in Maharashtra state.
- 2) To understand Structure and function of State Legislature.
- 3) To provide knowledge of the state government and Administration.

**B.A. Second Year  
Semester – III  
Paper – V  
Personnel Administration**

**Course Introduction:**

Personnel administration is an important part of Public administration. Personnel administration is the art and science of planning, organizing, directing, controlling and motivating human resources. The main thing is to give knowledge of personnel system in Indian administration, specially how to process of Recruitment, Training, Promotion and Retirement of the Government Sector Employees; and understands all new issue in personnel administration.

**Course Objectives:**

1. To familiarize the students with basic process of Civil Service Recruitment in Indian Personnel Administration.
- 1) To understand how to Train Civil Servants for their Better Role in Indian Governance and Administration.
- 2) To know the Systematic process in Personnel Administration (Recruitment to Retirement of the Personnel).

**Paper – VI  
State Government and Administration**

**Course Introduction:**

India is a Democratic Republic with a Parliamentary form of government which is federal in structure with unitary features. There is a Council of Ministers with the Prime Minister as its head to advice the President who is the constitutional head of the country. Similarly in states there is a Council of Ministers with Chief Minister as its head, who advises the Governor. In this paper focus is on the Structure of State Government and Administration with special reference to Maharashtra. The course is designed to provide knowledge to the students about formation of state in India, State Legislature, State executive and State judiciary.

**Course Objectives:**

1. The Course introduces and provides knowledge of State Government and Administration.
2. To understand process of State Judiciary.
3. To know perceive Constitutional and Statutory Agencies.

**Skill Enhancement Course – I  
Rural Development and Empowerment Programmes**

**Course Introduction:**

Rural development programmes are designed to facilitate a multi-faceted growth of the rural poor people by extending the benefits of development to them. The main aim of rural development programmes is to improve the living standards of the people and providing them opportunities. In the present era, various rural development programmes have been newly defined by Prime Minister. This course designed to create awareness of rural development in the students.

**Course Objectives:**

1. To understand Rural Development and Empowerment.
2. To study various Rural Development Programmes.
3. To understand various issues in rural development programmes.

**Semester – IV****Paper – VII:- Office Administration****Course Introduction:**

Everyone knows what is meant by an ‘Office’ but very few are able to define it. Office Administration is a part of general management. The main aim of the paper Office Administration is to introduce the process of the work method. What is role of head of the office in office administration? How to keep safely and smoothly maintain office records & environment.

**Course Objectives:**

1. To understand the meaning of Office Administration.
2. To introduce the Office Procedure and Method.
3. To identify various problems in Office Administration.

**Paper – VIII:- District Administration****Course Introduction:**

The Present system of district administration owes its origin to the time of the Mauryan Empire. But modern structure of district administration in India developed in Colonial Period (1772). At that time was district administration established for collection of revenue. In the present era, district is the basic territorial unit of administration in India. District administration is the total functioning of Government in a district. In this paper stress is on providing knowledge of district administration for the Students.

**Course Objectives:**

1. To know what is District Administration means.
2. To understand Structure and function of various departments of District Administration.
1. To provide knowledge of the revenue system, Judiciary system and Police administration at district level.

**Skill Enhancement Course – II****Application of E-Governance and E-Devices in Administration****Course Introduction:**

The E-Governance is basically associated with carrying out the functions and achieving the result of governance through the utilization of ICT (Information and Communications Technology). World Bank explained the “E-Governance as the use by Government agencies of information technology that have the ability to transform relations with citizens.” In India, main trust for E-governance was provided by the launching of NICNET in 1987 by the national satellite based computer network. It is established that E-Governance is the application of information and Communication technology to transform the efficiency, effectiveness, transparency and accountability in the government. The course mainly aims at creating new skill in students for Application of E-Governance and Digital Devices in administrative service delivery.

**Course Objectives:**

1. To familiarize the students with concept of E-Governance and digital technology in service delivery.
2. To understand how to use of E-Governance in various administrative departments.
3. To know the application of E-Governance and various issues.

**B.A. Third Year**  
**Semester - V**  
**Discipline Specific Elective Paper No:- DSEPA-I**  
**Administrative Thinkers**

**Course Rational**

Public Administration is one of the youngest branches of Faculty of Humanities. With the expansion of the activities of modern state, public administration has assumed great significance in modern society. Administrative Thinkers and their contribution is an important part of public administration. The main thing is to impart knowledge of Indian and western administrative theories .

**Learning Objectives:**

After studying the course students will have a capacity to understand :

- 1) Basic Knowledge of various administrative Theories.
- 2) The approaches of study of public administration.
- 3) The relevance of thoughts in organizations.

**Utility of the course**

The students will be channelized to learn and understand various theories put forth by administrative thinkers regarding public administration and management. Through the narratives described in the course students will be made acquainted with ancient theories advocated by administrative thinkers like Kautilya about good governance and his views about eradication of corruption.

**Semester - V**  
**Discipline Generic Elective Paper No:- DGEPA-I**  
**Rural Local Government In Maharashtra**

**Course Rational**

One of the most significant development in India since independence in the field of local government has been the establishment of a net-work of Panchayati Raj Institutions. It is a Three tire system of governance at village ,tahsil and district level. Panchayati Raj Institutions playing impartment role in social and economic development of Maharashtra state .The course will throw light on details of the formation and working of Panchayati Raj institutions and powers and responsibilities. The course covers the part which is commonly added in U.P.S.C., M.P.S.C. and other competitive exams. This course would focus on the panchayati Raj institutions and their administration.

**Utility of the course**

The Content of the course will enable the students to prepare themselves for various competitive examinations such as U.P.S.C.,M.P.S.C. and other competitive examinations. The students will learn and try to understand the functioning of several democratic institutions such as Zilla Parishad, Panchayat Samiti and Gram Panchayat. Due to the course the students will be motivated to develop interest towards rural development.

**Learning Objectives**

1. To Understand the Three tire system of panchayati Raj in Maharashtra state.
2. Understand to how to help to Zilla parishad, panchayat samiti and Gram Panchayat improve their overall well being .
3. To develop awareness of the basic Governing system to students.

**Skill Enhancement Course Paper No:-SECPA – III  
(Disaster management )**

**Course Rational**

Disaster Management is very significant to survive in the case of a natural or a man made disaster. and can be defined as the organization and management of resources and responsibilities for dealing with all humanitarian aspects of emergencies in particular preparedness response and recovery.

**Utility of the course**

In the recent years the branch of Disaster Management has attained unique importance. The course will teach the students the utility of the disaster management.

**Course Objectives:**

- 1) The Course Introduce and Provides Knowledge of Disaster Management
- 2) To understand the role of various factors in Disaster Management.

**Semester - VI**

**Discipline Specific Elective Paper No:- DSEPA:-II  
Recent Trends in Public Administration**

**Course Rational**

Public Administration is one of the youngest branches of Faculty of Humanities. With the expansion of the activities of modern state, public administration has assumed great significance in modern society. The impact of Information Technology has given to many new trends which have all branches in public administration. Recent trends is an important part of public administration. The main thing is to impart knowledge of recent trends in public administration.

**Utility of the course**

The era of Information Technology has given to many new trends which have all walks of life and administration of several offices is not an exception. The said course will help the students to understand such changes and get to it.

**Course Objectives:**

- 1) To Understand the emerging and recent trends in public administration.
- 2) To Know the Importance of Information Technology in Public Administration.
- 3) To introduce and provide knowledge of Right to Information Act.

**Discipline Generic Elective Paper No:- DGEPA :- II  
Urban Local Government in Maharashtra**

**Course Rational**

One of the most significant development in India since independence in the field of local government has been the establishment of a net-work of Urban local Institutions. All round Development of Urban areas is done through the Urban Administration. To make Municipal Councils and Municipal Corporation strong and democratic under the 74 Amendment of Indian Constitution. The urban local Institutions playing important role in the development of Maharashtra state .The course will throw light on details of the formation and working of urban local institutions and powers and responsibilities. The course covers the part which is commonly added in U.P.S.C.,M.P.S.C. and other competitive exams. This course would focus on the Nagar Panchayat, Municipal Council and Municipal Corporation and their administration.

### **Utility of the course**

The utility of the course is discuss and analyze the problems created due to urbanization and suggest possible salutations about urban management and other related issues. The students will learn and try to understand the functioning of several democratic urban institutions such as Nagar panchayat, Nagar Parishad and Muncipal Corporations. .Due to the course the students will be motivated to develop interest towards urban development of Maharashtra state.

### **Course Objectives:**

- 1) To Understand the Role of Urban Local Government in Development of Nation.
- 2) Develop a Local Leadership in urban area.
- 3) To Understand the Role of urban local Institutions in urban development.
- 4) To develop of the basic Governing system to students.

**Skill Enhancement Course**  
**Paper No:- SECPA :- IV**  
**Administration of Non Government Organizations**

### **Course Rational**


The development process in a democratic form of government can only succeed when the citizens not only associate themselves with planning development programmes but also participate fully in their implementation. Citizens participation through NGOs make the administration responsive to the needs of the peoples. The focus of the course is on the NGOs , their functions and responsibilities.

### **Utility of the course**

In the country like India, the role of NGO is very significant. The purpose of the course is to make the students to analyze the work of NGOs and to inspire them to undertake such project according to his potential and skills.

### **Course Objectives:**

- 1) To Introduce and Provides Knowledge of Non Government Organization and their Administration.
- 2) To understand the work of N.G.Os in Nation building.
- 3) The ability of Students to understand the Non Government organization and its works.

  
Principal

**PRINCIPAL**  
**Shri Guru Bhuddhiawami Mahavidyalaya**  
**Purna (Jn.) Dist. Parbhani**