GONDWANA UNIVERSITY GADCHIROLI

FACULTY OF HUMANITIES
B.A. I
(I & II SEMESTER)
PUBLIC ADMINISTRATION
SYLLABUS

Submitted By

DR. Rajendra M. Zade
Chairman

Committee Members

Dr. Ashok Khobragade   Dr. Manik Chavhan

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Dr. Yogiraj Urkude

2024-2025

INTRODUCTION TO PUBLIC ADMINISTRATION

DSC (Major) for 4 credits

UNIT	TOPICS	No. of Lectures
I	a) Meaning, Nature, Scope and Significance of Public Administration b) Evolution of Public Administration c) Relation of Public Administration with Political Science, Management, Law and Economics d) Public and Private Administration	15
II	a) New Public Administration (NPA) b) New Public Management (NPM) c) Globalization and Public Administration d) Paradigm Shift from Government to Governance	15
III	a) Meaning, Basis and Forms of Organizations. b) Principles of Organization: Hierarchy, Unity of Command, Span of Control, Supervision and Control, c) Principles of Organization: Coordination, Centralization and Decentralization	15
IV	a) Chief Executive: Meaning, Types, Functions and Role b) Line, Staff and Auxiliary Agencies c) Headquarter and Field relationships	15

Recommended Books:

1. Avasthi A. and Maheshwari S.R. (2020): *Public Administration*, Lakshmi NarainAgarwal Educational Publishers, Agra.
2. Basu, Rumki (2019): *Public Administration-Concepts and Theories*, Sterling, New Delhi.
3. Goel, S. L. (2003): *Advanced Public Administration*, Deep and Deep Publication, New Delhi.
4. Goel, S. L. (2003): *Public Administration-Theory and Practice*, Deep and Deep Publications, New Delhi.
5. Sharma, M. P., Sadana, B.L. and Kaur, Harpreet (2010): *Public Administration- Theory and Practice*, KitabMahal, Allahabad.
6. Singh, Hoshiar and Sachdeva, Pradeep (2011): *Public Administration: Theory and Practice*, Pearson Education India, New Delhi.
7. शर्मा, एम .पी .एवं सदाना, बी.एल. (2005): *लोकप्रशासन – सिद्धांत एवं व्यवहार,* किताब महल, इलाहाबाद.
8. अवस्थी, ए .एवंमाहेश्वरी, एस. (2020): *लोक प्रशासन,* लक्ष्मी नारायण अग्रवाल ,आगरा.
9. बोरा, पारस व शिरसाठ, श्याम , *लोकप्रशासनशास्त्र* ,विद्या बुक्स ,औरंगाबाद., 2013.

10. इनामदार,एन.आर. (2000): *लोकप्रशासन* ,दास्ताने रामचंद्र आणि कंपनी ,पुणे.

11. पाटील,पी.बी.(2018): *लोक प्रशासन,* फडके प्रकाशन,कोल्हापूर.

12. बंग, के.आर) .2013(: *लोकप्रशासन तत्वे आणि सिद्धांत* ,विद्या बुक्स ,औरंगाबाद.

13. देशपांडे श्रीकांत, लोकप्रशासन, मंगेश प्रकाशन, नागपूर, १९८९.

GOOD GOVERNANCE
DSC (Major) for 2 credits

UNIT	TOPICS	No. of Lectures
I	- Good Governance: Meaning and Importance - Elements and Forms of Good Governance - Characteristics of Good Governance	15
II	- Good Governance initiatives in India - Challenges before Good Governance: Accountability, Openness and Transparency;	15

Recommended Books:

1. M. Laxmikant (2021): Governance in India, McGraw Hill, New Delhi.

2. M. Karthikeyan (2022): Governance in India, Pearson Education, New Delhi.

3. S. P. Verma (2004): Fostering Good Governance - Way Forward, IIPA, New Delhi.

4. Shivani singh (ed) (2016): Governance, Sage, New Delhi.

5. महेंद्र पाटील (2020): सनदी सेवा, व्यवस्थापन आणि सुशासन, प्रशांत प्रकाशन, जळगाव.

6. विजय तुंटे (2020): नागरी सेवा आणि सुशासन, , प्रशांत प्रकाशन, जळगाव.

E- GOVERNANCE

OE for 2 credits

UNIT	TOPICS	No. of Lectures
I	• E-governance: Meaning and Definition • Objectives of E-Governance • Importance of E-Governance	15
II	• E-Governance in India • Successful E-Governance programmes in India, • E-Governance in Maharashtra, • Challenges before E-Governance	15

Recommended Books:

1. Bhatnagar, S C (2004): E-Government: From Vision to Implementation. Sage: New Delhi.

2. Sodhi, Inderjeet Singh (2017): E-Governance in India. University Book House: Jaipur.

3. Tubtimhin, J (2009): Global e-Governance: Advancing e-Governance through Innovation and Leadership. IOS Press: Amsterdam.

4. Rao V. (2007): E-Governance, ABD Publishers, Jaipur.

5. S.Pankaj, (2004): Electronic Governance, A.P.H Publishing Corporation, New Delhi.

6. Urmila Reddy (2012): e- Governance in India, Lambert Academic Publishing, Germany.

7. उर्मिला रेड्डी (२०१९): ई-प्रशासन, विद्या बुक्स, औरंगाबाद.

8. सुभाष भटनागर, ई-गव्हर्नमेंट, डायमंड प्रकाशन, पुणे, (२०१०) अनु. (सुहासिनी खेर)

TRIBAL DEVELOPMENT
OE for 2 credits

UNIT	TOPICS	No. of Lectures
I	• Tribal Development: Meaning and Importance • Social Status of Tribal and related problems (exploitation, land alienation, marketing; unemployment, linguistic difference, cultural transformation etc.)	15
II	• Plan, Programmes and their implementation on Tribal Development • Recommendations of various committees on tribal development • Role of Government and NGO in tribal well being	15

	• Impact of Education on contemporary tribal societies	
	• Impact of industrialization and urbanization on tribe	

Recommended Books:

1. Naresh Kumar Vaid, 2004, Who Cares For Tribal Development, Mittal Publications, New Delhi.
2. Govinda Chandra Rath ed., 2006, Tribal Development in India: The Contemporary Debate, Sage, New Delhi.
3. Vidyut Joshi ed., 1998, Tribal Situations in India: Issues in Development, Rawat Publishers, Delhi.
4. Walter Fernandes ed., 1992, National Development and Tribal Deprivation, Indian Social Institute.
5. Virginius Xaxa, 2008 State, Society, and Tribes: Issues in Post-colonial India, Pearson / Dorling Kindersley, Delhi.
6. एस जी देगावकर, आदिवासी विकास प्रशासन, साईनाथ प्रकाशन, नागपूर

B. A. Part-I/Semester-I
LEADERSHIP SKILLS
VSC for 2 credits

UNIT	TOPICS	No. of Lectures
UNIT-I	a) Leadership: meaning and its Importance b) Qualities of an ideal leader c) Ethics and Integrity in Leadership	15
UNIT-II	a) Models of Leadership - Key characteristics of an effective leader, Leadership styles b) Basic Leadership Skills- Motivation, Teamwork, Negotiation and Networking	15

Recommended Books:

1. Caroselli, Marlene (2000): Leadership Skills for Managers, New York: McGraw Hill.

2. Upadhyay, Ranvijay (2018) Ethics, Integrity and Aptitude in Governance, Sage Publications: New Delhi.

3. Yukl, Gary (2017): Leadership in Organization, Pearson Education, New Delhi.

4. Northouse, Peter G. (2010): Leadership- Theory and Practice, Sage, New Delhi.

5. ब्रायन ट्रेसी (2019): लीडरशिप, मंजुळ पब्लिशिंग हाऊस, नवी दिल्ली (मराठी आवृत्ती).

B. A. Part-I/Semester-I
COMMUNICATION SKILLS
SEC for 2 credits

UNIT	TOPICS	No. of Lectures
I	• Meaning and importance of Communication skills • Verbal & Non Verbal communication	15
II	• Managing Self- Mind, Body and Soul for Communication • Motivation and Communication • Conflict Resolution through Communication	15

Recommended Books:

1. Adair, John (2009); Effective Communication, MacMillan: London.

2. Becker, Ethan F. and Wortmann, Jon (2009): Mastering Communication at Work: How to Lead, Manage, and Influence?. McGraw Hill: New Delhi.

3. Khan, S R (2014): Personality Development, Ramesh Publishing House: Delhi.

INDIAN ADMINISTRATION
DSC (Major) for 4 credits

UNIT	TOPICS	No. of Lectures
I	a) Evolution of Indian Administration during Ancient, Medieval and British period; b) Constitutional Framework of Indian Administration; c) Salient Features of Indian Administration	15
II	a) President; Prime Minister & Council of Ministers; b) Central Secretariat, Cabinet Secretariat, Cabinet Committees, c) Prime Minister Office; Ministry of Home Affairs and Ministry of Finance	15
III	a) Election Commission of India; Union Public Service Commission; b) Union State Relations (Legislative, Executive and Financial); c) Parliamentary, Executive and Judicial Control over Administration	15
IV	a) Citizens' Grievance Redressal Institutions and Mechanisms; b) Institutional Mechanism for Prevention of Corruption: Central Vigilance Commission; Lok Pal and Lok Ayukta; c) Minister- Civil Servant relationship.	15

Recommended Books:

1. Arora, Ramesh K. and Goyal, Rajanni (2012): Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi.
2. Chakrabarty, Bidyut and Chand, Prakash (2016): Indian Administration: Evolution and Practice, Sage, New Delhi.
3. Maheshwari S. R. (2020): Indian Administration, Orient Longman, Hyderbad.
4. Avasthi and Avasthi (2020): Indian Administration, Lakshmi Narayan Agarwal Publication, Agra.
5. Basu D.D. (2021): Introduction to the Constitution of India, Lexis Nexis, New Delhi.
6. फाडिया एवं फाडिया (2018) : भारतीय प्रशासन, साहित्य भवन पब्लिकेशन, आगरा.
7. माहेश्वरी, एस. (2015))भारतीय प्रशासन, लक्ष्मी नारायण अग्रवाल, आगरा.
8. कटारिया, सुरेंद्र (2020, भारतीय लोकप्रशासन, नेशनल पब्लिशिंग हाउस, जयपूर.
9. भोळे, भा. ल. (२०१८): भारताचे शासन आणि राजकारण, पिपंळापुरे प्रकाशन, नागपूर.
10. बंग के. आर.(2018): भारतीय प्रशासन व संविधानातमक प्रक्रीया, विद्या बुक्स, औरंगाबाद.
11. बंग के. आर.(2004): भारतीय प्रशासन, विद्याबुक्स, औरंगाबाद.
12. वाघमारे, श्यामसुंदर आणि इतर (2008): भारतीय प्रशासनाची रूपरेषा, राजमुद्रा प्रकाशन, लातुर.

PUBLIC POLICY
OE for 2 credits

UNIT	TOPICS	No. of Lectures
I	• Public Policy: Concept, Nature, Scope, Significance and Types; • Models and Approaches to Public Policy	15
II	• Public Policy Formulation- Process and Challenges, • Public Policy Implementation- Process, Approaches and Hurdles, • Public Policy Evaluation- Types, Methods and Agencies	15

Recommended Books:

1. Sapru, R K (2019): Public Policy- Formulation, Implementation and Evaluation, Prentice Hall of India: New Delhi.

2. R. K. Sapru (2017): Public Policy- A Contemporary Perspective, Sage: New Delhi.

3. Chakraborty, Bidyut and Chand, Parkash (2016): Public Policy: Concept, Theory and Practice, Sage: New Delhi.

4. Anderson, J E (2005): Public Policy Making, Houghton Mifflin: New York.

5. Chakraborty, Bidyut and Chand, Parkash (2016) Public Policy: Concept, Theory and Practice. Sage: New Delhi.

6. प्रीती पोहेकर (२०१७): भारताचे सार्वजनिक धोरण, विद्या बुक्स, औरंगाबाद.

RURAL DEVELOPMENT
OE for 2 credits

UNIT	TOPICS	No. of Lectures
I	• Rural Development: Concept, Objectives and Approaches • Rural Development Strategies • Importance and Limitations of Rural Development	15
II	Rural Economy : • Rural Economy of India, • Agriculture and Non Agriculture Sectors, Rural Institutions: • Panchayati Raj and Rural Development • Role of Non-Governmental Organisations (NGOs) in Rural Development	15

Recommended Books:

1. श्याम शिरसाठ आणि भगवानसिंग बैनाडे (२०१४): पंचायती राज आणि नागरी प्रशासन, विद्या बुक्स, औरंगाबाद.

2. Jitendra Wasnik (2020): Rural Development Administration in India, HSRA Publications, Bangalore.

3. Singh Katar (2009); Rural Development: Principles, Policies and Management, New Delhi; Sage Publication.

4. Surat Singh and Mohinder Singh (Eds.) (2006): Rural Development Administration in 21st Century: A Multi-Dimensional Study, New Delhi: Deep & Deep Publications.

5. Maheshwari S.R. - Rural Development in India, Sage Publication, New Delhi.

B. A. Part-I/Semester-II
OFFICE ADMINISTRATION
VSC for 2 credits

UNIT	TOPICS	No. of Lectures
I	• Office Administration: Meaning and Functions and Importance; • Office Manager: Qualifications, Functions, Duties and Responsibilities; • Office System and Procedures; Office Manuals	15

II	• Records Management: Filing, Classification, Indexing and Preservation of Records; • Office Communication- Types, Modern Communication System; • Office Correspondence and Mail Services; Role of Public Relations Officer	15

Recommended Books:

1. R.C. Bhatia (2019): *Principles of Office Management*, New Delhi: Lotus Press.

2. I. M. Sahai (2019): *Office Management*, Sahitya Bhawan Publications, Agra.

3. R.K. Chopra (2017): *Office Management*, Himalaya Publishing House, Mumbai.

4. Arora, S.P. (2009): *Office Organisation and Management*, New Delhi: Vikas publishing House.

5. Bhatia, R.C. (2005): *Principles of Office Management*, New Delhi: Lotus Press.

6. Chopra, R.K. (2010): *Administrative Office Management*, New Delhi: Himalaya Publishing House.

7. Dubey, N.B. (2009): *Office Management*, New Delhi: Global India Publications.

8. Gadkari, S.S. (1997): *Office Management for Public Administration*. New Delhi: Concept.

PERSONALITY DEVELOPMENT
SEC for 2 credits

UNIT	TOPICS	No. of Lectures
I	• Personality Development– Concept; • Skills and Value orientation of Personality Development; • Key Concepts – Creativity, Attitudes and Etiquettes	15
II	• Stages of personality development; • Factors Affecting Personality development; • Personality Traits	15

Recommended Books:

1. Hurlock, E B (2006): *Personality Development*, Tata McGraw Hill: New Delhi.
2. Khan, S R (2014): *Personality Development*, Ramesh Publishing House: Delhi.
3. Kumar, Pravesh (2005): *All About Self-Motivation*, Goodwill Publishing House: New Delhi.
4. Mile, D J (2004): *Power of Positive Thinking*, Rohan Book Company: Delhi.
5. Pease, Allan and Pease, Barbara (2017): *The Definitive Book of Body Language*, Sudha Publications: Delhi.

6. D. P. Sabharwal (2015): Personality Development Handbook (Hindi), Fingerprint Publishing, New Delhi.

7. Khan, S R (2014): Personality Development, Ramesh Publishing House: Delhi.