

**Instruction**

Two tutorials and two seminars shall be conducted per paper, excluding the regular teaching schedule.

North Maharashtra University, Jalgaon  
Syllabus for T.Y.B.A. Public Administration  
Special Paper -III (Spl3)  
Financial Administration  
(With effect from June 2004)

**SECTION-I**

- 1] **Financial Administration: -**  
Meaning and Scope, Principles, Significance.
- 2] **Budget: -**  
Meaning, Instrument of Financial administration. Characteristics, Objectives of a budget, Principles of Government budgeting, Revenue budget and Capital budget, General Considerations in the preparation, Procedure of Government budgeting, The Procedure of budget in legislature, Consideration and passing of the finance Bill.
- 3] **The execution of the budget: -**  
Execution of the budget on the expenditure side, and the revenue side, Delegation of financial Powers, Role of the financial Advisers
- 4] **The system of Government accounts: -**  
General Consideration, Combination of Accounts and Audit functions.

**SECTION-II**

- 5] **Audit: -**  
Nature, Meaning and Scope of Audit  
Comptroller Auditor General of India  
Audit of appropriation undertaking
- 6] **Parliamentary Financial Committees: -**  
Public Accounts committee,  
Estimate Committee  
Committee on Public Undertakings

- 7] **Center- State Financial relations: -**  
 Characteristics of fiscal Federalism  
 Flow of funds From Union to the states  
 Division of resources between Union and the states
- 8] **Role of Finance Commission: -**  
 Classification of expenditure by states  
 Harmonization of functions between Finance Commission and Planning Commission,  
 Loans by the Center to the states

**READINGS: -**

- |                                 |    |   |
|---------------------------------|----|---|
| 1. G.S.Lal                      | -: | Public Finance and Financial Administrations in India, New Delhi, HPT Kapoor, 1976. |
| 2. S.S.Mookerjee Administration | -: | Indian Public Finance and Financial Administration, Delhi, Surjet Publication, 1979 |
| 3. Maheshwari S.R.              | -: | Indian Administration 1968, New Delhi, Orient Longmans                              |
| 4. डॉ.ए.एन.राव                  | -: | लोकप्रशासन, राजना प्रकाशन पुणे  |
| 5. डा. बी.पी. पाटील             | -: | लोकप्रशासन, राजना प्रकाशन, कोल्हापूर  |
| 6. जयश्री एवं माहेजरी           | -: | लोकप्रशासन,   |
| 7. वि.सा.बाबल                   | -: | लोकप्रशासनची मुद्रावली  |
| 8. प्रा.के.आर.शेण               | -: | अर्थकारी कार्य प्रशासन, अर्थ विधीय प्रशासन, विद्या परिषद, औरंगाबाद                  |

North Maharashtra University, Jalgaon  
 Syllabus for T.Y.B.A.Public Administration  
 Special Paper -IV (Spl.4)  
**Managing Administration**  
 (With effect from June 2004)

**SECTION-I**

**Concept of Public Policy: -**

Meaning, Scope, Importance, Problem's

2] **Approaches to the study of Public Policy: -**

Institutionalism, Elite Theory, Group Theory, System Theory, Game Theory, Public Choice Theory, Input-Output Model

3] **Stage of the Policy Process: -**

Problem Formation, Policy Formulation, Policy, implementation, Policy Evaluation

4] **Organs of policymaking: -**

**SECTION-II**

5] **Management: -**

Concept, Meaning and Objectives  
 Characteristics of Management  
 Importance and Principles of Management  
 Scope and Functions of Management

6] **O and M: -**

- A) **Organisation and Method**  
 Basis of Organisation  
 Principles of Organisation  
 The Principles of Hierarchy  
 Centralization and Decentralization
- B) **Principles of Scientific Management**  
 Mental Revolution, Job study  
 Motion study, Time study, Rate setting,  
 Work Measurement, Work Simplification  
 Performance appraisal

- 7] **Electronic Data Processing: -**  
Computer Application  
Merits and Demerits of Computer
- 8] **Management Information System's: -**  
World Processing Reprography, Performance Budgeting

**READINGS: -**

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|-------------------------------|----|---|
| 1. James E Anderson           | -: | Public Policy Making: New York, 1975.                                   |
| 2. Christopher Oliff          | -: | Public Policy in Theory and Practice<br>V.K.Hedder and Stoghton, 1979   |
| 3. Ball R.                    | -: | Management Techniques and Quantitative Methods                          |
| 4. Walley B.H.                | -: | Hand Book of Office Management  |
| 5. Pal-Panandikar V.A.        | -: | Development Administration in India                                     |
| 6. L.D.White                  | -: | Public Administration   |
| 7. M.P.Sharma                 | -: | Public Administration- Theory and Practice                              |
| 8. ए.एस. जयकर<br>अरविंद कौंडे | -: | व्यावसायिक व्यवस्थापन, विद्या प्रकाशन, नागपुर                           |
| 9. प्र.के.आर.संज              | -: | कर्मचारी कर्म प्रशासन, आणि वित्तीय प्रशासन,<br>विद्या प्रकाशन, औरंगाबाद |
| 9. प्र.जी.पी.पटील             | -: | संस्थाप्रशासन, कर्मचारी प्रशासन, कोल्हापूर                              |

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| 6. अमल्यो एवं माडेसवरी          | -: | लोकप्रशासन,   |
| 7. वि. पा. भावरा                | -: | लोकप्रशासनची मुळावे   |
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