

उत्तर महाराष्ट्र विद्यापीठ, जळगांव
अध्यादेश 181

--- महाविद्यालयाचे नांव ---

धनदाईमाता कला महाविद्यालय, अमळनेर
ढेकू सिम रोड, अमळनेर
ता. अमळनेर जि. जळगांव (02587-228036)

--- करिअर ओरिएंटेड कोर्सचे नांव ---

"Certificate Course in Administration and Leadership in Local
Self Government"

--- विद्याशाखा ---

सामाजिकशास्त्र

--- शैक्षणिक वर्ष ---

2016 - 2017

North Maharashtra University, Jalgaon

Ordinance 181

- College Name** : Dhandai Mata Arts College, Amalner,
Tal. Amalner, Dist. Jalgaon
- Title of the Course** : "Certificate Course in Administration and
Leadership in Local Self Government"
- Aims / Objectives of the Course** :
 - To enable students to understand the nature of administration.
 - To enable students to develop Skills of Leadership.
- Duration of Course** : ONE year.
- Fee Structure** : 500/- (Five Hundred Only)
- Course Structure** :
 - Panchayat Raj & Government
 - Administration & Management
 - Paper-III Leadership and Personality Development.
- Eligibility for Admission** : 12th passed.

Skeleton of Course

Sr. No	Paper	Name of the Subject	Theory/ Practical	Teaching Hours	Maximum marks allotted			Passing			Credit
					External	Internal	TOTAL	External	Internal	TOTAL	
1	Paper-I	Panchayat Raj & Government	Theory	90	60	40	100	24	16	40	6
	Paper-II	Administration & Management	Theory	90	60	40	100	24	16	40	6
	Paper-III	Leadership & Personality Development.	Practical	120	60	40	100	24	16	40	8

- Minimum Staff.** : 2 (Two)
- Mode of Examination** : Theory and Practical
- Detail Syllabus.** : Attached as Appendix I, II

(Appendix -A)

COURSE STRUCTURE

Certificate Course in

"Administration and Leadership in Local Self Government"

- Paper I :- Panchayat Raj and Government
Paper II :- Administration and Management.
Paper III :- Practical Work

Nature of Examination

- 1 Theory Examination. :
Paper-I : 60 Marks
Paper-II : 60 Marks
- 2 Internal Examination :
Paper-I : 40 Marks
Paper-II : 40 Marks
- 3 Practical Examination
Paper-III : 100 Marks

Paper - I	100 Marks
Paper - II	100 Marks
Paper - III	100 Marks
<u>TOTAL</u>	<u>300 Marks</u>

D.M.E.S.'s Arts and Science College,
Amalner, Dist.Jalgaon

(Appendix -B)

SYLLABUS

“Administration and Leadership in Local Self Government”

Paper - I

Panchayat Raj and Government

100 Marks

90 Periods

No.	Terms - I	Periods (45)	Marks (50)
1	Introduction of Panchayat Raj	08	05
	i) Meaning, Scope and Significance		
	ii) Nature and History		
	iii) 73th Amendment		
2	Gram Panchayat and Leadership	12	15
	i) Organisation		
	ii) Power		
	iii) Function		
	iv) Leadership, Role of Sarpanch, Gram Sevak		
3	Panchayat Samiti and Leadership	12	15
	i) Organisation		
	ii) Power		
	iii) Function		
	iv) Leadership, Role of B.D.O., Sabhapati.		
4	Zilla Parishad and Leadership	13	15
	i) Organisation		
	ii) Power		
	iii) Function		
	iv) Leadership, Role of C.E.O.		

No.	<u>Terms - II</u>	Periods (45)	Marks (50)
5	Introduction of Urban Local Government	10	12
	i) History		
	ii) Nature		
	iii) Scope		
	iv) Structure		
6	Municipal Council and Urban Leadership	10	12
	i) Organisation		
	ii) Power		
	iii) Function		
	iv) Leadership Role of President C.E.O.		
7	Municipal Corporation and Leadership	12	13
	i) Power		
	ii) Function		
	iii) Leadership, Role of Mayer, Commissioner		
8	Recent Trends in Local Self Government	13	13
	i) 74 Amendment		
	ii) Woman Empowerment		
	iii) Reservation		

SYLLABUS

Paper - II Administration and Management

100 Marks

90 Periods

No.	<u>Terms - I</u>	Periods (45)	Marks (50)
1	Civil Administration	08	08
	i) Meaning, Significance		
	ii) Characteristics of Civil Services		
	iii) Functions of Civil Services		
	iv) Political Neutrality, Code of Conduct Evaluation		
2	Recruitment in Civil Services	12	12
	i) Meaning, & Importance		
	ii) Methods of Recruitment		
	1) Principal of Promotion - i. Efficiency-Rating ii. Personal Judgement of the Head of the Department		
	2) Principal of Merit c) Methods of Determining Qualification. 1. Written Test 2. Interview 3. Performance Test 4. Psychological Test 5. Physical Test		
	d) System of Recruitment in India 1. Union Public Service Commission (UPSC) 2. State Public Service Commission (SPSC) 3. Staff Selection Commission (SSC) 4. Railway Recruitment Board (RRB)		
	e) Reservation Policy Evaluation		

3	Training	13	15
	a) Meaning, Importance and Objectives of Training b) Types of Training i) Formal Training, ii), Informal Training 1. Pre-entry Training-Apprentice, Internship. 2. Post-entry Training- 3. In-service Training-Orientation, Refresher c) Methods of Training d) Training in India of Civil Servants Evaluation		
4	Employer-Employee Relation	12	15
	a) Right to Association, Right to Strive b) Machinery for Negotiations c) Administrative Tribunals d) Retirement-Purpose, Kinds, Benefits Evaluation		

No.	<u>Terms - II</u>	Periods (45)	Marks (50)
5	5) Management:- 13 10 and Leadership	10	10
	a) Meaning & Types of Management b) Characteristic of Management c) Functions of Management, POSDCORB d) Test of good Management and Importance Evaluation e) Leadership		
6	6) Administrative Leadership:- 13 10	10	10
	a) Meaning & Approaches of Administrative Leadership b) Development of Administrative Leadership c) Essential Qualities of Administrative Leadership d) Functions of Administrative Leadership Evaluation		
7	7) Leadership and Decision Making Process :- 13 10	13	15
	a) Role of Leadership in Policy Formation 1. Meaning, Definition & Basis of Policy Formation 2. Policy Formation in India b) Decision Making and Leadership 1. Meaning, Definition & Factors of Decision Making 2. Characteristics of Decision Making 3. Technique and Importance of Decision Making 4. Problems of Decision Making Evaluation		
8	8) Leadership & Public Relation:- 13 10	12	15
	a) Morale-Meaning, Definition & Importance Motivation-Meaning, Definition & Characteristic, 1) Importance, Tool & Techniques & Types of Motivation 2) Role of Leadership and Motivation 3) Public Relation- Meaning, Definition & Importance Means and Methods of Public Relations, Advertisement, Personal Contact, Press, Radio, T.V, Cinema, Exhibitions, Lectures, Role of Public Relation Officers. Evaluation		

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Paper - III
Practical Work

100 Marks

120 Periods

No.	Minor Study Project Work Four Project will 20 Marks	Marks (80)
	Visit and Study of Grampanchayat, Visit and Study of Panchayat Samiti, Visit and Study of Zilla Parishad, Interview of B.D.O., C.E.O. etc., Visit and Study of Nagar Palica, Visit and Study of Municipal Corporation, Interview of Mayor / C.O. etc., Visit and Report of Adarsha Gram, Visit and Report of 'Gram Sabha', Group Discussion, Body Language, Case Study, Interview Technique, Visit and Interview of Various Leadership.	
	Oral	20
	Total	100

Teaching Staff

Principal Pramod M. Pawar

M.A., M.Phil, Ph.D.

Prof. R.T. Pavara

M.A., (Politics.), M.Phil

Prof. Sandip Nerkar

M.A.(Politics) (SET)