DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD.

Circular / Acad Sec./ UG /NEP Curri./ Affiliated Colleges / 2023.

It is hereby inform to all concerned that, on the recommendation of Dean of Faculty of Humanities; **the Academic Council at it's Meeting held on 30th September, 2023 has accepted the following revised Curriculum** as per National Education Policy-2020 under the Faculty of Humanities.

Sr. No.	UG/PG Course Curriculum Name	Semesters
01.	B.A., B.Com., B.Sc. etc. **First Year** Hons with Research [Marathi]	Ist & IInd
02.	B. A./B.Com/ B.Sc./BFA/BSW etc. **Second Language & Optional First Year** Hons with Research [Hindi]	Ist & IInd
03.	B. A./B.Com/ B.Sc./BFA/BSW etc. **Second Language & Optional First Year** Hons with Research [English]	Ist & IInd
04.	B.A., B.Com., B.Sc. etc. **First Year** Hons with Research [Urdu]	Ist & IInd
05.	B.A./ B.Com/ B.Sc. etc. Second Language & Optional **First Year Hons with Research** [Sanskrit]	Ist & IInd
06.	B.A./ B.Com/ B.Sc. etc. Second Language & Optional **First Year Hons with Research [Pali & Buddhism]**	Ist & IInd
07.	B.A./ B.Com/ B.Sc. etc. Second Language & Optional **First Year** Hons with Research [Arabic]	Ist & IInd
08.	B. A. **First Year** Hons and Hons with Research **[Political Science]**	Ist & IInd
09.	B. A. **First Year Hons with Research [Sociology]**	Ist & IInd
10.	B. A. **First Year** Hons with Research [Economics]	Ist & IInd
11.	B. A. **First Year Hons** with Research **[Public Administration]**	Ist & IInd
12.	B. A. **First Year Hons with Research [History]**	Ist & IInd
13.	B. A. First Year **Hons with Research [Psychology]**	Ist & IInd
14.	B. A. First Year **Hons with Research [Geography]**	Ist & IInd

15.	B. A. **First Year** Hons with Research [Thoughts of Mahatma Phule and Dr. Babasaheb Ambedkar]	Ist & IInd
16.	B.A. **First Year** Hons with Research [Military Science]	Ist & IInd
17.	B.A. **First Year** Hons with Research [Islamic Studies]	Ist & IInd
18.	B.A. **First Year** Hons with Research [Philosophy]	Ist & IInd
19.	B.A., B.Com., B.Sc. etc. **First Year** Hons with Research [NCC]	Ist & IInd

This is effective from the Academic Year 2024-25 and Onwards as per appended herewith.

All concerned are requested to note the contents of this circular and bring notice to the students, teachers and staff for their information and necessary action.

University campus,
Aurangabad-431 004.
Ref. No. SU/
UG/Affi.Colleges/NEP Curri/
2023/ 18731-40

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**Deputy Registrar,
Academic.**

Date: 20.10.2023.

Copy forwarded with compliments to:-

1] **The Principal, all affiliated colleges,**
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

2] **The Director,** University Network & Information Centre, UNIC, with **a request to upload this Circular on University Website.**

Copy to :-

1] **The Director, Board of Examinations & Evaluation,**
2] **The Sec. Officer, [B.A. Unit] Exam. Branch,**
3] The Section Officer, [Eligibility Unit],
4] The Programmer [Computer Unit-1] Examinations,
5] The Programmer [Computer Unit-2] Examinations,
6] The In-charge, [E-Suvidha Kendra],
7] The Public Relation Officer,
8] The Record Keeper,
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

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DrK*201023/-

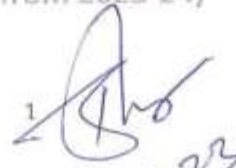# DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY

AURANGABAD

3 Years B. A./ B.Com. / B.Sc., 4 Year B. A./ B.Com. / B.Sc.

(Hons) &

4 Year B. A./ B.Com. / B.Sc. (Hons with Research)

Programme

Course Structure

Subject: Public Administration

(Effective from 2023-24)

Illustrative Credit distribution structure for three/ four year Honours/ Honours with Research Degree Programme with Multiple Entry and Exit options –
(Discipline Specific in Public Administration)

Class: B. A./ B.Com. / B.Sc. First Year
Semester: First Semester & Second Semester
Subject: Public Administration

Sr. No.	Specification/ type of Papers	First Semester		Total Credits/ Semester	Second Semester		Total Credits/ Semester	Total Credits/ Year
		Paper	Credits		Paper	Credits		
1	Major Mandatory	DSC-1	3	6	DSC-3	3	6	12
		DSC-2	3		DSC-4	3		
2	Major Elective	--	--	--	--	--	--	
3	Minor	--	--	--	M-1	2	2	2
4	Generic/ Open Elective	GE/OE-1	2	4	GE/OE-3	2	4	8
		GE/OE-2	2		GE/OE-4	2		
5	Vocational Skill Course	VSC-1	2	4	VSC-2	2	4	8
6	Skill Enhancement Course	SEC-1	2		SEC-2	2		
7	Ability Enhancement Course	AEC-1	2	6	AEC-2	2	4	10
8	Value Education Course	VEC-1	2		VEC-2	2		
9	Indian Knowledge System	IKS	2		--	--		
10	On Job Training	--	--	2	--	--	2	4
11	Field Project	--	--		--	--		
12	Community Engagement Project	--	--		--	--		
13	Co-curricular Course	CC-1	2		CC-2	2		
14	Research Project	--	--		--	--		
Cum. Cr./ Semester		--	22	22	--	22	22	44
Cum. Cr./Year		--	--	--	--	--	--	44

Exit option: Award of UG Certificate in Major with **44 credits** and an additional 4 credits core NSQF course/ Internship OR Continue with Major and Minor

Note: Papers highlighted in red colour are multiple choices

B. A./ B.Com. / B.Sc. **First Year: Public Administration**

First Semester:

1. DSC-1: Introduction to Public Administration
   DSC-2: Indian Administration
2. DSE: NA
3. M: NA
4. GE/OE-1: (Choose any one from Pool /Basket)
   1. : Theories of Public Administration
   2. : -------------------------------
   3. : -------------------------------

   GE/OE-2: (Choose any one from Pool /Basket)
   1. : Indian Constitution & Administration
   2. : -------------------------------
   3. : -------------------------------
5. VSC-1: (Choose any one from Pool /Basket)
   1. : Data Based Administration
   2. : Social Audit
   3. : -------------------------------
6. SEC-1: (Choose any one from Pool /Basket)
   1. : E-Governance
   2. : Training of Community Recourse Persons
   3. : -------------------------------
7. AEC-1: English
8. VEC-1: Indian Constitution
9. IKS: :
10. OJT: --
11. FP:--
12. CEP:--
13. CC-1: Health and Wellness
14. RP:--

Second Semester:

1. DSC-3: Principles of Public Administration

   DSC-4: State & District Administration

2. DSE: NA

3. M-1: Modern Public Administration

4. GE/OE-3: (Choose any one from Pool /Basket)

   1. : Organizational Behaviour

   2. : ------------------------------

   3. : ------------------------------

   GE/OE-4: (Choose any one from Pool /Basket)

   1. : Maharashtra Administration

   2. : ------------------------------

   3. : ------------------------------

5. VSC-2: (Choose any one from Pool /Basket)

   1. : Web Base Administration

   2. : Land Record Management

   3. : ------------------------------

6. SEC-2: (Choose any one from Pool /Basket)

   1. : Administrative Leadership & Development

   2. : Service Quality Management

   3. : ------------------------------

7. AEC-2: English Communication

8. VEC-2: Environment Education

9. IKS: :

10. OJT:--

11. FP:--

12. CEP:--

13. CC-2: Yoga education/ Sports and fitness

14. RP:--

(Note: Please fill the title of paper in blank space provided and prepared Pool/ Basket of Paper if applicable)

Class: B. A./ B.Com. / B.Sc. **Second Year**

Semester: **Third Semester & Forth Semester**

Subject: **Public Administration**

Sr. No.	Specification/ type of Papers	Third Semester		Total Credits/ Semester	Forth Semester		Total Credits/ Semester	Total Credits / Year
		Paper	Credits		Paper	Credits		
1	Major Mandatory	DSC-5	4	8	DSC-7	4	8	16
		DSC-6	4		DSC-8	4		
2	Major Elective	--	--	--	--	--	--	
3	Minor	M-2	4	4	M-3	4	4	8
4	Generic/ Open Elective	GE/OE-5	4	4	GE/OE-6	4	4	8
5	Vocational Skill Course	VSC-3	2	2	--	--	2	4
6	Skill Enhancement Course	--	--		SEC-3	2		
7	Ability Enhancement Course	AEC-3	2	2	AEC-4	2	2	4
8	Value Education Course	--	--		--	--		
9	Indian Knowledge System	--	--		--	--		
10	On Job Training	--	--	2	--	--	4	4
11	Field Project	FP-1/or	2/ or		--	--		
12	Community Engagement Project	--	--		CEP-1	2		
13	Co-curricular Course	or/CC-3	or/2		CC-4	2		
14	Research Project	--	--		--	--		
	Cum. Cr./ Semester	--	22	22	--	22	22	44
	Cum. Cr./Year	--	--	--	--	--	--	44

Exit option: Award of UG Diploma in Major and Minor with **88 credits** and an additional 4 credits core NSQF course/ Internship OR Continue with Major and Minor

Note: Papers highlighted in red colour are multiple choices

B. A./ B.Com. / B.Sc. Second Year: Public Administration, Third Semester:

1. DSC-5: Public Personnel Administration
   DSC-6: Rural Local Self-Government
2. DSE: NA
3. M-2: Indian Administrative System
4. GE/OE-5:(Choose any one from Pool /Basket)
   1. Good Governance
   2. -------------------------------------
   3. -------------------------------------
5. VSC-3: (Choose any one from Pool /Basket)
   1. Cyber-crime Management
   2. Management of NGO's
   3. -------------------------------------
6. SEC: NA
7. AEC-3: Modern Indian Language (Choose any one from available Indian languages)
8. VEC:--
9. IKS:--
10. OJT:--
11. FP-1: (Topic of FP will be allotted to the student by the concerned teacher)
12. CEP:--
13. CC-3: Cultural Activities /NSS/NCC
14. RP:--

Forth Semester:

1. DSC-7: Public Financial Administration
   DSC-8: Urban Local Self-Government
2. DSE: NA
3. M-3: Local Self-Government in India
4. GE/OE-6: (Choose any one from Pool /Basket)
   1. District Administration & Development
   2. -------------------------------------
   3. -------------------------------------
5. VSC: NA
6. SEC-3: (Choose any one from Pool /Basket)
   1. Negotiation & Conflict Management
   2. Event Management & Protocols
   3. -------------------------------------
7. AEC-4: Modern Indian Language (Choose any one from available Indian languages)
8. VEC:--
9. IKS:--
10. OJT:--
11. FP:--
12. CEP:-- -------------------------------------
13. CC-4: Fine/ Applied/ Visual/ Performing Arts
14. RP:--

Class: B. A./ B.Com. / B.Sc. **Third Year**
Semester: **Fifth Semester & Sixth Semester**
Subject: **Public Administration**

Sr. No.	Specification/ type of Papers	Fifth Semester Paper	Cred its	Total Credits/ Semester	Sixth Semester Paper	Credi ts	Total Credits/ Semester	Total Credits/ Year
1	Major Mandatory	DSC-9	4	8	DSC-11	4	10	26
		DSC-10	4		DSC-12	4		
					DSC-13	2		
2	Major Elective	DSE-1	4	4	DSE-2	4	4	
3	Minor	M-4	4	4	M-5	4	4	8
4	Generic/ Open Elective	—	--	--	--	--	--	--
5	Vocational Skill Course	VSC-4	4	4	--	--	--	4
6	Skill Enhancement Course	--	--		--	--		
7	Ability Enhancement Course	—	--	--	--	--	--	--
8	Value Education Course	—	--		--	--		
9	Indian Knowledge System	--	--		--	--		
10	On Job Training	--	--	2	OJT-1	4	4	6
11	Field Project	FP-2	2/ or		--	--		
12	Community Engagement Project	CEP-	or/ 2		--	--		
13	Co-curricular Course	--	--		--	--		
14	Research Project	--	--		--	--		44
	Cum. Cr./ Semester	--	22	22	--	22	22	
	Cum. Cr./Year	--	--	--	--	--	--	44

Exit option: Award of UG Degree in Major with **132 credits** OR Continue with Major and Minor

Note: Papers highlighted in red colour are multiple choices

B. A./ B.Com. / B.Sc. **Third Year: Public Administration,**
Fifth Semester:

1. DSC-9: Western Administrative Thinkers
   DSC-10: Comparative Public Administration
2. DSE-1:-- (Choose any one from Pool/Basket)
   1. Administrative Ethics & Governance OR
   2. Administrative Laws OR
   3. Management Science
3. M-4: Public Personnel & Financial Administration
4. GE/OE: NA
5. VSC-4: (Choose from Pool /Basket)
   1. Secretarial Practice
   2. Budgetary Management
   3. ----------------------------------
6. SEC: NA
7. AEC:--
8. VEC:--
9. IKS:--
10. OJT:--
11. FP-2: (Topic of FP will be allotted to the student by the concerned teacher)
12. CEP-2:-- ----------------------------------
13. CC:
14. RP:--

Sixth Semester:

1. DSC-11: Indian Administrative Thoughts
   DSC-12: Development Administration in India
   DSC-13: Chatrapati Shivaji's Administration (IKS Major)
2. DSE-2:--(Choose any one from Pool/Basket)
   1. Human Resource Development OR
   2. Disaster Management OR
   3. Office Management
3. M-5: Administrative Thoughts
4. GE/OE: NA
5. VSC: NA
6. SEC: NA
7. AEC:--
8. VEC:--
9. IKS:--
10. OJT-1:-- ----------------------------------
11. FP:--
12. CEP:--
13. CC:--
14. RP:--

8

Class: B. A./ B.Com. / B.Sc. Fourth Year (UG Honours Degree):

Semester: Seventh Semester &Eighth Semester

Subject: Public Administration

Sr. No.	Specification/ type of Papers	Seventh Semester		Total Credits/ Semester	Eighth Semester		Total Credits/ Semester	Total Credits/ Year
		Paper	Credits		Paper	Credits		
1	Major Mandatory	DSC-14	4	14	DSC-18	4	14	28
		DSC-15	4		DSC-19	4		
		DSC-16	4		DSC-20	4		
		DSC-17	2		DSC-21	2		
2	Major Elective	DSE-3	4	4	DSE-4	4	4	8
3	Minor	RM	4	4	--	--	--	4
4	Generic/ Open Elective	--	--	--	--	--	--	--
5	Vocational Skill Course	--	--	--	--	--	--	--
6	Skill Enhancement Course	--	--		--	--		
7	Ability Enhancement Course	--	--	--	--	--	--	--
8	Value Education Course	--	--		--	--		
9	Indian Knowledge System	--	--		--	--		
10	On Job Training	--	--	--	OJT-2	4	4	4
11	Field Project	--	--		--	--		
12	Community Engagement Project	--	--		--	--		
13	Co-curricular Course	--	--		--	--		
14	Research Project	--	--		--	--		
	Cum. Cr./ Semester	--	22	22	--	22	22	44
	Cum. Cr./Year	--	--	--	--	--	--	44
	Four Year UG Honours Degree in Major and Minor with **176 credits**							

Note: Papers highlighted in red colour are multiple choices

9

B. A./ B.Com. / B.Sc. Fourth Year (UG Honours Degree): Public Administration

Seventh Semester:

1. DSC-14: Public Policy
   DSC-15: Social Development Administration
   DSC-16: Comparative Local Self-Government
   DSC-17: Administrative Reforms in India
2. DSE-3: (Choose any one from Pool/Basket)
   1. Rural Development Administration
   2. Regulatory Governance
   3. Digital Governance
3. M: (RM) Research Methodology (Related to Major)
4. GE/OE: NA
5. VSC: NA
6. SEC: NA
7. AEC:--
8. VEC:--
9. IKS:--
10. OJT:--
11. FP:--
12. CEP:--
13. CC:
14. RP:--

Eighth Semester:

1. DSC-18: Recent Trends in Public Administration
   DSC-19: Economic Administration in India
   DSC-20: International Organizations & Administration
   DSC-21: Administrative Culture & Job Satisfaction
2. DSE-4: (Choose any one from Pool/Basket)
   1. Agrculture Administration in India
   2. Citizen Centric Governance
   3. Artificial Intelligence (AI) in Administration
3. M: NA
4. GE/OE: NA
5. VSC: NA
6. SEC: NA
7. AEC:--
8. VEC:--
9. IKS:--
10. OJT-2:-- -------------------------------------
11. FP:--
12. CEP:--
13. CC:--
14. RP:--

Class: B. A./ B.Com. / B.Sc. Forth Year (UG Honours with Research Degree):

Semester: Seventh Semester & Eighth Semester

Subject: Public Administration

Sr. No.	Specification/ type of Papers	Seventh Semester		Total Credits/ Semester	Eighth Semester		Total Credits/ Semester	Total Credits/ Year
		Paper	Credits		Paper	Credits		
1	Major Mandatory	DSC-14	4	10	DSC-18	4	10	20
		DSC-15	4		DSC-19	4		
		DSC-17	2		DSC-21	2		
2	Major Elective	DSE-3	4	4	DSE-4	4	4	8
3	Minor	RM	4	4	--	--	--	4
4	Generic/ Open Elective	--	--	--	--	--	--	--
5	Vocational Skill Course	--	--	--	--	--	--	--
6	Skill Enhancement Course	--	--		--	--		
7	Ability Enhancement Course	--	--	--	--	--	--	--
8	Value Education Course	--	--		--	--		
9	Indian Knowledge System	--	--		--	--		
10	On Job Training	--	--	4	--	--	8	8
11	Field Project	--	--		--	--		
12	Community Engagement Project	--	--		--	--		
13	Co-curricular Course	--	--		--	--		
14	Research Project	RP-1	4		RP-2	8		
	Cum. Cr./ Semester	--	22	22	--	22	22	44
	Cum. Cr./Year	--	--	--	--	--	--	44
	Four Year UG Honours Degree in Major and Minor with **176 credits**							

Note: Papers highlighted in red colour are multiple choices

B. A./ B.Com. / B.Sc. Fourth Year (UG Honours with Research Degree): Public Administration, Seventh Semester:

1. DSC-14: Public Policy

   DSC-15: Social Development Administration

   DSC-17: Administrative Reforms in India

2. DSE-3: (Choose any one from Pool/Basket)
   1. Rural Development Administration
   2. Regulatory Governance
   3. Digital Governance

3. M: (RM) Research Methodology (Related to Major)
4. GE/OE: NA
5. VSC: NA
6. SEC: NA
7. AEC:--
8. VEC:--
9. IKS:--
10. OJT:--
11. FP:--
12. CEP:--
13. CC:
14. RP:-- (Topic of RP will be allotted to the student by the concerned teacher)

Eighth Semester:

1. DSC-18: Recent Trends in Public Administration

   DSC-19: Economic Administration in India

   DSC-21: Administrative Culture & Job Satisfaction

2. DSE-4 : (Choose any one from Pool/Basket)
   1. Agrculture Administration in India
   2. Citizen Centric Governance
   3. Artificial Intelligence (AI) in Administration

3. M: NA
4. GE/OE: NA
5. VSC: NA
6. SEC: NA
7. AEC:--
8. VEC:--
9. IKS:--
10. OJT:--
11. FP:--
12. CEP:--
13. CC:--
14. RP: --(Topic of RP will be allotted to the student by the concerned teacher

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ABBREVIATION:

Major – Comprising Mandatory and Elective (Minimum 50% of total credits corresponding to 3 or 4 year UG degree)

Minor – Minor subjects may be from different disciplines of the same faculty of DSC Major (Core) or from different faculty altogether

OE – Open Elective (Choose any one from Pool/Basket of Courses from same discipline or faculty /other discipline or faculty) Faculty wise baskets of OE shall be prepared by University

VSC – Vocational Skill Course (Choose any one from pool of Major) including hands on training corresponding to the Major and / or Minor Subject

SEC – Skill Enhancement Course (Choose any one from pool / basket skill courses approved by University)

AEC – Ability Enhancement Course (Two of 2+2 credits of English & Two 2+2 of Modern Indian Languages)

VEC – Value Education Course (such as understanding India, Environment Science/Education, and Digital and Technological Solutions)

IKS – Indian Knowledge System (Major Specific IKS included under Major approved by University)

OJT – On Job Training

FP – Field Project (corresponding to the Major (Core) Subject)

CEP – Community Engagement Project (corresponding to the Major (Core) Subject)

CC – Co-Curricular Courses (such as Health and Wellness, Yoga education Sports and fitness, Cultural Activities, NSS/NCC and Fine /Applied/Visual/Performing Arts)

RP – Research Project (corresponding to the Major (Core) Subject)

MIL – Modern Indian Languages

Internship/Apprenticeship - (corresponding to the Major (Core) Subject)

Programme Specific Outcome (PSO):

On completion of the 03/ 04 years Degree in Public Administration **students will be able to:**

- PSO 1. --.

- PSO 2. --.

- PSO.3 --.

- PSO.4. --.

- PSO.5. --.

- PSO.6. --.

- PSO.7. --.

B. A./ B.Com. / B.Sc. **Semester – I**

Subject: Public Administration

Discipline Specific Course (DSC)

The course --in I semester has ------------- course

(Paper I & II) for -------- credits: Each course has ---------- credits. Both the papers are

compulsory. Details of the courses are as under.

Course No.-1 (Paper No. I)

Course No.	Type of Course	Theory / Practical	Credits	Instruction hour per week	Total No. of Lectures/Hours / Semester	Duration of Exam	Formative Assessment Marks	Summative Assessment Marks	Total Marks
			----	-----	----	----	----	----	----
Course 01	DSCC	Theory	----	-----	----	----	----	----	----

Course No.1 (Course -I): Title of the Course (Course-I): --

Course Outcome (CO):

After completion of course (No.1), students will be able to:

- CO 1 : --.
- CO 2: --.
- CO 3: --.

Syllabus- Course 1: Title- --	Total Hrs: 45
Unit-I	15 hrs
Chapter -1 ---	
Chapter- 2 --.	
Chapter-3 --.	
Unit-II	15 hrs
Chapter-4 ---	
Chapter-5 ---	
Chapter-6 --.	
Unit-III	15 hrs
Chapter-7 ---	
Chapter-8 ---	

Chapter-9 ---	

Books Recommended:

1. ---.
2. ---.
3. ---.
4. ---.
5. ---.
6. ---.
7. ---.
8. ---.
9. ---

Credits: - 3

DSC-1: INTRODUCTION TO PUBLIC ADMINISTRATION

(Discipline Specific Course)

Learning Outcomes:
1. Providing the broad understanding of Public Administration and explain the development of discipline.
2. Learning about the basics of Organization.
3. Understanding of the Line and Staff Agencies in Organization.

Unit - I: Basic Premise

Chapter 1:

    a) Meaning, Nature and Scope of Public Administration

    b) Evolution of Public Administration as a Discipline

Chapter 2:

    a) Importance of Public Administration

    b) Relation of Public Administration with other Discipline (Political Science, Management, Law, Economics, Psychology Etc.)

Chapter 3:

    a) Public Administration and Private Administration

    b) Globalization and Public Administration

Unit-II: Organization

Chapter 1:

    a) Meaning and Importance of Organization

Chapter 2:

    a) Forms of Organization: Formal Organization& Informal Organization

Chapter 3:

    a) Bases of Organization

Unit-III: Line and Staff Agencies

Chapter 1:

    a) Chief Executive

Chapter 2:

    a) Line, Staff and Auxiliary Agencies

Chapter 3:

    a) Headquarter and Field Relationship

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. Bhattacharaya, Mohit (2008):*New Horizons of Public Administration*, Jawahar Publishers and Distributors, New Delhi.

8. शर्मा, एम .पी .एवं सदाना, बी.एल. (2005): *लोकप्रशासन-सिद्धांत एवं व्यवहार*, किताब महल, इलाहाबाद.

9. अवस्थी, ए .एवं माहेश्वरी, एस. (2020): *लोकप्रशासन*, लक्ष्मीनारायण अग्रवाल,आगरा.

10. बोरा, पारस व शिरसाठ, श्याम, (2013)*लोकप्रशासनशास्त्र*,विद्याबुक्स ,औरंगाबाद.,.

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

12. पाटील, पी .बी.(2018): *लोकप्रशासन*, फडके प्रकाशन,कोल्हापूर.

13. बंग,के.आर).(2013 *लोकप्रशासन तत्वे आणि सिद्धांत*,विद्याबुक्स ,औरंगाबाद.

Credits: - 3

DSC- 2: INDIAN ADMINISTRATION

(Discipline Specific Course)

Learning Outcomes:-
1. Explain the development of Indian Administration from ancient to contemporary times.
2. Understanding of the institutional mechanism of Indian Administration at Union level.
3. Acquire broad understanding working of Legislature, Executive and Judiciary's.

Unit-I: Foundations of Indian Administration

Chapter 1:

    a) Evolution of Indian Administration (Ancient Medieval & British Period)

Chapter 2:

    a) Salient Features of Indian Administration

Chapter 3:

    a) Fundamental Rights, Directive Principles &Fundamental Duties

Unit-II: Union Government

Chapter 1: Executive

    a) President-Powers and Functions

    b) Prime Minister and Council of Minister-Powers and Functions

Chapter 2: Secretariat and Administration

    a) Cabinet Secretariat

    b) Central Secretariat

    c) Prime Minister Office (P.M.O.)

Chapter 3: Legislature

a) Loksabha and Rajyasabha- Composition and Functions

Unit-III: Judiciary at Union Level

Chapter 1:

a) Supreme Court-Structure and Jurisdiction

Chapter 2:

a) Judicial control & Judicial Activism

Chapter 3:

    a) Attorney General of India

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, लक्ष्मीनारायण 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. बंगके. आर.(2018):भारतीय प्रशासन व संविधानात्मक प्रक्रीया, विद्याबुक्स, औरंगाबाद.

11. बंगके. आर.(2004):भारतीय प्रशासन, विद्याबुक्स, औरंगाबाद.

12. वाघमारे, श्याम सुंदर आणि इतर (2008):भारतीय प्रशासनाची रूपरेषा, राजमुद्रा प्रकाशन, लातुर.

Credit: - 2

Course for other Subject / Faculty Students

GE-1: THEORIES IN PUBLIC ADMINISTRATION

(Generic)

Learning Outcomes: -
1. Awareness about the evolution and growth of the discipline of Public Administration.
2. Learning of basic principal and approaches of Public Administration.
3. Theoretical clarity of basic concepts and dynamics (both ecological and others) relating to public organizations.

Unit-I: Basic Introduction to Public Administration

Chapter- 1: Evolution, Meaning, Nature, Scope &Significance.

Chapter- 2: Relations with Political Science, Economics and Constitution science.

Chapter- 3: Public and Private Administration; New Public Administration; and New

Public Management.

Unit-II: Organization

Chapter- 1: Meaning, Types and Importance

Chapter- 2: Principles of Organization: Hierarchy, Span of Control, Co-ordination,

Supervision and Control, Communication,

Chapter- 3: Decentralization and Delegation

Recommended Books:

1) Avasthi, A & Maheshwari, S. R. 2006. Public Administration. (Hindi& English) Lakshminarain Aggarwal: Agra.

2) Bhattacharya, Mohit. 1987. Public Administration- Structure, Process and Behavior. The World Press Private Ltd.: Calcutta.

3) Bhattacharya, Mohit. 2007. Public Administration. The World Press Private Ltd.: Calcutta.

4) Marini, Frank. (Ed) 1971. Toward a New Public Administration. Chandler.

5) Nicholas, Henry. 2006. Public Administration and Public affairs. Prentice Hall: New Jersy.

6) Nigro, Felix A. and Nigro, Lloyd G. 1980. Modern Public Administration. Harper and Row:New York.

7) Prasad, D. Ravindra, V.S. Prasad and P. Satyanarayan. 2004. Administrative Thinkers (Eds.) Sterling Publishers: New Delhi.

8) Pugh, D.S. (Ed). 1985. Organization Theory Selected Readings. Penguin Books: Middlesex, England.

9) Puri, K.K. 2006. Elements of Public Administration. Bharat Prakashan: Jalandhar.

10) Taylor F.W. 1947. Scientific Management. Harper and Row: New York.

11) Weber, Max. 1969. The Methodology of the Social Sciences. Translated and Edited by Edward A. Shils and Henry a Finch. The Free Press: New York.2

12) White, L.D. 1968. Introduction to the Study of Public Administration. Eurasia Publishing House: New Delhi.3

B. A.F.Y. Semester- I
Credit: - 2
Course for other Subject / Faculty Students
GE- 2: INDIAN CONSTITUTION AND ADMINISTRATION
(Generic)

Learning Outcomes: -
1. The Constitution of India defines the basic objectives and functioning of the government.
2. It has provisions for bringing about social change and defining the relationship between individual citizen and the state.
3. It lays out certain ideals that form the basis of the kind of country that we as a citizen aspire to live in.
4. An in-depth analysis of various basic areas of constitution is the main objective of this inter disciplinary course.
5. This helps the students to strengthen their understanding of Indian constitution.

Unit- I: Indian Constitution and Functioning of Government.

Chapter- 1: Nature of the Constitution, Salient features - Preamble

Chapter- 2: Fundamental Rights, Directive Principles; Fundamental Duties

Chapter- 3: Amendments of the Constitution: Procedure for Amendment- Emergency

Provisions

Unit II: Central State Relations and Local Self Government

Chapter- 1: Distinctive features of Indian Federation

Chapter- 2: Legislative, Administrative and Financial relations between the Union and the

States

Chapter- 3: Decentralization Experiments in India - 73rd and 74th Amendments

Recommended Books:

1. Bidyut Chakravarthy, Prakash Chand (2019), Indian Administration: Evolution and Practice, Sage Publications.

2. KrishnaK.Tummala (1996), Public Administration in India, Allied Publishers Limited.

3. KuldeepMathur (2019), Recasting Public Administration in India: Reform, Rhetoric, and Neoliberalism, Oxford University Press

4. M.Sharma (2004), Indian Administration, Anmol Publishers.

5. Meredith Townsend (2019), The Annals of Indian Administration, Volume-3, Creative Media Partners. Parmar, A., A Study of Kautilya's Arthashastra, Delhi,

6. Atma Ram & Sons, 1987 Radha Krishna Sapru (2019), Indian Administration: Foundations of Governance, Sage Publications.

7. Ramesh K Arora, Rajni Goyal (2018), Indian Public Administration: Institutions and Issues, New Age International Publishers.

8. S. R. Maheswari (2004), Indian Administration, Orient Longman Publishers Limited.

9. Siuli Sarkar (2018), Public Administration in India (Second Edition), PHI Learning Private Limited.

10. Vaman Govind Kale (2010), Indian Administration, Kessinger Publications.

Credits: - 2

VSC-1: DATABASE ADMINISTRATION

(Vocational Skill Course)

Learning Outcomes: -
1. Gained an Understanding of the Fundamental Knowledge of Database Administration.
2. Understanding of Data Structure.
3. Comprehending Data Analytics.
4. Awareness about the Job Opportunities as Database Administrators.

UNIT- I: Conceptual Constructs

Chapter- 1: Database - Meaning, Scope and Importance: Basics of Major Databases and its

usage in Governance

Chapter- 2: Data Structure and Analytics - Data Analysis Tools

Chapter- 3: Data Science; Database Designs and Administration

UNIT - II: Skills and Application

Chapter- 1: Database Administrative Skills - General and Technical

Chapter- 2: Types of Database Administration; Data Management; Data Interpretation

Chapter- 3: Data Administrator; Case study

Recommended Readings:

1) Belkis, Leong Hong and Beatrice, Marron (1978) Computer Science & Technology: Database Administration Concepts, Tools, Experiences, and Problems. Systems and Software Division Institute for Computer Sciences and Technology, National Bureau of Standards: Washington, USA

2) Date, CJ (2003) An Introduction to Database Systems (8 Edition). Addison Wesley Longman Publishing Company: Boston

3) Mullins, CS (2002) Database Administration: Practices and Procedures. Addison Wesley Longman Publishing Company: Boston

4) Shagufta, Praveen: Chandra, Umesh and Wani, Arif Ali (2017) A Literature Review on Evolving Database, International Journal of Computer Applications, Vol. 162, No 9, pp. 35-41

5) Silberschat, A; Korth, H F and Sudarshan, S(2006) Database System Concepts. McGraw- Hill:NewYorkWeb Resources:

6) A set theoretic data structure and retrieval language ACM SIGIR Forumsigir.org/sigir2018/Data Science edXhttps://www.edx.org/micromasters/data science

7) Database Management Courses Database Courses in Indiawww.indiaeducation.net/computers it courses/database.html

8) DataScience.com Enterprise Data Science Platform Providerhttps://www.datascience.com/

9) Diploma in Database Administration Colleges in India | list of colleges

10) https://targetstudy.com/colleges/diploma in database Administration d IGI Global: International Publisher of Information Science and https://www.lgl- global.com/

VSC- 2: SOCIAL AUDIT
(Vocational Skill Course)

Learning Outcomes: -
1. Conceptual and theoretical understanding of Social Audit.
2. Acquiring appropriate skills among students to conduct Social Audit independently.
3. Understanding the Social Audit process.
4. Writing a Social Audit report.

Unit- I: Introduction and Objectives

Chapter-1:

    a) Meaning, objectives, principles of Social Audit

    b) Types and Processes of Social Audit

    c) Advantages and disadvantages of Social Audit

Chapter-2:

    a) Social Accountability and Statutory Provisions

    b) Social Audit Movements

    c) Social Audit and Constitutional Frameworks

Unit-II Social Audit Unit (SAU) in India

Chapter-1:

    a) SAU - Organization

    b) SAU Personnel Functions & Powers

    c) Social Audit Under Various Schemes in India

Chapter-2: Steps of Social Audit

    a) Enabling Environment for Social Audit

    b) Formation of Groups of Facilitators and Their Capacity Building

    c) Use of Right to Information Act for Social Audit

Chapter-3:Application of Social Audit

    a) Case Studies on Samagra Shiksha Abhiyan;

    b) Social Audit of the Public Distribution System (PDS) in Pune District

    c) Report Writing

Recommended Readings:

1) Aggarwal, Nomita (Ed.) (2003) Social Auditing of Environmental Laws in India. New Century Publications: New Delhi

2) Eavani, Farzad; Nazari, Kamran and Emami, Mostafa (2012) Social Audit: From Theory to Practice. Journal of Applied Sciences Research, 8(2),Pp. 1174-1179

3) Rahim, Mia; Mahmudur, Idowu and Samuel, O (2015) Social Audit Regulation Development, Challenges and Opportunities. Springer: Switzerland.

4) Saunders, Peter (1995) Capitalism: A Social Audit (Concept in Social Thought) University of Minnesota Press: Minnesota.

Web Resources:

1) Brief History of Social Accounting and Audit - The Social Audit Network

2) www.socialauditnetwork.org.uk/getting.../brief-history-social-accounting-and-audit/

3) Food and Agricultural Organisation (FAO): Training Module on Social Audit http://www.fao.org/docrep/

4) Social Audit Toolkit - Centre for Good Governance

5) https://cgg.gov.in/core/uploads/2017/07/Social-Audit-Toolkit-Final.pdf

6) UNESCO (2007). Social Audits for Strengthening Accountability: Building Blocks for Human Rights Based Programming; Practice Note http://unesdoc.unesco.org/images

7) Village Resource Persons Training Manual for Social Audit of -Nrega

8) nrega.nic.in/Netnrega/WriteReaddata/Circulars/VRP_TraningManual.pdf

B.A.F.Y. Semester-I
Credits: - 2
SEC- 1: E-GOVERNANCE
(Skill Enhancement Course)

Learning Outcomes: -

1. Gaining theoretical understanding about the concept, theory and models of e-governance
2. Learning practical application of e-governance in different walks of life
3. Awareness of various e-governance initiatives undertaken to deliver Public services to the stakeholders
4. Developing necessary skills to use and operate e-governance or digital service delivery

Unit- I: Concepts and Initiatives
Chapter-1:

a) Meaning, Definitions, and Significance of e-Governance

b) Theories of e- Governance Models of e-Governance

Chapter-2:

a) Growth of e-Governance initiatives in India,

b) Pre-National e-Governance Plan and Post NeGP (NeGP 2006)

Chapter-3:

a) E-Governance Initiatives in the area of Government to Citizens (G2C),

b) Government to Business (G2B) and Government to Government (G2G)

Unit-II: Legal Framework, Issues & Challenges for E-Governance
Chapter-1:

a) Information Technology Act - 2000

b) Information and Cyber Security

Chapter-2:

a) E-Readiness; Digital Divide

b) Challenges; Resistance to Change

Chapter-3:

a) Capacity Building,

b) Adaptation of Technology and Administrative Reforms

Recommended Readings:

1) Bellamy, Christine and John, Taylor (1998) Governing in the Information Age. Open University Press: Buckingham

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

3) Harry: Hooff, Bart van den; Vingaert, Lidwien van de; and Dijk, Jan van (2005) Information and Communication Technology in Organizations: Adoption, Implementation, Uses and Effects, Sage Publications: New Delhi

4) Gosling, P. (1997) Government in the Digital Age. Government Information Quarterly, Vol. 18, No. ER2. Bowerdean: London

5) Heeks, Richard (2006) Implementing and Managing eGovernment: An International text. Sage: London

6) Jones, S. G. (Ed.) (1995) Cyber Society, Computer mediated communication and Community. Sage: Thousand Oaks CA

7) Kooiman, J. (Ed.) (1993) Modern Governance: New Government - Society Interactions, Sage: London

8) Layne, K. and Lee J. (2001) Developing Fully Functional e-Government: A Four Stage Model. Government Information Quarterly, 18(2001), pp. 122-36. Elsevier: Manchester UK

9) Marchionini, G. (1995) Information Seeking in Electronic Environments. The Press Syndicate of the University of Cambridge: New York

10) Milakovich, Michael E. (2012) Digital Governance - New Technologies for improving

Public Service and Participation. Routledge: New York.

11) Pardhasaradhi, Y. (2009) E-Governance and Indian Society. Kanishka: New Delhi

12) Raab, C. Bellamy; C. Staylor, J.; Dutton, W. H. and Peltu, M. (1996) The information

polity: electronic democracy, privacy and surveillance, in W.H. Dutton (Ed.)

Information and Communication Technologies; Visions and Realities. Oxford

University Press: Oxford

13) Satyanarayana, J. (2006) E-Government. PHI: New Delhi.

14) Scarbrough H., and Corbett, J. M. (1992) Technology and Organization: Power, Meaning

and Design. Routledge: London

15) Sharma, Sangeeta; Nagar, Pankaj and Sodhi, Inderjeet Singh (2013) Govern metrics and

Technological Innovation for Public Policy. IGI Global: Hershey, PA, USA

SEC- 2: TRAINING OF COMMUNITY RESOURCE PERSONS
(Skill Enhancement Course)

Learning Outcomes: -

1) Development of the ability to understand self, others and the society by gaining the conceptual understanding of youth issues set of transferable skills, positive attitude to work.

2) Inculcation of the capacity to deal with various social problems in professional manner by using scientific methods and approaches.

3) Facilitation of students to become capable to serve as an instrument for bringing transformation in the lives of youth and communities through research, policy, direct practice and teaching.

4) Become professional workers in designing, organizing and delivering services for bringing change in the lives of young people, especially the socially and economically disadvantaged categories

Unit - I: Introduction

Chapter- 1:

    a) Education and Employability/Skill Development

    b) Community: Definition; Approaches/ Models and Theories of Community.

    c) Community Programmes and Projects: Steps in Planning, Monitoring and Evaluation.

Chapter- 2: Community Resource Person

    a) Job Description of Community Resource Person,

    b) Recruitment and Qualifications of a Community Resource Person.

    c) Challenges faced by community Resource Persons. (Soft Skills, Leadership and Managerial Skills, Social Entrepreneurship, Career Guidance)

Unit - II: Enablement of Disadvantaged Youth

Chapter- 1:

    a) Disadvantaged Youth: Meaning

    b) Enablement and Capacity Building for Disadvantaged Youth.

    c) Participation, Engagement and Governance: Youth and Socio- Political Responsibilities, Community Engagement/Service, Participation and Civic Engagement in Governance

Chapter- 2: Inclusion and Social Justice

    a) Inclusion and Social Justice; Meaning and Importance

    b) Social Concern and Tolerance, Gender Equity,

c) Economic opportunities for marginalized and disadvantaged youth.

Recommended Readings:

1) Banerjee, G R (1967) Concept of Being and Becoming in the Practice of Social Work. Indian Journal of Social Work, Tata Institute of Social Sciences: Mumbai.

2) Bhattacharya, Sanjay (2008) Social Work an Integrated Approach. Deep & Deep Publications: New Delhi.

3) Gangrade, K.D (1971) Community Organization in India. Popular Prakashan: Bombay Mukherjee, Amitava (Ed.) (1995) Participatory Rural Appraisal, Methods and Application in Rural Planning. Vikas Publishing House: Delhi

Web Resources:

1) http://www.actionaid.org/sites/files/actionaid/aaik_community_resource_personsman ual. pdf

2) http://brlp.in/documents/11369/1035693/Community+Resource+Persons.pdf/5791c1a 1- 4ae1-4d1d-b765-dafc43df146c

DSC- 3: PRINCIPLES OF PUBLIC ADMINISTRATION
(Discipline Specific Course)

Learning Outcomes:-
1. Acquire an understanding of the basic principles of Organization.
2. Understanding of the principles of Administrative Behavior.
3. Understanding of the meaning and importance of Public Relations.

Unit- I: Principles of Organization- I
Chapter 1:
  a) Hierarchy
Chapter 2:
  a) Span of Control
  b) Unity of Command
Chapter 3:
  a) Co-Ordination
  b) Supervision & control

Unit- II: Principles of Organization- II
Chapter 1:
  a) Decision-Making
Chapter 2:
  a) Authority and Responsibility
  b) Centralization, Decentralization and Delegation
Chapter 3:
  a) Leadership

Unit- III: Administrative Behavior & Public Relations
Chapter 1:
  a) Communication
  b) Motivation
  c) Morale
Chapter 2:
  a) Public Relations: Meaning and Importance
Chapter 3:
  a) Agencies of Public Relation

Recommended Books:

1) Avasthi A. and Maheshwari S.R. (2020): *Public Administration*, Lakshmi NarainAgarwalEducational 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 .एवंसदाना, बी.एल. (2005): *लोकप्रशासन - सिद्धांत एवं व्यवहार*, किताब महल, इलाहाबाद.

8) अवस्थी, ए .एवं माहेश्वरी, एस. (2020): *लोकप्रशासन*, लक्ष्मीनारायण अग्रवाल ,आगरा.

9) बोरा, पारस व शिरसाठ श्याम(2013) , *लोकप्रशासनशास्त्र,*विद्याबुक्स ,औरंगाबाद.

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

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

12) बंग, के .आर) .2013(: *लोकप्रशासनतत्वे आणि सिद्धांत* ,विद्याबुक्स ,औरंगाबाद.

DSC- 4: STATE AND DISTRICT ADMINISTRATION
(Discipline Specific Course)

Learning Outcomes: -
1. Understand both the evolution of Maharashtra State and salient features of its Administration.
2. Acquire knowledge about the functioning of State Administration.
3. Understanding of the State Legislature and Judiciary.
4. Analyze the role of various Functionaries Associated with District Administration.

Unit - I: State Administration

Chapter 1: State Administration

    a) Constitutional Provisions & Reorganization of States

    b) Formation of Maharashtra State

    c) Salient features of Maharashtra Administration

Chapter 2: State Executive-I

    a) Governor

    b) Chief Minister & Council of Ministers

Chapter 3: State Executive-II

    a) Chief secretary

    b) State Secretariat & State Directorate

Unit - II: State Legislature & Judiciary

Chapter 1: State Legislature

    a) Legislative Assembly: Composition, Power & Functions

    b) Legislative Council: Composition, Power & Functions

Chapter 2: State Judiciary-I

    a) High Court-Structure and Jurisdiction

Chapter 3: State Judiciary-II

    a) Public Interest Litigation (PIL)

    b) Advocate General

Unit - III: District Administration

Chapter 1:

   a) District Administration: Meaning, Importance& Evaluation of District Administration.

Chapter 2:

   a) District Collector / Magistrate: Power & Functions of District Collector

   b) District Planning Committee

Chapter 3:

   c) District and Session Court: Structure and Jurisdiction

Recommended Books:

1) S. S. Gadkari (1990): Organization of the State Government of Maharashtra, Himalaya Publishing House, Mumbai.

2) Government of India, Second Administrative Reform Commission (2009): State and District Administration (Fifteenth Report).

3) Arun Sadhu (2007): Maharashtra, National Book Trust, New Delhi.

4) U. B. Singh (2021): State Administration in India: Emerging Issues and Challenges, Kalpaz Publications, New Delhi.

5) के. आर. बंग (2016): महाराष्ट्राची शासकीय व्यवस्था,विद्याबुक्स, औरंगाबाद.

6) के. आर. बंग (2013):जिल्हा प्रशासन, विद्याबुक्स, औरंगाबाद.

7) शुभांगी राठी (2000): महाराष्ट्राचे शासन आणि जिल्हा प्रशासन, अथर्व प्रकाशन,जळगाव.

8) वीणा लोनारकर (२०२१): राज्यशासन आणि शासन,विनया प्रकाशन, भोपाल.

9) अकोलकर आणि घारगे (२०१४): जिल्हा व महसूल शासन, चिन्मय प्रकाशन, औरंगाबाद.

MINOR- 1: MODERN PUBLIC ADMINISTRATION

Learning Outcomes: -

1. To provide knowledge of the new trends in Public Administration.
2. The course introduces and provides knowledge of Public Administration.
3. To understand the relations of Public Administration with other sectors.

Unit - I: Introduction to Public Administration

Chapter-1: Meaning, Scope and Significance of Public Administration

Chapter-2: New Public Administration

- a) The first Minnowbrook Conference
- b) The Second Minnowbrook Conference

Chapter-3: New Public Management, Public Private Partnership

Unit-II: Techniques of Governance

Chapter-1: Citizen's Charter

Chapter-2: Public Choice Theory Approach

Chapter-3: Governance -Issues and Challenges

Recommended Readings:

1) Rathod P.B. 2004 Contemporary Public Administration, ABD Publishers, Jaipur.
2) Awasthi and Maheshwari, Public Administration, Laxminarayan Agrawal, Aagra.
3) A.R. Tyagi, Public Administration, Atmram and Sons Publication, New Delhi.
4) Mohit Bhattacharya, New Horizon of Public Administration, Jawahar Publishers, New Delhi.
5) भोगले शांताराम, लोकप्रशासन सिद्धांत व कार्यपद्धती, कैलास पब्लिकेशन, औरंगाबाद.
6) पारस बोरा व शिरसाट श्याम (जून 2013)लोकप्रशासनशास्त्र, विद्या प्रकाशन, औरंगाबाद.
7) दुबे अशोक कुमार,(2011) 21वी शताब्दी मे लोकप्रशासन, टाटा मकग्रा हिल पब्लिकेशन कंपनी, नई दिल्ली.

B.A.F.Y. Semester-II

Credits: - 2

Course for other Subject / Faculty Students

GE- 3: ORGANIZATIONAL BEHAVIOR

(Generic)

Learning Outcomes: -
1. The purpose of this paper is to provide the students of Arts, science &commerce.
2. A basic understanding of the concepts and processes of organizational behavior to equip them with the necessary skills to manage human behavior at work.

Unit I: Organizational Behavior.

Chapter-1: Meaning nature, scope of Organizational Behavior

Chapter- 2: Models of organizational Behavior

Chapter- 3: Basic Role of Managers

Unit-II: Interpersonal Behavior

Chapter- 1: Introduction of Interpersonal Behavior

Chapter- 2: Transactional Analysis - Ego States, Life Positions, Interpersonal Conflicts

Chapter- 3: Interpersonal Communication

Recommended Readings:

1) Wendy Hollway (2005), Work psychology and Organizational Behavior, Sage Publications thousand oaks New Delhi.
2) Jai B.P. Sinha(2008) , Culture and Organizational Behavior Sage Publications , New Delhi.
3) Dr. F.C. Sharma, Organizational Behavior (2000), S.B.P.D Publications, Agra (UP).
4) V.S.P. Rao (2017),Organizational Behavior, Excel Books Konark.
5) Blanchard K. H.,Hersey,P. and Johnson, D.E.(2008)., Management of Organizational Behavior: leading human Resources,9th edition PHI Learning.
6) Khanka, S.S.(2010) , Organizational Behavior, 4th Edition, S.chand.
7) Luthans, F. (2011), Organizational Behavior, 12th edition, Tata McGraw Hill Education.
8) Mcshane, S.L., Von Glinow, M.A., and Sharma, R.R.(2011),Organizational Behavior, 12th edition, Tata McGraw Hill Education pvt. Ltd.
9) Newstrom, J.W., (2010), Organizational Behavior, 12th edition, Tata McGraw Hill Education pvt. Ltd.

10) Sharma, S., (2012), Organizational Behavior, Tata McGraw Hill Education pvt. Ltd,

B.A.F.Y. Semester-II
Credits: - 2
Course for other Subject / Faculty Students
GE- 4: MAHARASHTRA ADMINISTRATION
(Generic)

Learning Outcomes: -
1. The Evolution and growth of the discipline of Maharashtra administration.
2. Learning of Government and Administration of Maharashtra administration.
3. Constitutional, Statutory and Non-Statutory Bodies: concepts and dynamics relating to Maharashtra Administration

Unit-I: Maharashtra Administration

Chapter- 1: Historical, Reorganization and Formation of Maharashtra State.

Chapter- 2: Salient features of Maharashtra administration

Chapter- 3: Political, Economic and Socio-cultural ecology of Maharashtra.

Unit-II Maharashtra Government and Administration

Chapter- 1: State legislature, Judiciary, Executive

Chapter- 2: Governor; Chief Minister and Council of Ministers

Chapter- 3: Organization of State Secretariat and its working

Recommended Books:

1) MARY C. Carras, The Dynamics of Indian Political Factions: A study of District Councils in the State of Maharashtra, Cambridge University Press, 1972.
2) Arun Sadhu, Maharashtra, National Book Trust, New Delhi, 2007.
3) S. S. Gadkari, Organization of the State Government of Maharashtra, Himalaya Publishing House, Mumbai, 1990.
4) K. R. Bang, Maharashtrachi Prashaskiya Vayvashta, Vidya Books, Aurangabad, 2012. (Marathi)
5) C. G. Ghangrekar, Mahashtrache Prashashan, Vidya Books, Nagpur. (Marathi)
6) B. L. Bholey and Kishor Bedkihal (ed), Badalata Maharashtra- Sathottar Parivartanacha Magowa, Dr. Babasaheb Ambedkar Akadami, Satara, 2003. (Marathi)

B.A.F.Y. Semester- II

Credits: 2

VSC- 2: WEB BASED ADMINISTRATION

(Vocational Skill Course)

Learning Outcomes:-
1. Acquiring Fundamental Knowledge of Web-Based Administration.
2. Understanding Basics of Web Portals.
3. Comprehending Web Designing.
4. Awareness about Skills of Web Administrator as a Job Opportunity.

Unit- I: Conceptual Constructs

Chapter-1: Meaning, scope and importance of web-based administration;

Chapter-2: Basics of web server; Building blocks of Web Development - Web

Contents, Interactive Web Portals

Chapter-3: Functions of Web Administration; Web based Information System;

Theoretical basis of Web design

UNIT- II: Application of WBA

Chapter- 1: Skills of Web System Administrator; Web based Learning Models

Chapter-2: Applications of web services; Preparing Web Design for Government

(Practical)

Chapter-3: Case Studies on BSF and Higher Education in India

Recommended Readings:

1) Duggan, M: Ellison, N; Lampe, C; Lenhart, A and Smith, A (2015) Social Media Update 2014. Pew Research Center: Washington, DC.

2) Flavián, Carlos; Guinalíu, Miguel; and Gurrea, Raquel (2006) The role played by perceived usability, satisfaction and consumer trust on website loyalty. Information &Management, 43(1), Pp. 1-14

3) Jennifer, Robbins (2012) Learning Web Design: A Beginner's Guide to HT. O'Reilley Inc.: CA

4) Lee, Younghwa and Kozar, Kenneth A. (2012) Understanding of website usability: Specifying and measuring constructs and their relationships. Decision Support Systems, 52(2), pp. 450-463.

5) Lim, Sun (2002) The Self Confrontation Interview: Towards an Enhanced Understanding of Human Factors in Web-based Interaction for Improved Website Usability. Journal of Electron Commerce Research, Vol., 3, No.3.pp. 162-173

6) Management Association, Information Resources (Edited) (2015) Web-Based Services: Concepts, Methodologies, Tools, and Applications. IGI Global: Penny

Web Resources:

1) Designing Web-Based User Interfaces Dr Dobb's www.drdobbs.com/web-development/designing-web-basedinterfaces/ Web Site Interface Design Theory: A Designer's Primer

2) https://www.cosc.brocku.ca/~bockusd/3p94/webuil.pdf

3) Creating a Simple Web Application Using a MySQL Database.

4) https://netbeans.org/kb/docs/web/mysql-webapp.html

B.A.F.Y. Semester-II

Credits: - 2

VSC- 2: CYBER CRIME ADMINISTRATION

(Vocational Skill Course)

Learning Outcomes: -
1. Awareness of the different types of cyber-crimes perpetrated across the globe
2. Acquiring competency for dealing with cyber frauds and deceptions
3. Exploring legal and policy developments in Cyberspace
4. In-depth knowledge of Information Technology Act and legal frame work of Right to privacy, data security and data protection
5. Acquiring the necessary knowledge and skill to plan for the prevention of the occurrence of cybercrimes in organizations

Unit- I: Introduction to Web Technology and Cyber Laws

Chapter-1:
   a) Computers and its Impact on Society
   b) Overview of Computer and Web Technology
   c) Freedom of Speech and Expression in Cyberspace

Chapter-2:
   a) Right to Access Cyberspace
   b) Access to Internet; Right to Privacy
   c) Right to Data Protection

Chapter-3:
   a) Need for Cyber Law; Cyber Jurisprudence at International and Indian Level
   b) UN & International Telecommunication Union (ITU) Initiatives
   c) Council of Europe Budapest Convention on Cybercrime; Asia-Pacific Economic Cooperation (APEC); Organization for Economic Co-operation and Development (OECD)

Unit- II: Cyber Crimes & Legal Framework

Chapter-1:
   a) Cyber Crimes against Individuals, Institutions and the State
   b) Offences under IT Act, 2000:
   c) Hacking, Digital Forgery, Cyber Stalking/Harassment, Cyber Pornography

Chapter-2:
   a) Intellectual Property Issues in Cyber Space:
   b) Interface with Copyright Law, Patent Law,
   c) Trademarks & Domain Names related issues;

Chapter-3:
   a) Dispute Resolution in Cyberspace:
   b) Concept of Jurisdiction, Indian Context of Jurisdiction and IT Act, 2000,
   c) Dispute Resolutions

Recommended Readings:
   1) Bhansali, S R (2003) Information Technology Act, 2000. University Book House: Jaipur
   2) Deva, Vasu (2003) Cyber Crimes and Law Enforcement. Commonwealth Publishers: New Delhi
   3) Naib, Sudhir (2011) The Information Technology Act, 2005: A Handbook, Oxford University Press: New York
   4) Reed, Chris and Angel, John (Eds.) (2007) Computer Law: The Law and Regulation of Information Technology. Oxford University Press: New York
   5) Rosenoer, Jonthan (1997) Cyber Law-The Law of the Internet. Springer: New York
   6) Singh, Yatindra Justice (2012) Cyber Laws (5th Edition). Universal Law Publishing Co.: New Delhi
   7) Verma, S K and Mittal, Raman (2004) Legal Dimensions of Cyber Space Indian Law Institute: New Delhi.

B.A.F.Y. Semester-II
Credits-2
SEC- 2: PERSONALITY DEVELOPMENT AND COMMUNICATION SKILLS
(Skill Enhancement Course)

Learning Outcomes: -
1. Acquiring theoretical knowledge of concepts such as personality, skills, values, communication, motivation and leadership.
2. Developing the capacity to understand themselves based on their theoretical understanding of personality, skills, values, communication, motivation and leadership.
3. Acquiring desirable attitude, etiquettes, communication skills required for rational decision making.

Unit- I: Personality Development, Decision Making and Communication

Chapter- 1: Personality Development

a) Concept; Skills and Value orientation of personality development;

b) Stages of personality development;

c) Factors affecting personality development;

Chapter- 2: Personality Traits

a) Concepts Creativity

b) Attitudes and Etiquettes

Chapter- 3: Communication

a) Communication meaning, importance, communication skills,

b) Verbal & Non-Verbal Communication

c) Decision making - Meaning, Importance, Determinant Factors and Techniques.

Unit- II: Managing Self Mind and Motivation, Leadership and Conflict Resolution

Chapter-1:

a) Managing Self Mind, Body and Soul

b) Motivation meaning, theories and types

Chapter-2:

a) Leadership meaning, types,

b) Functions and various theories

c) Conflict meaning, reasons and consequences

Chapter-3:

   a) Conflict Resolution

   b) Need and various approaches and institutions

Recommended Readings:

1) Adair. John (2009) Effective Communication (Revised Edition). Pan MacMillan: London.

2) Ajmani, JC (2012) Good English: Getting it Right. Rupa Publications: New Delhi

3) Andrews, Sudhir (1988) How to Succeed at Interviews (21" Reprint). Tata McGraw Hill: New Delhi

4) Baron, Robert A and Misra, Girishwar (2015) Psychology (Indian Sub-continent Edition). Pearson: New Delhi

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

6) Carmine, Gallo (2014) Talk like Ted: The 9 Public Speaking Secrets of the World's Top Minds. Pan MacMillan: London

7) Gracia, Helio Fred (2012) The Power of Communication: The Skills to Build Trust, Inspire Loyalty and Lead Effectively. Pearson Education: New Jersey

8) Heller, Robert (2002) Effective Leadership. DK Publishing: New Delhi

9) Hurlock, E. B. (2006) Personality Development (28th Reprint). Tata McGraw Hill: New Delhi

10) Jain, Shashi (2007) Introduction to Psychology (4th Revised Edition). Kalyani Publishers: New Delhi

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

12) Kumar, Pravesh (2005) All About Self-Motivation. Goodwill Publishing House: New Delhi

13) Lucas, Stephen (2001) Art of Public Speaking. Tata McGraw Hill: New Delhi

14) Mile, D. J. (2004) Power of Positive Thinking. Rohan Book Company: Delhi

15) Morgan, Chifford T: King, Richard A; Weisz, John R and Scopler, John (2014) Introduction to Psychology (7th Edition). McGraw Hill: New Delhi 16) Pease, Allan and Pease, Barbara (2017) The Definitive Book of Body Language. Sudha Publications: Delhi

17) Prasad, H. M. (2001) How to Prepare for Group Discussion and Interview. Tata McGraw Hill: New Delhi

B.A.F.Y. Semester-II

Credits: - 2

SEC- 2: SERVICE QUALITY MANAGEMENT

(Skill Enhancement Course)

Learning Outcomes: -
1) Acquiring Knowledge of the Fundamentals of Service Quality Management.
2) Comprehending Strategies of Delivering Quality Services.
3) Capacity to Prepare SQM Module.

Unit - I: Conceptual Constructs

Chapter-1: Service Quality Management

    a) Meaning, Principles and Significance

    b) Historical Background of SQM

Chapter-2: Strategies, Forms

    a) Service Quality Assessment Quality Metrics,

    b) Quality Audit, Certification, Standardization Procedures

Chapter-3: Quality Assessment Principles

    a) Role of E-Governance in Service Delivery

    b) Models of SQM and Globalization

Unit - II: Application

Chapter-1: Measurement of Public Perception, Behavioural Consequences of Service Quality

Chapter- 2: Selected Case Studies on Health Care Administration, Public Distribution System, Municipal Governance

Chapter- 3: Preparing Module of SQM

Recommended Readings:

1) Alexander; Hinkley, P. S; Sharples, A and Thompson, W (2002). Better Government Services: Executive Agencies in the 21st century (Report commissioned by the British Government), Cabinet Office: London, UK.

2) Berwick, Donald M: Godfrey. A Blantone: and Roessner, Jane (1990) Curing Health Care: New Strategies for Quality Improvement (1 Edition). Jossey-Bass Publishers: San Francisco

3) Chand, K. Vikram (2010) Public Service Delivery in India. Oxford Press: Oxford Cronin Jr., J. and Taylor, S (1994) SERVPERF versus SERVQUAL: Reconciling Performance Based and Perceptions Minus Expectations Measurement of Service Quality. Journal of Marketing, 58, 125-131.

4) Crosby, P. B. (1979). Quality is Free: The Art of Making Quality Certain. McGraw Hill: Evans, New York

5) J R and Lindsay. W M (1999) The Management and Control of Quality. South Western College Publishing: Ohio

6) Feigenbaum, A V (1983) Total Quality Control, McGraw-Hill: New York

7) Ghuman, BS and Singh, Ranjeet (2012) Decentralization and Delivery of Public

8) Services in Asia, Policy and Society, Vol. 32, No. 1, pp. 7-21

9) Oliver, R (1997) Satisfaction A Behavioural Perspective on the Consumer. McGraw-Hill: New York

10) Ovretveit, J (2004) Health Service Quality: An Introduction to Quality Methods for Health Service. Blackwell Science: London.