

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,
CHHATRAPATI SAMBHAJINAGAR.**



Circular / Syll. Sec./HF/ UG IIIrd Yr./Curriculum/ 2026.

It is hereby inform to all concerned that, on the recommendation of Board of Studies; **the Academic Council at it's Meeting held on 02^{ed} June, 2026 has accepted the "Following Subject wise Curriculum of UG level under the faculty of Humanities as per Guidelines of NEP & University Norms"** to be implemented in the all affiliated colleges.

Sr. No.	Name of the UG Curriculum	Semester
01.	Marathi	Vth & VIth
02.	Hindi	Vth & VIth
03.	English	Vth & VIth
04.	Urdu	Vth & VIth
05.	Pali & Buddhism with Second Year minor changes	Vth & VIth & IIIrd & IVth
06.	Arabic	Vth & VIth
07.	Sanskrit	Vth & VIth
08.	Political Sciecne	Vth & VIth
09.	Public Administration with First & Second Year minor changes	Vth & VIth & Ist to IVth
10.	Economics	Vth & VIth
11.	History	Vth & VIth
12.	Sociology	Vth & VIth
13.	Geography	Vth & VIth
14.	Psychology	Vth & VIth
15.	Thoughts of Mahatma Phule & Dr. B. R. Ambedkar	Vth & VIth
16.	Islamic Studies	Vth & VIth
17.	Military Science	Vth & VIth
18.	Philosophy	Vth & VIth

This is effective from the Academic Year 2026-27 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,
Chhatrapati Sambhajinagar-431 004.
Ref. No. SU/ HF/ UG IIIrd Yr./
Curriculum/ 2026/ 4452-55

Date: 05/ 06/ 2026.

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**Deputy Registrar
Syllabus Section**

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Copy forwarded with necessary action to:-

- 1] **The Principal, all concerned affiliated colleges,**
- 2] **The Director, University Network & Information Centre, UNIC, with a request to upload this Circular on University Website.**
- 3] **The Director, Board of Examinations & Evaluation,**
- 4] **Public Relation Officer [PRO],**

Dr. Babasaheb Ambedkar Marathwada University,
Chhatrapati Sambhajanagar.

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DrK*050626/-

**Dr. Babasaheb Ambedkar Marathwada University,
Chhatrapati Sambhajanagar (MS)- 431001**



**(Structure and Syllabus of Four Years Multidisciplinary
under Graduate Degree Program in Humanities with
Multiple and Exit option)**

**Under Graduate Program of Humanities
MAJOR IN PUBLIC ADMINISTRATION**

(Subject Code: 42)

Under the Faculty of Humanities

**B. A. Third Year
(V & VI- Semester)**

Effective from Academic Year: - 2026-2027

(As Per NEP-2020)

B. A. Third Year (5th & 6th Semester)

B.A. Third Year, 5th-Semester

Sr. No.	Course Type	Fifth Semester			Total Credits
		Course Code	Course Name	Credits	
1	Major (Core) Mandatory	DSC-11: T-HAC00233005T	Indian Administrative Thoughts	2T+2P = 4	8
		P-HAC00233265P			
		DSC-12: T-HAC00233015T	State Administration	2T+2P = 4	
2	Major Electives (Choose any one from pool of courses)	P-HAC00233275P			4
		DSE-1: T-HBC00233005T	Introduction to Public Policy	2T+2P	
3	Minor (Choose any two from pool of courses) It is from different discipline of the same faculty	DSE-2: ---	---	---	4
		M-5: T-HCC00233005T	Maharashtra Administration	2T	
4	GE/OE (Generic / Open Elective)(Choose any one from pool of courses) It should be chosen compulsorily from the faculty other than that of Major	M-6: T-HCC00233015T	Police Administration	2T	---
		---	---	---	
5	VSC (Vocational Skill Courses) (Choose any one from pool of courses)	---	---	---	4
		VSC-3: T-HEC00233005T	Land Record Management	2T+ 2P = 4	
6	SEC (Skill Enhancement Courses) (Choose any one from pool of courses)	P-HEC00233265P			---
		VSC-4: ---	---	---	
7	AEC (Ability Enhancement Courses) (Common for all faculty)	---	---	---	---
8	VEC (Value Education Courses) (Common for all faculty)	---	---	---	
9	IKS (Indian Knowledge System) Courses (Common for all faculty)	---	---	---	
10	OJT (On Job Training)	---	---	---	2 (FP-2 / CEP-2)
11	FP (Field Project)	FP-2 – P-HKC00233265P		2	
12	CEP (Community Engagement Project) (Common for all faculty)	CEP-2		2	
13	CC (Co-curricular Courses) (Common for all faculty)	---	---	---	
14	RM (Research Methodology) Course	---	---	---	
15	RP (Research Project)	---	---	---	
					22
Exit Option: Award of UG Degree in Major with 132 credits OR continue with Major and Minor					

B. A. Third Year, 6th-Semester

Sr. No.	Course Type	Sixth Semester			Total Credits
		Course Code	Course Name	Credits	
1	Major (Core) Mandatory	DSC-13: T-HAC00233506T P-HAC00233766P	Administrative Thinkers	2T+2P = 4	10
		DSC-14: T-HAC00233516T P-HAC00233776P	District Administration	2T+2P = 4	
		DSC-15: T-ZIC00233506T	Shiv Kalin Prashasan (IKS-2)	2T	
2	Major Electives (Choose any one from pool of courses)	DSE-3: T-HBC00233516T	Comparative Public Administration	2T+2P	4
		DSE-4: ---	---	---	
3	Minor (Choose any two from pool of courses) It is from different discipline of the same faculty	M-7: T-HCC00233506T	Management of Election Process	2T	4
		M-8: T-HCC00233516T	Disaster Management	2T	
4	GE/OE (Generic / Open Elective)(Choose any one from pool of courses) It should be chosen compulsorily from the faculty other than that of Major	---		---	---
5	VSC (Vocational Skill Courses) (Choose any one from pool of courses)	---		---	
		---		---	
6	SEC (Skill Enhancement Courses)(Choose any one from pool of courses)	---		---	
7	AEC (Ability Enhancement Courses) (Common for all faculty)	---		---	-
8	VEC (Value Education Courses) (Common for all faculty)	---		---	
9	IKS (Indian Knowledge System) Courses (Common for all faculty)	---		---	
10	OJT (On Job Training)	OJT-1- P-HJC00233506P		4	
11	FP (Field Project)	---		---	4
12	CEP (Community Engagement Project) (Common for all faculty)	---		---	
13	CC (Co-curricular Courses) (Common for all faculty)	---		---	
14	RM (Research Methodology) Course	---		--	
15	RP (Research Project)	---		---	
					22
Exit Option: Award of UG Degree in Major with 132 credits OR continue with Major and Minor					

Courses to be designed for other Discipline / faculty

Detailed Illustration of Courses included in 5th and 6th semester:

- 1) **Major (Core)** subject is mandatory.
 - DSC-11:** This is a 4 credits theory course OR 2 credit theory and 2 credit practical course corresponding to Major (core) subject
 - DSC-12:** This is a 4 credits theory course OR 2 credit theory and 2 credit practical course corresponding to Major (core) subject
 - DSC-13:** This is a 4 credits theory course OR 2 credit theory and 2 credit practical course corresponding to Major (core) subject
 - DSC-14:** This is a 4 credits theory course OR 2 credit theory and 2 credit practical course corresponding to Major (core) subject
 - DSC-15:** This is a 2 credits theory course (IKS) OR 2 credit theory corresponding to Major (core) subject
- 2) **Major Electives** (Choose any two from pool of courses in respective semester)
 - DSE-1:** This is a 2 credits course corresponding to Major (elective) subject
 - DSE-2:** This is a 2 credits course corresponding to Major (elective) subject
 - DSE-3:** This is a 2 credits course corresponding to Major (elective) subject
 - DSE-4:** This is a 2 credits course corresponding to Major (elective) subject
- 3) **Minor:** (Choose any two from pool of courses) **It is from different discipline of the same faculty**
 - Min-5:** This is a 2 credits course to be chosen from other discipline of the same faculty
 - Min-6:** This is a 2 credits course to be chosen from other discipline of the same faculty
 - Min-7:** This is a 2 credits course to be chosen from other discipline of the same faculty
 - Min-8:** This is a 2 credits course to be chosen from other discipline of the same faculty
- 4) **VSC (Vocational Skill Courses):** Choose any one from pool of courses. These courses should be based on Hands on Training corresponding to Major (core) subject.
 - VSC-3:** This is 4 credits course- OR 2 credit theory and 2 credit practical coursebased Hands-on Training corresponding to Major (core)subject.
 - VSC-4:** This is 2 credits course-based Hands-on Training corresponding to Major (core) subject.
- 5) **FP-2: Field Project:** This is a 2 credits course, should be corresponding to Major (core) subject
- 6) **CEP-2: Community engagement and service:** This is a 2 credits course related to community engagement and service
- 7) **OJT-1:** This is a 4 credits course related to on job Training

B. A. Third Year, Semester - V



B. A. Third Year, Semester - V

Major (Core)

Discipline Specific Course

Course Code: **HAC00233005T**

DSC- 11: INDIAN ADMINISTRATIVE THOUGHTS

Total Credits: 04 (2T+2P), Total Contact Hours: Theory-30 Hrs, Practical- 60Hrs,



Learning Objectives of the Course:

- i) To understand the ancient foundations of governance through Kautilya's Artha Shastra, Shanti Parva, and its ethical dimensions of kingship
- ii) To familiarize students with the social-reformist administrative perspectives of Phule, Shau, and Ambedkar.
- iii) To give knowledge of modern administrative visions of Gandhi, Sardar Vallabhbhai Patel and Nehru.

Course Outcomes (COs):

- i) Explain the concept of the indigenous roots of Indian administration.
- ii) Able to describe the impact of historical thinkers on modern Indian bureaucracy.
- iii) Describe the knowledge of decentralized and citizen-centric governance models.
- iv) Able to apply traditional administrative values to solve modern governance challenges.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
	Theory	
I	Ancient & Medieval Foundations a) Kautilya: Saptanga Theory and Qualities of the Ruler b) Shanti Parva (Mahabharata): Concept of Rajdharma c) Mughal Administration: Features of the Mansabdari System	10 Hrs
II	Social Reformist & Democratic Thought a) Mahatma Phule: Critique of colonial bureaucracy & Farmer Welfare b) Chhatrapati Shahu Maharaj: Reservation Policy, Economic and Agricultural reforms c) Dr. B. R. Ambedkar: Views on Village Panchayat, Planning and Social Justice	10 Hrs
III	Modern Visions & Contemporary Trends a) Mahatma Gandhi: Village Swaraj & Concept of Ideal State b) Jawaharlal Nehru: Democratic Socialism & Civil Services c) Sardar Vallabhbhai Patel: Civil services and National integration	10 Hrs
	Practical/Activity	60 Hrs
	Course Code: - HAC00233265P	

	Work for Students Activities/Projects/Field Visits Related to Indian Administrative Thoughts.	
Text & Reference Books: 1. श्याम शिरसाठ, वासनिक आणि बैनाडे, (२०२३), प्रशासकीय आणि व्यवस्थापन विचारवंत, विद्या बुक्स, औरंगाबाद, 2. फुले, जोतीराव (२०१३), महात्मा फुले समग्र वाङ्मय, संपादक: हरी नरके, महात्मा जोतीराव फुले चरित्र साधने प्रकाशन समिती, महाराष्ट्र शासन, मुंबई. 3. जयसिंगराव पवार (२०२१), समाज क्रांतिकारक राजर्षी शाहू छत्रपती, मेहता पब्लिशिंग हाउस, पुणे 4. डी. के. शर्मा, (२०१४), डॉ. भीमराव आंबेडकर: विचार और दर्शन, राजकमल प्रकाशन 5. रमाशंकर शुक्ल, (२०१०), गांधी विचार दर्शन, लोकभारती प्रकाशन 6. बी. आर. नंदा, (१९९०), महात्मा गांधी: एक जीवनी, राजकमल प्रकाशन, नई दिल्ली. 7. विपिन चंद्र, (२००४), आधुनिक भारत, ओरिएंट ब्लैकस्वान, नई दिल्ली. 8. संजय कांबळे, रमेश वाघमारे (2023), भारतीय प्रशासकीय विचारवंत, (प्राचीन मध्ययुगीन आणि आधुनिक), एज्युकेशनल पब्लिशर्स अँड डिस्ट्रीब्यूटर्स, छत्रपती संभाजीनगर, 9. रामचंद्र गुहा, (२०११), गांधी के बाद का भारत, पेंगुइन हिंदी, नई दिल्ली. 10. धनंजय कीर, (२००९) डॉ. बाबासाहेब आंबेडकरांचे विचार, पॉप्युलर प्रकाशन, मुंबई 11. य. दि. फडके, (२०१२), महात्मा गांधी: जीवन व विचार, राजहंस प्रकाशन 12. ग. प्र. प्रधान, (२०१२), पंडित नेहरू, मौज प्रकाशन गृह, मुंबई. 13. चंद्रकांत वानखेडे, (२०१५), महात्मा गांधींचे राजकीय विचार, कैलास प्रकाशन, औरंगाबाद. 14. वि. रा. कंदीकर, (२०१४), सरदार वल्लभभाई पटेल: राष्ट्रनिर्माता, कॉन्टिनेंटल प्रकाशन, पुणे. 15. सुरेश गजभारे, प्रा.डॉ. शामसुंदर वाघमारे, (२०१५), प्रशासकीय आणि व्यवस्थापकीय विचारवंत, अरुणा प्रकाशन, लातूर 16. बळवंत विष्णू घोगरे, (२००८), प्रशासकीय विचारवंत, पिंपळापुरे प्रकाशन, नागपूर. 17. Anupama Puri Mahajan (2020): Administrative Thinkers, Sage Publication, New Delhi. 18. R. K. Sapro (2013): Administrative Theories and Management Thought, PHI, New Delhi. 19. S. R. Maheshwari (2017): Administrative Thinkers, MacMillan, New Delhi. 20. Gandhi, M. K.: Hind Swaraj, Navajivan Publishing House, New Delhi. 21. B. R. Nanda, (1995), Mahatma Gandhi: A Biography, Oxford University Press, New Delhi. 22. Dhananjay Keer, 1990 (Reprint), Dr. Ambedkar: Life and Mission, Popular Prakashan, Mumbai.		



B. A. Third Year, Semester - V



Major (Core)

Discipline Specific Course

Course Code: **HAC00233015T**

DSC-12: STATE ADMINISTRATION

Total Credits: 04 (2T+2P), Total Contact Hours: Theory-30 Hrs, Practical- 60Hrs,

Learning Objectives of the Course:

- To give the Knowledge of the History & Constitutional Frame of State Administration.
- To demonstrate Knowledge of Maharashtra state Formation & Features.
- To give the Knowledge of the Legislature, Executive & Secretariat of State Administration.
- To give the Knowledge of State Judiciary.
- To give the Knowledge of State Constitutional and Statutory Agencies

Course Outcomes (Cos):

- Explain the Development of the History & Constitutional Frame of State Administration.
- Understand the Knowledge of Maharashtra state Formation & Features.
- Gain Knowledge of the Legislature, Executive & Secretariat of State Administration.
- Understanding the Knowledge of State Judiciary.
- Gain Knowledge of the State Constitutional and Statutory Agencies.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
	Theory	
I	State Administration and State Legislature - State Administration - Governor - State Legislature	10 Hrs
II	State Executive and State Judiciary - Chief Minister - Council of Ministers and State Secretariat - State Judiciary	10 Hrs
III	Constitutional and Statutory Agencies - State Public Service Commission - State Election Commission - State Planning Commission	10 Hrs
	Practical/Activity Course Code: - HAC00233275P	60 Hrs
	Work for Students Activities/Projects/Field Visits Related to State Administration	

Text & Reference Books:

- आर. सी. अग्रवाल, (2009), महाराष्ट्र की राजनैतिक व्यवस्था, राजस्थान हिंदी ग्रंथ अकादमी, जयपूर.

2. प्रमोद चंद्रा, (2013), महाराष्ट्र राज्य की व्यवस्था, वाणी प्रकाशन, नई दिल्ली.
3. जी. पी. गुप्ता, (2010), राजनैतिक व्यवस्था: महाराष्ट्र, विशाल पब्लिकेशन, आगरा.
4. महावीर सिंह, (2007), महाराष्ट्र राज्य की प्रशासन व्यवस्था, हिंदी साहित्य समिती, मुंबई.
5. द. मा. मिरासदार, (२०१४), महाराष्ट्रातील प्रशासकीय व्यवस्था, महाराष्ट्र राज्य साहित्य आणि संस्कृती अकादमी, पुणे.
6. श्रीकांत जोशी, (२००८), राज्यशासन आणि प्रशासन, महाराष्ट्र राज्य लेखिका संघ, नाशिक.
7. अ. ह. पटवर्धन, (२०१०), महाराष्ट्रातील शासन आणि प्रशासन, गट प्रकाशन, पुणे.
8. शं. ना. नवरे, (२०१५), महाराष्ट्र राज्याची प्रशासकीय रचना, वर्धा प्रकाशन, वर्धा.
9. बंग के. आर. (२००५), महाराष्ट्र प्रशासन, विद्या बुक्स पब्लिकेशन, औरंगाबाद.
10. आर. एच. काले, (२००७), महाराष्ट्र राजकारण व प्रशासन, ज्ञान प्रकाशन, नागपूर.
11. सुषमा गायकवाड, (२०११), महाराष्ट्रतील सरकारी यंत्रणा, कर्वे प्रकाशन, पुणे.
12. लोणारकर प्रवीण पांडुरंग, (२०२१), राज्य प्रशासन, यशवंतराव चव्हाण मुक्त विद्यापीठ, नाशिक.
13. सय्यद कुरेशाबी, (२०२०), महाराष्ट्र राज्य आणि जिल्हा प्रशासन, शौर्य पब्लिकेशन, लातूर.
14. श्यामसुंदर वाघमारे, (२०१४), महाराष्ट्र प्रशासन आणि जिल्हा प्रशासन, अरुणा प्रकाशन, लातूर.
15. गायकवाड, (१९९९), महाराष्ट्र प्रशासन व्यवस्था, स्वप्नाली प्रकाशन, अहमदपूर.
16. Padhi A. P. (1998) State Government in India, Uppal Publication, New Delhi, 1998.
17. Sapru R. K. (2001) Indian Administration, Kalyani Publishers, New Delhi, 2001.
18. Arora P. K. (2009) Goyal Rajani, Indian Administration, Vishwa Prakashan, New Delhi, 2009.
19. Shukla J. D., State & District Administration in India, IIPA, New Delhi.
20. Maheshwari S. R., (1982), State Government in India, Meemillan, New Delhi, 1982.
21. Gadkari S. S., (1990), Organization of the State Government of Maharashtra, Himalaya Publishing House, Mumbai.



B. A. Third Year, Semester - V

Discipline Specific Elective

Course Code: HBC00233005T



DSE-1: INTRODUCTION TO PUBLIC POLICY

Total Credits: 04, (2T+2P), Total Contact Hours: Theory- 30 Hrs, Practical- 60 Hrs.

Learning Objectives of the Course:

- To analyse the evolution and development of policy science as a distinct academic discipline.
- To give conceptual clarity about the concepts, definitions, and theoretical foundations of public policy.
- To know the role of various forces and actors that influence the policy-making process in democratic systems.

Course Outcomes (Cos):

- Understand the historical development of policy science from its origins to contemporary applications.
- Can explain the nature, scope, and boundaries of public policy as a field of study.
- Are able to analyse the role of individual citizens in influencing policy decisions through various democratic mechanisms.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Introduction to Public Policy - Policy Science: Concept and Development - Public Policy: Meaning, Nature and Objectives - Scope and Significance of Public Policy	10 Hrs
II	Policy Making Process - Policy Formulation and Decision Making - Policy Implementation and Evaluation - Policy Analysis and Policy Outcomes	10 Hrs
III	Public Policy in India - Constitutional Framework of Public Policy - Institutions of Policy Making in India - Role of Citizens, Interest Groups and Media in Public Policy	10 Hrs
	Practical/Activity Course Code: -	60 Hrs
	Work for Students Activities/Projects/Field Visits Related to Introduction to Public Policy	

Text & Reference Books:

- बी. बी. पाटील (2017), लोकप्रशासन, फडके प्रकाशन, कोल्हापूर.
- एस. एम. गायकवाड (2021), भारतातील सार्वजनिक धोरण, विद्या बुक्स पब्लिशर्स, औरंगाबाद.
- आर. के. सप्रू (2015), सार्वजनिक धोरण : निर्मिती, अंमलबजावणी व मूल्यमापन, डायमंड पब्लिकेशन्स, पुणे.

4. व्ही. एम. बाचल (2018), धोरणशास्त्र परिचय, प्रशांत पब्लिकेशन्स, जळगाव.
5. निखील गणेश जगताप, (2023), भारतातील सार्वजनिक धोरण, निराली प्रकाशन, पुणे.
6. प्रमोद बेरालीकर, (2022), ग्रामीण विकास, निराली प्रकाशन, पुणे.
7. पंचशील एकंबेकर, प्रा. चांदोबा कहाळेकर, डॉ. अशोक सोनकांबळे, (2010), वित्तीय प्रशासन आणि सार्वजनिक धोरण, अरुणा प्रकाशन, लातूर.
8. प्रीती पोहेकर (२०१७), भारताचे सार्वजनिक धोरण, विद्या बुक्स, औरंगाबाद.
9. आर. के. सप्रू (2014), लोक नीति : निर्माण, क्रियान्वयन एवं मूल्यांकन, स्टर्लिंग पब्लिशर्स, नई दिल्ली.
10. बी.एल. फाडिया (2021), भारतीय शासन और राजनीति, साहित्य भवन पब्लिकेशन्स, आगरा.
11. विलियम एन. डन (2016), लोक नीति विश्लेषण, राउटलेज प्रकाशन, न्यूयॉर्क.
12. Bidyut Chakrabarty & Prakash Chand Kandpal (2025), Public Policy in India, Routledge India, New Delhi
13. Neeti Shikha, Garima Yadav & Geetanjali Sharma (2025), Public Policy in India: Concepts, Ideals and Realities, Cengage Learning India Pvt. Ltd., New Delhi
14. Furqan Ahmad (2020), Public Policy in India, Adroit Publishers, Noida
15. Jitendra Wasnik, 2020, Public Administration in India: Aspects and Prospects, Blue rose Publishers, New Delhi.
16. Thomas R. Dye (2017), Understanding Public Policy, Pearson Education, New Delhi.
17. R. K. Sapru (2012), Public Policy: Formulation, Implementation and Evaluation, Sterling Publishers, New Delhi.
18. William N. Dunn (2016), Public Policy Analysis, Routledge, New York.
19. James E. Anderson (2015), Public Policymaking, Cengage Learning, Boston.
20. R. V. Vaidyanatha Ayyar, Pearson Longman, Public Policy Making in India, Delhi.
21. James E. Anderson, Public Policy Making, Houghton Mifflin Company, Boston, New York
22. Charles Lindblom, The intelligence of Democracy (New York: Free Press 1965)



B. A. Third Year, Semester - V

Minor

Course Code: HCC00233005T

M-5: MAHARASHTRA ADMINISTRATION

Total Credits: 02, (2T), Total Contact Hours: Theory- 30 Hrs,



Learning Objectives of the Course:

- To give the Knowledge of Maharashtra state Formation & Features.
- To demonstrate Knowledge of the Structure and Functions of Maharashtra State Legislature.
- To give the Knowledge of Maharashtra State Executive & Secretariat.
- To give the Knowledge of Maharashtra State Judiciary.
- To give the Knowledge of Maharashtra State Statutory Agencies.

Course Outcomes (COs):

- Explain the Development of Maharashtra state Formation & Features.
- Understand the Knowledge of Maharashtra State Executive & Secretariat.
- Gain Knowledge of the Structure and Functions of Maharashtra State Legislature.
- Understanding the Knowledge of Maharashtra State Judiciary.
- Gain Knowledge of Maharashtra State Statutory Agencies.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Maharashtra Administration - Formation and Reorganization of Maharashtra State - Salient Features of Maharashtra Administration - Structure and Functions of State Administration	10 Hrs
II	State Legislature and Executive - Governor; Powers, Functions and Role - State Legislature; Legislative Assembly and Legislative Council: Composition and Functions - State Executive; Chief Minister, Council of Ministers and State Secretariat	10 Hrs
III	State Judiciary and Statutory Agencies - High Court; Composition, Powers and Functions - Maharashtra Public Service Commission (MPSC) - State Election Commission	10 Hrs

Text & Reference Books:

- आर. सी. अग्रवाल, (2009), महाराष्ट्र की राजनैतिक व्यवस्था, राजस्थान हिंदी ग्रंथ अकादमी, जयपूर.
- प्रमोद चंद्रा, (2013), महाराष्ट्र राज्य की व्यवस्था, वाणी प्रकाशन, नई दिल्ली.
- जी. पी. गुप्ता, (2010), राजनैतिक व्यवस्था: महाराष्ट्र, विशाल पब्लिकेशन, आगरा.
- महावीर सिंह, (2007), महाराष्ट्र राज्य की प्रशासन व्यवस्था, हिंदी साहित्य समिति, मुंबई.

5. द. मा. मिरासदार, (२०१४), महाराष्ट्रातील प्रशासकीय व्यवस्था, महाराष्ट्र राज्य साहित्य आणि संस्कृती अकादमी, पुणे.
6. श्रीकांत जोशी, (२००८), राज्यशासन आणि प्रशासन, महाराष्ट्र राज्य लेखिका संघ, नाशिक.
7. अ. ह. पटवर्धन, (२०१०), महाराष्ट्रातील शासन आणि प्रशासन, गट प्रकाशन, पुणे.
8. शं. ना. नवरे, (२०१५), महाराष्ट्र राज्याची प्रशासकीय रचना, वर्धा प्रकाशन, वर्धा.
9. बंग के. आर. (२००५), महाराष्ट्र प्रशासन, विद्या बुक्स पब्लिकेशन, औरंगाबाद.
10. आर. एच. काले, (२००७), महाराष्ट्र राजकारण व प्रशासन, ज्ञान प्रकाशन, नागपूर.
11. सुषमा गायकवाड, (२०११), महाराष्ट्रातील सरकारी यंत्रणा, कर्वे प्रकाशन, पुणे.
12. लोणारकर प्रवीण पांडुरंग, (२०२१), राज्य प्रशासन, यशवंतराव चव्हाण मुक्त विद्यापीठ, नाशिक.
13. सय्यद कुरेशाबी, (२०२०), महाराष्ट्र राज्य आणि जिल्हा प्रशासन, शौर्य पब्लिकेशन, लातूर.
14. श्यामसंदूर वाघमारे, (२०१४), महाराष्ट्र प्रशासन आणि जिल्हा प्रशासन, अरुणा प्रकाशन, लातूर.
15. ठोंबरे सतिश, (२००२), महाराष्ट्र व जिल्हा प्रशासन, अरुणा प्रकाशन, लातूर.
16. गायकवाड, (१९९९), महाराष्ट्र प्रशासन व्यवस्था, स्वप्नाली प्रकाशन, अहमदपूर.
17. V. D. Jadhav, (2008), Maharashtra: Governance and Administration, Vidya Prakashan, Pune.
18. N. G. Deshpande, (2009), Maharashtra Politics and Government, Popular Prakashan, Mumbai.
19. K. B. Joshi, (2011), Governance in Maharashtra, Maharashtra University Press, Pune.



B. A. Third Year, Semester - V



Minor

Course Code: HCC00233015T

M- 6: POLICE ADMINISTRATION

Total Credits: 02, (2T), Total Contact Hours: Theory- 30 Hrs,

Learning Objectives of the Course:

- To give conceptual clarity to the Police administration.
- To understand the evolution of Police Administration in India.
- To learn the organizational structure and hierarchy of the Police administration.
- To understand Functions, Responsibilities, and Police Reforms.

Course Outcomes (COs):

- Understand the evolution of Police Administration in India.
- Can analyse the structure and functioning of police administration in India.
- Can evaluate police reforms and modernization initiatives.
- Understand the Organizational Structure and Hierarchy.
- Assess contemporary challenges in Indian policing.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Foundations of Police Administration - Nature, Scope, and Importance of Police Administration - Evolution of Policing: Colonial to Modern Era - Constitutional Provisions and Role of Police in the State	10 Hrs
II	Organizational Structure of Police Administration - Central and State Police Organizations - District Police Administration and Command Hierarchy - Police Training Institutions and Role of UPSC/State PSCs	10 Hrs
III	Functions, Responsibilities, and Police Reforms - Functions of Police: Law & Order, Crime Investigation, and Traffic Management - Police Reforms and National Police Commission Recommendations - Technology Integration and Police-Public Relations Improvements	10 Hrs

Text & Reference Books:

- कुलकर्णी, पी. डी., ((२०१८), पोलीस प्रशासन व भारतीय पोलीस व्यवस्था, विद्या प्रकाशन, पुणे.
- देशमुख, एस. एम., (२०२०), भारतातील पोलीस प्रशासन: सिद्धांत आणि व्यवहार, साईनाथ प्रकाशन, औरंगाबाद.
- पाटील, बी. आर., (२०१९), भारतीय राज्यव्यवस्था आणि पोलीस प्रशासन, प्रशांत पब्लिकेशन्स, जळगाव.
- जोशी, आर. के., (२०१७), आधुनिक पोलीस प्रशासन, फडके प्रकाशन, कोल्हापूर.

5. सावंत, एम. जी., (२०२१), पोलीस सुधारणा आणि लोकशाही शासनव्यवस्था, डायमंड पब्लिकेशन्स, पुणे.
6. शिंदे, ए. व्ही., (२०१६), गुन्हे अन्वेषण आणि पोलीस कार्यपद्धती, मेहता पब्लिशिंग हाऊस, पुणे.
7. काळे, व्ही. डी., (२०२२), सायबर गुन्हे व आधुनिक पोलीस तंत्रज्ञान, निराली प्रकाशन, पुणे.
8. जाधव, टी. एस., (२०१८), भारतीय संविधान आणि कायदा सुव्यवस्था प्रशासन, युनिक अकॅडमी, पुणे.
9. शर्मा, आर. के., (2019), पुलिस प्रशासन: सिद्धांत एवं व्यवहार, रावत पब्लिकेशन, जयपुर.
10. सिंह, एस. पी., (2018), भारतीय पुलिस व्यवस्था, ओरिएंट पब्लिशिंग हाउस, नई दिल्ली.
11. यादव, वी. पी., (2020), आधुनिक पुलिस प्रशासन और सुधार, विश्वविद्यालय प्रकाशन, वाराणसी.
12. चौधरी, एम. एल., (2017), भारतीय संविधान और पुलिस प्रशासन, साहित्य भवन, आगरा.
13. मिश्रा, डी. एन., (2021), अपराध अन्वेषण एवं पुलिस प्रणाली, ज्ञानदा प्रकाशन, इलाहाबाद.
14. वर्मा, आर. एस., (2016), कानून व्यवस्था एवं पुलिस की भूमिका, राधा पब्लिकेशन, नई दिल्ली.
15. Arora, R. K., (2017), Police Administration in India, Raj Publishing House, Jaipur.
16. Basu, D. D., (2020), Introduction to the Constitution of India, LexisNexis, New Delhi.
17. Chaturvedi, T. N., (2018), Police Administration and Public Order, IIPA Publication, New Delhi.
18. Ghosh, S. K., (2019), Indian Police at Crossroads, Eastern Law House, Kolkata.
19. Gupta, R. K., (2021), Police Reforms in India, Atlantic Publishers, New Delhi.
20. Krishnamurthy, V., (2016), Modern Policing and Crime Prevention, Oxford University Press, New Delhi.
21. Mehta, A. K., (2022), Technology and Smart Policing, Sage Publications, New Delhi.
22. Verma, Arvind & Subramanian, K. S., (2015), Understanding the Police in India, LexisNexis, Gurgaon.
23. Commonwealth Human Rights Initiative, (2018), Police Reforms Debates in India, CHRI Publication, New Delhi.
24. National Police Commission, (1981), Reports of the National Police Commission, Government of India, New Delhi.



B. A. Third Year, Semester - V

Vocational Specific Course

Course Code: HEC00233005T

VSC- 3: LAND RECORD MANAGEMENT

Total Credits: 04, (2T+2P), Total Contact Hours: Theory- 30 Hrs, Practical- 60 Hrs



Learning Objectives of the Course:

- To introduce students to the conceptual framework of land record management, including its meaning, importance, and methods.
- To develop understanding of digitization and modernization of land records in the context of governance and administration.
- To familiarize students with land measurement techniques and surveying principles used in land administration.
- To provide knowledge of surveying instruments and practical applications in the field.
- To enhance awareness about e-governance and digital transformation in land record systems.

Course Outcomes (Cos):

- Explain the concept, importance, and methods of land record management in administrative systems.
- Analyse the role of digital initiatives and modernization programs in improving land record systems.
- Understand and apply basic land measurement techniques and standard units.
- Describe the principles, classifications, and importance of surveying in land management.
- Identify and use various surveying instruments such as chains, tapes, and steel bands.
- Demonstrate basic practical knowledge of surveying techniques in real-world situations.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
	Theory	
I	Conceptual Framework of Land Record Management a) Meaning of Land Record Management b) Importance of Land Record Management c) Methods of Land Record Management d) Digitisation of Land Record Management	10 Hrs
II	Land Records Digitization and Modernization Initiatives a) Digital Transformation of Land Records b) Land Records Management and Computerization c) Modernization of Land Administration Systems d) E-Governance in Land Records Management	10 Hrs
III	Land Measurement and Surveying Techniques a) Fundamentals of Land Measurement and Units b) Concept, Importance and Principles of Surveying c) Surveying Instruments and Their Uses d) Practical Applications of Surveying	10 Hrs

	Practical/Activity Course Code: - HEC00233265P	60 Hrs
	Work for Students Activities/Projects/Field Visits Related to Land Record Management.	
Text & Reference Books: 1. अत्रे, शंकरराव (२०१८), भूमी अभिलेख व्यवस्थापन, विद्या प्रकाशन, पुणे. 2. देशमुख, बी. जी. (२०२०), जमाबंदी व भूमी अभिलेख प्रणाली, साई प्रकाशन, नागपूर. 3. पाटील, एस. आर. (२०१९), भूमापन व सर्वेक्षण तंत्रज्ञान, डायमंड पब्लिकेशन, कोल्हापूर. 4. जोशी, के. ए. (२०१७), ई-गव्हर्नन्स आणि जमीन अभिलेख व्यवस्थापन, हिमालय प्रकाशन, मुंबई. 5. काळे, पी. डी. (२०२१), डिजिटल भूमी अभिलेख व आधुनिकीकरण, प्रशांत प्रकाशन, औरंगाबाद. 6. शिंदे, आर. एम. (२०१६), सर्वेक्षणाची तत्त्वे आणि उपकरणे, निराली प्रकाशन, पुणे. 7. गायकवाड, एस. बी. (२०१८), जमीन मोजणी व नकाशांकन, यशोदा प्रकाशन, नाशिक. 8. कुलकर्णी, एम. ए. (२०१९), भूमी अभिलेखांचे डिजिटायझेशन, पॉप्युलर प्रकाशन, मुंबई. 9. भोसले, व्ही. एस. (२०२०), आधुनिक सर्वेक्षण पद्धती, मेहता पब्लिशिंग हाऊस, पुणे. 10. शर्मा, आर. के. (२०१९), भूमि अभिलेख प्रबंधन, राजकमल प्रकाशन, नई दिल्ली. 11. वर्मा, एस. पी. (२०२०), भूमि मापन एवं सर्वेक्षण तकनीक, विद्याभारती प्रकाशन, लखनऊ. 12. सिंह, डी. एन. (२०१८), डिजिटल भूमि अभिलेख प्रणाली, साहित्य भवन, जयपुर. 13. गुप्ता, एम. के. (२०२१), भूमि अभिलेखों का कम्प्यूटरीकरण, दीप एंड दीप पब्लिकेशन, नई दिल्ली. 14. यादव, एच. एस. (२०१६), सर्वेक्षण के सिद्धांत एवं उपकरण, ज्ञानदीप प्रकाशन, कानपुर. 15. मिश्रा, वी. पी. (२०२२), भूमि प्रशासन का आधुनिकीकरण, भारती प्रकाशन, पटना. 16. तिवारी, आर. एल. (२०१९), डिजिटाइजेशन ऑफ लैंड रिकॉर्ड्स, विश्वविद्यालय प्रकाशन, वाराणसी. 17. अग्रवाल, एस. एन. (२०१८), भूमि प्रबंधन एवं ई-शासन, लोकभारती प्रकाशन, इलाहाबाद. 18. सक्सेना, पी. डी. (२०२०), आधुनिक सर्वेक्षण तकनीकें, एस. चाँद एंड कंपनी, नई दिल्ली. 19. Dale, Peter F. (2017), Land Administration, Oxford University Press, Oxford. 20. Larsson, Gerhard (2018), Land Registration and Cadastral Systems, Routledge, London. 21. Roy, S. K. (2021), Digital Transformation in Land Records Management, Sage Publications, New Delhi.		



**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,
CHHATRAPATI SAMBHAJINAGAR**

NEP- 2020

Faculty of Humanities

B.A. Third Year Syllabus (Effective from 2026-27)

Semester-V

Course Code: - HKC00233265P

Subject: Public Administration

Specification Type of Paper: Field Project

Credits: 2



A field project in Public Administration is expected to connect classroom theory with real-world governance. It should demonstrate students' ability to observe, analyse, and suggest improvements in public systems especially at the grassroots level.

Course Objectives

- 1. To develop a practical understanding of administration**
Enable students to understand the functioning of administrative institutions in real-life settings beyond theoretical knowledge of Public Administration.
- 2. To bridge theory and practice**
Help students apply key administrative concepts such as governance, decentralization, accountability, and public service delivery in field situations.
- 3. enhance research and analytical skills**
Train students in data collection methods such as surveys, interviews, observation, and documentation, and develop their ability to analyse administrative processes critically.
- 4. understand local governance systems**
Familiarize students with the functioning of institutions like Gram Panchayats, municipalities, and district administration.
- 5. To build problem-solving and decision-making abilities**
Encourage students to identify administrative issues and suggest practical, evidence-based solutions.
- 6. To encourage community engagement and social responsibility**
Sensitize students to local issues and motivate them to contribute to community development.
- 7. To prepare students for administrative careers**
Equip students with field-level exposure and practical insights necessary for careers in civil services, NGOs, and public sector organizations.

Course Outcomes (COs)

After completion of the field project, students will be able to:

1. Demonstrate practical understanding of administrative structures and processes in the field of Public Administration.
2. Apply theoretical concepts (governance, decentralization, accountability) to real-life administrative situations.
3. Design and conduct field-based research using appropriate tools such as interviews, surveys, and observation.
4. Analyse data and critically evaluate the implementation of public policies and

programmes.

5. Identify administrative problems and propose feasible, evidence-based solutions.
6. Exhibit effective communication, report writing, and presentation skills.

Recommended Areas for Field Projects

- Indian Administrative Thoughts
- State Administration
- Public Policy
- Recent Trends in Public Administration
- Police Administration
- Land Record Management

Note: These are only guideline areas for the field project. Students can carry out project work in areas other than the above areas, according to the syllabus of Public Administration

Course Content

Unit 1: Project Planning

- Selection of topic/area of study
- Formulation of objectives

Unit 2: Fieldwork

- Data collection (Primary & Secondary)
- Interviews, surveys, observation
- Field diary maintenance

Unit 3: Data Analysis

- Data classification and tabulation
- Use of charts/graphs
- Interpretation of findings

Unit 4: Report Writing

- Structure of report -Introduction, reason for choosing area of study, objectives etc.
- Writing findings and suggestions
- Referencing and documentation

Unit 5: Presentation & Viva

- Preparation of presentation
- Viva voce examination

Framework for Field Project Presentation

1. **Field Project Title**
2. **Table of Contents** (List of Tables / List of Graphs / Maps / Abbreviations)
3. **Introduction** - The problem selected for the field project / Problem Statement, Scope, and Limitations
4. **Review of Literature** (regarding the study subject's problem) 1.6 Objectives of the Field Project Study
5. **Tools for Data Collection**
6. Conclusions and Recommendations / Remedial Measures
7. Bibliography / References
8. Appendices (as required)
9. Photographs / Maps / Abbreviations

Note-

- **Field Project Title:** The title of the field project should be apt, comprehensive, and self-explanatory.
- **Introduction:** Provide a brief overview of the field project study subject you have selected. Explain clearly why you felt it was necessary to undertake a 'Field Project' on this particular topic. State the significance, scope, and limitations of the Field Project Study from your perspective.
- **Objectives:** Clearly articulate the perspective from which the field project is being undertaken, as well as its specific purpose.
- **Research Methodology:** Document the specific methods adopted for the field project, the conceptual or theoretical framework employed, and the sampling technique used. For primary data collection, specify which tools were utilized such as interview schedules, questionnaires, field visits, group discussions, or observations (as deemed necessary).

B. A. Third Year, 6th- Semester

Sr. No.	Course Type	Sixth Semester			Total Credits
		Course Code	Course Name	Credits	
1	Major (Core) Mandatory	DSC-13: T-HAC00233506T P-HAC00233766P	Administrative Thinkers	2T+2P = 4	10
		DSC-14: T-HAC00233516T P-HAC00233776P	District Administration	2T+2P = 4	
		DSC-15: T-ZIC00233506T	Shiv Kalin Prashasan (IKS-2)	2T	
2	Major Electives (Choose any one from pool of courses)	DSE-3: T-HBC00233516T	Comparative Public Administration	2T+2P	4
		DSE-4: ---	---	---	
3	Minor (Choose any two from pool of courses) It is from different discipline of the same faculty	M-7: T-HCC00233506T	Management of Election Process	2T	4
		M-8: T-HCC00233516T	Disaster Management	2T	
4	GE/OE (Generic / Open Elective)(Choose any one from pool of courses) It should be chosen compulsorily from the faculty other than that of Major	---		---	---
5	VSC (Vocational Skill Courses) (Choose any one from pool of courses)	---		---	---
		---		---	
6	SEC (Skill Enhancement Courses)(Choose any one from pool of courses)	---		---	---
7	AEC (Ability Enhancement Courses) (Common for all faculty)	---		---	- - -
8	VEC (Value Education Courses) (Common for all faculty)	---		---	
9	IKS (Indian Knowledge System) Courses (Common for all faculty)	---		---	
10	OJT (On Job Training)	OJT-1- P-HJC00233506P		4	4
11	FP (Field Project)	---		---	
12	CEP (Community Engagement Project) (Common for all faculty)	---		---	
13	CC (Co-curricular Courses) (Common for all faculty)	---		---	
14	RM (Research Methodology) Course	---		--	
15	RP (Research Project)	---		---	
					22
Exit Option: Award of UG Degree in Major with 132 credits OR continue with Major and Minor					

B. A. Third Year, Semester - VI



B. A. Third Year, Semester - VI

Major (Core)

Discipline Specific Course

Course Code: **HAC00233506T**



DSC - 13: ADMINISTRATIVE THINKERS

Total Credits: 04 (2T+2P), Total Contact Hours: Theory-30 Hrs, Practical- 60Hrs,

Learning Objectives of the Course:

- i. Introduce students to major classical and modern administrative thinkers.
- ii. Explain the evolution of administrative thought and its theoretical foundations.
- iii. Analyse contributions of key thinkers to public administration.
- iv. Develop critical understanding of administrative theories in practice.

Course Outcomes (COs):

- i. Identify major administrative thinkers and their ideas.
- ii. Explain classical and modern theories of administration.
- iii. Critically analyse administrative models and their applicability.
- iv. Apply administrative theories to contemporary governance issues.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
	Theory	
I	The Classical Thinkers a) Frederick W. Taylor: Principles of Scientific Management b) Henri Fayol: The 14 Principles of Management and the functional elements of administration c) Max Weber: The Theory of Bureaucracy & Types of Authority	10 Hrs
II	Neo-Classical and Behavioural Thinkers a) George Elton Mayo: The Hawthorne Experiments and Human Relations Theory b) Herbert Simon: Rational Decision-Making & Bounded Rationality c) Abraham Maslow: The Hierarchy of Needs	10 Hrs
III	Modern and Contemporary Thinkers a) Mary Parker Follett: Concepts of Conflict, Power, and Authority, Constructive Conflict b) Chester Barnard: The functions of the executive and the "Zone of Indifference" in cooperation c) Yehezkel Dror: Optimal Model of Policy Making	10 Hrs
	Practical/Activity	60 Hrs
	Course Code: - HAC00233766P	
	Work for Students	
	Activities/Projects/Field Visits Related to Administrative Thinkers.	

Text & Reference Books:

1. श्याम शिरसाठ, वासनिक व भगवानसिंग बैनाडे, (२०२३) प्रशासकीय आणि व्यवस्थापन विचारवंत, विद्या बुक्स, औरंगाबाद,
2. राजेन्द्र शिंदे, (2022), लोक प्रशासन: सिद्धांत आणि विचार, महाराष्ट्र पब्लिकेशन, पुणे.
3. अनिरुद्ध देशमुख, (2020), प्रशासन सिद्धांत आणि तत्त्वे, शुभदा प्रकाशन, औरंगाबाद.
4. कविता सावंत, (2019), प्रशासनिक विचारवंतांचा इतिहास, जनार्दन प्रकाशन, नागपूर.
5. बळवंत विष्णू घोगरे, (2008), प्रशासकीय विचारवंत, पिंपळापुरे प्रकाशन, नागपूर
6. राम जाधव, प्रा. गोविंद येडले, (2011), प्रशासकीय विचारसरणी, सिरियल्स पब्लिकेशन, नवी दिल्ली.
7. अवस्थी, अमरेश्वर एवं माहेश्वरी, श्रीराम (2012), लोकप्रशासन, लक्ष्मीनारायण अग्रवाल, आगरा.
8. नरेंद्र थोरी, (२०२०), प्रशासकीय चिंतक, RSBA पब्लीशर्स, जयपूर.
9. सुरेंद्र कटारिया, (२०१२), प्रशासकीय चिंतक, नेशनल पब्लीशर्स, जयपूर.
10. रतन लाल कुमावत, (2023), प्रशासनिक सिद्धांत, ठाकूर पब्लिकेशन, जयपूर.
11. अचल सिंह, (2021), लोकप्रशासन के सिद्धांत, कल्याणी पब्लिशर्स, नई दिल्ली.
12. विजयपाल, (2020), लोकप्रशासन एवं प्रबंधन विचारक, श्री पब्लिशर्स, नई दिल्ली.
13. अजीत कुमार गौतम, (2018), प्रबंधन सिद्धांत और व्यवहार, प्रगती पब्लिकेशन, लखनऊ.
14. Taylor, Frederick W. (1911), The Principles of Scientific Management, Harper & Brothers, New York.
15. Fayol, Henri (1949), General and Industrial Management, Pitman Publishing, London.
16. Weber, Max (1947), The Theory of Social and Economic Organization, Free Press, New York.
17. Simon, Herbert A. (1947), Administrative Behaviour, Macmillan, New York.
18. Maslow, Abraham H. (1954), Motivation and Personality, Harper & Row, New York.
19. Follett, Mary Parker (1941), Dynamic Administration, Harper & Brothers, New York.
20. Prasad & Prasad, Satyanarayana, (2022), Administrative Thinkers, Sterling, New Delhi.
21. Anupama Puri Mahajan (2020), Administrative Thinkers, Sage Publication, New Delhi.
22. R. N. Singh (2017), Management Thoughts and Thinkers, S. Chand & Co. Ltd., New Delhi.
23. R.K. Sapru (2013), Administrative Theories and Management Thought, PHI, New Delhi.
24. S. R. Maheshwari (2017), Administrative Thinkers, MacMillan, New Delhi.
25. S. L. Goel (2008), Administrative and Management Thinkers, Deep& Deep Publications, New Delhi.



B. A. Third Year, Semester - VI

Discipline Specific Course

Course Code: HAC00233516T

DSC-14: DISTRICT ADMINISTRATION

Total Credits: 04 (2T+2P), Total Contact Hours: Theory-30 Hrs, Practical- 60Hrs



Learning Objectives of the Course:

- To give the Knowledge of the Evolution, Importance & Elements of District Administration.
- To demonstrate Knowledge of the District Collector& Judiciary& Law & Order of District Administration.
- To give the Knowledge of the Key Posts in District Administration.
- To give the Knowledge of the District Police Administration.
- To give the Knowledge of the District Planning & Development Council. (DPDC)

Course Outcomes (Cos):

- Explain the Development of the Evolution, Importance & Elements of District Administration.
- Understand the Knowledge of the District Collector& Judiciary& Law & Order of District Administration.
- Gain Knowledge of the Key Posts in District Administration
- Understanding the Knowledge of the District Police Administration.
- Gain Knowledge of the District Planning & Development Council. (DPDC)

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
	Theory	
I	District Administration and District Collector - Evolution, Meaning, Importance and Elements of District Administration - District Collector: Powers, Functions and Changing Role - Role of District Magistrate in Law & Order Administration	10 Hrs
II	District Judiciary, Law & Order and Key Administrative Posts - District & Session Court: Composition, Jurisdiction, Meaning and Importance of Law & Order - Principles and Machinery of Law & Order Administration - Key Posts in District Administration: Sub-Divisional Officer, Tahsildar, Talathi, Police Patil and District Information & Publicity Officer	10 Hrs
III	District Police Administration and District Planning & Development Council (DPDC) - Importance of Police Administration and Role of District Superintendent of Police - Criminal Investigation Department (C.I.D.), Local Crime Branch (L.C.B.) and Issues & Challenges in Police Administration	10 Hrs

	c) Establishment, Composition, Functions, Challenges and Limitations of District Planning & Development Council (DPDC)	
	Practical/Activity Course Code: - HAC00233776P	60 Hrs
	Work for Students Activities/Projects/Field Visits Related to District Administration	

Text & Reference Books:

1. टी. एन. गायकवाड, (१९९८), जिल्हा प्रशासन, स्वप्नाली प्रकाशन, अहमदपूर.
2. शं. ना. नवरे, (२०१५), पोलीस प्रशासन: शिद्धांत आणि व्यवहार, साहित्य प्रसार केंद्र, पुणे
3. पाटील, व्ही. बी., (2021), जिल्हा प्रशासन व ग्रामीण विकास, विद्या बुक्स पब्लिशर्स, औरंगाबाद.
4. जोशी, जी. टी., (2019), पोलीस प्रशासन, प्रशांत पब्लिकेशन, पुणे.
5. कुलकर्णी, पी. के., (2020), महाराष्ट्रातील महसूल प्रशासन, डायमंड पब्लिकेशन्स, पुणे.
6. शिंदे, एस. डी., (2018), कायदा व सुव्यवस्था प्रशासन, कैलास पब्लिकेशन, औरंगाबाद.
7. चव्हाण, आर. एन., (2022), जिल्हाधिकारी आणि जिल्हा प्रशासन, साईनाथ प्रकाशन, मुंबई.
8. देशमुख, ए. एस., (2021), ग्रामीण व जिल्हा प्रशासन, निराली प्रकाशन, पुणे.
9. सिंह, आर. के., (2020), जिला प्रशासन एवं कानून व्यवस्था, रावत पब्लिकेशन, जयपुर.
10. यादव, एस. पी., (2019), पुलिस प्रशासन, यूनिवर्सिटी पब्लिकेशन, नई दिल्ली.
11. मिश्रा, ए. पी., (2018), राजस्व प्रशासन, राधा पब्लिकेशन, नई दिल्ली.
12. चौधरी, वी. एन., (2022), जिला कलेक्टर एवं प्रशासन, साहित्य भवन, आगरा.
13. वर्मा, एस. सी., (2021), ग्रामीण एवं जिला प्रशासन, अरिहंत प्रकाशन, मेरठ.
14. Singh, Hoshiar, (2019), District Administration in India, Rawat Publications, Jaipur.
15. S. S. Khera, (1979), District Administration in India, National Publishing House, New Delhi.
16. S. R. Kaps, (2022), Police Administration, Himalaya Publishing House
17. S. S. Khera, (1979), District Administration in India, National Publishing House, New Delhi.
18. Surendra Singh, 2007, District Administration: A Profile, Indian Institute of Public Administration (IIPA), New Delhi.
19. Ramesh K. Arora, 2000, District Administration and Field Officials, Aalekh Publishers, Jodhpur.



B. A. Third Year, Semester - VI

Discipline Specific Course

Course Code: ZIC00233506T

DSC-15: SHIVKALIN PRASHASAN

(Administration during Shivaji Maharaj's Era)

Total Credits: 02 (2T) Total Contact Hours: Theory- 30Hrs,



Learning Objectives of the Course:

- To understand the administrative system developed by Chhatrapati Shivaji Maharaj.
- To analyse the political, military, and revenue structures of Shivkalin governance.
- To evaluate the significance of Shivaji's administration in modern governance context.

Course Outcomes (Cos):

- Explain the structure and functioning of Shivkalin administration.
- Analyse the efficiency and uniqueness of Shivaji Maharaj's governance system.
- Compare Shivkalin administration with modern administrative practices.
- Develop a critical understanding of decentralized governance and military strategy.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Political and Central Administration - Structure of Central Government under Shivaji Maharaj - Role and functions of Ashtapradhan Mandal - Nature of Kingship and Administrative Principles	10 Hrs
II	Revenue and Economic Administration - Land Revenue System and Taxation Methods - Agricultural Policies and Protection of Farmers - Trade, Commerce, and Financial Management	10 Hrs
III	Military and Local Administration - Military Organization (Infantry, Navy, Fort System) - Fort Administration and Strategic Importance - Village and Local Governance System	10 Hrs

Text & Reference Books:

- मेहेंदळे, गजानन भास्कर, (२०१०), शिवछत्रपतींचे प्रशासन, डायमंड पब्लिकेशन्स, पुणे.
- सरदेसाई, गो. स., (२००९), मराठी रियासत: शिवाजी महाराज खंड, पॉप्युलर प्रकाशन, मुंबई.
- शेजवलकर, त्र्यंबक शंकर, (२००८), श्री शिवछत्रपती, कॉन्टिनेन्टल प्रकाशन, पुणे.
- पगडी, सेतुमाधवराव, (२०१२), छत्रपती शिवाजी महाराज, राजहंस प्रकाशन, पुणे.
- कुलकर्णी, अ. रा., (२०११), शिवकालीन महाराष्ट्र, डायमंड पब्लिकेशन्स, पुणे.
- खोबरेकर, वि. गो., (२०१३), शिवाजी महाराजांचा राज्यकारभार, महाराष्ट्र राज्य साहित्य संस्कृती मंडळ, मुंबई.
- साळुंखे, आ. ह., (२०१४), शिवाजी महाराज आणि त्यांचे प्रशासन, प्रशांत प्रकाशन, कोल्हापूर.

8. देशपांडे, प्र. न., (२०१५), मराठा प्रशासन व्यवस्था, विद्या प्रकाशन, नागपूर.
9. शर्मा, एस. आर., (२०११), छत्रपति शिवाजी और उनका प्रशासन, राजपाल एंड सन्स, दिल्ली.
10. त्रिपाठी, रामनरेश, (२०१०), मराठा साम्राज्य का इतिहास, लोकभारती प्रकाशन, इलाहाबाद.
11. सिंह, वीरेंद्र, (२०१४), शिवाजी महाराज की प्रशासनिक व्यवस्था, ओरिएंट पब्लिशिंग, नई दिल्ली.
12. मिश्रा, आर. के., (२०१२), मध्यकालीन भारत में मराठा शासन, वाराणसी: विश्वविद्यालय प्रकाशन.
13. गुप्ता, के. एस., (२०१३), शिवाजी और स्वराज्य व्यवस्था, पंचशील प्रकाशन, जयपुर.
14. चौहान, धर्मवीर, (२०१५), मराठा कालीन प्रशासन एवं अर्थव्यवस्था, ग्रंथ अकादमी, दिल्ली.
15. पाण्डेय, बी. एन., (२०१६), शिवाजी का सैन्य एवं राजस्व प्रशासन, हिंदी ग्रंथ अकादमी, लखनऊ.
16. Sarkar, Jadunath, (2010), Shivaji and His Times, Orient Blackswan, Hyderabad.
17. Kulkarni, A. R., (2012), Maharashtra in the Age of Shivaji, Deshmukh and Company, Pune.
18. Gordon, Stewart, (2011), The Marathas 1600 -1818, Cambridge University Press, Cambridge.
19. Ranade, Mahadev Govind, (2005), Rise of the Maratha Power, Publication Division, New Delhi.
20. Sen, Surendra Nath, (2006), Administrative System of the Marathas, K. P. Bagchi & Company, Kolkata.
21. Sardesai, Govind Sakharam, (2008), New History of the Marathas, Phoenix Publications, Mumbai.
22. Pagadi, Setumadhavrao, (2014), Shivaji, National Book Trust, New Delhi.
23. Mehendale, Gajanan Bhaskar, (2013), Shivaji Maharaj: His Life and Administration, Snehal Prakashan, Pune.



B. A. Third Year, Semester - VI

Discipline Specific Elective

Course Code: **HBC00233516T**



DSE- 3: COMPARATIVE PUBLIC ADMINISTRATION

Total Credits: 04, (2T+2P), Total Contact Hours: Theory- 30 Hrs, Practical- 60 Hrs.

Learning Objectives of the Course:

- To introduce the historical evolution and significance of Comparative Public Administration.
- To understand the cross-cultural and cross-national study of administrative systems.
- To familiarize students with the Ecological approach and Fred Riggs' contribution.
- To analyse the administrative structures of developed and developing nations.

Course Outcomes (COs):

- Conceptual clarity regarding the nature, scope, and importance of CPA.
- Understand the ecological approach in the context of developing nations.
- Gain knowledge of the administrative systems of the UK, USA, and China.
- Able to critically compare different administrative systems for better policy insights.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Introduction to Comparative Public Administration - Comparative Public Administration: Meaning, Nature & Scope - Evolution of CPA (Comparative Administration Group) - The role of CAG - Significance of Comparative studies in Public Administration	10 Hrs
II	Approaches & Models - F.W. Riggs: Ecological Approach - Prismatic Society and the Sala Model - Ferrel Heady's Classification of Administrative Systems	10 Hrs
III	Comparative Administrative Systems - Features of the UK Administrative System - Features of the USA Administrative System - Features of the Chinese Administrative System	10 Hrs
	Practical/Activity Course Code: -	60 Hrs
	Work for Students Activities/Projects/Field Visits Related to Comparative Public Administration	

Text & Reference Books:

- जितेंद्र वासनिक, (2026), तुलनात्मक लोकप्रशासन, विद्या बुक्स , छत्रपती संभाजीनगर.
- आर. ए. तिजारे आणि एम. पी. कुलकर्णी (१९८०): तुलनात्मक शासन, मंगेश प्रकाशन, नागपूर.
- निगम, एस. आर., (2014), तुलनात्मक लोकप्रशासन, कॉलेज बुक डेपो, जयपूर.
- शर्मा, एम. पी. व सदाना, बी. एल., (2017), लोकप्रशासन सिद्धांत व व्यवहार, किताब महल प्रकाशन, इलाहाबाद.

5. शर्मा, प्रभुदत्त व शर्मा, हरिश्चंद्र, (2015), तुलनात्मक लोक प्रशासन, रावत पब्लिकेशन्स, जयपूर.
6. चौधरी, आर. के., (2013), तुलनामक लोकप्रशासन, स्टर्लिंग पब्लिशर्स, नवी दिल्ली.
7. गोयल, ओ. पी., (2011), भारतीय लोकप्रशासन, दीप अँड दीप पब्लिकेशन्स, नवी दिल्ली.
8. सुरेंद्र कटारिया (2020), तुलनामक लोकप्रशासन, RBSA प्रकाशन, जयपूर.
9. टी. एन. चतुर्वेदी (1994): तुलनामक लोकप्रशासन, कॉलेज बुक डेपो, जयपूर.
10. Anupama P. Mahajan (2022): Comparative Public Administration, Sage Publication: New Delhi.
11. Arora R. K. (2021): Comparative Public Administration, New Age International Publishers, New Delhi.
12. Dahiya, Sewa Singh and Singh, Ravindra (2014), Comparative Public Administration, Sterling Publishers, New Delhi.
13. Heady, Ferrel (2001), Public Administration: A Comparative Perspective, Marcel Dekker, New York.
14. Riggs, F. W (1964), Administration in Developing Countries: The Theory of Prismatic Society. Houghton Mifflin Co., Boston.
15. Nigam, S. R., (2014), Comparative Public Administration, College Book Depot, Jaipur.
16. Sharma, Prabhu Dutt and Sharma, Harish Chandra, (2015), Comparative Public Administration, Rawat Publications, Jaipur.
17. Arora, Ramesh K. and Goyal, Rajni, (2012), Indian Public Administration: Institutions and Issues, Vishal Publications, New Delhi.
18. Chaudhary, R. K., (2013), Comparative Public Administration, Sterling Publishers, New Delhi.



B. A. Third Year, Semester - VI



Minor

Course Code: HCC00233506T

M-7: MANAGEMENT OF ELECTION PROCESS

Total Credits: - 02, (2T), Total Contact Hours: Theory- 30 Hrs,

Learning Objectives of the Course:

- Provide an understanding of the role and significance of elections in a democratic polity.
- Familiarize students with the constitutional and legal framework governing elections in India.
- Explore the structure and functioning of the Election Commission of India.
- Encourage critical reflection on electoral reforms, transparency, and voter participation.

Course Outcomes (COs):

- Understand the foundational principles of elections in a democracy.
- Identify and describe the institutional framework of election management.
- Apply knowledge of practical election processes and procedures.
- Develop skills for academic and civic engagement.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Fundamentals of Election Management - Meaning and importance of elections in a democracy - Constitutional provisions related to elections - Overview of Representation of the People Acts (1950 & 1951)	
II	Institutional Structure of Election Management - Central level: ECI, State level: Chief Electoral Officers - District level: District Election Officers - Field level: Returning Officers, Presiding Officers, Booth Level Officers - Inter-agency coordination (police, administration, observers)	10 Hrs
III	Use of Technology in Election Management - Electoral Roll preparation and voter registration - Nomination of candidates and campaign regulations - Polling process: EVMs, VVPATs, and security arrangements - Voter education (SVEEP) campaign	10 Hrs

Text & Reference Books:

- श्याम शिरसाठ, विवेक आवारे, (२०२६), 'भारतातील निवडणूक प्रक्रिया आणि पद्धती', विद्या बुक्स पब्लिशर्स, छत्रपती संभाजीनगर.
- अवस्थी, ए. & अवस्थी, महेश, (2019), भारतीय राज्यव्यवस्था आणि शासन, लक्ष्मीनारायण अग्रवाल प्रकाशन, आग्रा.
- फडके, य. दि., (2018), भारतीय राज्यघटना आणि निवडणूक प्रक्रिया, कॉन्टिनेन्टल प्रकाशन, पुणे.
- जोशी, बी. आर., (2020), लोकशाही आणि निवडणूक व्यवस्थापन, विद्या प्रकाशन, नागपूर.

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10. सिंह, एम. पी. एवं राय, रेखा, (2021), भारतीय लोकतंत्र और चुनाव प्रबंधन, ओरिएंट ब्लैकस्वान प्रकाशन, नई दिल्ली.
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18. Johari, J. C., (2019), Indian Government and Politics, Sterling Publishers, New Delhi.
19. Rai, Pradeep Kumar, (2022), Election Management in India, Sage Publications, New Delhi.
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B. A. Third Year, Semester - VI



Minor

Course Code: HCC00233516T

M- 8: DISASTER MANAGEMENT

Total Credits: 02, (2T), Total Contact Hours: Theory- 30 Hrs,

Learning Objectives of the Course:

- To understand disaster management as a public administration function.
- To analyse institutional mechanisms and governance challenges.
- To develop analytical and policy evaluation skills.

Course Outcomes (COs):

- Ability to critically assess disaster policies and administrative responses.
- Understanding of coordination and crisis management systems.
- Capacity to propose context-specific reforms.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Core Conceptual Foundations - Definitions: hazard, disaster, vulnerability, resilience, risk - Types of disasters: natural, technological, biological - Disaster Management Cycle: mitigation, preparedness, response, recovery - Theoretical perspectives: systems approach, contingency theory, resilience theory	10 Hrs
II	Constitutional, Legal, and Policy Framework - Disaster Management Act, 2005 - National Policy on Disaster Management - Role of National Disaster Management Authority (NDMA) - Institutional roles at national, state, and district levels	10 Hrs
III	Institutional Architecture and Governance - Multi-level governance structure (Central - State - Local) - Role of National Disaster Response Force (NDRF) - District administration as the operational hub - Role of armed forces, police, NGOs, and civil society	10 Hrs

Text & Reference Books:

- आपटे, बी. जी., (२०१८), आपत्ती व्यवस्थापन: संकल्पना आणि व्यवहार, डायमंड पब्लिकेशन्स, पुणे.
- कुलकर्णी, एस. डी., (२०२०), आपत्ती व्यवस्थापन आणि प्रशासन, विद्या प्रकाशन, नागपूर.
- पाटील, आर. बी., (२०१९), राष्ट्रीय आपत्ती व्यवस्थापन धोरण, प्रशांत पब्लिकेशन्स, जळगाव.
- देशमुख, पी. के., (२०१७), आपत्ती निवारण व पुनर्वसन व्यवस्थापन, साईनाथ प्रकाशन, औरंगाबाद.
- शिंदे, एम. ए., (२०२१), आपत्ती व्यवस्थापनातील प्रशासनिक रचना, युनिक अकॅडमी पब्लिशर्स, पुणे.
- जाधव, व्ही. एस., (२०१६), आपत्ती व्यवस्थापन कायदा २००५: एक अभ्यास, निराली प्रकाशन, पुणे.

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8. मोरे, ए. डी., (२०२२), स्थानिक स्वराज्य संस्था आणि आपत्ती व्यवस्थापन, अथर्व पब्लिकेशन्स, मुंबई.
9. सिंह, आर. पी., (२०१९), आपदा प्रबंधन: सिद्धांत एवं व्यवहार, रावत पब्लिकेशन, जयपुर.
10. शर्मा, वी. के., (२०२०), भारत में आपदा प्रबंधन, ओरिएंट ब्लैकस्वान, नई दिल्ली.
11. मिश्रा, एस. सी., (२०१८), आपदा प्रबंधन अधिनियम 2005 का अध्ययन, विश्वविद्यालय प्रकाशन, वाराणसी.
12. तिवारी, डी. एन., (२०१७), आपदा जोखिम न्यूनीकरण और पुनर्वास, अटलांटिक पब्लिशर्स, नई दिल्ली.
13. यादव, पी. के., (२०२१), राष्ट्रीय आपदा प्रबंधन नीति और प्रशासन, साहित्य भवन, आगरा.
14. चौधरी, एम. एल., (२०१६), आपदा प्रबंधन एवं सुशासन, ज्ञानदा प्रकाशन, भोपाल.
15. वर्मा, आर. एस., (२०२२), एनडीआरएफ और संस्थागत आपदा प्रबंधन, प्रभात प्रकाशन, दिल्ली.
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17. Coppola, Damon P., (2020), Introduction to International Disaster Management, Butterworth-Heinemann, Oxford.
18. Alexander, David, (2015), Disaster and Emergency Planning for Preparedness, Response, and Recovery, Oxford University Press, Oxford.
19. Tierney, Kathleen, (2019), Disasters: A Sociological Approach, Polity Press, Cambridge.
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**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,
CHHATRAPATI SAMBHAJINAGAR**

NEP- 2020

Faculty of Humanities

B.A. Third Year Syllabus (Effective from: 2026-27)

On Job Training in Public Administration (OJT)

Semester-VI

Course Code: HJC00233506P

(For 4 Credits)



Course Objectives:

- i. To provide practical exposure to the functioning of public administrative institutions.
- ii. To develop professional skills related to office management and public service delivery.
- iii. To enhance understanding of policy implementation at the grassroots and district levels.
- iv. To bridge the gap between theoretical knowledge and practical administration.
- v. To cultivate work ethics, discipline, and administrative responsibility among students.

Course Outcomes:

- i. Students will be able to understand real-time administrative processes and procedures.
- ii. Students will demonstrate knowledge of government schemes and their implementation mechanisms.
- iii. Students will acquire basic administrative and documentation skills.
- iv. Students will analyze practical administrative challenges and suggest improvements.
- v. Students will develop professional competence and readiness for public sector careers.

Suggested Training Institutions:

Students may be placed in:

- ❖ Gram Panchayat
- ❖ Zilla Parishad
- ❖ Tahsil Office
- ❖ District Collector Office
- ❖ District Planning Office
- ❖ Municipal Corporation / Municipal Council
- ❖ Social Welfare Department
- ❖ Public Health Department (PHC/CHC)
- ❖ NGOs working in governance & development
- ❖ Public Relation Officer
- ❖ Agricultural Department
- ❖ District Disaster Management Wing

Training Components:

Students should observe and participate in:

- ❖ Office procedures and file movement system
- ❖ Implementation of government schemes
- ❖ Public grievance redressal mechanism
- ❖ Record maintenance and documentation
- ❖ Citizen interface and service delivery system
- ❖ E-governance practices

OJT Report Structure

1. Introduction of Organization
2. Objectives of Training
3. Nature of Work Assigned
4. Learning Experience
5. Observations on Administrative Process
6. Problems Identified
7. Suggestions
8. Conclusion
9. Attendance Certificate

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**Dr. Babasaheb Ambedkar Marathwada University,
Chhatrapati Sambhajnagar (MS)- 431001**



**(Structure and Syllabus of Four Years Multidisciplinary
under Graduate Degree Program in Humanities
with Multiple and Exit option)**

Under Graduate Program of Humanities

PUBLIC ADMINISTRATION

(Subject Code: 42)

Under the Faculty of Humanities

**B. A. Frist Year
(I & II - Semester)**

Effective from Academic Year: - 2024-2025

(As Per NEP-2020)

-: Preface :-

The Bachelor of Arts (B. A.) program in Public Administration aims to provide students with a comprehensive understanding of the principles, theories, and practices that govern the administration of public affairs and the machinery of government. This program is designed to equip students with the knowledge and skills necessary to navigate the complex landscape of public service and contribute to the effective functioning of administrative systems.

The curriculum is carefully crafted to strike a balance between theoretical foundations and practical applications, ensuring that students not only grasp the conceptual underpinnings of public administration but also develop the ability to apply these concepts in real-world situations. The program covers a wide range of topics, including organizational theory, administrative leadership, public policy analysis, e-governance, and Indian administration, among others. Throughout the course of study, students will have the opportunity to explore the evolution of public administration as a discipline, examine the roles and functions of various government agencies, and gain insights into the decision-making processes that shape public policies. They will also develop critical thinking and analytical skills, enabling them to evaluate and address the challenges faced by modern-day public organizations.

In addition to the core courses, the program offers a range of skill enhancement courses and vocational skill courses, equipping students with practical skills in areas such as office administration, Land record management, database administration, and communication skills. These courses are designed to enhance the employability of graduates and prepare them for diverse career opportunities in the public, private, and non-profit sectors.

We invite you to embark on this exciting journey of learning and discovery, where you will develop the expertise and leadership skills necessary to make a meaningful impact in the realm of public service.

AS PER NEP- 2020

Illustrative credit distribution Structure for B.A. (Three / Four Years Honors /Honors with Research) Degree Programme with Multiple Entry and Exit Options

B. A. First Year (I - Semester)

Sr. No.	Course Type	First Semester			Teaching Hrs/Week 2Theory & 4 Practical
		Course Code	Course Name	Credits	Total Credits
1	Major-1 (Core) M1 Mandatory	DSC-1: T- HAC00231001T P- HAC00231261P	Introduction to Public Administration	2-T+2-P	2+2= 4
	Major-2 (Core) M2 Mandatory	DSC-2		2-T+2-P	2+2= 4
	Major-3 (Core) M3 Mandatory	DSC-3		2-T+2-P	2+2= 4
					Total-12
2	Major Electives (Choose any one from pool of courses)				
3	Minor (Choose any one from pool of courses) It is from different discipline of the same				
4	GE/OE (Generic / Open Elective) (Choose any one from pool of courses) It should be chosen compulsorily from the faculty other than that of	GE/OE-1 T- HDC00231001T	Theories and Principles of Management and Administration	2	2
5	VSC- (Vocational Skill Courses) (Choose any one from pool of courses)	-----			2
6	SEC- (Skill Enhancement Courses) (choose any one from pool of courses)	SEC-1 T- HEC00231021T P- HEC00231281P	Public Relations and Skill Development	1-T+1-P	
7	AEC (Ability Enhancement Courses) (Common for all faculty)	AEC-1	English	2	4
8	VEC (Value Education Courses) (Common for all faculty)				
9	IKS (Indian Knowledge System) Courses (Common for all faculty)	IKS-1		2	
10	OJT (On Job Training)				2
11	FP (Field Project)				
12	CEP (Community Engagement Project) (Common for all faculty)				
13	CC (Co-curricular Courses) (Common for all faculty)	CC-1	Health and Wellness/ NCC	2	
14	RM (Research Methodology) Course				
15	RP (Research Project)	---			
	Total				22

B. A. First Year, (II- Semester)

Sr. No.	Course Type	Second Semester			Teaching Hrs /Week)2Theory &4Practical
		Course Code	Course Name	Credits	Total Credits
1	Major-4 (Core) M4 Mandatory	DSC-4 T- HAC00231502T P- HAC00231762P	Indian Administration	2T+2P	2+2= 4
	Major- 5 (Core) M5 Mandatory	DSC-5		2T+2P	2+2= 4
	Major-6 (Core) M6 Mandatory	DSC-6		2T+2P	2+2= 4
					Total -12
2	Major Electives (Choose any one from pool of courses)				
3	Minor (Choose any one from pool of courses)It is from different discipline of the same				
4	GE/OE (Generic / Open Elective) (Choose any one from pool of courses) It should be chosen compulsorily from the faculty other than that of	GE/OE-2: T- HDC00231502T	Management and Administrative Thinkers	2	2
5	VSC- (Vocational Skill Courses) (choose any one from pool of courses)	VSC-1: T- HEC00231512T P- HEC00231772P	Office Administration and Record Management	2	2
6	SEC- (Skill Enhancement Courses) (choose any one from pool of courses)				
7	AEC (Ability Enhancement Courses) (Common for all faculty)	AEC-2*		2	4
8	VEC (Value Education Courses) (Common for all faculty)	VEC-1	Constitution of India	2	
9	IKS (Indian Knowledge System) Courses (Common for all faculty)				
10	OJT (On Job Training)				
11	FP (Field Project)				
12	CEP (Community Engagement Project) (Common for all faculty)				2
13	CC (Co-curricular Courses) (Common for all faculty)	CC-2	Yoga Education / Sports & Fitness	2	
14	RM (Research Methodology) Course				
15	RP (Research Project)	---			
	Total				22
Exit Option: Award of UG Certificate in 3 Majors with 44 credits and an additional 4 credits of core NSQF course / Internship OR continue with Major and Minor *AEC-2 and AEC-4: Additional English/Hindi/ Marathi/ Pali & Buddhism/ Sanskrit/ Urdu					

-: Program Educational Objectives (PEOs) :-

1. To provide students with a comprehensive understanding of the fundamental concepts, theories, and principles of public administration,
2. To enable them to analyse and evaluate the functioning of government and public sector organizations.
3. To develop students' critical thinking and analytical abilities, allowing them to assess and address complex administrative challenges, formulate effective policies, and contribute to informed decision-making processes.
4. To equip students with practical skills in areas such as e-governance, public relations, office administration, record management, and database administration, enhancing their employability and preparedness for diverse roles in the public sector.
5. To foster an understanding of the constitutional framework, structure, and functioning of the Indian administrative system, enabling students to comprehend the roles and responsibilities of various agencies and organizations.
6. To cultivate leadership qualities, ethical values, and effective communication skills in students, empowering them to assume leadership positions and drive positive change in public service.
7. To encourage students to appreciate the significance of public administration in promoting good governance, transparency, and accountability, contributing to the overall development and welfare of society.
8. To prepare students for successful careers in various domains, including government agencies, non-governmental organizations, international organizations, and the private sector, where an understanding of public administration principles is essential.

-: Program Learning Outcomes of B. A. (Hons.) Public Administration: -

The students who complete three/four years' undergraduate program in Public Administration would earn an Honours degree in the discipline. The learning outcomes that a student should be able to demonstrate on completion of this Hons. Degree-level program would involve academic, behavioural and social competencies

1. Academic Competence

- i. Gain Disciplinary knowledge and methods including data analysis and computer literacy.
- ii. Gain the Ability to use skills in specific areas related to the chosen specialization (Administration, E-governance etc.)
- iii. Enhance the Ability to relate and connect concepts with personal experiences and use critical thinking.
- iv. Able to articulate ideas, scientific writing, and authentic reporting, effective presentation skills.
- v. Able to deal with conflicting theories and approaches, learn to withstand ambiguities and understand the limitations of the discipline.

2. Personal & Behavioural Competence

- i. Lead to Self-development and self-regulation skills.
- ii. Develop positive attributes such as empathy, compassion, social participation, and accountability.
- iii. Improve conversational competence including communication and effective interaction with others, listening, speaking, and observational skills.
- iv. Enhance Ability to work both independently and in a group and deal effectively with clients and stakeholders, and learn the art of negotiation.

3. Social Competence

- i. Enhance the skill to Collaborate, cooperate, and realize the power of groups and communities.
- ii. Able to Analyse social problems and understand social dynamics.
- iii. Imbibe Ethical, social, and ecological responsibility including acknowledging the dignity and presence of others, awareness of social order, learning of values and social concern reflected through activation of social participates (e.g. village surveys, visiting old age homes and spending time with elderly, orphanage community service etc.).

-: Program - Specific Outcomes (PSOs): -

Upon successful completion of the program, the various aspects of the students will be improved. These aspects include.

PSO1: Gain deep knowledge of the subject

Demonstrate a broad understanding of public affairs, policy development, policy analysis, economic analysis, management skills, and organization theory and their applications to public service.

PSO2- Critical Thinking

Critical thinking is central to the art, practice and process of public Administration. The world in which public Administration functions is in constant flux. The political, economic, technological, and social forces are constantly changing and are challenging to the public servants. The study will enable the students to learn how to face these challenges. It will provide opportunities in the classroom to practice and sharpen cognitive skills so as to face the challenges.

PSO3- Intellectual Skill

The ability to think, and make decisions will be enhanced. The ability to demonstrate knowledge and understanding of essential facts, concepts, principles, and theories relating to the subject areas identified. The ability to apply such knowledge and understanding to the solution of qualitative and quantitative problems mostly of a familiar nature. Use of ICT in governance, and communication skill will be enhanced.

PSO4- Communication Skill

Effective communication is key to success it may be the private or public sector. The student can effectively communicate orally and by writing. This will facilitate him/her to connect the new people, take on new ideas, and transfer and exchange knowledge.

PSO5- Gain Employable skill

The study will enable the students to enter into civil services like UPSC, state public services, Police recruitment, Staff Selection Commission, Railway department, and other private sectors also.

B. A. First Year, Semester - I



B. A. First Year, Semester - I

Major (Core)

Discipline Specific Course

Course Code: **HAC00231001T**



DSC-1: INTRODUCTION TO PUBLIC ADMINISTRATION

Total Credits: 04 (2-T+2-P), Total Contact Hours: Theory- 30 Hrs, Practical- 60Hrs, Max. Marks: 100

Learning Objectives of the Course:

- i) To introduce students about the discipline of Public Administration.
- ii) To Understand students, the concept of organization.
- iii) To introduce the forms & types of organisations.
- iv) To introduce them about the application of Principles of organisation, so as to work practically on hierarchy, span of control.
- v) To develop & inculcate the analytical thinking and analytical skills by application of organisation, Principles in real-world context.

Course Outcomes (COs):

- i) Students will gain a broad understanding of Public Administration and the development of the discipline.
- ii) Learn about the basics of Organization.
- iii) Understand the roles and functions of line agencies, staff agencies, and auxiliary agencies in organizational structures.
- iv) Apply the principles of hierarchy, span of control, and unity of command to develop organizational hierarchies and calculate spans of control through practical exercises.
- v) Develop critical thinking and analytical skills by evaluating the application of organizational principles in real-world contexts.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
	Theory	
I	Basic Premises a) Meaning, Nature, Scope and Importance of Public Administration b) Evolution of Public Administration c) Public and Private Administration	10 Hrs
II	Organization a) Meaning and Importance of Organization b) Forms of Organization c) Line, Staff and Auxiliary Agencies	10 Hrs
III	Principles of Organization a) Hierarchy b) Span of Control c) Unity of Command d) Co-ordination & Communication	10 Hrs

	Practical/Activity Course Code- HAC00231261P	60 Hrs
	Work for Students 1) Applied Organizations of Public and Private Administration 2) Study of Formal and Informal Organizations 3) Applications of Line, Staff and Auxiliary Agencies 4) Study of Related Examples of the Organizations 5) Hierarchy: The study of Hierarchical structure of different departments, organizations, offices, etc. 6) Span of Control: Studying different departments, offices, etc. 7) Unity of Command: Studying different departments, offices, etc. 8) Co-ordination: The study of the Co-ordination of different departments, organizations, offices, etc. 9) Communication: Studying different departments, offices, etc.	
Text & Reference Books: 1. बोरा पारस व शिरसाठ श्याम (2013), लोकप्रशासनशास्त्र, विद्याबुक्स पब्लिशर्स, औरंगाबाद. 2. इनामदार एन. आर.(2000), लोकप्रशासन, दास्ताने रामचंद्र आणि कंपनी, पुणे. 3. पाटील पी. बी. (2018), लोकप्रशासन, फडके प्रकाशन, कोल्हापूर. 4. भोगले, शांताराम (2019), लोकप्रशासनाची ओळख, विद्या प्रकाशन, पुणे. 5. पाटील, बी. बी. (2020), लोकप्रशासन: सिद्धांत आणि व्यवहार, प्रशांत प्रकाशन, जळगाव. 6. जोशी, सुनील (2018), आधुनिक लोकप्रशासन, डायमंड पब्लिकेशन्स, पुणे. 7. देशमुख, सुभाष (2021), लोकप्रशासनाचे तत्त्वज्ञान, साईनाथ प्रकाशन, नागपूर. 8. कुलकर्णी, अर्चना (2017), संघटना आणि प्रशासन, फडके प्रकाशन, कोल्हापूर. 9. शर्मा एम. पी. एवं सडाना बी. एल. (2005) लोकप्रशासन सिद्धांत एवं व्यवहार, किताबमहल प्रकाशन, इलाहाबाद. 10. अवस्थी, ए. एवं माहेश्वरी, एस. आर. (2020), लोकप्रशासन, लक्ष्मी नारायण अग्रवाल प्रकाशन, आगरा. 11. फाडिया, बी. एल. (2021), लोकप्रशासन, साहित्य भवन प्रकाशन, आगरा. 12. सिंह, हरिश्चंद्र (2018), लोकप्रशासन के सिद्धांत, ओरिएंट ब्लैकस्वान प्रकाशन, नई दिल्ली. 13. दुबे, रामचंद्र (2017), लोकप्रशासन: एक परिचय, राजस्थान हिंदी ग्रंथ अकादमी, जयपुर. 14. Nikalje Seema, 'An Introduction to the Theory of Public Administration,' Excel Academy Publishers, Aurangabad. 15. Avasthi A. & Maheshwari S. R. (2020): Public Administration, Lakshmi Narain Agarwal Educational Publishers, Agra. 16. Basu, Rumki (2019), 'Public Administration: Concepts and Theories, Sterling', New Delhi. 17. Goel, S. L. (2003): Advanced Public Administration, Deep and Deep Publication, New Delhi. 18. Sharma, M. P., Sadana, B. L. and Kaur, Harpreet (2010): Public Administration- Theory and Practice, Kitab Mahal, Allahabad. 19. Singh, Hoshier and Sachdeva, Pradeep (2011): Public Administration: Theory and Practice, Pearson Education India, New Delhi.		



B. A. First Year, Semester- I

Generic

Course for other Faculty Students

Course Code: **HDC00231001T**



GE- 1: THEORIES AND PRINCIPLES OF MANAGEMENT AND ADMINISTRATION

Total Credits: 02, (2T), Total Contact Hours: Theory- 30 Hrs, Maximum Marks: 50

Learning Objectives of the Course:

- i) To give the knowledge of various Management theories.
- ii) To give the knowledge of various Administrative theories.
- iii) To introduce the concept of Management.
- iv) To give the knowledge of Principles of Management.
- v) To give the knowledge of Principles of Administration.

Course Outcomes (COs):

- i) Understand the various Management theories
- ii) Understand the various Administrative theories.
- iii) Familiarize with the concept of Management and Administration.
- iv) Gain knowledge of principles of Management.
- v) Gain knowledge of principles of Administration.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Introduction to Public Administration a) Meaning of Public Administration b) Nature of Public Administration c) Scope of Public Administration	10 Hrs
II	Principals of Management and Administration- I a) Hierarchy b) Span of Control	10 Hrs
III	Principals of Management and Administration- II a) Co-ordination b) Communication	10 Hrs

Text & Reference Books:

1. बोरा पारस व शिरसाठ श्याम (2013), लोकप्रशासनशास्त्र, विद्याबुक्स पब्लिशर्स, औरंगाबाद.
2. इनामदार एन. आर.(2000), लोकप्रशासन, दास्ताने रामचंद्र आणि कंपनी, पुणे.
3. पाटील पी. बी. (2018), लोकप्रशासन, फडके प्रकाशन, कोल्हापूर.
4. बंग के. आर.(2013), लोकप्रशासन: तत्वे आणि सिद्धांत, विद्या बुक्स पब्लिशर्स, औरंगाबाद.
5. शर्मा एम. पी. एवं सडाना बी. एल. (2005) लोकप्रशासन सिद्धांत एवं व्यवहार, किताबमहल प्रकाशन, इलाहाबाद.
6. अवस्थी ए. एवं माहेश्वरी एस. (2020), लोकप्रशासन, लक्ष्मीनारायण अग्रवाल प्रकाशन, आग्रा.

7. Avasthi, A. & Maheshwari, S. R. 2006. Public Administration. (Hindi & English) Lakshminarain Aggarwal, Agra.
8. Bhattacharya, Mohit. 1987. Public Administration- Structure, Process and Behavior. The World Press Private Ltd.: Calcutta.
9. Bhattacharya, Mohit. 2007. Public Administration. The World Press Private Ltd.: Calcutta.
10. Marini, Frank. (Ed) 1971. Toward a New Public Administration. Chandler.
11. Nigro, Felix A. and Nigro, Loyad G. 1980. Modern Public Administration, Harper and Row: New York.
12. Prasad, D. Ravindra, V. S. Prasad and P. Satyanarayan. 2004. Administrative Thinkers (Eds.) Sterling Publishers: New Delhi.
13. Pugh, D. S. (Ed). 1985. Organization Theory Selected Readings. Penguin Books: Middlesex, England.
14. Puri, K. K. 2006. Elements of Public Administration. Bharat Prakashan: Jalandhar.
15. Taylor F. W. 1947. Scientific Management. Harper and Row: New York.
16. Weber, Max. 1969. The Methodology of the Social Sciences. Translated and Edited by Edward A. Shills and Henry a Finch. The Free Press: New York.
17. White, L. D. 1968. Introduction to the Study of Public Administration. Eurasia Publishing House: New Delhi.



B. A. First Year, Semester- I

Skill Enhancement Course

Course Code: **HEC00231021T**



SEC- 1: PUBLIC RELATIONS AND SKILL DEVELOPMENT

Total Credits: 02, (1T+1P), Total Contact Hours: Theory- 15 Hrs, Practical- 30 Hrs, Maximum Marks: 50

Learning Objectives of the Course:

- To give the knowledge of concept meaning of Public Relations.
- To familiarise the role & importance of Public Relations in Public Administration.
- To introduce them the importance of communication in Public Relations.
- To equip with the knowledge of effective communication skills.
- To give the practical experience of Public Relations writing.

Course Outcomes (COs):

- Familiarise the concept, meaning of Public Relations.
- Understand the role and importance of public relations in Public Administration.
- Acquire the knowledge about the importance of communication in Public Relations.
- Gain the knowledge of effective communication, public speaking and presentation skill.
- Gain practical experience of public relations writing.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
	Theory	
I	Fundamentals of Public Relations - Meaning, Nature, Scope and Importance of Public Relations - Tools and Techniques of Public Relations - Public Relations Campaigns, Key Messages and Themes	06 Hrs
II	Public Relations Writing and Communication Skills - Public Relations Writing Styles (News Releases, Pitch Letters, Articles, etc.) - Speech Writing and Public Speaking Skills - Corporate Communication and Media Relations	04 Hrs
III	Skill Development in Public Relations - Personality Development and Interpersonal Communication - Leadership, Team Building and Presentation Skills - Digital Communication and Social Media Management in Public Relations	05 Hrs
	Practical/Activity Course Code: HEC00231281P	
	Work for Students Activities/ Project/ Field Visits/ Related to Public Relations and Skill Development.	30 Hrs

Text & Reference Books:

1. बोरा पारस व शिरसाठ श्याम (2013), लोकप्रशासनशास्त्र, विद्याबुक्स पब्लिशर्स, औरंगाबाद.
2. जोशी, बी. आर. (2016), जनसंपर्क : तत्त्वे आणि व्यवहार, डायमंड पब्लिकेशन्स, पुणे.
3. कुलकर्णी, सुनील (2018), जनसंपर्क आणि प्रसारमाध्यमे, विद्या प्रकाशन, नागपूर.
4. देशमुख, शैलेश (2017), संवाद कौशल्य आणि व्यक्तिमत्त्व विकास, फडके प्रकाशन, कोल्हापूर.
5. पाटील, एस. बी. (2019), कॉर्पोरेट कम्युनिकेशन आणि जनसंपर्क व्यवस्थापन, साईनाथ प्रकाशन, मुंबई.
6. शिंदे, आर. डी. (2015), नेतृत्व विकास आणि टीम बिल्डिंग, मेहता पब्लिशिंग हाऊस, पुणे.
7. काळे, मंगेश (2020), डिजिटल मीडिया आणि सोशल मीडिया व्यवस्थापन, डायमंड पब्लिकेशन्स, पुणे.
8. जाधव, विजय (2014), प्रभावी वक्तृत्व आणि सादरीकरण कौशल्ये, उत्कर्ष प्रकाशन, औरंगाबाद.
9. पवार, अर्चना (2021), व्यक्तिमत्त्व विकास आणि आंतरवैयक्तिक संवाद, निराली प्रकाशन, पुणे.
10. शर्मा एम. पी. एवं सडाना बी. एल. (2005) लोकप्रशासन सिद्धांत एवं व्यवहार, किताबमहल प्रकाशन, इलाहाबाद.
11. अवस्थी ए. एवं माहेश्वरी एस. (2020), लोकप्रशासन, लक्ष्मीनारायण अग्रवाल प्रकाशन, आग्रा.
12. सिंह, वीरेन्द्र (2017), जनसंपर्क एवं जनसंचार, राजस्थान हिन्दी ग्रंथ अकादमी, जयपुर.
13. शर्मा, रामगोपाल (2015), जनसंपर्क: सिद्धांत और व्यवहार, राधा पब्लिकेशन्स, नई दिल्ली.
14. यादव, सुरेश (2018), व्यक्तित्व विकास और संचार कौशल, साहित्य भवन, आगरा.
15. गुप्ता, ओमप्रकाश (2016), मीडिया और जनसंपर्क, वाणी प्रकाशन, नई दिल्ली.
16. Deepak Nayar, Public Relations and Communication, ABD Publishers.
17. Jethwaney, Jaishri and Sarkar, N. N. (2018), Public Relations: Concepts, Strategies and Tools, SAGE Publications, New Delhi.
18. Kaul, J. M. (2012), Public Relations in India, NBT Publications, New Delhi.
19. Kumar, Keval J. (2014), Mass Communication in India, Jaico Publishing House, Mumbai.
20. Luthra, H. R. (2010), Public Relations and Communication Management, Alfa Publications, New Delhi.
21. Robert Lawrence Heath, Handbook of Public Relations (Paperback), SAGE Publications,
22. Fraser P. Seitel, The Practice of Public Relations, Pearson College
23. Mordecai Lee, Government Public Relations: A Reader (Public Administration and Public Policy)
24. Lucas, Stephen (2001) Art of Public Speaking. Tata McGraw Hill: New Delhi

B. A. First Year, (II- Semester)

Sr. No.	Course Type	Second Semester			Teaching Hrs /Week)2Theory &4Practical
		Course Code	Course Name	Credits	Total Credits
1	Major-4 (Core) M4 Mandatory	DSC-4 T- HAC00231502T P- HAC00231762P	Indian Administration	2T+2P	2+2= 4
	Major- 5 (Core) M5 Mandatory	DSC-5		2T+2P	2+2= 4
	Major-6 (Core) M6 Mandatory	DSC-6		2T+2P	2+2= 4
					Total -12
2	Major Electives (Choose any one from pool of courses)				
3	Minor (Choose any one from pool of courses) It is from different discipline of the same				
4	GE/OE (Generic / Open Elective) (Choose any one from pool of courses) It should be chosen compulsorily from the faculty other than that of	GE/OE-2: T- HDC00231502T	Management and Administrative Thinkers	2	2
5	VSC- (Vocational Skill Courses) (choose any one from pool of courses)	VSC-1: T- HEC00231512T P- HEC00231772P	Office Administration and Record Management	2	2
6	SEC- (Skill Enhancement Courses) (choose any one from pool of courses)				
7	AEC (Ability Enhancement Courses) (Common for all faculty)	AEC-2*		2	4
8	VEC (Value Education Courses) (Common for all faculty)	VEC-1	Constitution of India	2	
9	IKS (Indian Knowledge System) Courses (Common for all faculty)				
10	OJT (On Job Training)				
11	FP (Field Project)				2
12	CEP (Community Engagement Project) (Common for all faculty)				
13	CC (Co-curricular Courses) (Common for all faculty)	CC-2	Yoga Education / Sports & Fitness	2	
14	RM (Research Methodology) Course				
15	RP (Research Project)	---			
	Total				22
Exit Option: Award of UG Certificate in 3 Majors with 44 credits and an additional 4 credits of core NSQF course / Internship OR continue with Major and Minor *AEC-2 and AEC-4: Additional English/Hindi/ Marathi/ Pali & Buddhism/ Sanskrit/ Urdu					

B. A. First Year, Semester - II



B. A. First Year, Semester - II Major (Core)



Discipline Specific Course

Course Code: **HAC00231502T**

DSC- 4: INDIAN ADMINISTRATION

Total Credits: 04 (2-T+2-P), Total Contact Hours: Theory- 30 Hrs, Practical- 60Hrs, Max. Marks: 100

Learning Objectives of the Course:

- i) To understand and critically analyse the features of the Indian Administration.
- ii) To gain knowledge of role and functioning of the Union Legislature and Union Judiciary.
- iii) To demonstrate knowledge of the structure and functions of the Secretariat, and Prime Minister's Office (P.M.O.).
- iv) To comprehend the roles and responsibilities of constitutional agencies.
- v) To analyse case studies related to Judicial Review and Judicial Activism, and develop informed opinions on these topics based on the theoretical background and practical work.

Course Outcomes (COs):

- i) Understand and critically analyse the features of the Indian Administration.
- ii) Gain knowledge of role and functioning of the Union Legislature and Union Judiciary.
- iii) Demonstrate knowledge of the structure and functions of the Secretariat, and Prime Minister's Office (P.M.O.).
- iv) Comprehend the roles and responsibilities of constitutional agencies.
- v) Analyse case studies related to Judicial Review and Judicial Activism, and develop informed opinions on these topics based on the theoretical background and practical work.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
	Theory	
I	Foundations of Indian Administration a) Evolution and Features of Indian Administration b) Union Legislature c) Union Executives	10 Hrs
II	Judiciary a) Union Judiciary b) Judicial Activism c) Central Administrative Tribunals	10 Hrs
III	Secretariat and Administration a) President's Secretariat b) Cabinet Secretariat c) Central Secretariat d) Prime Minister Office (P.M.O.)	10 Hrs
	Practical/Activity Course Code: HAC00231762P	60 Hrs

	Work for Students 1) Study of organizations related to Indian Administration 2) Study of Indian Legislature (Loksabha, Rajyasabha) 3) Study of Indian Executives (Prime Minister & Various Magistrate & Departments) 4) Study of Union Judiciary (Organization, Judiciary Review, Judicial Activism etc.) 5) Study of President's Secretariat 6) Study of Cabinet Secretariat 7) Study of Central Secretariat 8) Study of Prime Minister Office (P.M.O.) Communication: Studying different departments, offices, etc.	
Text & Reference Books: 1. फडके, भालचंद्र (2018), भारतीय प्रशासन, विद्या बुक्स पब्लिशर्स, औरंगाबाद. 2. जाधव, तुकाराम (2019), भारतीय प्रशासन व्यवस्था, युनिक अकॅडमी पब्लिकेशन, पुणे. 3. भोगले, शांताराम (2017), भारतीय राज्यव्यवस्था आणि प्रशासन, साईनाथ प्रकाशन, नागपूर. 4. पाटील, बी. बी. (2020), लोकप्रशासन : सिद्धांत आणि व्यवहार, फडके प्रकाशन, कोल्हापूर. 5. लाडे, सुभाष (2018), भारतीय प्रशासन : रचना आणि कार्य, डायमंड पब्लिकेशन्स, पुणे. 6. कुलकर्णी, एस. ए. (2016), भारतीय शासन आणि प्रशासन, प्रशांत पब्लिकेशन, जळगाव. 7. भोळे, भा. ल. (२०१८), भारताचे शासन आणि राजकारण, पिंपळापुणे प्रकाशन, नागपूर. 8. बंग के. आर. (2018), भारतीय प्रशासन व संविधानात्मक प्रक्रीया, विद्याबुक्स पब्लिशर्स, औरंगाबाद. 9. वाघमारे, श्यामसुंदर आणि इतर (2008), भारतीय प्रशासनाची रूपरेषा, राजमुद्रा प्रकाशन, लातूर. 10. अवस्थी एवं अवस्थी, (2019), भारतीय प्रशासन, लक्ष्मी नारायण अग्रवाल प्रकाशन, आगरा. 11. अरोड़ा, रमेश के. एवं गोयल, राजेन्द्र (2018), भारतीय प्रशासन, विश्व प्रकाशन, नई दिल्ली. 12. सिंह, एच. एन. (2017), भारत में प्रशासनिक व्यवस्था, रावत पब्लिकेशन्स, जयपुर. 13. दुबे, एस. सी. (2016), भारतीय प्रशासन का विकास, राजकमल प्रकाशन, नई दिल्ली. 14. फडिया एवं फडिया (2018), भारतीय शासन, साहित्यभवन प्रकाशन, आगरा. 15. माहेश्वरी, एस. (2015), भारतीय प्रशासन, लक्ष्मीनारायण अग्रवाल प्रकाशन, आगरा. 16. कटारिया, सुरेंद्र (2020), भारतीय लोकप्रशासन, नेशनल पब्लिशिंग हाउस, जयपूर. 17. Jitendra Wasnik, (2020), Public Administration in India: Aspects and Prospects, Bluerose Publishers, New Delhi.		

18. Chakrabarty, Bidyut and Chand, Prakash (2016): Indian Administration: Evolution and Practice, Sage, New Delhi.
19. Avasthi and Avasthi (2020): Indian Administration, Lakshmi Narayan Agarwal Publication, Agra.
20. Basu D. D. (2021): Introduction to the Constitution of India, Lexis Nexis, New Delhi.
21. Arora, R.K. and Goyal, R. (2017), Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi.
22. Fadia, B.L. and Fadia, Kuldeep (2022), Indian Administration, Sahitya Bhawan Publications, Agra.
23. Maheshwari, S.R. (2019), Indian Administration, Orient Blackswan, Hyderabad.
24. Sharma, M.P. and Sadana, B.L. (2021), Public Administration in Theory and Practice, Kitab Mahal Publishers, New Delhi.
25. Jain, R.B. (2018), Public Administration in India: 21st Century Challenges for Good Governance, Deep and Deep Publications, New Delhi.



B. A. First Year, Semester - II

Generic

Course for other Subject / Faculty Students

Course Code: **HDC00231502T**

GE- 2: MANAGEMENT AND ADMINISTRATIVE THINKERS

Total Credits: 02, (2T), Total Contact Hours: Theory- 30 Hrs, Maximum Marks: 50



Learning Objectives of the Course:

- To give the knowledge about various Administrative and management thinkers.
- To familiarize with the theories given by these Administrative and Management Thinkers.
- To introduce the concept of Scientific Management.
- To give the knowledge about organisation, theories given by the Thinkers.
- To give knowledge about of Human Relations Theories given by these thinkers.

Course Outcomes (COs):

- Gain the knowledge about various Administrative Thinkers.
- Familiarize with the theories given by these Administrative Thinkers.
- Understand concept of Scientific Management.
- Know the approaches about organization etc. given by the thinkers.
- Acquire knowledge about the Human Relations Theories.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	F. W. Taylor a) Concept of Scientific Management b) Principles of Scientific Management c) Objectives of Scientific Management	10 Hrs
II	Henri Fayol a) General Principles of Management b) Elements of Management	10 Hrs
III	Elton Mayo a) The Hawthorne Experiments b) Human Attitudes and Sentiments	10 Hrs

Text & Reference Books:

- श्याम शिरसाठ, वासनिक व भगवानसिंग बैनाडे, (२०२३) प्रशासकीय आणि व्यवस्थापन विचारवंत, विद्या बुक्स, औरंगाबाद,
- राजेन्द्र शिंदे, (2022), लोक प्रशासन: सिद्धांत आणि विचार, महाराष्ट्र पब्लिकेशन, पुणे.
- अनिरुद्ध देशमुख, (2020), प्रशासन सिद्धांत आणि तत्वे, शुभदा प्रकाशन, औरंगाबाद.
- कविता सावंत, (2019), प्रशासनिक विचारवंतांचा इतिहास, जनार्दन प्रकाशन, नागपूर.
- बळवंत विष्णू घोगरे, (2008), प्रशासकीय विचारवंत, पिंपळापुरे प्रकाशन, नागपूर
- राम जाधव, प्रा. गोविंद येडले, (2011), प्रशासकीय विचारसरणी, सिरियल्स पब्लिकेशन, नवी दिल्ली.

7. नरेंद्र थोरी, (२०२०), प्रशासकीय चिंतक, RSBA पब्लिशर्स, जयपूर.
8. सुरेंद्र कटारिया, (२०१२), प्रशासकीय चिंतक, नेशनल पब्लिशर्स, जयपूर.
9. रतन लाल कुमावत, (2023), प्रशासनिक सिद्धांत, ठाकूर पब्लिकेशन, जयपूर.
10. अचल सिंह, (2021), लोकप्रशासन के सिद्धांत, कल्याणी पब्लिशर्स, नई दिल्ली.
11. विजयपाल, (2020), लोकप्रशासन एवं प्रबंधन विचारक, श्री पब्लिशर्स, नई दिल्ली.
12. अजीत कुमार गौतम, (2018), प्रबंधन सिद्धांत और व्यवहार, प्रगती पब्लिकेशन, लखनऊ.
13. Taylor, Frederick W. (1911), The Principles of Scientific Management, Harper & Brothers, New York.
14. Fayol, Henri (1949), General and Industrial Management, Pitman Publishing, London.
15. Prasad & Prasad, Satyanarayana, (2022): Administrative Thinkers, Sterling, New Delhi.
16. Anupama Puri Mahajan (2020), Administrative Thinkers, Sage Publication, New Delhi.
17. R. N. Singh (2017), Management Thoughts and Thinkers, S. Chand & Co. Ltd., New Delhi.
18. R. K. Sapru (2013), Administrative Theories and Management Thought, PHI, New Delhi.
19. S. R. Maheshwari (2017), Administrative Thinkers, MacMillan, New Delhi.



B. A. First Year, Semester - II

Vocational Skill Course

Course Code: HEC00231512T



VSC- 1: OFFICE ADMINISTRATION AND RECORD MANAGEMENT

Total Credits: 02, (1T+1P), Total Contact Hours: Theory- 15 Hrs, Practical- 30 Hrs, Maximum Marks: 50

Learning Objectives of the Course:

- i) To understand concept of Office & Office Administration.
- ii) To give the knowledge about office layout.
- iii) To familiarize about the various Office Procedures.
- iv) To equip with the skill of Record Management.
- v) To equip with the skill and knowledge regarding documentation and office communication.

Course Outcomes (COs):

- i) Able to understand concept of Office & Office Administration.
- ii) Gain the knowledge about office layout.
- iii) Understand the various Office Procedures.
- iv) Acquire skill of Record Management.
- v) Gain the skill and knowledge regarding documentation and office communication.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
	Theory	
I	Office Administration a) Meaning, Importance & Functions of Office b) Departments in an office c) Building & Internal layout of the office d) Office Procedures	05 Hrs
II	Record Management a) Meaning, Methods & Importance of Office Filing b) Classification of Documents c) Correspondence (Mailing), Equipment & system of mail handling, Procedure of outgoing mail	05 Hrs
III	Office Equipment a) Equipment for communication, Office forms, office stationery, finance related services b) Office Machines/Equipment, Criteria for selection of Machines/ Equipment c) Need for Automation, Advantages of Office Machines/ Equipment, Limitations of Automation	05 Hrs
	Practical/Activity Course Code: HEC00231772P	

	Work for Students Activities/ Project/ Field Visits/ Related to Office Administration and Record Management.	30 Hrs
Text & Reference Books: 1. देवरे चंद्रकांत, वाघ रवींद्र (२०२२), आधुनिक कार्यालय व्यवस्थापन, अथर्व पब्लिकेशन, जळगाव. 2. सैदाणे, एस. ए. महाले, पी. एस. (२०११). आधुनिक कार्यालयीन व्यवस्थापन, वृंदा पब्लिकेशन्स, जळगाव. 3. कोठारी, पी. एम. लोहार, ए. जी. (२००८) कार्यालय व्यवस्थापन, प्रशांत पब्लिकेशन्स, जळगांव. 4. पाटील, बी.आर. (2019), कार्यालय व्यवस्थापन, फडके प्रकाशन, कोल्हापूर. 5. जोशी, व्ही.जी. (2017), कार्यालयीन व्यवस्थापन व सचिवीय कार्यपद्धती, विद्या प्रकाशन, पुणे. 6. कुलकर्णी, एस.एम. (2018), कार्यालय संघटना व व्यवस्थापन, डायमंड पब्लिकेशन्स, पुणे. 7. देशमुख, पी.एल. (2020), कार्यालयीन अभिलेख व्यवस्थापन, यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ प्रकाशन, नाशिक. 8. शिंदे, आर.के. (2016), आधुनिक कार्यालय व्यवस्थापन, प्रशांत पब्लिकेशन्स, जळगाव. 9. जाधव, एम.बी. (2019), कार्यालयीन यंत्रसामग्री व स्वयंचलन, डायमंड पब्लिकेशन्स, पुणे. 10. सावंत, ए. डी. (2018), व्यवसाय संघटना व कार्यालय व्यवस्थापन, निराली प्रकाशन, पुणे. 11. महाराष्ट्र राज्य साहित्य आणि संस्कृती मंडळ (2015), कार्यालयीन प्रशासन : तत्त्वे व व्यवहार, मुंबई. 12. गुप्ता, सी.बी. (2018), कार्यालय प्रबंधन, सुल्तान चंद एण्ड सन्स, नई दिल्ली. 13. शर्मा, आर.डी. (2016), कार्यालय संगठन एवं प्रबंधन, साहित्य भवन पब्लिकेशन्स, आगरा. 14. सक्सेना, बी.के. (2015), कार्यालय प्रबंधन एवं सचिवीय व्यवहार, प्रकाशन केंद्र, लखनऊ. 15. श्रीवास्तव, ओ.एस. (2017), व्यवसाय संगठन एवं कार्यालय प्रबंधन, साहित्य भवन, आगरा. 16. अग्रवाल, ए.एन. (2014), कार्यालय प्रबंधन के सिद्धांत, आर.बी.एस.ए. पब्लिशर्स, जयपुर. 17. जैन, पी.सी. (2018), कार्यालय व्यवस्था एवं अभिलेख प्रबंधन, रस्तोगी पब्लिकेशन्स, मेरठ. 18. Ghosh, P.K. (2012), Office Management, Sultan Chand & Sons, New Delhi. 19. Chopra, R.K. (2010), Office Management, Himalaya Publishing House, Mumbai. 20. Jain, S.P. and Khandelwal, N.M. (2018), Office Management and Secretarial Practice, S. Chand & Company Ltd., New Delhi. 21. Bhatia, R.C. (2015), Business Organization and Office Management, Ane Books Pvt. Ltd., New Delhi.		

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**Dr. Babasaheb Ambedkar Marathwada University,
Chhatrapati Sambhajinagar (MS)- 431001**



**(Structure and Syllabus of Four Years Multidisciplinary
under Graduate Degree Program in Humanities
with Multiple and Exit option)**

Under Graduate Program of Humanities

MAJOR IN PUBLIC ADMINISTRATION

(Subject Code: 42)

Under the Faculty of Humanities

**B. A. Second Year
(III & IV - Semester)**

Effective from Academic Year: - 2025-2026

(As Per NEP-2020)

AS PER NEP- 2020

Illustrative credit distribution Structure for B.A. (Three / Four Years Honours /Honours with Research) Degree Programme with Multiple Entry and Exit Options

B.A. Second Year, III- Semester

Sr. No.	Course Type	Third Semester		Total Credits
		Course Code	Credits	
1	Major (Core) Mandatory (Student will be choosing one subject as a major out of 3 major subjects and one subject as a minor)	DSC-7: Public Personnel Administration- I (Theory- HAC42232003T, Practical- HAC42232263P)	2T+2P	4T+4P
		DSC-8: Rural Local Self Government (Theory- HAC42232013T, Practical- HAC42232273P)	2T+2P	
2	Major Electives (Choose any one from pool of courses)	---	---	---
3	Minor (Choose any two from pool of courses) It is from different discipline of the same faculty	M-1: Local Self Government (Theory- HBC42232003T)	2	4
		M-2: Financial Administration (Theory- HBC42232013T)	2	
4	GE/OE (Generic / Open Elective) (Choose any one from pool of courses) It should be chosen compulsorily from the faculty other than that of Major	GE/OE-3: Good Governance (Theory- HC42232003T)	2	2
5	VSC (Vocational Skill Courses) (Choose any one from pool of courses)	VSC-2: Secretarial Practice (Theory- HC42232003T, Practical- HC42232263P)	1T+1P	2
6	SEC (Skill Enhancement Courses) (Choose any one from pool of courses)	-----	---	
7	AEC (Ability Enhancement Courses) (Choose any one from pool of language courses)	AEC-3: English	2	4
8	VEC (Value Education Courses) (Common for all faculty)	VEC-2: Environmental Studies	2	
9	IKS (Indian Knowledge System) Courses (Common for all faculty)	-----	---	2
10	OJT (On Job Training)	-----	---	
11	FP (Field Project)	-----	---	
12	CEP (Community Engagement Project) (Common for all faculty)	----	---	
13	CC (Co-curricular Courses) (Common for all faculty)	CC-3	2	
14	RM (Research Methodology) Course	----	---	
15	RP (Research Project)	-----	---	
				22
Exit Option : Award of UG Diploma in Major and Minor with 88 credits and an additional 4 credits of core NSQF course / Internship OR continue with Major and Minor				

B.A. Second Year, IV- Semester

Sr. No.	Course Type	Fourth Semester		Total Credits
		Course Code	Credits	
1	Major (Core) Mandatory (Student will be choosing one subject as a major out of 3 major subjects and one subject as a minor)	DSC-9: Public Personnel Administration- II (Theory- HAC42232504T, Practical- HAC42232764P)	2T+2P	4T+4P
		DSC-10: Urban Local Self Government (Theory- HAC42232514T, Practical- HAC42232774P)	2T+2P	
2	Major Electives (Choose any one from pool of courses)	---	---	- -
3	Minor (Choose any two from pool of courses) It is from different discipline of the same faculty	M-3: Personnel Administration (Theory- HBC42232504T)	2	4
		M-4: Budgetary Process in India (Theory- HBC42232514T)	2	
4	GE/OE (Generic / Open Elective) (Choose any one from pool of courses) It should be chosen compulsorily from the faculty other than that of Major	GE/OE-4: E- Governance (Theory- HC42232504T)	2	2
5	VSC (Vocational Skill Courses) (Choose any one from pool of courses)	----	----	1T+1P
6	SEC (Skill Enhancement Courses) (Choose any one from pool of courses)	SEC-2: Management of Non-Governmental Organizations (NGO's) (Theory- HC42232504T, Practical- HC42232764P)	1T+1P	
7	AEC (Ability Enhancement Courses) (Choose any one from pool of language courses)	AEC-4*	2	2
8	VEC (Value Education Courses) (Common for all faculty)	-----	---	
9	IKS (Indian Knowledge System) Courses (Common for all faculty)	---	---	
10	OJT (On Job Training)	---	---	4
11	FP (Field Project)	---	---	
12	CEP (Community Engagement Project) (Common for all faculty)	FP-1 (Course Code- HC42232764P)	2	
13	CC (Co-curricular Courses) (Common for all faculty)	CC-4	2	
14	RM (Research Methodology) Course	----	----	
15	RP (Research Project)	----	----	
				22
Exit Option : Award of UG Diploma in Major and Minor with 88 credits and an additional 4 credits of core NSQF course / Internship OR continue with Major and Minor				

*AEC-2 and AEC-4: Hindi/ Marathi/ Pali & Buddhism/ Sanskrit/ Urdu/ Arabic

Courses to be designed for other Discipline / faculty

1) Minor Courses for other Discipline

Mn-1: This is a 2 credit theory course to be designed for other discipline

Mn-2: This is a 2 credit theory course to be designed for other discipline

Mn-3: This is a 2 credit theory course to be designed for other discipline

Mn-4: This is a 2 credit theory course to be designed for other discipline

2) Generic /Open Elective Courses for other faculty

GE/OE-5: This is a 2 credit theory course to be designed for other faculty

GE/OE-6: This is a 2 credit theory course to be designed for other faculty

Detailed Illustration of Courses included in 3rd and 4th semester:

1) Major: (Core) subject are mandatory.

DSC-7: This is a 4 credit theory course OR 2 credit theory and 2 credit practical course corresponding to Major (Core) subject

DSC-8: This is a 4 credit theory course OR 2 credit theory and 2 credit practical course corresponding to Major (Core) subject

DSC-9: This is a 4 credit theory course OR 2 credit theory and 2 credit practical course corresponding to Major (Core) subject

DSC-10: This is a 4 credit theory course OR 2 credit theory and 2 credit practical course corresponding to Major (Core) subject

2) Minor: (Choose any two from pool of courses) It is from different discipline of the same faculty

Mn-1: This is a 2 credit course to be chosen from other discipline of the same faculty

Mn-2: This is a 2 credit course to be chosen from other discipline of the same faculty

Mn-3: This is a 2 credit course to be chosen from other discipline of the same faculty

Mn-4: This is a 2 credit course to be chosen from other discipline of the same faculty

3) Generic / Open Elective (GE/OE): (Needs to be chosen (any one) from pool of courses available at respective college). These courses should be chosen compulsorily from faculty other than that of Major.

GE/OE -3: This is a 2 credit theory course should be chosen compulsorily from faculty other than that of Major.

GE/OE -4: This is a 2 credit theory course should be chosen compulsorily from faculty other than that of Major.

4) VSC (Vocational Skill Courses): Choose any one from pool of courses. These courses should be based on Hands on Training corresponding to Major (core) subject.

VSC-2: This is a 2 credit theory / practical course based Hands on Training corresponding to Major (Core) subject.

5) SEC (Skill Enhancement Courses): Choose any one from pool of courses. These courses needs to be designed to enhance the technical skills of the students in specific area.

SEC-2: This is a 2 credit theory / practical course to enhance the technical skills of the students in specific area.

6) AEC (Ability Enhancement courses): The focus of these courses should be based on linguistic and communication skills. It will be common for all the faculty.

AEC-3: English

This is a 2 credit theory course based on linguistic proficiency

AEC- 4: Modern Indian Language MIL-2(Hindi/ Marathi/ Pali & Buddhism/ Sanskrit/Urdu/ Arabic)

This is a 2 credit theory course based on linguistic proficiency. Students will have to choose one of the above mentioned language.

7) VEC-2: Environmental Studies

This is a 2 credit theory course. It will be common for all the faculty.

8) FP-1: Field Project: This is a 2 credit course, should be corresponding to Major (Core) subject

9) CC (Curricular Courses): The courses such as Health and wellness, Yoga education, Sports and Fitness, Cultural activities, NSS/NCC, Performing Arts.

CC-3: Cultural Activity / NSS, NCC

This is a 2 credit practical course based on Co-curricular activities. It will be common for all the faculty

CC-4: Fine/ Applied/ Visual/ Performing Arts

This is a 2 credit practical course based on Co-curricular activities. It will be common for all the faculty

B. A. Second Year, Semester - III



B. A. Second Year, Semester - III

Major (Core)

Discipline Specific Course

Course Code: HAC42232003T

DSC - 7: PUBLIC PERSONNEL ADMINISTRATION - I

Total Credits: 04 (2-T + 2-P) Total Contact Hours: Theory-30 Hrs, Practical-60 Hrs Max. Marks: 100



Learning Objectives of the Course:

- i) To give Conceptual clarity of Public Personnel Administration, its scope and importance.
- ii) To understand the Objectives and functions of Personnel in an Administration.
- iii) To familiarize the Civil Services in India.
- iv) To give the knowledge of All India Services, Central Services and State Services.
- v) To understand the concept of recruitment, methods of recruitment, and Recruitment agencies such as UPSC and MPSC.

Course Outcomes(COs):

- i) Conceptual clarity of Public Personnel Administration, its scope and importance.
- ii) Able to define the objectives and importance of personnel administration.
- iii) Understand various civil services in India.
- iv) Gain the knowledge of recruitment process in India.
- v) Able to compete in various civil services by knowing recruitment process.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
	Theory	
I	Introduction a) Personnel Administration: Meaning & Nature Scope & Importance b) Personnel Administration: Scope & Importance c) Personnel Administration: Objectives and functions	10 Hrs
II	Civil Services in India a) Civil Services: Meaning, Features & functions b) All India Services c) Central Services & State Services	10 Hrs
III	Recruitment a) Recruitment: Meaning & Importance b) Methods of Recruitment c) Recruitment agencies (UPSC, MPSC)	10 Hrs
	Practical/Activity Course Code: HAC42232263P	
	Work for Students Activities/ Project/ Field Visits/ Related to Public Personnel Administration.	60 Hrs

Text & Reference Books:

1. भोगले, शांताराम (2018), लोकप्रशासनाची मूलतत्त्वे, विद्या प्रकाशन, नागपूर.
2. जाधव, तुकाराम (2020), कार्मिक प्रशासन, युनिक अकॅडमी प्रकाशन, पुणे.
3. पाटील, बी. बी. (2019), भारतीय प्रशासन व्यवस्था, फडके प्रकाशन, कोल्हापूर.
4. कुलकर्णी, एस. आर. (2017), लोकप्रशासन: सिद्धांत आणि व्यवहार, डायमंड पब्लिकेशन्स, पुणे.
5. महाजन, वाय. आर. (2016), भारतीय नागरी सेवा व्यवस्था, विद्या बुक्स पब्लिशर्स, औरंगाबाद.
6. जोशी, लक्ष्मीकांत (2018), लोकप्रशासन आणि कार्मिक व्यवस्थापन, साईनाथ प्रकाशन, नाशिक.
7. पी. जी. चव्हाण (1982) “कर्मचारी व वित्तीय प्रशासन”, शारदा प्रकाशन, नांदेड.
8. के. आर. बंग (२०१५) “कर्मचारी वर्ग प्रशासन”, विद्या बुक्स, औरंगाबाद.
9. सुभाष भिंगे (२०१३) “कर्मचारी प्रशासन”, कल्पना प्रकाशन, नांदेड.
10. सुरेंद्र कटारिया (2021) “कार्मिक प्रशासन”, RSBA प्रकाशन, जयपूर.
11. अवस्थी, ए. एवं माहेश्वरी, श्रीराम (2017), लोक प्रशासन, लक्ष्मी नारायण अग्रवाल प्रकाशन, आगरा.
12. शर्मा, एम. पी. एवं सदाना, बी. एल. (2018), लोक प्रशासन : सिद्धांत एवं व्यवहार, किताब महल, इलाहाबाद.
13. फाडिया, बी. एल. (2020), लोक प्रशासन, साहित्य भवन पब्लिकेशन्स, आगरा.
14. दुबे, एस. सी. (2016), भारतीय प्रशासन, राजकमल प्रकाशन, नई दिल्ली.
15. सिंह, हरिश्चंद्र (2019), कार्मिक प्रशासन, ज्ञानदा प्रकाशन, नई दिल्ली.
16. चौधरी, आर. के. (2018), भारतीय लोक सेवाएँ एवं प्रशासन, विश्वविद्यालय प्रकाशन, वाराणसी.
17. Bhayana, S. S. and Singh S (2016): Public Personnel and Financial Administration (4th Edition).
New Academics: Jalandhar
18. Saxena, A. P. (2010): Training and Development in Government, Indian Institute of Public
Administration: New Delhi
19. Bhayana, S. S and Singh S (2016): Public Personnel and Financial Administration, New Academics:
Jalandhar.
20. Rabin, Jack; Vocino, Thomas; Hildreth, W Bartley; and Miller, J Gerald (2008): Handbook of Public
Personnel Administration, Taylor & Francis: United Kingdom.
21. Second Administrative Reforms Commission (2010): Refurbishing of Personnel Administration -
Scaling New Heights - 10th Report, Government of India: New Delhi.
22. Stahl, O Glenn (1977): Public Personnel Administration, Oxford and IBH Publishing: New Delhi.
23. Goel, S. L. and Shalini Rajneesh (2002): Public Personnel Administration, Deep & Deep
Publications: New Delhi.
24. S. A. Palekar (2020): Public Personnel Administration, ADB Publishers: Jaipur.



B. A. Second Year, Semester - III

Major (Core) Mandatory

Discipline Specific Course

Course Code: HAC42232013T



DSC - 8: RURAL LOCAL SELF GOVERNMENT IN INDIA

Total Credits: 04 (2-T + 2-P) Total Contact Hours: Theory-30 Hrs, Practical-60 Hrs Max. Marks: 100

Learning Objective of the Course:

- To give the Knowledge of Rural Local Self Government in Pre and Post-independent India.
- To give the Knowledge of the 73rd Constitutional Amendment.
- To impart the Knowledge of the Structure and Functions of Panchayat Raj system in Maharashtra.
- To give the Knowledge of Financial Resources of Rural Local Self Government.

Course Outcomes (Cos):

- Able to explain the Development of Rural Local Self Government in India.
- Gain the knowledge of the 73rd Constitutional Amendment.
- Understand the Structure and Functions of Panchayat Raj system in Maharashtra.
- Gain knowledge of financial resources of Rural Local Self Government.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
	Theory	
I	Evolution of Panchayati Raj a) Pre- Independence Panchayati Raj b) Post- Independence Panchayati Raj c) 73 rd Constitutional Amendment	10 Hrs
II	Panchayati Raj System in Maharashtra a) Zilla Parishad: Composition & Functions b) Panchayat Samiti: Composition & Functions c) Gram Panchayat & Gram Sabha: Composition & Functions	10 Hrs
III	Financial Resources of Rural Local Self Government a) Local Taxes b) Government Grants c) Self Income Sources	10 Hrs
	Practical / Activity Course Code: HAC42232273P	
	Work for Students Activities/ Project/ Field Visits Related to Rural Local Self Government in India.	60 Hrs

Text & Reference Books:

- के. आर. बंग, (2005) 'भारतातील स्थानिक स्वशासन', श्री मंगेश प्रकाशन, नागपूर.
- एस. टी. शिरसाठ, बैनाडे, (2010) 'भारतातील स्थानिक स्वराज्य संस्था', विद्या बुक पब्लिशर्स, औरंगाबाद.

3. एस. टी. शिरसाठ, बैनाडे, (2014) 'पंचायती राज आणि नागरी प्रशासन', विद्या बुक्स पब्लिशर्स, औरंगाबाद.
4. भोगले, शांताराम (2018), पंचायतराज आणि ग्रामीण स्थानिक स्वराज्य संस्था, विद्या प्रकाशन, नागपूर.
5. जाधव, तुकाराम (2019), महाराष्ट्रातील पंचायतराज व्यवस्था, फडके प्रकाशन, कोल्हापूर.
6. पाटील, बी. बी. (2020), ग्रामीण स्थानिक शासन, साईनाथ प्रकाशन, पुणे.
7. कुलकर्णी, पी. डी. (2017), स्थानिक स्वराज्य संस्था, डायमंड पब्लिकेशन्स, पुणे.
8. देशमुख, एस. आर. (2016), महाराष्ट्रातील ग्रामपंचायत प्रशासन, युनिक अकॅडमी, पुणे.
9. गोविंद यमलवाड, 'भारतातील स्थानिक स्वराज्य संस्था', कल्पना प्रकाशन, नांदेड.
10. अशोक शर्मा, (2022), 'भारत मे स्थानीय प्रशासन', आर. बी. एस. ए. पब्लिशर्स, जयपुर.
11. सिंह, हरिश्चंद्र (2017), पंचायती राज एवं ग्रामीण विकास, रावत पब्लिकेशन्स, जयपुर.
12. यादव, रामकुमार (2020), भारत में पंचायती राज व्यवस्था, यूनिवर्सिटी पब्लिकेशन, नई दिल्ली.
13. दुबे, श्यामाचरण (2016), भारतीय ग्राम, राजकमल प्रकाशन, नई दिल्ली.
14. बागेश्वर सिंह, 'भारत में स्थानीय स्वशासन', राधा पब्लिकेशन्स, नई दिल्ली.
15. हरिश्चंद्र शर्मा, 'भारत मे स्थानीय प्रशासन', कॉलेज बुक डेपो, जयपुर.
16. Maheshwari, S. R. (2018), Local Government in India, Lakshmi Narain Agarwal, Agra.
17. Singh, Hoshiar (2017), Local Government: India, Britain, France and USA, Kitab Mahal, New Delhi.
18. Awasthi, A. and Awasthi, Mahesh (2019), Indian Administration, Lakshmi Narain Agarwal, Agra.
19. Sharma, M. P. and Sadana, B. L. (2020), Public Administration in Theory and Practice, Kitab Mahal, New Delhi.
20. Narain, Iqbal (1967), Panchayati Raj Administration in India, Asia Publishing House, Bombay.
21. Mathew, George (Ed.) (2000), Status of Panchayati Raj in the States and Union Territories of India, Concept Publishing Company, New Delhi.
22. Jain, R. B. (2005), Public Administration in India: 21st Century Challenges for Good Governance, Deep & Deep Publications, New Delhi.
23. Datta, Prabhat (1997), Rural Development and Panchayati Raj, Kanishka Publishers, New Delhi.



B. A. Second Year, Semester - III

Minor

(It is from different discipline of the same faculty)

Course Code: HBC42232003T

M- 1: LOCAL SELF GOVERNMENT

Total Credits: 02 (2T), Total Contact Hours: Theory-30 Hrs, Max. Marks: 50



Learning Objective of the Course:

- To give Knowledge of concept & importance of Local Self Government.
- To give Knowledge of 73rd & 74th Constitutional Amendment.
- To demonstrate the Structure and Functions of Urban and Rural Local Self Government.
- To understand various rural and Urban local bodies.

Course Outcomes (Cos):

- Understand concept & importance of Local Self Government.
- Able to describe the 73rd & 74th Constitutional Amendment.
- Understand the Structure and Functions of Rural and Urban Local Self Government.
- Gain Knowledge difference between Organization of Rural & Urban Local Self Government.
- Understand various rural and Urban local bodies.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Local Self Government a) Meaning & Importance of Local Self Government b) 73 rd Constitutional Amendment c) 74 th Constitutional Amendment	10 Hrs
II	Rural Local Self Government a) Zilla Parishad: Composition & Functions b) Panchayat Samiti: Composition & Functions c) Gram Panchayat & Gram Sabha: Composition & Functions	10 Hrs
III	Urban Local Self Government a) Municipal Corporation: Composition & Functions b) Municipal Council & Nagar Panchayat: Composition & Functions c) Cantonment Board: Composition & Functions	10 Hrs

Text & Reference Books:

- के. आर. बंग, (2005) 'भारतातील स्थानिक स्वशासन', श्री मंगेश प्रकाशन, नागपूर.
- एस. टी. शिरसाठ, बैनाडे, (2010) 'भारतातील स्थानिक स्वराज्य संस्था', विद्या बुक पब्लिशर्स, औरंगाबाद.
- एस. टी. शिरसाठ, बैनाडे, (2014) 'पंचायती राज आणि नागरी प्रशासन', विद्या बुक्स पब्लिशर्स, औरंगाबाद.
- भोगले, शांताराम (2018), पंचायतराज आणि ग्रामीण स्थानिक स्वराज्य संस्था, विद्या प्रकाशन, नागपूर.
- जाधव, तुकाराम (2019), महाराष्ट्रातील पंचायतराज व्यवस्था, फडके प्रकाशन, कोल्हापूर.

6. पाटील, बी. बी. (2020), ग्रामीण स्थानिक शासन, साईनाथ प्रकाशन, पुणे.
7. कुलकर्णी, पी. डी. (2017), स्थानिक स्वराज्य संस्था, डायमंड पब्लिकेशन्स, पुणे.
8. देशमुख, एस. आर. (2016), महाराष्ट्रातील ग्रामपंचायत प्रशासन, युनिक अकॅडमी, पुणे.
9. गोविंद यमलवाड, 'भारतातील स्थानिक स्वराज्य संस्था', कल्पना प्रकाशन, नांदेड.
10. अशोक शर्मा, (2022), 'भारत मे स्थानीय प्रशासन', आर. बी. एस. ए. पब्लिशर्स, जयपुर.
11. सिंह, हरिश्चंद्र (2017), पंचायती राज एवं ग्रामीण विकास, रावत पब्लिकेशन्स, जयपुर.
12. यादव, रामकुमार (2020), भारत में पंचायती राज व्यवस्था, यूनिवर्सिटी पब्लिकेशन, नई दिल्ली.
13. दुबे, श्यामाचरण (2016), भारतीय ग्राम, राजकमल प्रकाशन, नई दिल्ली.
14. बागेश्वर सिंह, 'भारत में स्थानीय स्वशासन', राधा पब्लिकेशन्स, नई दिल्ली.
15. हरिश्चंद्र शर्मा, 'भारत मे स्थानीय प्रशासन', कॉलेज बुक डेपो, जयपुर.
16. Maheshwari, S. R. (2018), Local Government in India, Lakshmi Narain Agarwal, Agra.
17. Singh, Hoshiar (2017), Local Government: India, Britain, France and USA, Kitab Mahal, New Delhi.
18. Narain, Iqbal (1967), Panchayati Raj Administration in India, Asia Publishing House, Bombay.
19. Mathew, George (Ed.) (2000), Status of Panchayati Raj in the States and Union Territories of India, Concept Publishing Company, New Delhi.
20. Datta, Prabhat (1997), Rural Development and Panchayati Raj, Kanishka Publishers, New Delhi.



B. A. Second Year, Semester - III

Minor

(It is from different discipline of the same faculty)

Course Code: HBC42232013T

M- 2: FINANCIAL ADMINISTRATION

Total Credits: 02 (2T), Total Contact Hours: Theory-30 Hrs, Max. Marks: 50



Learning Objective of the Course:

- To gain the knowledge of financial administration its meaning and significance.
- To familiarize about the functioning of Ministry of Finance in India.
- To understand Union-state financial relations.
- To give knowledge about the various financial policies.
- To understand account and audit and role and importance of CAG.

Course Outcomes (Cos):

- Are able to analyse the significance of financial administration in public governance and economic development.
- Can describe the organizational structure, departments, and key functions of India's Ministry of Finance.
- Are able to Examine the constitutional provisions governing Union-State financial relations in India.
- Identify and categorize different types of financial policies (fiscal, monetary, budgetary).
- Are able to analyse the constitutional role, powers, and functions of the Comptroller and Auditor General. (CAG)

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Introduction a) Meaning and Significance of Financial Administration b) Ministry of Finance c) Union - State Financial Relation	10 Hrs
II	Financial Polices a) Finance Commission: Composition, Functions and Role b) Monetary and Fiscal Policies and their Significance c) Role of Finance Minister in Fiscal Policy	10 Hrs
III	Account and Audit a) Concept and importance of Account and Audit b) Comptroller and Auditor General of India: Role, Importance & Functions	10 Hrs

Text & Reference Books:

- भोगले, शांताराम (2018), वित्तीय प्रशासन, विद्या प्रकाशन, नागपूर.
- जोशी, बी. सी. (2016), भारतातील लोकप्रशासन, डायमंड पब्लिकेशन्स, पुणे.
- पाटील, व्ही. बी. (2019), सार्वजनिक वित्त व वित्तीय प्रशासन, प्रशांत पब्लिकेशन्स, जळगाव.

4. कुलकर्णी, पी. के. (2017), भारतीय प्रशासन व्यवस्था, फडके प्रकाशन, कोल्हापूर.
5. देशमुख, एस. आर. (2020), वित्त आयोग आणि वित्तीय संबंध, विद्या बुक्स, औरंगाबाद.
6. शर्मा, एम. पी. एवं सदाना, बी. एल. (2020), लोक प्रशासन सिद्धांत एवं व्यवहार, किताब महल, इलाहाबाद.
7. सिंह, एच. एल. (2017), वित्तीय प्रशासन, रावत पब्लिकेशन्स, जयपुर.
8. अग्रवाल, आर. सी. (2016), सार्वजनिक वित्त एवं वित्तीय प्रशासन, एस. चंद एंड कंपनी, नई दिल्ली.
9. Bhayana, S.S. and Singh S (2016): Public Personnel and Financial Administration (4th Edition). New Academics: Jalandhar
10. Frank, Howard A (2006) Public Financial Management (1st Edition). CRC Press, Taylor & Francis Group: New York
11. Indian Administrative Reforms Commission (1969) Report on Finance, Accounts and Audit. Manager of Publications, Government of India, New Delhi
12. Indian Administrative Reforms Commission (1969) Report on Financial Administration. Manager of Publications, Government of India, New Delhi
13. Lall, G S (1979) Public Finance and Financial Administration in India. HPJ Kapoor: New Delhi
14. Mahajan, Sanjeev Kumar and Mahajan, Anupama Puri (2014) Financial Administration in India. PHI Learning: New Delhi
15. Thavaraj, MJK (2001) Financial Administration in India (6th Edition). Sultan Chand: Delhi
16. Avasthi, A. and Maheshwari, S. R. (2021), Public Administration, Lakshmi Narain Agarwal, Agra.
17. Sharma, M. P. and Sadana, B. L. (2022), Public Administration in Theory and Practice, Kitab Mahal, New Delhi.
18. Nigro, Felix A. and Nigro, Lloyd G. (1989), Modern Public Administration, Harper Collins Publishers, New York.
19. Basu, Rumki (2019), Public Administration: Concepts and Theories, Sterling Publishers, New Delhi.
20. Chakrabarty, Bidyut and Bhattacharya, Mohit (2020), Public Administration: Structure, Process and Behaviour, Oxford University Press, New Delhi.
21. Premchand, A. (1993), Public Financial Management, International Monetary Fund, Washington D.C.
22. Bhattacharya, Mohit (2018), New Horizons of Public Administration, Jawahar Publishers, New Delhi.
23. Jain, R. B. (2005), Public Administration in India: 21st Century Challenges for Good Governance, Deep & Deep Publications, New Delhi.
24. Goel, S. L. (2017), Financial Administration and Management, Deep & Deep Publications, New Delhi.



B. A. Second Year, Semester - III

Generic

(It is for the others faculty)

Course Code: HC42232003T

GE- 3: GOOD GOVERNANCE

Total Credits: 02 (2T), Total Contact Hours: Theory-30 Hrs, Max. Marks: 50



Learning Objective of the Course:

- To develop a comprehensive understanding of good governance, its concept and Meaning.
- To study the Evolution of Good Governance.
- To Understand the difference between Governance and Good Governance.
- To analyse the relationship between democratic institutions and governance quality.
- To study India's governance initiatives towards Good Governance.

Course Outcomes (Cos):

- Students can Define and understand the concept of Good governance.
- They can analyse the evolution of governance theories and their practical applications in various contexts.
- They can apply principles of good governance to assess administrative practices.
- Demonstrate critical thinking about the relationship between democratic institutions and governance quality.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Introduction to Good Governance a) Concept and Meaning of Good Governance b) Evolution of Good Governance c) Importance of Good Governance	10 Hrs
II	Attributes of Good Governance a) Features of Good Governance b) Difference between Governance and Good Governance c) Democracy and Good Governance	10 Hrs
III	Good governance initiatives in India a) Public Service Guarantee Act b) Citizen Charter and good governance c) RTI (Right to Information Act)	10 Hrs

Text & Reference Books:

- जोशी, प्रा. बी. आर. (2018), सुशासन : संकल्पना आणि व्यवहार, विद्याभारती प्रकाशन, पुणे.
- पाटील, व्ही. बी. (2019), लोकप्रशासन आणि सुशासन, फडके प्रकाशन, कोल्हापूर.
- कुलकर्णी, एस. डी. (2020), माहितीचा अधिकार आणि सुशासन, डायमंड पब्लिकेशन्स, पुणे.
- शिंदे, एम. जी. (2017), नागरिक सनद आणि सार्वजनिक सेवा, यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ, नाशिक.

5. महाराष्ट्र शासन (2015), महाराष्ट्र लोकसेवा हक्क अधिनियम, 2015, शासकीय मुद्रण व लेखनसामग्री विभाग, मुंबई.
6. अवस्थी, अमरेश्वर एवं महेश्वरी, श्रीराम (2017), लोक प्रशासन, लक्ष्मीनारायण अग्रवाल प्रकाशन, आगरा.
7. फाडिया, बी. एल. (2021), लोक प्रशासन, साहित्य भवन पब्लिकेशन्स, आगरा.
8. शर्मा, एम. पी. एवं सदाना, बी. एल. (2018), लोक प्रशासन : सिद्धांत एवं व्यवहार, किताब महल, इलाहाबाद.
9. सिंह, हरिश्चंद्र (2019), सुशासन और ई-गवर्नेंस, रावत पब्लिकेशन्स, जयपुर.
10. भारत सरकार (2005), सूचना का अधिकार अधिनियम, 2005, भारत सरकार प्रकाशन विभाग, नई दिल्ली.
11. अरुण शौरी, 'गव्हर्नन्स', मेहता पब्लिशिंग हाऊस, सदाशिव पेठ, पुणे.
12. सुरेंद्र मुंशी आणि इतर, 'सुशासन', रावत पब्लिकेशन्स, नवी दिल्ली.
13. S. N. Yadav Indu Baghel (2017), Good Governance: Issues, Challenges and Prospects, Edition: 2, Publisher: Global Vision Publishing House
14. Kettl, Donald F. (2015), The Transformation of Governance: Public Administration for Twenty-First Century America, Johns Hopkins University Press, Baltimore.
15. Denhardt, Janet V. and Denhardt, Robert B. (2015), The New Public Service: Serving, Not Steering, Routledge, New York.
16. Pierre, Jon and Peters, B. Guy (2000), Governance, Politics and the State, Macmillan Press, London.
17. Dwivedi, O. P. and Mishra, R. B. (2005), Good Governance: Performance, Accountability and Ethics, GIFT Publishing, New Delhi.
18. Sharma, M. P. and Sadana, B. L. (2022), Public Administration in Theory and Practice, Kitab Mahal, New Delhi.
19. Government of India (2005), The Right to Information Act, 2005, Ministry of Law and Justice, New Delhi.
20. Government of India (2009), Citizen's Charter Handbook, Department of Administrative Reforms and Public Grievances, New Delhi.



B. A. Second Year, Semester - III

Vocational Skill Course

Course Code: HC42232003T

VSC- 2: SECRETARIAL PRACTICE

Total Credits: 02, (1T+1P), Total Contact Hours: Theory- 15 Hrs, Practical- 30 Hrs. Maximum Marks: 50



Learning Objectives of the Course:

- i) To understand the concept of Secretary its meaning & Importance.
- ii) To know the Professional and Personal Qualities of a Secretary.
- iii) To familiarize the Duties and Responsibilities of a Personal Secretary.
- iv) To understand the responsibilities of the secretary.

Course Outcomes(COs):

- i) Are able to define the meaning and importance of Secretary.
- ii) Understand the Professional and Personal Qualities of a Secretary.
- iii) Can perform the Duties and Responsibilities of a Personal Secretary effectively in the profession.
- iv) Can effectively perform duties such as organizing meetings, scheduling appointments.
- v) Can draft various letters like inquiry letters and understand quotations, tender.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Introduction to Secretarial Practice a) Secretary: Meaning & Importance b) Professional and Personal Qualities of Secretary c) Duties and Responsibilities of a Personal Secretary	04 Hrs
II	Responsibilities of Secretary- I a) Scheduling Appointments; Planning for Travel Arrangements for Officers on official duty b) Organizing Meetings - Notice, Agenda, Quorum, Minutes; Handling of Mail c) Use of Ready Reckoner, Office Manuals & Emergency Services	07 Hrs
III	Responsibilities of Secretary- II a) Enquire Letter b) Quotation & Order c) Complaint letter & Adjustment Letter	04 Hrs
	Practical/Activity Course Code: HC42232263P	
	Work for Students Activities/ Project/ Field Visits/ Related to Secretarial Practice.	30 Hrs

Text & Reference Books:

- 1) पाटील, बी. आर. (2018), कार्यालयीन व्यवस्थापन व सचिवीय व्यवहार, फडके प्रकाशन, कोल्हापूर.
- 2) जोशी, एस. डी. (2017), सचिवीय कार्यपद्धती, विद्या बुक्स पब्लिशर्स, पुणे.
- 3) कुलकर्णी, ए. व्ही. (2019), व्यावसायिक संवाद आणि कार्यालयीन पत्रव्यवहार, डायमंड पब्लिकेशन्स, पुणे.
- 4) शिंदे, आर. डी. (2020), आधुनिक सचिवीय व्यवहार, प्रशांत पब्लिकेशन्स, जळगाव.
- 5) गुप्ता, सी. बी. (2018), कार्यालय प्रबंधन एवं सचिवीय कार्य, सुलतान चंद एण्ड सन्स, नई दिल्ली.
- 6) शर्मा, आर. के. (2017), सचिवीय व्यवहार एवं कार्यालय संगठन, साहित्य भवन पब्लिकेशन्स, आगरा.
- 7) अग्रवाल, ए. एन. (2019), व्यावसायिक पत्राचार एवं कार्यालय प्रबंधन, आर. बी. एस. ए. पब्लिशर्स, जयपुर.
- 8) श्रीवास्तव, एम. एल. (2020), सचिवीय अभ्यास एवं कार्यालयीन संचार, किताब महल, इलाहाबाद.
- 9) Bist, G. D. (2017) Officer Secretarial Practice. Shorthand House: New Delhi.
- 10) De Vries, Mary A (1995), Professional Secretary's Handbook: Guide to the Electronic and Conventional Office (3rd Edition). American Heritage: USA.
- 11) Debnath, B. K. (2001), A Guide to Secretarial Practice & Office Procedure. New Central Book Agency: Delhi.
- 12) France, Sue (2015), The Definitive Personal Assistant & Secretarial Handbook. Kegan Page: Delhi.
- 13) Kuchhal, M. C. (2008), Secretarial Practice (18th Edition). Vikas Publication: New Delhi.
- 14) Gupta, C. B. (2018), Office Management and Secretarial Practice, Sultan Chand & Sons, New Delhi.

B. A. Second Year, IV- Semester

Sr. No.	Course Type	Fourth Semester		Total Credits
		Course Code	Credits	
1	Major (Core) Mandatory (Student will be choosing one subject as a major out of 3 major subjects and one subject as a minor)	DSC-9: Public Personnel Administration- II (Theory- HAC42232504T, Practical- HAC42232764P)	2T+2P	4T+4P
		DSC-10: Urban Local Self Government (Theory- HAC42232514T, Practical- HAC42232774P)	2T+2P	
2	Major Electives (Choose any one from pool of courses)	---	---	- -
3	Minor (Choose any two from pool of courses) It is from different discipline of the same faculty	M-3: Personnel Administration (Theory- HBC42232504T)	2	4
		M-4: Budgetary Process in India (Theory- HBC42232514T)	2	
4	GE/OE (Generic / Open Elective)(Choose any one from pool of courses) It should be chosen compulsorily from the faculty other than that of Major	GE/OE-4: E- Governance (Theory- HC42232504T)	2	2
5	VSC (Vocational Skill Courses) (Choose any one from pool of courses)	----	----	1T+1P
6	SEC (Skill Enhancement Courses) (Choose any one from pool of courses)	SEC-2: Management of Non-Governmental Organizations (NGO's) (Theory- HC42232504T, Practical- HC42232764P)	1T+1P	
7	AEC (Ability Enhancement Courses)(Choose any one from pool of language courses)	AEC-4*	2	2
8	VEC (Value Education Courses) (Common for all faculty)	-----	---	
9	IKS (Indian Knowledge System) Courses (Common for all faculty)	---	---	
10	OJT (On Job Training)	---	---	4
11	FP (Field Project)	---	---	
12	CEP (Community Engagement Project) (Common for all faculty)	FP-1	2	
13	CC (Co-curricular Courses) (Common for all faculty)	CC-4	2	
14	RM (Research Methodology) Course	----	----	
15	RP (Research Project)	----	----	
				22
Exit Option : Award of UG Diploma in Major and Minor with 88 credits and an additional 4 credits of core NSQF course / Internship OR continue with Major and Minor				

*AEC-2 and AEC-4: Hindi/ Marathi/ Pali & Buddhism/ Sanskrit/ Urdu/ Arabic

B. A. Second Year, Semester - IV



B. A. Second Year, Semester - IV

Major (Core)

Discipline Specific Course

Course Code: HAC42232504T



DSC- 9: PUBLIC PERSONNEL ADMINISTRATION - II

Total Credits: 04 (2-T+2-P), Total Contact Hours: Theory- 30 Hrs, Practical- 60 Hrs, Max. Marks: 100

Learning Objectives of the Course:

- i) To give the knowledge about the training, its importance.
- ii) To familiarize about various training agencies at the union and state level.
- iii) To understand the importance and principles of promotion.
- iv) To give the knowledge of retirement benefits in an administration.
- v) To understand employer-employee relations.
- vi) To know the Administrative Tribunals at the central and state level.

Course Outcomes(COs):

- i) Can define the concept of training, its importance.
- ii) Understand various training agencies at the union and state level.
- iii) Gain the knowledge of principles of promotion.
- iv) Understand retirement benefits in an administration.
- v) Gain knowledge of employer-employee relations, right to form Association.
- vi) Understand Administrative Tribunals at the central and state level.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
	Theory	
I	Training a) Training: Meaning, Importance & Methods of Training b) Training agencies at the Union level: (Lal Bahadur Shastri National Academy of Administration, Sardar Vallabhbhai Patel Police Academy) c) Training agencies at the State level: (YASHADA, Maharashtra Police Training Academy)	10 Hrs
II	Promotion & Retirement a) Promotion: Meaning & Importance b) Principles of Promotion c) Retirement: Meaning & Benefits of Retirement	10 Hrs
III	Employer Employees Relations a) Right to Form Association & Right to Strike b) Grievance Redressal Mechanisms in India: Central Vigilance Commission c) Administrative Tribunals in India: Central Administrative Tribunal & Maharashtra Administrative Tribunal	10 Hrs

	Practical/Activity Course Code: HAC42232764P	
	Work for Students Activities/ Project/ Field Visits/ Related to Public Personnel Administration-II.	60 Hrs

Text & Reference Books:

1. भोगले, शांताराम (2018), लोकसेवक प्रशासन, विद्या बुक्स पब्लिशर्स, औरंगाबाद.
2. जोशी, बी. आर. (2017), कार्मिक प्रशासन, डायमंड पब्लिकेशन्स, पुणे.
3. पाटील, व्ही. बी. (2019), लोकप्रशासन : सिद्धांत आणि व्यवहार, फडके प्रकाशन, कोल्हापूर.
4. कुलकर्णी, पी. एल. (2020), कार्मिक व लोकसेवा प्रशासन, साईनाथ प्रकाशन, नागपूर.
5. यादव, बी. एस. (2018), प्रशासकीय न्यायाधिकरणे व कर्मचारी संबंध, विद्या प्रकाशन, पुणे.
6. महाराष्ट्र शासन, यशदा (YASHADA) प्रशिक्षण साहित्य, यशदा प्रकाशन, पुणे.
7. महाराष्ट्र पोलीस अकादमी, प्रशिक्षण मार्गदर्शिका, महाराष्ट्र शासन प्रकाशन, नाशिक.
8. पी. जी. चव्हाण (1982) “कर्मचारी व वित्तीय प्रशासन”, शारदा प्रकाशन, नांदेड.
9. के. आर. बंग (२०१५) “कर्मचारी वर्ग प्रशासन”, विद्या बुक्स, औरंगाबाद.
10. सुभाष भिंगे (२०१३) “कर्मचारी प्रशासन”, कल्पना प्रकाशन, नांदेड.
11. शर्मा, एम. पी. एवं सदाना, बी. एल. (2020), लोक प्रशासन : सिद्धांत एवं व्यवहार, किताब महल, इलाहाबाद.
12. सुरेंद्र कटारिया (2021) “कार्मिक प्रशासन”, RSBA प्रकाशन, जयपूर.
13. फाडिया, बी. एल. (2021), लोक प्रशासन, साहित्य भवन पब्लिकेशन्स, आगरा.
14. दुबे, एस. सी. (2018), कार्मिक प्रशासन, रावत पब्लिकेशन्स, जयपुर.
15. सिंह, आर. बी. (2017), लोक सेवाएँ एवं कार्मिक प्रशासन, ओरिएंटल पब्लिशिंग हाउस, नई दिल्ली.
16. भारत सरकार (विविध वर्ष), लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी प्रशिक्षण सामग्री, मसूरी.
17. भारत सरकार (विविध वर्ष), सरदार वल्लभभाई पटेल राष्ट्रीय पुलिस अकादमी प्रशिक्षण पुस्तिका, हैदराबाद.
18. Bhayana, S. S. and Singh S (2016): Public Personnel and Financial Administration, New Academics: Jalandhar
19. Saxena, A. P. (2010): Training and Development in Government, Indian Institute of Public Administration: New Delhi
20. Bhayana, S. S and Singh S. (2016): Public Personnel and Financial Administration, New Academics: Jalandhar.
21. Stahl, O Glenn (1977): Public Personnel Administration, Oxford and IBH Publishing: New Delhi.
22. Goel, S. L. and Shalini Rajneesh (2002): Public Personnel Administration, Deep & Deep Publications: New Delhi.
23. S. A. Palekar (2020): Public Personnel Administration, ADB Publishers: Jaipur.
24. Goel, S. L. (2018), Personnel Administration and Management, Deep & Deep Publications, New Delhi.



B. A. Second Year, Semester - IV

Major (Core)

Discipline Specific Course

Course Code: HAC42232514T

DSC- 10: URBAN LOCAL SELF GOVERNMENT

Total Credits: 04 (2-T+2-P), Total Contact Hours: Theory- 30 Hrs, Practical- 60 Hrs, Max. Marks: 100



Learning Objectives of the Course:

- To give knowledge of Urbanization its causes and consequences.
- To understand the Evolution of Urban Local Self- Government.
- To gain the knowledge of 74th Constitutional Amendment Act.
- To know various Urban Local Self-Government institutions.
- To understand the financial resources of Urban Local Self-Government.

Course Outcomes (COs):

- Can understand Urbanization its causes and consequences.
- Gain the knowledge of growth of urbanization and the 74th Constitutional amendment.
- Get knowledge of the composition and functioning of various Urban Local Self-Government institutions.
- Gain insights into the financial resources of urban local self-Government.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
	Theory	
I	Introduction to Urban Local Self Government a) Urbanization: causes and consequences b) Evolution of Urban Local Self Government c) 74th Constitutional Amendment Act.	10 Hrs
II	Urban Local Self Government Institutions a) Municipal Corporation: Composition, Powers and Functions b) Municipal Council & Nagar Panchayat: Composition, Powers and Functions c) Cantonment Boards: Composition, Powers and Functions	10 Hrs
III	Financial Resources (a) Local Taxes (b) Government Grants (c) Self Income Sources	10 Hrs
	Practical/Activity Course Code: HAC42232774P	
	Work for Students Activities/ Project/ Field Visits/ Related to Urban Local Self Government	60 Hrs

Text & Reference Books:

1. एस. टी. शिरसाठ, बैनाडे, (2010) 'भारतातील स्थानिक स्वराज्य संस्था', विद्या बुक पब्लिशर्स, औरंगाबाद.
2. एस. टी. शिरसाठ, बैनाडे, (2014) 'पंचायती राज आणि नागरी प्रशासन', विद्या बुक्स पब्लिशर्स, औरंगाबाद.
3. फडके, भालचंद्र (2018), स्थानिक स्वराज्य संस्था, विद्या प्रकाशन, नागपूर.
4. जाधव, तुकाराम (2019), भारतातील नागरी स्थानिक स्वराज्य संस्था, प्रशांत पब्लिकेशन्स, पुणे.
5. पाटील, बी. बी. (2021), स्थानिक शासन आणि प्रशासन, फडके प्रकाशन, कोल्हापूर.
6. भोळे, भा. ल. (2017), भारतीय शासन आणि राजकारण, पिंपळापुरे अँड कंपनी पब्लिशर्स, नागपूर.
7. देवगावकर, शैलजा (2020), नागरी प्रशासन व स्थानिक स्वराज्य संस्था, साईनाथ प्रकाशन, औरंगाबाद.
8. महाराष्ट्र शासन (2024), महाराष्ट्र महानगरपालिका अधिनियम, शासकीय मुद्रण व लेखनसामग्री संचालनालय, मुंबई.
9. महाराष्ट्र शासन (2024), महाराष्ट्र नगरपालिका, नगरपंचायत व औद्योगिक नगर अधिनियम, 1965, शासकीय मुद्रण व लेखनसामग्री संचालनालय, मुंबई.
10. गोविंद यमलवाड, 'भारतातील स्थानिक स्वराज्य संस्था', कल्पना प्रकाशन, नांदेड.
11. के. आर. बंग, (2005), 'भारतातील स्थानिक स्वशासन', श्री मंगेश प्रकाशन, नागपूर.
12. अशोक शर्मा, (2022), 'भारत मे स्थानीय प्रशासन', आर. बी. एस. ए. पब्लिशर्स, जयपुर.
13. सिंह, हरिश्चंद्र (2020), भारत में स्थानीय स्वशासन, पियर्सन एजुकेशन, नई दिल्ली.
14. यादव, रामकुमार (2018), नगरीय प्रशासन एवं स्थानीय शासन, रावत पब्लिकेशन्स, जयपुर.
15. भारत सरकार (2024), 74वाँ संविधान संशोधन अधिनियम एवं नगरीय स्थानीय निकाय, भारत सरकार प्रकाशन विभाग, नई दिल्ली.
16. बागेश्वर सिंह, 'भारत में स्थानीय स्वशासन', राधा पब्लिकेशन्स, नई दिल्ली.
17. हरिश्चंद्र शर्मा, 'भारत मे स्थानीय प्रशासन', कॉलेज बुक डेपो, जयपुर.
18. Maheshwari, S. R. (2019), Local Government in India, Lakshmi Narain Agarwal Educational Publishers, Agra.
19. Singh, Hoshiar (2018), Local Government: India, Britain, France and USA, Kitab Mahal Publishers, New Delhi.
20. Rao, N. S. (2016), Urban Local Governance in India, Pearson Education, New Delhi.
21. Shah, Pravin (2018), Municipal Governance in India, Sage Publications, New Delhi.



B. A. Second Year, Semester - IV

Minor

(It is from different discipline of the same faculty)

Course Code: HBC42232504T

M- 3: PERSONNEL ADMINISTRATION

Total Credits: 02 (2T), Total Contact Hours: Theory-30 Hrs, Max. Marks: 50



Learning Objective of the Course:

- To give Conceptual clarity of Personnel Administration, its scope and importance.
- To familiarize the Civil Services in India.
- To understand the concept of recruitment and Training in an administration.
- To clear the concept of Promotion and retirement.

Course Outcomes (Cos):

- Conceptual clarity of Personnel Administration, its scope and importance.
- Understand various civil services in India.
- Gain the knowledge of recruitment and training process in India.
- Able to compete in various civil services by knowing recruitment process.
- Gain the knowledge of concept of Promotion and retirement.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Introduction to Personnel Administration - Meaning, Nature and Scope of Personnel Administration - Importance and Objectives of Personnel Administration - Civil Services in India: Structure, Functions and Role in Administration	10 Hrs
II	Principles of Personnel Administration - I - Recruitment: Meaning, Methods and Procedures - Training: Meaning, Types and Importance of Training - Modern Techniques and Challenges in Recruitment and Training	10 Hrs
III	Principles of Personnel Administration - II - Promotion: Meaning, Principles and Methods of Promotion - Retirement: Meaning, Types and Retirement Benefits - Problems and Reforms in Promotion and Retirement System	10 Hrs

Text & Reference Books:

- जोशी, बी. आर. (2017), कार्मिक प्रशासन, डायमंड पब्लिकेशन्स, पुणे.
- पाटील, व्ही. बी. (2019), लोकप्रशासन : सिद्धांत आणि व्यवहार, फडके प्रकाशन, कोल्हापूर.
- कुलकर्णी, पी. एल. (2020), कार्मिक व लोकसेवा प्रशासन, साईनाथ प्रकाशन, नागपूर.
- यादव, बी. एस. (2018), प्रशासकीय न्यायाधिकरणे व कर्मचारी संबंध, विद्या प्रकाशन, पुणे.

5. महाराष्ट्र शासन, यशदा (YASHADA) प्रशिक्षण साहित्य, यशदा प्रकाशन, पुणे.
6. महाराष्ट्र पोलीस अकादमी, प्रशिक्षण मार्गदर्शिका, महाराष्ट्र शासन प्रकाशन, नाशिक.
7. पी. जी. चव्हाण (1982) “कर्मचारी व वित्तीय प्रशासन”, शारदा प्रकाशन, नांदेड.
8. के. आर. बंग (२०१५) “कर्मचारी वर्ग प्रशासन”, विद्या बुक्स, औरंगाबाद.
9. सुभाष भिंगे (२०१३) “कर्मचारी प्रशासन”, कल्पना प्रकाशन, नांदेड.
10. शर्मा, एम. पी. एवं सदाना, बी. एल. (2020), लोक प्रशासन : सिद्धांत एवं व्यवहार, किताब महल, इलाहाबाद.
11. सुरेंद्र कटारिया (2021) “कार्मिक प्रशासन”, RSBA प्रकाशन, जयपूर.
12. फाडिया, बी. एल. (2021), लोक प्रशासन, साहित्य भवन पब्लिकेशन्स, आगरा.
13. दुबे, एस. सी. (2018), कार्मिक प्रशासन, रावत पब्लिकेशन्स, जयपुर.
14. सिंह, आर. बी. (2017), लोक सेवाएँ एवं कार्मिक प्रशासन, ओरिएंटल पब्लिशिंग हाउस, नई दिल्ली.
15. भारत सरकार (विविध वर्ष), लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी प्रशिक्षण सामग्री, मसूरी.
16. भारत सरकार (विविध वर्ष), सरदार वल्लभभाई पटेल राष्ट्रीय पुलिस अकादमी प्रशिक्षण पुस्तिका, हैदराबाद.
17. Bhayana, S. S. and Singh S (2016): Public Personnel and Financial Administration, New Academics: Jalandhar
18. Saxena, A. P. (2010): Training and Development in Government, Indian Institute of Public Administration: New Delhi
19. Bhayana, S. S and Singh S. (2016): Public Personnel and Financial Administration, New Academics: Jalandhar.
20. Stahl, O Glenn (1977): Public Personnel Administration, Oxford and IBH Publishing: New Delhi.
21. Goel, S. L. and Shalini Rajneesh (2002): Public Personnel Administration, Deep & Deep Publications: New Delhi.
22. S. A. Palekar (2020): Public Personnel Administration, ADB Publishers: Jaipur.
23. Goel, S. L. (2018), Personnel Administration and Management, Deep & Deep Publications, New Delhi.



B. A. Second Year, Semester - IV

Minor

(It is from different discipline of the same faculty)

Course Code: HBC42232514T

M- 4: BUDGETARY PROCESS IN INDIA

Total Credits: 02 (2T), Total Contact Hours: Theory-30 Hrs, Max. Marks: 50



Learning Objective of the Course:

- To comprehend the fundamental concept and definition of budget in public administration.
- To understand the core principles of budgeting.
- To know the types of budget.
- To comprehend the stages, stakeholders, and procedures involved in budget preparation.
- To comprehend the legislative process of budget approval and authorization and understand execution process.

Course Outcomes (Cos):

- Are able to define budget and explain its multifaceted role in public administration and governance.
- Can distinguish between traditional, performance, and zero-base budgeting systems with clear understanding of their core characteristics.
- Can explain the constitutional and legal framework governing India's budgetary process.
- Identify the stages, timeline, and procedures specific to Indian budget preparation, authorization, and execution.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Budget a) Concept of Budget b) Principles and Budget as an Instrument of Financial Administration, c) Public Policy and Management	10 Hrs
II	Types of Budget a) Traditional Budgeting b) Performance Budgeting c) Zero-Base Budgeting	10 Hrs
III	Budgetary Process a) Budget Preparation b) Authorization and Execution with special reference to India	10 Hrs

Text & Reference Books:

- जाधव, तुकाराम (2019), भारतातील वित्तीय प्रशासन, फडके प्रकाशन, कोल्हापूर.
- पाटील, बी. बी. (2020), सार्वजनिक वित्त व अर्थसंकल्प, प्रशांत पब्लिकेशन, जळगाव.
- कुलकर्णी, एस. ए. (2017), लोकप्रशासनाची तत्वे व व्यवहार, डायमंड पब्लिकेशन्स, पुणे.

4. भालेराव, रमेश (2021), वित्तीय प्रशासन आणि अर्थसंकल्प प्रक्रिया, विद्या बुक्स पब्लिशर्स, औरंगाबाद.
5. सिंह, हरिश्चंद्र (2017), वित्तीय प्रशासन, हिंदी माध्यम कार्यान्वयन निदेशालय, दिल्ली विश्वविद्यालय, नई दिल्ली.
6. दुबे, एस. सी. (2019), भारत में प्रशासनिक व्यवस्था, ओरिएंट ब्लैकस्वान, नई दिल्ली.
7. Burkhead, J. (1956) Government Budgeting. Wiley Sons: New York.
8. Chand, P. (2010). Performance Budgeting (2nd Edition). Allied Publishers: New Delhi.
9. Frank, Howard A (2006) Public Financial Management (1st Edition). CRC Press, Taylor & Francis Group: New York
10. Gupta, B. N. (2006) Indian Federal Finance and Budgetary Policy. Chaitanya Publishing House: Allahabad
11. Indian Administrative Reforms Commission (1969) Report on Financial Administration. Manager of Publications, Government of India, New Delhi
12. Lall, G. S. (1979), Public Finance and Financial Administration in India. HPJ Kapoor: New Delhi.
13. Mahajan, Sanjeev Kumar and Puri (2014), Financial Administration in India. PHI Learning: New Delhi.
14. Sury, M. M. (1990) Government Budgeting in India. Commonwealth Publishers: New Delhi.
15. Thavaraj, MJK (2001) Financial Administration in India (6th Edition). Sultan Chand: Delhi
16. Goel, S. L. (2015), Financial Administration and Management, Deep & Deep Publications, New Delhi.
17. Government of India (Annual Publication), Union Budget Documents, Ministry of Finance, Government of India, New Delhi.



B. A. Second Year, Semester - IV
Generic



(It is form of the others faculty)

Course Code: HC42232504T

GE- 4: E- GOVERNANCE

Total Credits: 02 (2T), Total Contact Hours: Theory-30 Hrs, Max. Marks: 50

Learning Objective of the Course:

- To give knowledge of the foundations of E-Governance, its evolution, and its importance.
- To familiarize with various models of E-Governance.
- To introduce the cyber-security concept.
- To give knowledge of key initiatives in E-Governance in India like Digital India, UMANG, Digi Locker.

Course Outcomes (COs):

- Understand the evolution and importance of E-Governance.
- Able to know various models of E-Governance.
- Become aware of the cyber-Security.
- Understand key initiatives in E-Governance in India.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Foundations of E-Governance a) Meaning, Scope, and Objectives of E-Governance b) Evolution of E-Governance c) Importance of E-Governance	10 Hrs
II	E-Governance Models and Infrastructure a) Models of E-Governance: G2G, G2C, G2B, G2E b) Role of National Informatics Centre (NIC) c) Introduction to Cyber Security	10 Hrs
III	Key Initiatives in E-Governance a) Digital India b) UMANG c) Digi Locker	10 Hrs

Text & Reference Books:

- बोरा पारस व शिरसाठ श्याम (2013), लोकप्रशासनशास्त्र, विद्याबुक्स पब्लिशर्स, औरंगाबाद.
- भालेराव, एस. एस. (2018), ई-शासन: संकल्पना आणि व्यवहार, विद्या प्रकाशन, पुणे.
- जोशी, बी. आर. (2019), माहिती तंत्रज्ञान आणि ई-गव्हर्नन्स, फडके प्रकाशन, कोल्हापूर.
- पाटील, व्ही. बी. (2020), डिजिटल इंडिया आणि ई-प्रशासन, डायमंड पब्लिकेशन्स, पुणे.
- कुलकर्णी, एस. एम. (2017), सायबर सुरक्षा: मूलतत्त्वे आणि आव्हाने, मेहता पब्लिशिंग हाऊस, पुणे.

6. देशमुख, ए. जी. (2021), ई-गव्हर्नेन्स : सिद्धांत व व्यवहार, युनिक अकॅडमी प्रकाशन, पुणे.
7. संजय साळुंखे, 'ई-शासन: एक अभ्यास', प्रशांत प्रकाशन, पुणे.
8. भालचंद्र कुलकर्णी, 'ई-गव्हर्नेन्स: संकल्पना आणि व्यवहार', फडके प्रकाशन, कोल्हापूर.
9. डी. बी. पाटील, 'ई-शासन आणि माहिती तंत्रज्ञान', शिवप्रभा प्रकाशन, औरंगाबाद.
10. सिंह, आर. के. (2020), ई-गवर्नेंस एवं डिजिटल प्रशासन, रावत पब्लिकेशन्स, जयपुर.
11. गुप्ता, वी. के. (2018), सूचना प्रौद्योगिकी और ई-गवर्नेंस, विश्वविद्यालय प्रकाशन, वाराणसी.
12. मिश्रा, पी. डी. (2021), साइबर सुरक्षा एवं ई-शासन, राधा पब्लिकेशन्स, नई दिल्ली.
13. Bhatnagar, Subhash (2004), E-Government: From Vision to Implementation - A Practical Guide with Case Studies, Sage Publications, New Delhi.
14. Misra, D. C. (2018), Fundamentals of E-Government: Theory and Practice, PHI Learning Pvt. Ltd., New Delhi.
15. West, Darrell M. (2005), Digital Government: Technology and Public Sector Performance, Princeton University Press, Princeton.
16. Pankaj Sharma, E-Governance: The New Age Governance; Publisher: APH Publishing
17. Kumar, Saurabh; E-Governance and ICT in Governance; Publisher: Lakshmi Narain Agarwal Publications, Agra.
18. Rekha Srivastava & S. K. Sharma; E- Governance in India: Perspectives, Issues and Case Studies; Publisher: New Century Publications
19. Harsh V. Verma; E- Governance: Concepts, Methodologies, Tools, and Applications
Publisher: IGI Global
20. Sunil K. Muttou & Arvind Kumar (Eds.) (2020), E-Governance in India: Interlocking Policies and Programs, Springer
21. V. M. Rao (2018), E-Governance in India: Concepts, Initiatives and Issues – Regal Publications
22. Government of India, National e-Governance Plan (NeGP) and Digital India Programme official documents



B. A. Second Year, Semester - IV

Skill Enhancement Course

Course Code: HC42232504T



SEC-2: MANAGEMENT OF NON- GOVERNMENTAL ORGANIZATIONS (NGOs)

Total Credits: 02, (1T+1P), Total Contact Hours: Theory- 15 Hrs, Practical- 30 Hrs. Maximum Marks: 50

Learning Objectives of the Course:

- To provide students with an understanding of the role and functions of NGOs in social development.
- To equip students with the necessary skills to manage NGOs efficiently.
- To introduce the legal, financial, and operational aspects of NGOs management.
- To develop critical thinking about the challenges and ethical issues faced by NGOs in diverse social contexts.
- To encourage students to engage with real-world NGOs practices through case studies, fieldwork, or project-based learning.

Course Outcomes(COs):

- Understand what NGOs are and how they help in the development of society.
- Identify different types of NGOs and their areas of work.
- Learn how NGOs are managed, including their structure, leadership and planning.
- Know the basic laws and rules that NGOs in India must follow.
- Gain basic skills in financial management and fundraising used in NGOs work.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Introduction to NGOs and Their Role in Development - Meaning and Characteristics of NGOs - Role of NGOs - NGOs in India and World	05 Hrs
II	Governance and Management of NGOs - Organizational Structure and Governance of NGOs - Leadership and Human Resource Management in NGOs - Ethics and Accountability in NGOs Management	05 Hrs
III	Financial and Legal Aspects of NGOs Management - Legal Framework for NGOs in India: Societies Registration Act, Trusts Act, Companies Act (Section 8) - Fundraising and Resource Mobilization Strategies - Financial Management, Budgeting, and Reporting in NGOs	05 Hrs
	Practical/Activity Course Code: HC42232764P	
	Work for Students Activities/ Project/ Field Visits/ Related to Management of NGOs.	30 Hrs

Text & Reference Books:

1. पाटील, बी. बी. (2018), स्वयंसेवी संस्था : संकल्पना, कार्य आणि व्यवस्थापन, विद्या प्रकाशन, पुणे.
2. शिंदे, एस. एम. (2019), अशासकीय संस्था आणि सामाजिक विकास, डायमंड पब्लिकेशन्स, पुणे.
3. जाधव, आर. डी. (2020), स्वयंसेवी संस्थांचे प्रशासन व व्यवस्थापन, प्रशांत पब्लिकेशन्स, जळगाव.
4. कुलकर्णी, पी. के. (2017), सामाजिक संस्था व्यवस्थापन, फडके प्रकाशन, कोल्हापूर.
5. देशमुख, व्ही. आर. (2021), एनजीओ व्यवस्थापन : सिद्धांत आणि व्यवहार, युनिक अकॅडमी, पुणे.
6. सिंह, आर. पी. (2018), गैर-सरकारी संगठन (NGOs) : अवधारणा एवं प्रबंधन, रावत पब्लिकेशन्स, जयपुर.
7. शर्मा, एस. के. (2019), स्वयंसेवी संगठनों का प्रबंधन, ओरिएंट ब्लैकस्वान, नई दिल्ली.
8. गुप्ता, एम. एल. (2017), सामाजिक संगठन एवं विकास प्रशासन, साहित्य भवन, आगरा.
9. मिश्रा, आर. सी. (2020), एनजीओ प्रबंधन और सामाजिक विकास, अटलांटिक पब्लिशर्स, नई दिल्ली.
10. वर्मा, पी. एन. (2018), गैर-सरकारी संगठन: प्रशासन, वित्त एवं कानून, राधा पब्लिकेशन्स, नई दिल्ली.
11. वाणी, 'भारत में स्वयंसेवी सेक्टर के लिए समर्थकारी वातावरण (अध्ययन रिपोर्ट)', व्हॅलेंटरी ॲक्शन नेटवर्क इंडिया, नई दिल्ली.
12. Nikalje Seema, 'Voluntary Agencies and Rural Development,' Astral International Publication, New Delhi.
13. Snehlata Chandra, (2001), Non-Governmental Organisations: Structure, Policies and Practices, Kanishka Publishers.
14. S. Sankaran & G. Rodrigues, (2011), Handbook for NGOs, Manas Publications.
15. David Lewis & Nazneen Kanji, Non-Governmental Organizations and Development, Vol. 1, 1st Edition, Routledge, 2009.
16. Rajesh Tandon, Voluntary Action, Civil Society and the State, Vol. 1, 1st Edition, PRIA, 1991.
17. N. Dhillon, NGO Management: Issues, Challenges and Remedies, Vol. 1, 1st Edition, Centrum Press, 2017.
18. M. Kandasami, Governance and Financial Management in Non-Profit Organizations, Vol. 1, 1st Edition, Caritas India, 2005.
19. Bava, N (Ed.) (1997) Non-Government Organisations in Development: Theory and Practice. Kanishka Publishers: New Delhi
20. Chandra, Suresh (2015) Non-Government Organisations. Rawat: Jaipur
21. Dantwala, M L; Sethi, Harsh and Pravin Visaria (Eds.) (1998) Social Change Through Voluntary Action. Sage Publications: New Delhi
22. Gangrade, K. D. and Jain S (1995) NGOs: Retrospect and Prospect. Friedrich Ebert Stiftung: New Delhi
23. Government of India (2007) Report of the Steering Committee on Voluntary Sector for the Eleventh Five-Year Plan. Planning Commission: New Delhi
24. Handy, C (1990) Understanding Voluntary Organizations - How to make them Function Effectively. Penguin Books: London.



**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,
CHHATRAPATI SAMBHAJINAGAR**

NEP- 2020

Faculty of Humanities

B.A. Second Year Syllabus (Effective from 2025-26)

Semester-IV

Course Code: - HC42232764P

Subject: Public Administration

Specification Type of Paper: Field Project

Credits: 2



A field project in Public Administration is expected to connect classroom theory with real-world governance. It should demonstrate students' ability to observe, analyse, and suggest improvements in public systems especially at the grassroots level.

Course Objectives

- 1. To develop a practical understanding of administration**
Enable students to understand the functioning of administrative institutions in real-life settings beyond theoretical knowledge of Public Administration.
- 2. To bridge theory and practice**
Help students apply key administrative concepts such as governance, decentralization, accountability, and public service delivery in field situations.
- 3. enhance research and analytical skills**
Train students in data collection methods such as surveys, interviews, observation, and documentation, and develop their ability to analyse administrative processes critically.
- 4. understand local governance systems**
Familiarize students with the functioning of institutions like Gram Panchayats, municipalities, and district administration.
- 5. To build problem-solving and decision-making abilities**
Encourage students to identify administrative issues and suggest practical, evidence-based solutions.
- 6. To encourage community engagement and social responsibility**
Sensitize students to local issues and motivate them to contribute to community development.
- 7. To prepare students for administrative careers**
Equip students with field-level exposure and practical insights necessary for careers in civil services, NGOs, and public sector organizations.

Course Outcomes (COs)

After completion of the field project, students will be able to:

1. Demonstrate practical understanding of administrative structures and processes in the field of Public Administration.
2. Apply theoretical concepts (governance, decentralization, accountability) to real-life administrative situations.
3. Design and conduct field-based research using appropriate tools such as interviews, surveys, and observation.
4. Analyse data and critically evaluate the implementation of public policies and

programmes.

5. Identify administrative problems and propose feasible, evidence-based solutions.
6. Exhibit effective communication, report writing, and presentation skills.

Recommended Areas for Field Projects

- Public Personnel Administration
- Rural Local Self Governance
- Urban Local Self Governance
- Good Governance
- E- Administration
- Secretarial Practice
- Management of NGO's

Note: These are only guideline areas for the field project. Students can carry out project work in areas other than the above areas, according to the syllabus of Public Administration

Course Content

Unit 1: Project Planning

- Selection of topic/area of study
- Formulation of objectives

Unit 2: Fieldwork

- Data collection (Primary & Secondary)
- Interviews, surveys, observation
- Field diary maintenance

Unit 3: Data Analysis

- Data classification and tabulation
- Use of charts/graphs
- Interpretation of findings

Unit 4: Report Writing

- Structure of report -Introduction, reason for choosing area of study, objectives etc.
- Writing findings and suggestions
- Referencing and documentation

Unit 5: Presentation & Viva

- Preparation of presentation
- Viva voce examination

Framework for Field Project Presentation

- 1) **Field Project Title**
- 2) **Table of Contents** (List of Tables / List of Graphs / Maps / Abbreviations)
- 3) **Introduction** - The problem selected for the field project / Problem Statement, Scope and Limitations
- 4) **Review of Literature** (regarding the study subject's problem)
- 5) Objectives of the Field Project Study
- 6) **Tools for Data Collection**
- 7) Conclusions and Recommendations / Remedial Measures
- 8) Bibliography / References
- 9) Appendices (as required)
- 10) Photographs / Maps / Abbreviations

Note-

- **Field Project Title:** The title of the field project should be apt, comprehensive, and self-explanatory.
- **Introduction:** Provide a brief overview of the field project study subject you have selected. Explain clearly why you felt it was necessary to undertake a 'Field Project' on this particular topic. State the significance, scope, and limitations of the Field Project Study from your perspective.
- **Objectives:** Clearly articulate the perspective from which the field project is being undertaken, as well as its specific purpose.
- **Research Methodology:** Document the specific methods adopted for the field project, the conceptual or theoretical framework employed, and the sampling technique used. For primary data collection, specify which tools were utilized such as interview schedules, questionnaires, field visits, group discussions, or observations (as deemed necessary).

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