

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



**Circular / Acad Sec./ UG /CBCS/ III Yr Curri./Affi. Col./ 2024.**

It is hereby inform to all concerned that, on the recommendation of Dean of Faculty of Humanities; **the Academic Council at it's Meeting held on 08<sup>th</sup> April, 2024 has accepted the "following Subject wise revised Curriculum at UG Level as per Choice Based Credit & Grading System" for all concerned affiliated colleges** under the Faculty of Humanities.

Sr. No.	UG/PG Course Curriculum Name	Semester
01.	B. A. <u>Third</u> Year as per CBCS [Marathi] for Colleges	Vth & VIth
02.	B. A. <u>Third</u> Year as per CBCS [Hindi] for Colleges	Vth & VIth
03.	B. A. <u>Third</u> Year as per CBCS [English] for Colleges	Vth & VIth
04.	B. A. <u>Third</u> Year as per CBCS [Urdu] for Colleges	Vth & VIth
05.	B. A. <u>Third</u> Year as per CBCS [Pali & Buddhism] for Colleges	Vth & VIth
06.	B. A. <u>Third</u> Year as per CBCS [Arabic] for Colleges	Vth & VIth
07.	B. A. <u>Third</u> Year as per CBCS [Sanskrit] for Colleges	Vth & VIth
08.	B. A. <u>Third</u> Year as per CBCS [Political Science] for Colleges	Vth & VIth
09.	B. A. <u>Third</u> Year as per CBCS [Public Administration] for Colleges	Vth & VIth
10.	B. A. <u>Third</u> Year as per CBCS [Economics] for Colleges	Vth & VIth
11.	B. A. <u>Third</u> Year as per CBCS [History] for Colleges	Vth & VIth
12.	B. A. <u>Third</u> Year as per CBCS [Sociology] for Colleges	Vth & VIth
13.	B. A. <u>Third</u> Year as per CBCS [Geography] for Colleges	Vth & VIth
14.	B. A. <u>Third</u> Year as per CBCS [Psychology] for Colleges	Vth & VIth
15.	B. A. <u>Third</u> Year as per CBCS [Thoughts of Mahatma Phule & Dr. B. R. Ambedkar] for Colleges	Vth & VIth
16.	B. A. <u>Third</u> Year as per CBCS [Islamic Studies] for Colleges	Vth & VIth
17.	B. A. <u>Third</u> Year as per CBCS [Military Science] for Colleges	Vth & VIth

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18.	<b>B. A. <u>Third</u> Year as per CBCS [Philosophy] for Colleges</b>	<b>Vth &amp; VIth</b>
19.	<b>B. A. <u>Third</u> Year as per CBCS [National Cadet Corps (NCC)] for Colleges</b>	<b>Vth &amp; VIth</b>

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

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

University campus,  
Chhatrapati Sambhajanagar-431 004.  
Ref. No. SU/UG-III Yr/ Affi.Coll./  
CBCS Curri/ 2024/25897-906

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**Deputy Registrar,  
Academic.**

Date: 24.05.2024.

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**Copy forwarded with compliments to:-**

- 1] **The Principal, all concerned affiliated colleges,**  
Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajanagar.
- 2] **The Director, University Network & Information Centre, UNIC,**  
with **a request to upload this Circular on University Website.**

**Copy to :-**

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

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DrK\*240524/-

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



Curriculum of

**B. A. Third Year**

**[ Public Administration ]**

**Semester-V & VI**

**‘under Choice Based Credit & Grading System’**

**For**

**“all affiliated Colleges level”**

**[ effective from the Academic Year 2024-25 & Onwards]**



**B.A.T.Y., Semester-V (CBCS Pattern)**  
(Discipline Specific Course)  
**DSC- LOCAL SELF GOVERNMENT IN INDIA**

**Learning Outcomes: -**

1. Understanding Importance and Structure of Local Self Government and Its Implications.
2. Develop Clarity on Comprehension of the Administrative System of Local Self Government. Understanding The Budgeting System.
3. Comprehension of Different Development Models Through Local Self Government.
4. Create Awareness about Importance of Participation in Public Administration.
5. Understanding New Trends in Local Self Government.

**Unit - I: Introduction**

- a) Local Self Government- Meaning and Importance
- b) Democratic Decentralization
- c) Problems of Local Self Government

**Unit - II: Historical background of Local Self Government**

- a) Local Self Government during British period- Resolution of Lord Mayo and Lord Ripon
- b) Local Self Government in Post-independent India:
  - i) Community Development Program
  - ii) Balwantrai Mehta committee

**Unit- III: Constitutional Amendments**

- a) 73rd Constitutional Amendments- Features and Provisions
- b) 74th Constitutional Amendments- Features and Provisions
- c) PESA act

**Unit- IV: Panchayat Raj in Maharashtra**

- a) Vasant Rao Naik Committee
- b) The Zilla Parishad and Panchayat Samiti Act, 1961
- c) Gram Panchayat and Gram Sabha: Compositions & Functions

**Unit-V: Urban Local Self Government in Maharashtra**

- a) Municipal Corporation: Compositions & Functions
- b) Municipal Council: Compositions & Functions
- c) Nagar Panchayat: Compositions & Functions
- d) Cantonment Boards: Compositions & Functions

### **Recommended Readings:**

- 1) Sundar Ram, Role of Panchayati Raj (Institution in 60 Years of Independent India), Kanishka Publisher and Distributor, New Delhi,
- 2) M. P. Sharma, Local Self Government in India.
- 3) Ram Reddy, Patterns of Local Government in India.
- 4) G. Satyanarayan & Madhusudhan, Rural Development and Poverty Alleviation in India- Policies & Programs. New Century Publications, New Delhi. 2012.
- 5) Ram Sakalsingh, Rural Development Administration, Anmol Publication Ltd. New Delhi.
- 6) Mukta Mittal, Rural Development in India, Anmol Publication Ltd. New Delhi.
- 7) B. I. Mathur. Rural Management R.B.S.A. Publishers Jaipur, 2008. 8. Bhattnagar, Rural Local Government in India.
- 8) S.R. Maheshwari, Local Government in India, laxmi Narayan Agarwal Educational Publisher, Agra, 2008.
- 9) अशोक शर्मा, भारत में स्थानिय प्रशासन आर. बी. एस. ए. पब्लिशर्स, जयपूर,
- 10) बागेश्वर सिंह, भारत में स्थानिय स्वशासन, राधा पब्लिकेशन, नई दिल्ली.
- 11) हरिश्चंद्र शर्मा, भारत में स्थानिय प्रशासन, कॉलेज बुक डेपो, जयपूर,
- 12) के. आर. गंगा, भारतातील स्थानिक स्वशासन, श्री. मंगेश प्रकाशन, नागपूर, २००१४.
- 13) एस. टी. शिरसाठ, बैनाडे, भारतातील स्थानिक स्वराज्य संस्था, विद्या बुक पब्लिशर्स, औरंगाबाद,

**B. A. T.Y. Semester- V (CBCS Pattern)**  
(Skill Enhancement Course)

**SEC: TRAINING OF COMMUNITY RESOURCE PERSONS**

**Learning Outcomes: -**

1. Development of the ability to understand self, others and the society by gaining the conceptual understanding of youth issues set of transferable skills, positive attitude to work.
2. Inculcation of the capacity to deal with various social problems in professional manner by using scientific methods and approaches.
3. Facilitation of students to become capable to serve as an instrument for bringing transformation in the lives of youth and communities through research, policy, direct practice and teaching.
4. Become professional workers in designing, organizing and delivering services for bringing change in the lives of young people, especially the socially and economically disadvantaged categories

**Unit - I: Community Resource Persons**

- a) Meaning of Community Resource Persons
- b) and Importance of Community Resource Persons
- c) Education, Training and Employability/Skill Development

**Unit - II: Community Resource Persons**

- a) Job Description of Community Resource Persons,
- b) Recruitment and Qualifications of a Community Resource Persons.
- c) Challenges faced by community Resource Persons. (Soft Skills, Leadership and Managerial Skills, Social Entrepreneurship, Career Guidance)

**Unit - III: Inclusion and Social Justice**

- a) Inclusion and Social Justice
- b) Social Concern and Tolerance, Gender Equity
- c) Enablement and Capacity Building for Disadvantaged Youth

**Unit - IV: Application of Training of Community Reserve Persons**

- a) Training Implementation
- b) Organising Training Program
- c) Facility and Tools for Training

**Unit - V: Training Framework & Monitoring and Evaluation**

- a) Developing Training Methodology
- b) Techniques of Effective Training
- c) Developing Evaluation Framework
- d) Feedback and Outcomes

**Recommended Readings:**

- 1) Banerjee, G. R. (1967) Concept of Being and Becoming in the Practice of Social Work. Indian Journal of Social Work, Tata Institute of Social Sciences: Mumbai.
- 2) Bhattacharya, Sanjay (2008) Social Work an Integrated Approach. Deep & Deep Publications: New Delhi.
- 3) Gangrade, K.D (1971) Community Organization in India. Popular Prakashan: Bombay  
Mukherjee, Amitava (Ed.) (1995) Participatory Rural Appraisal, Methods and Application in Rural Planning. Vikas Publishing House: Delhi

**Web Resources:**

- 1) [http://www.actionaid.org/sites/files/actionaid/aaik\\_community\\_resource\\_personsmanual.pdf](http://www.actionaid.org/sites/files/actionaid/aaik_community_resource_personsmanual.pdf)
- 2) <http://brlp.in/documents/11369/1035693/Community+Resource+Persons.pdf/5791c1a1-4ae1-4d1d-b765-dafc43df146c>



**B.A.T.Y., Semester- V (CBCS Pattern)**

(Generic)

**GE- 1: PRINCIPLES OF PUBLIC ADMINISTRATION**

**Learning Outcomes: -**

1. Demonstrate broad understanding of Public Administration including principles of Management and Organization.
2. Explain the development of Public Administration from ancient to contemporary times.
3. Acquire an understanding of the features and principles of Organization.
4. Understanding capacity building, ethical and accountability concerns.

**Unit- I: Introduction**

- a) Meaning, Nature and Scope of Public Administration
- b) Evolution of Public Administration as a Discipline
- c) Importance of Public Administration

**Unit- II: Organization**

- a) Meaning and Importance of Organization
- b) Forms of Organization: Formal Organization & Informal Organization
- c) Bases of Organization

**Unit- III: Principles of Organisation-I**

- a) Hierarchy & Span of Control
- b) Unity of Command & Co-Ordination
- c) Supervision & Control
- d) Decision-Making

**Unit- IV: Principles of Organisation-II**

- a) Authority and Responsibility
- b) Centralisation, Decentralisation and Delegation
- c) Leadership

**Unit- V: Administrative Behaviour**

- a) Communication
- b) Motivation
- c) Morale

## Recommended Readings:

- 1) Arora Ramesh K. (ED.), "Administrative Theory" IIPA, New Dehi, 1984.
- 2) Avasthi A. and Maheshwari S. (2020): Public Administration, Lakshmi Narain Agarwal Educational Publishers, Agra.
- 3) Basu, Rumki (2019): Public Administration-Concepts and Theories, Sterling, New Delhi.
- 4) Bhambhari, C. P. (1993): Public Administration Theory and Practice, Jaiparkash Nath Publishers, Meerut.
- 5) Goel, S. L. (2003): Public Administration-Theory and Practice, Deep and Deep Publications, New Delhi.
- 6) Sharma, M.P., Sadana, B.L. and Kaur, Harpreet (2010): Public Administration- Theory and Practice, Kitab Mahal, Allahabad.
- 7) Singh, Hoshier and Sachdeva, Pradeep (2011): Public Administration: Theory and Practice, Pearson Education India, New Delhi.
- 8) Nikalje, Seema (2018): An Introduction to the theory of Public Administration, Excel Publishers, Aurangabad.
- 9) शर्मा, एम. पी. एवं सदाना, बी.एल.(2005): लोकप्रशासन सिद्धांत एवं व्यवहार, किताब महल, इलाहाबाद.
- 10) अवस्थी, ए. एवं माहेश्वरी, एस. (2020): लोकप्रशासन, लक्ष्मीनारायण अग्रवाल, आगरा.
- 11) बोर, पारस व शिरसाठ, श्याम (2013): लोकप्रशासनशास्त्र, विद्या बुक्स, औरंगाबाद.
- 12) इनामदार, एन. आर. (2000): लोकप्रशासन, दास्ताने रामचंद्र आणि कंपनी, पुणे.
- 13) भोगले, शांताराम (1996): लोकप्रशासन सिद्धांत व कार्यपद्धती, कैलास पब्लिकेशन, औरंगाबाद,
- 14) पाटील, पी. बी. (2018): लोकप्रशासन, फडके प्रकाशन, कोल्हापूर.
- 15) बंग, के. आर. (2013): लोकप्रशासन तत्वे आणि सिद्धांत, विद्या बुक्स, औरंगाबाद,

**B.A.T.Y. Semester- VI (CBCS Pattern)**  
(Discipline Specific Course)  
**DSC- ADMINISTRATIVE THINKERS**

**Learning Outcomes: -**

1. Gain the knowledge about various Administrative Thinkers.
2. Familiarize with the theories given by these Administrative Thinkers.
3. Understand concept of Scientific Management.
4. Know the Approaches about Organisation, Decision Making etc. given by the Thinkers.

**Unit - I: Kautilya**

- a) Views on Administration
- b) Ideas on Governance & Corruption
- c) Saptang Theory of State

**Unit - II: F.W. Taylor**

- a) Concept of Scientific Management
- b) Principles and Techniques of Scientific Management
- c) Mental Revolution

**Unit - III: Max Weber**

- a) Typology of Authority
- b) Ideal Model of Bureaucracy
- c) Weber's Perspectives on Politer and Bureaucracy

**Unit - IV: Elton Mayo**

- a) Human Relations Approach
- b) Hawthorne Studies
- c) Mayo's Findings of the Hawthorne Studies

**Unit - V: Gullick and Urwick**

- a) Universal Principles of Organisation
- b) Gullick's 'POSDCoRB' Theory
- c) Theory of Departmentalization

**Recommended Readings:**

- 1) Maheshwari S.R. (1998) 'Administrative Thinkers', Macmillan India Ltd. Mumbai,
- 2) Mukhi H.R. Administrative Thinkers'
- 3) Ravindra Prasad and Others 'Administrative Thinkers'
- 4) Naidu S.P. (1996) 'Public Administration: Concepts and Theory', New Age International Publishers,
- 5) Sum Sun Nisa Ali (1984) 'Eminent Administrative Thinkers', Associated Publishing House, New Delhi,
- 6) Ideas and Insights National Publishing House New Delhi, 2004.
- 7) Navin Mathur: Management Gurus

**B.A.T.Y. Semester- VI (CBCS Pattern)**

(Skill Enhancement Course)

**SEC- E- GOVERNANCE**

**Learning Outcomes: -**

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

**Unit- I: Concepts and Initiatives:**

- a) Meaning, Definitions, Scope of e-Governance;
- b) Significance of e-Governance
- c) Theories of e-Governance

**Unit- II: Models of e-Governance**

- a) The general Information Dissemination Model,
- b) The Critical Information Dissemination Model,
- c) The Advocacy Model and the Interactive Model

**Unit- III: Growth of E- Governance in India**

- a) Pre -National e-Governance Plan and Post NeGP (NeGP 2006);
- b) E-Governance Initiatives in the area of Government to Citizens (G2C),
- c) Government to Business (G2B) and Government to Government (G2G)

**Unit- IV: Legal Framework, Issues & Challenges for E-Governance:**

- a) IT Act - 2001 (ICT Act and important features of the Act)
- b) Information and Cyber Security
- c) Concept of E-Readiness

**Unit-V: Challenges of E- Governance**

- a) Digital Divide
- b) Resistance to Change and Capacity Building
- c) Adaptation of Technology and Administrative Reforms

**Recommended Readings:**

- 1) E-Governance: Concepts and Case Studies" by R.K. Bali (Year of Publication: 2009)
- 2) E-Governance in India: Interlocking Formations and Impacts" by Subhash Bhatnagar and M.P. Gupta (Year of Publication: 2009)
- 3) E-Governance: Concepts and Frameworks" by Pradeep Saxena (Year of Publication: 2008)
- 4) Digital India: The Strategy for All-round Development" by Bibek Debroy and Ashley J. Tellis (Year of Publication: 2016)
- 5) E-Governance and Indian Society" by Umesh Hodeghatta Rao (Year of Publication: 2013)
- 6) E-Government: From Vision to Implementation - A Practical Guide With Case Studies" by S. L. Tripathy and R. B. Singh (Year of Publication: 2017)
- 7) Digital Governance: Principles and Best Practices" by Sunil Bakshi (Year of Publication: 2018)
- 8) E-Governance in India: Issues and Challenges" by R.N. Prasad and Satish Kumar (Year of Publication: 2008)
- 9) E-Governance: An Indian Perspective" by Ravi Gupta and Abhishek Singh (Year of Publication: 2016)
- 10) E-Government: Challenges and Opportunities in India" by D. S. Gopalkrishna (Year of Publication: 2014)
- 11) Bhatnagar, S C (2004) E-Government: From Vision to Implementation. Sage: New Delhi.
- 12) Gosling, P. (1997) Government in the Digital Age. Government Information Quarterly, Vol. 18, No. ER2. Bowerdean: London
- 13) Pardhasaradhi, Y. (2009) E-Governance and Indian Society. Kanishka: New Delhi
- 14) Sharma, Sangeeta; Nagar, Pankaj and Sodhi, Inderjeet Singh (2013) Governometrics and Technological Innovation for Public Policy. IGI Global: Hershey, PA, USA
- 15) Sodhi, Inderjeet Singh (2015) Emerging Issues and Prospects in African E-Government. IGI Global: Hershey, PA, USA
- 16) Sodhi, Inderjeet Singh (2017) E-Governance in India. University Book House: Jaipur

**B.A.T.Y., Semester- VI (CBCS Pattern)**

(Generic)

**GE-2: INDIAN ADMINISTRATION**

**Learning Outcomes: -**

1. Explain the Development of Indian Administration from ancient to contemporary times.
2. Understand the system of Indian Administration and Governance.
3. Students will be able to understand the basic Structure, Function and Behavior of Indian Administration.
4. Acquire knowledge of legislature, Executive and judiciary's working.
5. Acquire an broad understanding of constitutional Values, Rights and Duties.

**Unit- I: Foundations of Indian Administration**

- a) Evolution of Indian Administration (Ancient, Medieval & British Period)
- b) Salient Features of Indian Administration
- c) Constitutional values - Preamble

**Unit- II: Constitutional Framework**

- a) Fundamental Rights
- b) Directive Principle
- c) Fundamental Duties

**Unit-III: Union Government**

- a) President - Power and Functions
- b) Prime Minister and Council of Minister: Power and Functions
- c) Loksabha & Rajyasabha - Composition and Functions

**Unit- IV: Judiciary at Union Level**

- a) Supreme Court - Structure and Jurisdiction
- b) Judicial control & Judicial Activism
- c) Attorney General of India

**Unit - V: Control over Administration**

- a) Parliamentary
- b) Executive
- c) Judicial

**Recommended Readings:**

- 1) Arora, Ramesh K. and Goyal, Rajanni (2012): Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi.
- 2) Chakrabarty, Bidyut and Chand, Prakash (2016): Indian Administration: Evolution and Practice, Sage, New Delhi.
- 3) Basu, Rumki (2019): Indian Administration Structure, Performance and Reform, Adroit Publishers. New Delhi.
- 4) Maheshwari S. R. (2020): Indian Administration, Orient Longman, Hyderabad.
- 5) Avasthi and Avasthi (2020): Indian Administration, Lakshmi Narayan Agarwal Publication, Agra.
- 6) Basu D.D. (2021): Introduction to the Constitution of India, Lexis Nexis, New Delhi.
- 7) Ramchandran, Padma (2006): Public Administration in India, National Book Trust, New Delhi.
- 7) Chanda, Ashok (1958): Indian Administration, George Allen & Unwin, London.
- 8) फडिया & फडिया (2018), 'भारतीय प्रशासन', साहित्य भवन पब्लिकेशन, आगरा.
- 9) माहेश्वरी एस. (2015): भारतीय प्रशासन, लक्ष्मीनारायण अग्रवाल, आगरा.
- 10) कटारिया सुरेंद्र (2020): भारतीय लोकप्रशासन, नेशनल पब्लिशिंग हाउस, जयपूर.
- 11) भारताचे शासन आणि राजकारण, - भा. ल. भोळे, डॉ. ना. र. देशपांडे.
- 12) भारत मे लोकप्रशासन - डॉ. सुरेंद्र कटारिया.
- 13) भारत का संविधान - उपकार प्रकाशन, आसरा.
- 14) भारतीय प्रशासनिक व्यवस्था - गौतमवीर.