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

Three Years B. A.

Four Years B. A. (Hons)

and

Four Years B. A. (Hons with Research)

Degree Programme

Course Structure

(Revised)

(AS PER NEP-2020)

-:Subject:-

PUBLIC ADMINISTRATION

(Subject Code: 42)

Effective from: 2025 - 26

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 and IV- 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**	2T+2P	4T+4P
		DSC-8: Rural Local Self Government	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 ofthe same faculty**	**M-1: Local Self Government**	2	4
		M-2:	2	
4	**GE/OE** (Generic / Open Elective) (Choose any one from pool of courses) **It should be chosen compulsorilyfrom the faculty other than that of Major**	**GE/OE-3: Good Governance**	2	2
5	**VSC** (Vocational Skill Courses) (Choose any one from pool of courses)	**VSC-2: Secretariat Practice**	1T+1P	2
6	**SEC** (Skill Enhancement Courses) (Choose any one from pool of courses)	**-----**	---	
7	**AEC** (Ability EnhancementCourses) **(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)**	**-----**	---	
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-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				

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**	2T+2P	4T+4P
		DSC-10: Urban Local Self Government	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 ofthe same faculty**	**M-3: Public Personnel Administration**	2	4
		M-4:	2	
4	**GE/OE** (Generic / Open Elective) (Choose any one from pool of courses) **It should be chosen compulsorilyfrom the faculty other than that of Major**	**GE/OE-4: E- Governance**	2	2
5	**VSC** (Vocational Skill Courses) (Choose any one from pool of courses)	**----**	----	
6	**SEC** (Skill Enhancement Courses) (Choose any one from pool of courses)	**SEC-2: Management of Non-Governmental Organizations (NGO's)**	1T+1P	1T+1P
7	**AEC** (Ability Enhancement Courses)**(Choose any one from pool oflanguage 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

Discipline Specific Course (DSC)

Course Code:

DSC - 7: PUBLIC PERSONNEL ADMINISTRATION - I

Total Credits: 04 (2-T + 2-P) Total Contact Hours: Theory-30 Hrs, Practical-30 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	60 Hrs
	Work for Students **Activities/ Project/ Field Visits/ Related to Public Personnel Administration.**	

Text & Reference Books:

1. Bhayana, S.S. and Singh S (2016): Public Personnel and Financial Administration (4th Edition). New Academics: Jalandhar

2. Saxena, A P (2010): Training and Development in Government, Indian Institute of Public Administration: New Delhi

3. Bhayana, S.S and Singh S (2016): Public Personnel and Financial Administration, New Academics: Jalandhar.

4. Rabin, Jack; Vocino, Thomas; Hildreth, W Bartley; and Miller, J Gerald (2008): Handbook of Public Personnel Administration, Taylor & Francis: United Kingdom.

5. Second Administrative Reforms Commission (2010): Refurbishing of Personnel Administration - Scaling New Heights - 10th Report, Government of India: New Delhi.

6. Stahl, O Glenn (1977): Public Personnel Administration, Oxford and IBH Publishing: New Delhi.

7. Goel, S. L. and Shalini Rajneesh (2002): Public Personnel Administration, Deep & Deep Publications: New Delhi.

8. S. A. Palekar (2020): Public Personnel Administration, ADB Publishers: Jaipur.

9. सुरेंद्र कटारिया (2021) "कार्मिक प्रशासन", RSBA प्रकाशन, जयपूर.

10. पी. जी. चव्हान (1982) "कर्मचारी व वित्तीय प्रशासन", शारदा प्रकाशन, नांदेड.

11. के. आर. बंग (२०१५) "कर्मचारी वर्ग प्रशासन", विद्या बुक्स, औरंगाबाद.

12. सुभाष भिंगे (२०१३) "कर्मचारी प्रशासन", कल्पना प्रकाशन, नांदेड.

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Major (Core) Mandatory
Discipline Specific Course (DSC)
Course Code:
DSC - 8: RURAL LOCAL SELF GOVERNMENT IN INDIA
Total Credits: 04 (2-T + 2-P) Total Contact Hours: Theory-30 Hrs, Practical-30 Hrs Max. Marks: 100

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Learning Objective of the Course:
   i)   To give the Knowledge of Rural Local Self Government in Pre and Post-independent India.
   ii) To give the Knowledge of the 73rd Constitutional Amendment.
   iii) To impart the Knowledge of the Structure and Functions of Panchayat Raj system in Maharashtra.
   iv) To give the Knowledge of Financial Resources of Rural Local Self Government.

Course Outcomes (Cos):
   i)   Able to explain the Development of Rural Local Self Government in India.
   ii) Gain the knowledge of the 73rd Constitutional Amendment.
   iii) Understand the Structure and Functions of Panchayat Raj system in Maharashtra.
   iv) Gain knowledge of financial resources of Rural Local Self Government.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	**Evolution of Panchayati Raj** a) Pre- Independence Panchayati Raj b) Post- Independence Panchayati Raj c) 73rd 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**	
Work for Students **Activities/ Project/ Field Visits Related to Rural Local Self Government in India.**	

Text & Reference Books:
   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 Sakal Singh, 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. S.R. Maheshwari, Local Government in India, laxmi Narayan Agarwal Educational Publisher, Agra, 2008.
9. V. Venkatesan, 2002, Institutionalising Panchayati Raj in India, Concept Publishing Company, Institute of Social Science.
10. Pardeep Sachdeva, Local Government in India, Pearson, Delhi.
11. अशोक शर्मा, भारत में स्थानिय प्रशासन, आर. बी. एस. एपब्लिशर्स ., जयपूर.
12. बागेश्चंर सिंह, भारत में स्थानिय स्वशासन, राधा पब्लिकेशन्स, नई दिल्ली.
13. हरीश्चंद शर्मा, भारत में स्थानिय प्रशासन, कॉलेज बुक डेपो, जयपूर.
14. केबंग .आर ., भारतातील स्थानिक स्वशासन, श्रीमंगेश प्रकाशन ., नागपूर.२००५ .
15. एस. टीशिरसाठ ., बैनाडे, भारतातील स्थानिक स्वराज्य संस्था, विद्या बुक पब्लिशर्स, औरंगाबाद२०१०.
16. एस. टीशिरसाठ ., बैनाडे, पंचायतीराज आणि नागरी प्रशासन, विद्या बुक पब्लिशर्स, औरंगाबाद२०१४ .
17. गोविंद यमलवाड, भारतातील स्थानिक स्वराज्य संस्था, कल्पना प्रकाशन, नांदेड.

Minor
(It is form different discipline of the same faculty)
Course Code:
M- I: LOCAL SELF GOVERNMENT
Total Credits: 02 Total Contact Hours: Theory-30 Hrs, Max. Marks: 50

Learning Objective of the Course:
   i) To give Knowledge of concept & importance of Local Self Government.
   ii) To give Knowledge of 73rd & 74th Constitutional Amendment.
   iii) To demonstrate the Structure and Functions of Urban and Rural Local Self Government.
   iv) To understand various rural and Urban local bodies.

Course Outcomes (Cos):
   i) Understand concept & importance of Local Self Government.
   ii) Able to describe the 73rd & 74th Constitutional Amendment.
   iii) Understand the Structure and Functions of Rural and Urban Local Self Government.
   iv) Gain Knowledge difference between Organization of Rural & Urban Local Self Government.
   v) 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) 73rd Constitutional Amendment c) 74th 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:
   1. Sundaram, Role of Panchayati Raj (Institution in 60 Years of Independent India), Kanishka Publisher and Distributor, New Delhi,
   2. Ramachandran, R (1989) Urbanization and Urban Systems in India. Oxford University Press: New Delhi
   3. M. P. Sharma, Local Self Government in India.
   4. Sharma, Manoj (2004) Local Government: Rural and Urban. Anmol Publishers: New Delhi.
   5. Ram Reddy, Patterns of Local Government in India.
   6. Prasad, R N (2006) Urban Local Self-Government in India. Mittal Publications: New Delhi.

7. G. Satyanarayan & Madhusudhan, Rural Development and Poverty Alleviation in India Policies & Programs. New Century Publications, New Delhi. 2012.

8. Ram Sakal singh, Rural Development Administration, Anmol Publication Ltd. New Delhi.

9. Mukta Mittal, Rural Development in India, Anmol Publication Ltd. New Delhi.

10. B. I. Mathur. Rural Management R.B.S.A. Publishers Jaipur, 2008.

11. S.R. Maheshwari, Local Government in India, Laxmi Narayan Agarwal Educational Publisher, Agra, 2008.

12. V. Venkatesan, 2002, Institutionalising Panchayati Raj in India, Concept Publishing Company, Institute of Social Science.

13. Pardeep Sachdeva, Local Government in India, Pearson, Delhi.

14. अशोक शर्मा, भारत में स्थानिय प्रशासन, आर. बी. एस. एपब्लिशर्स ., जयपूर.

15. बागेश्चंर सिंह, भारत में स्थानिय स्वशासन, राधा पब्लिकेशन्स, नई दिल्ली.

16. हरीश्चंद शर्मा, भारत में स्थानिय प्रशासन, कॉलेज बुक डेपो, जयपूर.

17. केबंग .आर ., भारतातील स्थानिक स्वशासन, श्रीमंगेश प्रकाशन ., नागपूर.२००५ .

18. एस. टीशिरसाठ ., बैनाडे, भारतातील स्थानिक स्वराज्य संस्था, विद्या बुक पब्लिशर्स, औरंगाबाद२०१०.

19. एस. टीशिरसाठ ., बैनाडे, पंचायतीराज आणि नागरी प्रशासन, विद्या बुक पब्लिशर्स, औरंगाबाद२०१४ .

20. गोविंद यमलवाड, भारतातील स्थानिक स्वराज्य संस्था, कल्पना प्रकाशन, नांदेड.

Generic
(It is form different discipline of the same faculty)
Course Code:
GE/OE- 3: GOOD GOVERNANCE
Total Credits: 02 Total Contact Hours: Theory-30 Hrs, Max. Marks: 50

Learning Objective of the Course:
i) To develop a comprehensive understanding of good governance, its concept and Meaning.
ii) To study the Evolution of Good Governance.
iii) To Understand the difference between Governance and Good Governance.
iv) To analyze the relationship between democratic institutions and governance quality.
v) To study India's governance initiatives towards Good Governance.

Course Outcomes (Cos):
i) Students can Define and understand the concept of Good governance.
ii) They can analyze the evolution of governance theories and their practical applications in various contexts.
iii) They can apply principles of good governance to assess administrative practices.
iv) 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:

1. Vayunandan Etakula (Author) , Mathew Dolly (Author), Good Governance: Initiatives in India: Management Series Publisher: PHI Learning
2. S. N. Yadav Indu Baghel Good Governance: Issues, Challenges and Prospects, Edition: 2, 2017, Publisher: Global Vision Publishing House
3. Good Governance and Development, C Vinodan (Edited), Dr. C. Vinodan (Edited) Publisher: New Century Publications
4. Prof. B. L. Fadia, Dr. Kuldeep Fadia, Public Administration: Administrative Theories & Concepts, Sahitya Bhawan Pub. 2009.

Skill Enhancement Course (SEC) Course Code: **SEC- SECRETARIAL PRACTICE** Total Credits: 02 , Total Contact Hours: Theory- 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	10 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	10 Hrs
III	**Responsibilities of Secretary- II** a) Enquire Letter b) Quotation & Order c) Complaint letter & Adjustment Letter	10 Hrs

Text & Reference Books:

1) Bist, G. D. (2017) Officer Secretarial Practice. Shorthand House: New Delhi.
2) De Vires, Mary A (1995) Professional Secretary's Handbook: Guide to the Electronic and Conventional Office (3rd Edition). American Heritage: USA.
3) Debnath, B K (2001) A Guide to Secretarial Practice & Office Procedure. New Central Book Agency: Delhi.
4) France, Sue (2015) The Definitive Personal Assistant & Secretarial Handbook. Kegan Page: Delhi.
5) Kuchhal, M.C. (2008) Secretarial Practice (18th Edition). Vikas Publication: New Delhi.

Major(Core)
Discipline Specific Course (DSC)
Course Code:
DSC- 9: PUBLIC PERSONNEL ADMINISTRATION - I
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 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 center 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 center 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	60 Hrs
Work for Students **Activities/ Project/ Field Visits/ Related to Public Personnel Administration.**	

Text & Reference Books:
1. Bhayana, S.S. and Singh S (2016): Public Personnel and Financial Administration (4th Edition). New Academics: Jalandhar
2. Saxena, A P (2010): Training and Development in Government, Indian Institute of PublicAdministration: New Delhi
3. Bhayana, S.S and Singh S (2016): Public Personnel and Financial Administration, New Academics: Jalandhar.
4. Rabin, Jack; Vocino, Thomas; Hildreth, W Bartley; and Miller, J Gerald (2008): Handbook of Public Personnel Administration, Taylor & Francis: United Kingdom.
5. Second Administrative Reforms Commission (2010): Refurbishing of Personnel Administration - Scaling New Heights - 10th Report, Government of India: New Delhi.
6. Stahl, O Glenn (1977): Public Personnel Administration, Oxford and IBH Publishing: New Delhi.
7. Goel, S. L. and Shalini Rajneesh (2002): Public Personnel Administration, Deep & Deep Publications: New Delhi.
8. S.A. Palekar (2020): Public Personnel Administration, ADB Publishers: Jaipur.
9. सुरेंद्र कटारिया (2021) "कार्मिक प्रशासन", RSBA प्रकाशन, जयपूर.
10. पी. जी. चव्हान (1982) "कर्मचारी व वित्तीय प्रशासन", शारदा प्रकाशन, नांदेड.
11. के. आर. बंग (२०१५) "कर्मचारी वर्ग प्रशासन", विद्या बुक्स, औरंगाबाद.
12. सुभाष भिंगे (२०१३) "कर्मचारी प्रशासन", कल्पना प्रकाशन, नांदेड.

	Major(Core)	
	Discipline Specific Course (DSC)	
	Course Code:	
	DSC- 10: URBAN LOCAL SELF GOVERNMENT	
	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 give knowledge of Urbanization its causes and consequences.
   ii) To understand the Evolution of Urban Local Self Government.
   iii) To gain the knowledge of 74th Constitutional Amendment Act.
   iv) To know various urban local self-Government institutions.
   v)   To understand the financial resources of urban local self-Government.

Course Outcomes(COs):
   i)   Can understand Urbanization its causes and consequences.
   ii) Gain the knowledge of growth of urbanization and the 74th Constitutional amendment.
   iii) Get knowledge of the composition and functioning of various urban local self-Government institutions.
   iv) 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	60 Hrs
	Work for Students **Activities/ Project/ Field Visits/ Related to Public Personnel Administration.**	

Text & Reference Books:

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. S. R. Maheshwari, Local Government in India, laxmi Narayan Agarwal Educational Publisher, Agra, 2008.
5. अशोक शर्मा, भारत में स्थानिय प्रशासन आर. बी. एस. ए. पब्लिशर्स, जयपूर,
6. बागेश्वर सिंह, भारत में स्थानिय स्वशासन, राधा पब्लिकेशन, नई दिल्ली.
7. हरिश्चंद शर्मा, भारत में स्थानिय प्रशासन, कॉलेज बुक डेपो, जयपूर,
8. के. आर. गंगा, भारतातील स्थानिक स्वशासन, श्री. मंगेश प्रकाशन, नागपूर, २००१४.
9. एस. टी. शिरसाठ, बैनाडे, भारतातील स्थानिक स्वराज्य संस्था, विद्या बुक पब्लिशर्स, औरंगाबाद,

Minor

(It is form different discipline of the same faculty)

Course Code:

M- III: PERSONNEL ADMINISTRATION

Total Credits: 02 Total Contact Hours: Theory-30 Hrs, Max. Marks: 50

Learning Objective of the Course:

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

Course Outcomes (Cos):

   i)   Conceptual clarity of Public Personnel Administration, its scope and importance.
   ii) Understand various civil services in India.
   iii) Gain the knowledge of recruitment and training process in India.
   iv) Able to compete in various civil services by knowing recruitment process.
   v)   Gain the knowledge of concept of Promotion and retirement.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	**Introduction of Personnel Administration** a) Meaning & Importance of Personnel Administration b) Civil Services in India	10 Hrs
II	**Principles of Personnel Administration- I** a) Recruitment b) Training	10 Hrs
III	**Principles of Personnel Administration- II** a) Promotions b) Retirement	10 Hrs

Text & Reference Books:

1. Bhayana, S.S. and Singh S (2016): Public Personnel and Financial Administration (4th Edition). New Academics: Jalandhar
2. Saxena, A P (2010): Training and Development in Government, Indian Institute of PublicAdministration: New Delhi
3. Bhayana, S.S and Singh S (2016): Public Personnel and Financial Administration, New Academics: Jalandhar.
4. Rabin, Jack; Vocino, Thomas; Hildreth, W Bartley; and Miller, J Gerald (2008): Handbook of Public Personnel Administration, Taylor & Francis: United Kingdom.
5. Second Administrative Reforms Commission (2010): Refurbishing of Personnel Administration - Scaling New Heights - 10th Report, Government of India: New Delhi.
6. Stahl, O Glenn (1977): Public Personnel Administration, Oxford and IBH Publishing: New Delhi.

7. Goel, S. L. and Shalini Rajneesh (2002): Public Personnel Administration, Deep & Deep Publications: New Delhi.

8. S.A. Palekar (2020): Public Personnel Administration, ADB Publishers: Jaipur.

9. सुरेंद्र कटारिया (2021) ''कार्मिक प्रशासन'', RSBA प्रकाशन, जयपूर.

10. पी. जी. चव्हाण (1982) ''कर्मचारी व वित्तीय प्रशासन'', शारदा प्रकाशन, नांदेड.

11. के. आर. बंग (२०१५) ''कर्मचारी वर्ग प्रशासन'', विद्या बुक्स, औरंगाबाद.

12. सुभाष भिंगे (२०१३) ''कर्मचारी प्रशासन'', कल्पना प्रकाशन, नांदेड.

Generic
(It is form different discipline of the same faculty)
Course Code:
GE/OE- 4: E- GOVERNANCE
Total Credits: 02 Total Contact Hours: Theory-30 Hrs, Max. Marks: 50

Learning Objective of the Course:

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

Course Outcomes (COs):
i) Understand the evolution and importance of E-Governance.
ii) Able to know various models of E-Governance.
iii) Become aware of the cyber-Security.
iv) 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:

1. Dr. Pankaj Sharma, E-Governance: The New Age Governance; Publisher: APH Publishing ISBN: 9788176489564
2. C.S.R. Prabhu, E-Governance: Concepts and Case Studies; Publisher: PHI Learning Pvt. Ltd. ISBN: 9788120327607
3. Kumar, Saurabh; E-Governance and ICT in Governance; Publisher: Lakshmi Narain Agarwal Publications
4. Rekha Srivastava & S. K. Sharma; E-Governance in India: Perspectives, Issues and Case Studies; Publisher: New Century Publications

5. Pippa Norris; Digital Divide: Civic Engagement, Information Poverty, and the Internet Worldwide; Publisher: Cambridge University Press

6. Harsh V. Verma; E-Governance: Concepts, Methodologies, Tools, and Applications Publisher: IGI Global

7. Sunil K. Muttoo & Arvind Kumar (Eds.) (2020) – E-Governance in India: Interlocking Policies and Programs – Springer

8. V. M. Rao (2018) – E-Governance in India: Concepts, Initiatives and Issues – Regal Publications

9. Government of India – National e-Governance Plan (NeGP) and Digital India Programme official documents

10. United Nations E-Government Survey (latest edition) – Department of Economic and Social Affairs, UN

11. ई-शासन: एक अभ्यास डॉ. संजय साळुंखे प्रशांत प्रकाशन, पुणे

12. ई-गव्हर्नेन्स: संकल्पना आणि व्यवहार डॉ. भालचंद्र कुलकर्णी फडके प्रकाशन

13. ई-शासन आणि माहिती तंत्रज्ञान प्रा. डी. बी. पाटील शिवप्रभा प्रकाशन, औरंगाबाद

Skill Enhancement Course (SEC)

Course Code:

SEC- MANAGEMENT OF NON- GOVERNMENTAL ORGANIZATIONS (NGOs)

Total Credits: 02 , Total Contact Hours: Theory- 30 Hrs, Maximum Marks: 50

Learning Objectives of the Course:

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

Course Outcomes(COs):

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

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	**Introduction to NGOs and Their Role in Development** a) Meaning and Characteristics of NGOs b) Role of NGOs c) NGOs in India and World	10 Hrs
II	**Governance and Management of NGOs** a) Organizational Structure and Governance of NGOs b) Leadership and Human Resource Management in NGOs c) Ethics and Accountability in NGOs Management	10 Hrs
III	**Financial and Legal Aspects of NGOs Management** a) Legal Framework for NGOs in India: Societies Registration Act, Trusts Act, Companies Act (Section 8) b) Fundraising and Resource Mobilization Strategies c) Financial Management, Budgeting, and Reporting in NGOs	10 Hrs

Text & Reference Books:

1. M.A. Thomas, Management of Non-Governmental Organizations: Towards a Developed Civil Society, Vol. 1, 1st Edition, Rawat Publications, 2010.
2. Snehlata Chandra, Non-Governmental Organisations: Structure, Policies and Practices, Vol. 1, 1st Edition, Kanishka Publishers, 2001.
3. S. Sankaran & G. Rodrigues, Handbook for NGOs, Vol. 1, 1st Edition, Manas Publications, 2011.

4. David Lewis & Nazneen Kanji, Non-Governmental Organizations and Development, Vol. 1, 1st Edition, Routledge, 2009.
5. Rajesh Tandon, Voluntary Action, Civil Society and the State, Vol. 1, 1st Edition, PRIA, 1991.
6. N. Dhillon, NGO Management: Issues, Challenges and Remedies, Vol. 1, 1st Edition, Centrum Press, 2017.
7. M. Kandasami, Governance and Financial Management in Non-Profit Organizations, Vol. 1, 1st Edition, Caritas India, 2005.
8. Bava, N (Ed.) (1997) Non-Government Organisations in Development: Theory and Practice. Kanishka Publishers: New Delhi
9. Chandra, Suresh (2015) Non-Government Organisations. Rawat: Jaipur
10. Chatterjee, A (1998) NGOs: An Alternative Democracy in Hiranmay Karlekar Independent India: The First Fifty Years. Indian Council for Cultural Relations and Oxford University Press: New Delhi
11. Dantwala, M L; Sethi, Harsh and Pravin Visaria (Eds.) (1998) Social Change Through Voluntary Action. Sage Publications: New Delhi
12. Gangrade, K. D. and Jain S (1995) NGOs: Retrospect and Prospect. Friedrich Ebert Stiftung: New Delhi
13. Government of India (1994) An Action Plan to bring about Collaborative Relationship between Voluntary Organizations and Government. CAPART, Government of India: New Delhi (Available at: http:pcserver.nic.in/ngo/reports.aspx)
14. Government of India (2007) Report of the Steering Committee on Voluntary Sector for the Eleventh Five-Year Plan. Planning Commission: New Delhi
15. Handy, C (1990) Understanding Voluntary Organizations - How to make them Function Effectively. Penguin Books: London