

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



**Circular / Syll. Sec./HF/ UG IInd Yr./Curriculum/ 2025.**

It is hereby inform to all concerned that, on the recommendation of Board of Deans; **the Academic Council at it's Meeting held on 09<sup>th</sup> May, 2025 has been accepted the "Following Subject wise Curriculum of UG level under the faculty of Humanities as per Guidelines of NEP & University Norms"** for implemented in the all affiliated colleges.

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

**This is effective from the Academic Year 2025-26 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/Curriculum/NEP  
Norms/2025/ 843

Date: 29/ 05/ 2025.

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**Deputy Registrar,  
[Syllabus]**

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**Copy forwarded with necessary action to:-**

- 1] **The Principal, all concerned affiliated colleges,** Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajinagar.
- 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,**  
Dr. Babasaheb Ambedkar Marathwada University,  
Chhatrapati Sambhajinagar.

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DrK\*280525/-

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



**Three Years B. A.  
Four Years B. A. (Hons)  
and  
Four Years B. A. (Hons with Research)  
Degree Programme  
B.A. Second Year (III & IV- Semester)  
Course Structure**

**(Revised)**

**(AS PER NEP-2020)**

**-:Subject:-**

**PUBLIC ADMINISTRATION**

**(Subject Code: 42)**

**Effective from: 2025 - 26**

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

### 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

### III- Semester

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

#### IV- Semester

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

\*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 3<sup>rd</sup> and 4<sup>th</sup> 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**

### **Major (Core) Mandatory Discipline Specific Course (DSC)**

**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.

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

**Major (Core) Mandatory  
Discipline Specific Course (DSC)**

**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:**

- i) To give the Knowledge of Rural Local Self Government in Pre and Post-independent India.
- ii) To give the Knowledge of the 73<sup>rd</sup> 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 73<sup>rd</sup> 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.

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

**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, Ixmi 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 स्थानीय प्रशासन', आर. बी. एस. ए. पब्लिशर्स, जयपुर- 2022
12. बागेश्वर सिंह, 'भारत में स्थानीय स्वशासन', राधा पब्लिकेशन्स, नई दिल्ली.
13. हरिश्चंद्र शर्मा, 'भारत में स्थानीय प्रशासन', कॉलेज बुक डेपो, जयपुर.
14. के. आर. बंग, 'भारतातील स्थानिक स्वशासन', श्री मंगेश प्रकाशन, नागपूर- 2005
15. एस. टी. शिरसाठ, बैनाडे, 'भारतातील स्थानिक स्वराज्य संस्था', विद्या बुक पब्लिशर्स, औरंगाबाद- 2010
16. एस. टी. शिरसाठ, बैनाडे, 'पंचायती राज आणि नागरी प्रशासन', विद्या बुक्स पब्लिशर्स, औरंगाबाद- 2014
17. गोविंद यमलवाड, 'भारतातील स्थानिक स्वराज्य संस्था', कल्पना प्रकाशन, नांदेड.

## Minor

(It is form different discipline of the same faculty)

Course Code: HBC42232003T

### M- 1: 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 73<sup>rd</sup> & 74<sup>th</sup> 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 73<sup>rd</sup> & 74<sup>th</sup> 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	<b>Local Self Government</b> a) Meaning & Importance of Local Self Government b) 73 <sup>rd</sup> Constitutional Amendment c) 74 <sup>th</sup> Constitutional Amendment	10 Hrs
II	<b>Rural Local Self Government</b> a) Zilla Parishad: Composition & Functions b) Panchayat Samiti: Composition & Functions c) Gram Panchayat & Gram Sabha: Composition & Functions	10 Hrs
III	<b>Urban Local Self Government</b> 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 मे स्थानीय प्रशासन', आर. बी. एस. ए. पब्लिशर्स, जयपुर- 2022
15. बागेश्वर सिंह, 'भारत में स्थानीय स्वशासन', राधा पब्लिकेशन्स, नई दिल्ली.
16. हरिश्चंद्र शर्मा, 'भारत मे स्थानीय प्रशासन', कॉलेज बुक डेपो, जयपुर.
17. के. आर. बंग, 'भारतातील स्थानिक स्वशासन', श्री मंगेश प्रकाशन, नागपूर- 2005
18. एस. टी. शिरसाठ, बैनाडे, 'भारतातील स्थानिक स्वराज्य संस्था', विद्या बुक पब्लिशर्स, औरंगाबाद- 2010
19. एस. टी. शिरसाठ, बैनाडे, 'पंचायती राज आणि नागरी प्रशासन', विद्या बुक्स पब्लिशर्स, औरंगाबाद- 2014
20. गोविंद यमलवाड, 'भारतातील स्थानिक स्वराज्य संस्था', कल्पना प्रकाशन, नांदेड.

## Minor

(It is form different discipline of the same faculty)

Course Code: HBC42232013T

### M- 2: FINANCIAL ADMINISTRATION

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

#### Learning Objective of the Course:

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

#### Course Outcomes (Cos):

- i) Are able to analyse the significance of financial administration in public governance and economic development.
- ii) Can describe the organizational structure, departments, and key functions of India's Ministry of Finance.
- iii) Are able to Examine the constitutional provisions governing Union-State financial relations in India.
- iv) Identify and categorize different types of financial policies (fiscal, monetary, budgetary).
- v) 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	<b>Introduction</b> a) Meaning and Significance of Financial Administration b) Ministry of Finance c) Union - State Financial Relation	10 Hrs
II	<b>Financial Polices</b> 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	<b>Account and Audit</b> a) Concept and importance of Account and Audit b) Comptroller and Auditor General of India: Role, Importance & Functions	10 Hrs

#### Text & Reference Books:

1. Bhayana, S.S. and Singh S (2016): Public Personnel and Financial Administration (4th Edition). New Academics: Jalandhar
2. Frank, Howard A (2006) Public Financial Management (1st Edition). CRC Press, Taylor & Francis Group: New York

3. Indian Administrative Reforms Commission (1969) Report on Finance, Accounts and Audit. Manager of Publications, Government of India, New Delhi
4. Indian Administrative Reforms Commission (1969) Report on Financial Administration. Manager of Publications, Government of India, New Delhi
5. Khan, Aman, Financial Management, Revised and Expanded (2nd Edition). Routledge: New York
6. Lall, G S (1979) Public Finance and Financial Administration in India. HPJ Kapoor: New Delhi
7. Mahajan, Sanjeev Kumar and Mahajan, Anupama Puri (2014) Financial Administration in India. PHI Learning: New Delhi
8. Rabin, Jack and Stevens, Glenn L (2001) Handbook of Fiscal Policy (1st Edition). Routledge: London
9. Thavaraj, MJK (2001) Financial Administration in India (6th Edition). Sultan Chand: Delhi
10. पी. जी. चव्हाण (1982) “कर्मचारी व वित्तीय प्रशासन”, शारदा प्रकाशन, नांदेड.

## Generic

(It is for the others faculty)

Course Code: HC42232003T

### 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 analyse 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 analyse 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	<b>Introduction to Good Governance</b> a) Concept and Meaning of Good Governance b) Evolution of Good Governance c) Importance of Good Governance	10 Hrs
II	<b>Attributes of Good Governance</b> a) Features of Good Governance b) Difference between Governance and Good Governance c) Democracy and Good Governance	10 Hrs
III	<b>Good governance initiatives in India</b> 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.
5. अरुण शौरी, 'गव्हर्नन्स', मेहता पब्लिशिंग हाऊस, सदाशिव पेठ, पुणे.
6. सुरेंद्र मुंशी आणि इतर, 'सुशासन', रावत पब्लिकेशन्स, नवी दिल्ली.

## Vocational Skill Course (VSC)

Course Code: HC42232003T

### VSC- 2: SECRETARIAL PRACTICE

Total Credits: 02, 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	<b>Introduction to Secretarial Practice</b> a) Secretary: Meaning & Importance b) Professional and Personal Qualities of Secretary c) Duties and Responsibilities of a Personal Secretary	05 Hrs
II	<b>Responsibilities of Secretary- I</b> 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	05 Hrs
III	<b>Responsibilities of Secretary- II</b> a) Enquire Letter b) Quotation & Order c) Complaint letter & Adjustment Letter	05 Hrs
	<b>Practical/Activity</b> <b>Course Code: HC42232263P</b>	
	Work for Students  <b>Activities/ Project/ Field Visits/ Related to Secretarial Practice.</b>	30 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.

### B. A. Second Year, IV- Semester

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

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

## **B. A. Second Year, Semester - IV**

### **Major(Core)**

Discipline Specific Course (DSC)

**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.

<b>Module No.</b>	<b>Topic/Actual Contents of the Syllabus</b>	<b>Contact Hours</b>
	<b>Theory</b>	
<b>I</b>	<b>Training</b> 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
<b>II</b>	<b>Promotion &amp; Retirement</b> a) Promotion: Meaning & Importance b) Principles of Promotion c) Retirement: Meaning & Benefits of Retirement	10 Hrs
<b>III</b>	<b>Employer Employees Relations</b> 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

	<b>Practical/Activity</b> <b>Course Code: HAC42232764P</b>	
	<b>Work for Students</b>  <b>Activities/ Project/ Field Visits/ Related to Public Personnel Administration-II.</b>	<b>60 Hrs</b>
<b>Text &amp; Reference Books:</b> <ol style="list-style-type: none"> <li>1. Bhayana, S.S. and Singh S (2016): Public Personnel and Financial Administration (4th Edition). New Academics: Jalandhar</li> <li>2. Saxena, A P (2010): Training and Development in Government, Indian Institute of PublicAdministration: New Delhi</li> <li>3. Bhayana, S.S and Singh S (2016): Public Personnel and Financial Administration, New Academics: Jalandhar.</li> <li>4. Rabin, Jack; Vocino, Thomas; Hildreth, W Bartley; and Miller, J Gerald (2008): Handbook of Public Personnel Administration, Taylor &amp; Francis: United Kingdom.</li> <li>5. Second Administrative Reforms Commission (2010): Refurbishing of Personnel Administration - Scaling New Heights - 10th Report, Government of India: New Delhi.</li> <li>6. Stahl, O Glenn (1977): Public Personnel Administration, Oxford and IBH Publishing: New Delhi.</li> <li>7. Goel, S. L. and Shalini Rajneesh (2002): Public Personnel Administration, Deep &amp; Deep Publications: New Delhi.</li> <li>8. S.A. Palekar (2020): Public Personnel Administration, ADB Publishers: Jaipur.</li> <li>9. सुरेंद्र कटारिया (2021) “कार्मिक प्रशासन”, RSBA प्रकाशन, जयपूर.</li> <li>10. पी. जी. चव्हाण (1982) “कर्मचारी व वित्तीय प्रशासन”, शारदा प्रकाशन, नांदेड.</li> <li>11. के. आर. बंग ( २०१५) “कर्मचारी वर्ग प्रशासन”, विद्या बुक्स, औरंगाबाद.</li> <li>12. सुभाष भिंगे (२०१३) “कर्मचारी प्रशासन”, कल्पना प्रकाशन, नांदेड.</li> </ol>		

<p style="text-align: center;"><b>Major(Core)</b>  Discipline Specific Course (DSC)  <b>Course Code: HAC42232514T</b>  <b>DSC- 10: URBAN LOCAL SELF GOVERNMENT</b>  Total Credits: 04 (2-T+2-P), Total Contact Hours: Theory- 30 Hrs, Practical- 60 Hrs, Max. Marks: 100</p>		
<p><b>Learning Objectives of the Course:</b></p> <ol style="list-style-type: none"> <li>To give knowledge of Urbanization its causes and consequences.</li> <li>To understand the Evolution of Urban Local Self- Government.</li> <li>To gain the knowledge of 74th Constitutional Amendment Act.</li> <li>To know various Urban Local Self-Government institutions.</li> <li>To understand the financial resources of Urban Local Self-Government.</li> </ol> <p><b>Course Outcomes(COs):</b></p> <ol style="list-style-type: none"> <li>Can understand Urbanization its causes and consequences.</li> <li>Gain the knowledge of growth of urbanization and the 74<sup>th</sup> Constitutional amendment.</li> <li>Get knowledge of the composition and functioning of various Urban Local Self-Government institutions.</li> <li>Gain insights into the financial resources of urban local self-Government.</li> </ol>		
Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
	<b>Theory</b>	
<b>I</b>	<b>Introduction to Urban Local Self Government</b> a) Urbanization: causes and consequences b) Evolution of Urban Local Self Government c) 74th Constitutional Amendment Act.	10 Hrs
<b>II</b>	<b>Urban Local Self Government Institutions</b> 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
<b>III</b>	<b>Financial Resources</b> (a) Local Taxes (b) Government Grants (c) Self Income Sources	10 Hrs
	<b>Practical/Activity</b> <b>Course Code: HAC42232774P</b>	
	Work for Students	
	<b>Activities/ Project/ Field Visits/ Related to Public Personnel Administration.</b>	60 Hrs

**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 मे स्थानीय प्रशासन', आर. बी. एस. ए. पब्लिशर्स, जयपुर- 2022
6. बागेश्वर सिंह, 'भारत में स्थानीय स्वशासन', राधा पब्लिकेशन्स, नई दिल्ली.
7. हरिश्चंद्र शर्मा, 'भारत मे स्थानीय प्रशासन', कॉलेज बुक डेपो, जयपुर.
8. के. आर. बंग, 'भारतातील स्थानिक स्वशासन', श्री मंगेश प्रकाशन, नागपूर- 2005
9. एस. टी. शिरसाठ, बैनाडे, 'भारतातील स्थानिक स्वराज्य संस्था', विद्या बुक पब्लिशर्स, औरंगाबाद- 2010
10. एस. टी. शिरसाठ, बैनाडे, 'पंचायती राज आणि नागरी प्रशासन', विद्या बुक्स पब्लिशर्स, औरंगाबाद- 2014
11. गोविंद यमलवाड, 'भारतातील स्थानिक स्वराज्य संस्था', कल्पना प्रकाशन, नांदेड.



## Minor

(It is form different discipline of the same faculty)

Course Code: HBC42232504T

### M- 3: 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 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):

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

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

#### Text & Reference Books:

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

17. Goel, S. L. and Shalini Rajneesh (2002): Public Personnel Administration, Deep & Deep Publications: New Delhi.
18. S.A. Palekar (2020): Public Personnel Administration, ADB Publishers: Jaipur.
19. सुरेंद्र कटारिया (2021) “कर्मिक प्रशासन”, RSBA प्रकाशन, जयपूर.
20. पी. जी. चव्हाण (1982) “कर्मचारी व वित्तीय प्रशासन”, शारदा प्रकाशन, नांदेड.
21. के. आर. बंग ( २०१५) “कर्मचारी वर्ग प्रशासन”, विद्या बुक्स, औरंगाबाद.
22. सुभाष भिंगे (२०१३) “कर्मचारी प्रशासन”, कल्पना प्रकाशन, नांदेड.

## Minor

(It is form different discipline of the same faculty)

Course Code: HBC42232514T

### M- 4: BUDGETARY PROCESS IN INDIA

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

#### Learning Objective of the Course:

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

#### Course Outcomes (Cos):

- i) Are able to define budget and explain its multifaceted role in public administration and governance.
- ii) Can distinguish between traditional, performance, and zero-base budgeting systems with clear understanding of their core characteristics.
- iii) Can explain the constitutional and legal framework governing India's budgetary process.
- iv) 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	<b>Budget</b> a) Concept of Budget b) Principles and Budget as an Instrument of Financial Administration, c) Public Policy and Management	10 Hrs
II	<b>Types of Budget</b> a) Traditional Budgeting b) Performance Budgeting c) Zero-Base Budgeting	10 Hrs
III	<b>Budgetary Process</b> a) Budget Preparation, b) Authorization and Execution with special reference to India	10 Hrs

#### Text & Reference Books:

1. Burkhead, J. (1956) Government Budgeting. Wiley Sons: New York.
2. Chand, P (2010) Control of Public Expenditure in India (2nd Edition). Allied Publishers: New Delhi.
3. Chand, P (2010). Performance Budgeting (2nd Edition). Allied Publishers: New Delhi.
4. Frank, Howard A (2006) Public Financial Management (1st Edition). CRC Press, Taylor & Francis Group: New York

5. Gupta, B N (2006) Indian Federal Finance and Budgetary Policy. Chaitanya Publishing House: Allahabad
6. Indian Administrative Reforms Commission (1969) Report on Centre-State Relations. Manager of Publications, Government of India, New Delhi.
7. Indian Administrative Reforms Commission (1969) Report on Finance, Accounts and Audit. Manager of Publications, Government of India, New Delhi
8. Indian Administrative Reforms Commission (1969) Report on Financial Administration. Manager of Publications, Government of India, New Delhi
9. Khan, Aman Financial Management, Revised and Expanded (2nd Edition). Routledge: New York.
10. Lall, G S (1979) Public Finance and Financial Administration in India. HPJ Kapoor: New Delhi.
11. Mahajan, Sanjeev Kumar and Mahajan, Anupama Puri (2014) Financial Administration in India. PHI Learning: New Delhi.
12. Rabin, Jack and Stevens, Glenn L (2001) Handbook of Fiscal Policy (1st Edition). Routledge: London.
13. Sury, M. M. (1990) Government Budgeting in India. Commonwealth Publishers: New Delhi.
14. Thavaraj, MJK (2001) Financial Administration in India (6th Edition). Sultan Chand: Delhi

## Generic

(It is form of the others faculty)

Course Code: HC42232504T

### 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	<b>Foundations of E-Governance</b> a) Meaning, Scope, and Objectives of E-Governance b) Evolution of E-Governance c) Importance of E-Governance	10 Hrs
II	<b>E-Governance Models and Infrastructure</b> a) Models of E-Governance: G2G, G2C, G2B, G2E b) Role of National Informatics Centre (NIC) c) Introduction to Cyber Security	10 Hrs
III	<b>Key Initiatives in E-Governance</b> 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. Muttou & 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. डॉ. संजय साळुंखे, 'ई-शासन: एक अभ्यास', प्रशांत प्रकाशन, पुणे
12. डॉ. भालचंद्र कुलकर्णी, 'ई-गव्हर्न्स: संकल्पना आणि व्यवहार', फडके प्रकाशन
13. प्रा. डी. बी. पाटील, 'ई-शासन आणि माहिती तंत्रज्ञान', शिवप्रभा प्रकाशन, औरंगाबाद

## Skill Enhancement Course (SEC)

Course Code: HC42232504T

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

Total Credits: 02 , Total Contact Hours: Theory- 15 Hrs, Practical- 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 NGOs 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 NGOs 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 NGOs work.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	<b>Introduction to NGOs and Their Role in Development</b> a) Meaning and Characteristics of NGOs b) Role of NGOs c) NGOs in India and World	05 Hrs
II	<b>Governance and Management of NGOs</b> a) Organizational Structure and Governance of NGOs b) Leadership and Human Resource Management in NGOs c) Ethics and Accountability in NGOs Management	05 Hrs
III	<b>Financial and Legal Aspects of NGOs Management</b> 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	05 Hrs
	<b>Practical/Activity</b> <b>Course Code: HC42232764P</b>	
	Work for Students  <b>Activities/ Project/ Field Visits/ Related to Management of NGOs.</b>	30 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.
16. वाणी, 'भारत में स्वयंसेवी सेक्टर के लिए समर्थकारी वातावरण (अध्ययन रिपोर्ट)', व्हॉलेंटरी ऑक्शन नेटवर्क इंडिया, नई दिल्ली.



**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: 2024 - 25**

### **-: 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
					<b>Total-12</b>
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 )	---			
	<b>Total</b>				<b>22</b>

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

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

### **Major(Core)**

#### **Discipline Specific Course (DSC)**

Course Code: **HAC00231001T**

### **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 organisation.
- 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.

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



	<b>Practical/Activity</b> Course Code- <b>HAC00231261P</b>	
	<b>Work for Students</b>	
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.	60 Hrs
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. Avasthi A. and Maheshwari S.R. (2020): Public Administration, Lakshmi Narain Agarwal Educational Publishers, Agra.
2. Basu, Rumki (2019): Public Administration-Concepts and Theories, Sterling, New Delhi.
3. Goel, S. L. (2003): Advanced Public Administration, Deep and Deep Publication, New Delhi.
4. Goel, S. L. (2003): Public Administration-Theory and Practice, Deep and Deep Publications, New Delhi.
5. Sharma, M. P., Sadana, B.L. and Kaur, Harpreet (2010): Public Administration- Theory and Practice, Kitab Mahal, Allahabad.
6. Singh, Hoshier and Sachdeva, Pradeep (2011): Public Administration: Theory and Practice, Pearson Education India, New Delhi.
7. Bhattacharaya, Mohit (2008): New Horizons of Public Administration, Jawahar Publishers and Distributors, New Delhi.
8. शर्मा एम. पी. एवं सदाना बी. एल. (2005) लोकप्रशासन सिद्धांत एवं व्यवहार, किताबमहल प्रकाशन, इलाहाबाद.
9. अवस्थी ए. एवं माहेश्वरी एस. (2020), लोकप्रशासन, लक्ष्मीनारायण अग्रवाल प्रकाशन, आग्रा.
10. बोरा पारस व शिरसाठ श्याम (2013), लोकप्रशासनशास्त्र, विद्याबुक्स पब्लिशर्स, औरंगाबाद.
11. इनामदार एन. आर.(2000), लोकप्रशासन, दास्ताने रामचंद्र आणि कंपनी, पुणे.
12. पाटील पी.बी. (2018), लोकप्रशासन, फडके प्रकाशन, कोल्हापूर.

<p style="text-align: center;"><b>Generic (GE)</b>  Course for other Faculty Students  Course Code: <b>HDC00231001T</b>  <b>THEORIES AND PRINCIPLES OF MANAGEMENT AND ADMINISTRATION</b>  Total Credits: 02, Total Contact Hours: Theory- 30 Hrs, Maximum Marks: 50</p>		
<p><b>Learning Objectives of the Course:</b></p> <ol style="list-style-type: none"> <li>To give the knowledge of various Management theories.</li> <li>To give the knowledge of various Administrative theories.</li> <li>To introduce the concept of Management.</li> <li>To give the knowledge of Principles of Management.</li> <li>To give the knowledge of Principles of Administration.</li> </ol> <p><b>Course Outcomes(COs):</b></p> <ol style="list-style-type: none"> <li>Understand the various Management theories</li> <li>Understand the various Administrative theories.</li> <li>Familiarize with the concept of Management and Administration.</li> <li>Gain knowledge of principles of Management.</li> <li>Gain knowledge of principles of Administration.</li> </ol>		
<b>Module No.</b>	<b>Topic/Actual Contents of the Syllabus</b>	<b>Contact Hours</b>
<b>I</b>	<b>Introduction to Public Administration</b> a) Meaning of Public Administration b) Nature of Public Administration c) Scope of Public Administration	10 Hrs
<b>II</b>	<b>Principals of Management and Administration- I</b> a) Hierarchy b) Span of Control	10 Hrs
<b>III</b>	<b>Principals of Management and Administration- II</b> a) Co-ordination b) Communication	10 Hrs
<p><b>Text &amp; Reference Books:</b></p> <ol style="list-style-type: none"> <li>Avasthi, A. &amp; Maheshwari, S. R. 2006. Public Administration. (Hindi&amp; English) Lakshminarain Aggarwal, Agra.</li> <li>Bhattacharya, Mohit. 1987. Public Administration- Structure, Process and Behavior. TheWorld Press Private Ltd.: Calcutta.</li> <li>Bhattacharya, Mohit. 2007. Public Administration. The World Press Private Ltd.: Calcutta.</li> <li>Marini, Frank. (Ed) 1971. Toward a New Public Administration. Chandler.</li> <li>Nigro, Felix A. and Nigro, Loyad G. 1980. Modern Public Administration, Harper and Row: New York.</li> </ol>		

6. Prasad, D. Ravindra, V. S. Prasad and P. Satyanarayan. 2004. Administrative Thinkers (Eds.) Sterling Publishers: New Delhi.
7. Pugh, D. S. (Ed). 1985. Organization Theory Selected Readings. Penguin Books: Middlesex, England.
8. Puri, K. K. 2006. Elements of Public Administration. Bharat Prakashan: Jalandhar.
9. Taylor F. W. 1947. Scientific Management. Harper and Row: New York.
10. 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.
11. White, L. D. 1968. Introduction to the Study of Public Administration. Eurasia Publishing House: New Delhi.
12. शर्मा एम. पी. एवं सडाना बी. एल. (2005) लोकप्रशासन सिद्धांत एवं व्यवहार, किताबमहल प्रकाशन, इलाहाबाद.
13. अवस्थी ए. एवं माहेश्वरी एस. (2020), लोकप्रशासन, लक्ष्मीनारायण अग्रवाल प्रकाशन, आग्रा.
14. बोरा पारस व शिरसाठ श्याम (2013), लोकप्रशासनशास्त्र, विद्याबुक्स पब्लिशर्स, औरंगाबाद.
15. इनामदार एन. आर.(2000), लोकप्रशासन, दास्ताने रामचंद्र आणि कंपनी, पुणे.
16. पाटील पी.बी. (2018), लोकप्रशासन, फडके प्रकाशन, कोल्हापूर.
17. बंग के. आर.(2013), लोकप्रशासन: तत्वे आणि सिद्धांत, विद्या बुक्स पब्लिशर्स, औरंगाबाद.

**Skill Enhancement Course (SEC)**Course Code: **HEC00231021T****PUBLIC RELATIONS AND SKILL DEVELOPMENT**

Total Credits: 02 , Total Contact Hours: Theory- 15 Hrs, Practical- 30 Hrs, Maximum Marks: 50

**Learning Objectives of the Course:**

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

**Course Outcomes(COs):**

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

<b>Module No.</b>	<b>Topic/Actual Contents of the Syllabus</b>	<b>Contact Hours</b>
<b>I</b>	<b>Fundamentals of Public Relations</b> <ul style="list-style-type: none"><li>a) Meaning, Nature, scope and importance of Public Relations</li><li>b) Tools of Public Relations</li><li>c) Developing key messages and themes</li><li>d) Developing Public Relations campaigns and programs</li></ul>	06 Hrs
<b>II</b>	<b>Skill Development- I</b> <ul style="list-style-type: none"><li>a) Public Relations writing styles (news releases, pitch letters, etc.),</li><li>b) Speech writing</li></ul>	04 Hrs
<b>III</b>	<b>Skill Development- II</b> <ul style="list-style-type: none"><li>a) Practical work- Practical work experience in Public Relations setting,</li><li>b) Creating campaign for real or mock client</li></ul>	05 Hrs
	<b>Practical/Activity</b> Course Code: <b>HEC00231281P</b>	
	<b>Work for Students</b> <b>Activities/ Project/ Field Visits/ Related to Public Relations and Skill Development.</b>	30 Hrs

**Text & Reference Books:**

- 1. Deepak Nayar, Public Relations and Communication, ABD Publishers.
- 2. Lee Edwards, Understanding Public Relations: Theory, Culture and Society, SAGE Publications Ltd.
- 3. Amy Rosenberg a Modern Guide to Public Relations: Unveiling the Mystery of PR

4. Robert Lawrence Heath, Handbook of Public Relations (Paperback), SAGE Publications,
5. Fraser P. Seitel, The Practice of Public Relations, Pearson College
6. Mordecai Lee, Government Public Relations: A Reader (Public Administration and Public Policy)
7. Mordecai Lee (Editor), Grant Neeley (Editor), Kendra Stewart (Editor), The Practice of Government Public Relations (ASPA Series in Public Administration and Public Policy)
8. Lucas, Stephen (2001) Art of Public Speaking. Tata McGraw Hill: New Delhi
9. शर्मा एम. पी. एवं सदाना बी. एल. (2005) लोकप्रशासन सिद्धांत एवं व्यवहार, किताबमहल प्रकाशन, इलाहाबाद.
10. अवस्थी ए. एवं माहेश्वरी एस. (2020), लोकप्रशासन, लक्ष्मीनारायण अग्रवाल प्रकाशन, आग्रा.
11. बोरा पारस व शिरसाठ श्याम (2013), लोकप्रशासनशास्त्र, विद्याबुक्स पब्लिशर्स, औरंगाबाद.

### 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	<b>Major-4 (Core) M4</b> Mandatory	DSC-4 T- HAC00231502T P- HAC00231762P	Indian Administration	2T+2P	2+2= 4
	<b>Major- 5 (Core) M5</b> Mandatory	DSC-5		2T+2P	2+2= 4
	<b>Major-6 (Core) M6</b> Mandatory	DSC-6		2T+2P	2+2= 4
					Total -12
2	<b>Major Electives</b> (Choose any one from pool of courses)				
3	<b>Minor</b> (Choose any one from pool of courses)It is from different discipline of the same				
4	<b>GE/OE</b> (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	<b>VSC-</b> (Vocational Skill Courses) (choose any one from pool of courses)	VSC-1: T- HEC00231512T P- HEC00231772P	Office Administration and Record Management	2	2
6	<b>SEC-</b> (Skill Enhancement Courses) (choose any one from pool of courses)				
7	<b>AEC</b> (Ability Enhancement Courses) (Common for all faculty)	AEC-2*		2	4
8	<b>VEC</b> (Value Education Courses) (Common for all faculty)	VEC-1	Constitution of India	2	
9	<b>IKS</b> (Indian Knowledge System) Courses (Common for all faculty)				
10	<b>OJT</b> (On Job Training)				
11	<b>FP</b> (Field Project)				
12	<b>CEP</b> (Community Engagement Project) (Common for all faculty)				2
13	<b>CC</b> (Co-curricular Courses) (Common for all faculty)	CC-2	Yoga Education / Sports & Fitness	2	
14	<b>RM</b> (Research Methodology) Course				
15	<b>RP</b> (Research Project)	---			
	<b>Total</b>				<b>22</b>
<b>Exit Option:</b> 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 <b>*AEC-2 and AEC-4:</b> Additional English/Hindi/ Marathi/ Pali & Buddhism/ Sanskrit/ Urdu					

## **B. A. First Year, Semester - II**

### **Major(Core)**

Discipline Specific Course (DSC)

Course Code: **HAC00231502T**

### **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.

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

	<b>Practical/Activity</b> Course Code: <b>HAC00231762P</b>	60 Hrs
	<b>Work for Students</b>	
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. Arora, Ramesh K. and Goyal, Rajanni (2012): Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi.
2. Chakrabarty, Bidyut and Chand, Prakash (2016): Indian Administration: Evolution and Practice, Sage, New Delhi.
3. Maheshwari S. R. (2020): Indian Administration, Orient Longman, Hyderabad.
4. Avasthi and Avasthi (2020): Indian Administration, Lakshmi Narayan Agarwal Publication, Agra.
5. Basu D. D. (2021): Introduction to the Constitution of India, Lexis Nexis, New Delhi.
6. फडिया एवं फडिया (2018): भारतीय शासन, साहित्यभवन प्रकाशन, आगरा.
7. माहेश्वरी, एस. (2015): भारतीय प्रशासन, लक्ष्मीनारायण अग्रवाल प्रकाशन, आगरा.
8. कटारिया, सुरेंद्र (2020), भारतीय लोकप्रशासन, नेशनल पब्लिशिंग हाउस, जयपूर.
9. भोळे, भा. ल. (२०१८): भारताचे शासन आणि राजकारण, पिंपळापुरे प्रकाशन, नागपूर.
10. बंग के. आर. (2018): भारतीय प्रशासन व संविधानात्मक प्रक्रीया, विद्याबुक्स पब्लिशर्स, औरंगाबाद.
11. वाघमारे, श्यामसुंदर आणि इतर (2008) : भारतीय प्रशासनाची रूपरेषा, राजमुद्रा प्रकाशन, लातूर.



**Generic (GE)**

Course for other Subject / Faculty Students

Course Code: **HDC00231502T**

**MANAGEMENT AND ADMINISTRATIVE THINKERS**

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

**Learning Objectives of the Course:**

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

**Course Outcomes(COs):**

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

<b>Module No.</b>	<b>Topic/Actual Contents of the Syllabus</b>	<b>Contact Hours</b>
<b>I</b>	<b>F.W. Taylor</b> <ul style="list-style-type: none"><li>a) Concept of Scientific Management</li><li>b) Principles of Scientific Management</li><li>c) Objectives of Scientific Management</li></ul>	10 Hrs
<b>II</b>	<b>Henri Fayol</b> <ul style="list-style-type: none"><li>a) General Principles of Management</li><li>b) Elements of Management</li></ul>	10 Hrs
<b>III</b>	<b>Elton Mayo</b> <ul style="list-style-type: none"><li>a) The Hawthorne Experiments</li><li>b) Human Attitudes and Sentiments</li></ul>	10 Hrs

**Text & Reference Books:**

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
8. शिरसाठ श्याम, वासनिक जितेंद्र व बैनाडे, 'प्रशासकीय विचारवंत', विद्या बुक्स पब्लिशर्स, औरंगपुरा, औरंगाबाद.

**Vocational Skill Course (VSC)**Course Code: **HEC00231512T****OFFICE ADMINISTRATION AND RECORD MANAGEMENT**

Total Credits: 02 , 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.

<b>Module No.</b>	<b>Topic/Actual Contents of the Syllabus</b>	<b>Contact Hours</b>
<b>I</b>	<b>Office Administration</b> a) Meaning, Importance & Functions of Office b) Departments in an office c) Building & Internal layout of the office d) Office Procedures	05 Hrs
<b>II</b>	<b>Record Management</b> 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
<b>III</b>	<b>Office Equipment</b> 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
	<b>Practical/Activity</b> Course Code: <b>HEC00231772P</b>	
	Work for Students <b>Activities/ Project/ Field Visits/ Related to Office Administration and Record Management.</b>	30 Hrs

**Text & Reference Books:**

1. Berry J., 'Developments in Office Management',
2. Neuner and Kiplings, 'Modern Office Management'.
3. Terry G. R., 'Office Management and Control'.
4. Denyer J. C., 'Office Management & Office Administration'.
5. Mills G. and Standing Ford, 'Office Administration', Organization, Methods.
6. Chopra R. K., 'Office Management', Himalaya, Bombay, 1983,
7. Laffingwell W. H., 'Text Book of Office Management'
8. Wylie H. L.- Office Organization and Management
9. Zane K. Q., 'Introduction to Administrative Office Management', Credit, 'Office Management'
10. Sharma K. K., 'Modern Office Management', Mangal Deep Publication, Jaipur.
11. देवरे चंद्रकांत, वाघ रवींद्र (२०२२), आधुनिक कार्यालय व्यवस्थापन, अथर्व पब्लिकेशन, जळगाव.
12. सैदाणे, एस. ए. महाले, पी. एस. (२०११). आधुनिक कार्यालयीन व्यवस्थापन, वृंदा पब्लिकेशन्स, जळगाव.
13. कोठारी, पी. एम. लोहार, ए. जी. (२००८) कार्यालय व्यवस्थापन, प्रशांत पब्लिकेशन्स, जळगांव.