

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,
AURANGABAD.**



Circular / Acad Sec./ UG & PG/Rev. Curri./Col. & Uni.Cam./ 2022.

It is hereby inform to all concerned that, on the recommendation of Dean of Faculty of Humanities, **the Hon'ble Vice-Chancellor has accepted the following subject wise Curriculum & Regulations of Choice Based Credit & Grading System** under the faculty of Humanities in his emergency powers under Section 12 [7] of the Maharashtra Public University Act, 2016 on behalf of the Academic Council.

Sr. No.	UG/PG Course Curriculum Name	Semesters
01.	B.A., B.Com. & M. A. First Year [Marathi]	Ist & IInd
02.	B. A./B.Com/ B.Sc./BFA/BSW Second Language & Optional First Year [Hindi]	Ist & IInd
03.	B. A. First Year [Urdu]	Ist & IInd
04.	B.A./ B.Com/ B.Sc. Second Language & Optional First Year [Sanskrit]	Ist & IInd
05.	B. A. First & Second Year Progressively and M.A. Second Year [Psychology]	Ist to IVth and IIIrd & IVth
06.	B. A. First Year [Geography]	Ist & IInd
07.	B. A. First Year [Political Science]	Ist & IInd
08.	B. A. First & M.A. Second Year [Sociology]	Ist & IInd and IIIrd & IVth
09.	B. A. First Year [Economics]	Ist & IInd
10.	B. A. First Year [Public Administration]	Ist & IInd
11.	B. A. First & M.A. Second Year [Thoughts of Mahatma Phule and Dr. Babasaheb Ambedkar]	Ist & IInd and IIIrd & IVth
12.	B.A. First Year Optional [Military Science]	Ist & IInd
13.	B.A./ B.Sc. Second Language & Optional First Year [Arabic]	Ist & IInd
14.	B.A. First Year Optional [Islamic Studies]	Ist & IInd

This is effective from the Academic Year 2022-23 and Onwards progressively as appended herewith.

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

University campus,
Aurangabad-431 004.
Ref. No. SU/Col. & UC/UG & PG/
2022/ 3355-65

Date: 11.07.2022.

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**Deputy Registrar,
Academic.**

:: 02 ::

Copy forwarded with compliments to:-

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

Copy to :-

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

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DrK*110722/-

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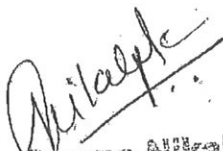
04/6/2022
23/01/2022

DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD.



**SYLLABUS
Of
PUBLIC ADMINISTRATION**

F.Y.B.A. I & II SEMESTER


Ms. Seema Nikalje, Ph.D
Chairman,
BOS, Public Administration
Dr. B.A.M.U., Aurangabad.


Dean
Faculty of Humanities,
Dr. Babasaheb Ambedkar Marathwada
University, Aurangabad.

[Effective from the A.Y. 2022-23 & Onwards)

Dr. Babasaheb Ambedkar Marathwada University,
Aurangabad
CHOICE BASED CREDIT SYSTEM
B.A. (Bachelor of Arts) B. A. First Year (I Sem.)

Sem.	Subject/ Programme	Course Code	Title of the Course	Course Type	Lectures		Marks			Credits		
					Lectures / per week	Total Lect ures	Theory	Tutorials / Practical/ Project	Total	Teachi ng	Tutorials/ Practical/ Project	Tota
I	English (Compulsory)	CC-ENG-1		Core Course	4/5	60	40	10	50	2.5	0.5	3
	English/MIL (SL)	AECC-1 (M/H/E)		AECC	4	60	40	10	50	2.5	0.5	3
	DSC-1	CC--1A	Paper-I: Introduction to Public Administration-I	Core Course	4	60	40	10	50	2.5	0.5	3
	DSC-2	CC--2A		Core Course	4	60	40	10	50	2.5	0.5	3
	DSC-3 (If Student Choose Practical Subject)	CC--3A		Core Course	4	60	30	20	50	2	1	3
									40 0			24

Note: The paper "Indian Constitution" is a compulsory paper which credits are not included in the degree

B. A. First Year (II Sem.)

Sem.	Subject/ Programme	Course Code	Title of the Course	Course Type	Lectures		Marks			Credits		
					Lectures / per week	Total Lectures	Theory	Tutorials/ Practical/ Project	Total	Teachi ng	Tutorials/ Practical/ Project	Tota
I	English (Compulsory)	CC-ENG-2		Core Course	4/5	60	40	10	50	2.5	0.5	3
	English/ MIL (SL)	AECC-2 (M/H/E)		AECC	4	60	40	10	50	2.5	0.5	3
	DSC-1	CC--1C	Paper-III: Introduction to Public Administration-II	Core Course	4	60	40	10	50	2.5	0.5	3
	DSC-2	CC--1D		Core Course	4	60	40	10	50	2.5	0.5	3
	DSC-3 (If Student Choose Practical Subject)	CC--1E		Core Course	4	60	30	20	50	2	1	3
									400			24

F.Y. B. A. Semester-I
Syllabus

Paper-I: Introduction to Public Administration-I

Learning Outcomes

- Demonstrate broad understanding of public administration including principles of management and organization.
- Identify the core mechanism of Public Administration.
- Explain the development of discipline.
- Illustrate knowledge of organisation Theory.
- Understanding the working of constitutional-legal aspects and manifestations of administration (IAS, IPS,NGOs, Research Think Tanks, Project Managers, government consultancy, Policy Administrators, Policy Analysts , etc.)
[I think, it would be in Paper-IV]

Total Hours: 60
(Total 15 Hours)

Unit – I: Basic Premise – I

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

Unit– II: Basic Premise – II(Total 15 Hours)

- a) Relation of Public Administration with Political Science, Management, Law & Economics
- b) Public Administration and Private Administration
- c) Globalization and Public Administration

Unit- III: Organization-I

(Total 10 Hours)

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

Unit-IV: Organization-II

(Total 10 Hours)

- a) Chief Executive
- b) Line, Staff and Auxiliary Agencies
- c) Headquarter and Field Relationship

Unit-V: Public Relations

(Total 10 Hours)

- a) Meaning and Importance
- b) Agencies of Public Relation
- c) Dissemination

Reference Books:

1. Avasthi A. and Maheshwari S. (2020): *Public Administration*, Lakshmi Narain Agarwal Educational Publishers, Agra.
2. Basu, Rumki (2019): *Public Administration-Concepts and Theories*, Sterling, New Delhi.
3. Bhambhari, C. P. (1993): *Public Administration – Theory and Practice*, JaiparkashNath Publishers, Meerut.
4. Goel, S. L. (2003): *Advanced Public Administration*, DeepandDeep Publication, New Delhi.
5. Goel, S. L. (2003): *Public Administration-TheoryandPractice*, DeepandDeep Publications, New Delhi.
6. Sharma, M.P., Sadana, B.L. and Kaur, Harpreet (2010): *Public Administration-TheoryandPractice*, KitabMahal, Allahabad.
7. Singh, Hoshiar and Sachdeva, Pradeep (2011): *Public Administration: Theory andPractice*, Pearson Education India, New Delhi.
8. Nikalje, Seema (2018): *An Introduction to the theory of Public Administration*, Excel Publishers, Aurangabad.
9. शर्मा, एम.पी. एवं सदाना, बी.एल. (2005): *लोकप्रशासन* – सिद्धांत एवं व्यवहार, किताबमहल, इलाहाबाद.
10. अवस्थी, ए. एवं माहेश्वरी, एस. (2020): *लोकप्रशासन*, लक्ष्मीनारायण अग्रवाल, आगरा.
11. बोरा, पारस व शिरसाठ, श्याम (2013): *लोकप्रशासनशास्त्र*, विद्या बुक्स, औरंगाबाद.
12. इनामदार, एन.आर. (2000): *लोकप्रशासन*, दास्ताने रामचंद्र आणिकंपनी, पुणे.
13. भोगले, शांताराम (1996): *लोकप्रशासनसिद्धांतवकार्यपद्धती*, कैलासपब्लिकेशन, औरंगाबाद.
14. पाटील, पी.बी. (2018): *लोकप्रशासन*, फडके प्रकाशन, कोल्हापूर.
15. बंग, के.आर. (2013): *लोकप्रशासन तत्त्वे आणि सिद्धांत*, विद्या बुक्स, औरंगाबाद.

F.Y.B.A. Semester-I
Syllabus

Paper-II: Indian Administration-I

Learning Outcomes

- Explain the development of Indian Administration from ancient to contemporary times.
- Acquire broad understanding of Constitutional Values, Rights and Duties.
- Identify the Institutional mechanism of Indian Administration at Union level.
- Illustrate knowledge of Legislature, Executive and Judiciary's working.

Total Hours: 60

- Unit – I: - Foundations of Indian Administration (Total 10 Hours)
a) Evolution of Indian Administration (Ancient, Medieval & British Period)
b) Salient Features of Indian Administration
c) Constitutional values – Preamble
- Unit – II: - Constitutional Framework (Total 15 Hours)
a) Fundamental Rights
b) Directive Principles
c) Fundamental Duties
- Unit–III: - Union Government (Total 15 Hours)
a) President – Power and Functions
b) Prime Minister and Council of Minister: - Power and Function
c) Loksabha & Rajyasabha - Composition and Functions
- Unit – IV: - Judiciary at Union Level (Total 10 Hours)
a) Supreme Court: - Structure and Jurisdiction
b) Judicial control & Judicial Activism
c) Attorney General of India
- Unit – V: - Secretariat and Administration (Total 10 Hours)
a) Cabinet Secretariat
b) Central Secretariat
c) Prime Minister Office (P.M.O.)

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. Basu, Rumki (2019): *Indian Administration Structure, Performance and Reform*, Adroit Publishers. New Delhi.
4. Maheshwari S. R. (2020): *Indian Administration*, Orient Longman, Hyderabad.
5. Avasthi and Avasthi (2020): *Indian Administration*, Lakshmi Narayan Agarwal Publication, Agra.
6. Basu D.D. (2021): *Introduction to the Constitution of India*, Lexis Nexis, New Delhi.
7. Ramchandran, Padma (2006): *Public Administration in India*, National Book Trust, New Delhi.
8. Chanda, Ashok (1958): *Indian Administration*, George Allen & Unwin, London.
9. फाडिया एवं फाडिया (2018) : *भारतीय प्रशासन*, साहित्य भवन पब्लिकेशन, आगरा.
10. माहेश्वरी, एस. (2015): *भारतीय प्रशासन*, लक्ष्मीनारायण अग्रवाल, आगरा.
11. कटारिया, सुरेंद्र (2020): *भारतीय लोक प्रशासन*, नेशनल पब्लिशिंग हाउस, जयपूर.
12. बंगके. आर. (2018): *भारतीय प्रशासन व संविधानात्मक प्रक्रिया*, विद्या बुक्स, औरंगाबाद
13. बंगके. आर. (2004): *भारतीय प्रशासन*, विद्या बुक्स, औरंगाबाद.
14. दांडगे, सतीश, (2015): *भारतातील शासक व प्रशासक*, एज्युकेशनल पब्लिशर्स अँड डिस्ट्रिब्युटर्स, औरंगाबाद.
15. वाघमारे श्याम सुंदर आणि इतर (2008): *भारतीय प्रशासनाची रूपरेषा*, राजमुद्रा प्रकाशन, लातूर.

F.Y.B.A. Semester-II
Syllabus

Paper-III: Introduction to Public Administration-II

Learning Outcomes

- Acquire an understanding of the features and principles of Organization
- Identify and understand the principles of Administrative Organisation & Agencies
- Familiarize with administrative behaviour

Total Hours 60

Unit-I: Principles of Organisation-I (Total 10 Hours)

- a) Hierarchy
- b) Span of Control
- c) Unity of Command

Unit-II: Principles of Organisation-II (Total 10 Hours)

- a) Co-Ordination
- b) Supervision & control
- c) Decision-Making

Unit-III: Principles of Organisation-III (Total 10 Hours)

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

Unit -IV: Administrative Behaviour

(Total 15 Hours)

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

Unit-V: Administrative Organization (Total 10 Hours)

- a) Department – Meaning, Characteristics and Types
- b) Public Corporation- Meaning and Characteristics
- c) Independent Regulatory Commission

Reference Books:

1. Avasthi A. and Maheshwari S. (2020): *Public Administration*, Lakshmi Narain Agarwal Educational Publishers, Agra.
2. Basu, Rumki (2019): *Public Administration-Concepts and Theories*, Sterling, New Delhi.
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F.Y.B.A. Semester-II
Syllabus
Paper-IV: Indian Administration-II

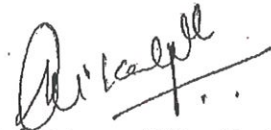
Learning Outcomes

- Understanding the development of Indian Administration from Ancient to Contemporary times
- Acquire an broad understanding of Constitutional Values, Rights and Duties
- Identify the Institutional mechanism of Indian Administration at Union level
- Acquire knowledge of Legislature, Executive and Judiciary's working
- Understanding the significant aspects of Citizen State Inter Face

Unit-I	Constitutional Institutions a) Election commission of India. b) Union Public Service Commission	Total 10 Hours)
Unit-II	Union State Relations a) Legislative b) Executive c) Financial	Total 15 Hours)
Unit-III	Control over Administration a) Parliamentary b) Executive c) Judicial	(Total 15 Hours)
Unit-IV	Citizen State Inter Face- I a) Right to Information b) Committee on Public Grievances c) Citizen's Charter	(Total 10 Hours)
Unit-V	Citizen State Inter Face- II a) Lokpal b) Lokayukta c) Central Vigilance Commission	(Total 10 Hours)

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.
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Ms. Seema Nikalje, Ph.D
Chairman,
BOS, Public Administration
Dr. B.A.M.U., Aurangabad.

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,
AURANGABAD.**



Circular / Acad Sec./Curriculum-12(7)/HF/CBCS-BA-II Yr/ 01/2023.

It is hereby inform to all concerned that, on the recommendation of Dean, Faculty of Humanities; **the Hon'ble Vice-Chancellor has accepted the following subject wise Curriculum of Choice Based Credit & Grading System** under the faculty of Humanities in his emergency powers under Section 12 [7] of the Maharashtra Public University Act, 2016 on behalf of the Academic Council.

Sr. No.	UG Subject wise Curriculum	Semesters
01.	B. A./B.Com/ B.Sc./BFA/BSW Second Language & Optional Second Year [Marathi]	IIIrd & IVth
02.	B. A./B.Com/ B.Sc./BFA/BSW Second Language & Optional Second Year [Hindi]	IIIrd & Ivth
03.	B. A./B.Com/ B.Sc./BFA/BSW Second Language & Optional Second Year [Urdu]	IIIrd & Ivth
04.	B.A./ B.Com/ B.Sc. Second Language & Optional Second Year [Sanskrit]	IIIrd & Ivth
05.	B. A. Second Year [Political Science]	IIIrd & Ivth
06.	B. A. Second Year with Model College [Economics]	IIIrd & Ivth
07.	B. A. Second Year [History]	IIIrd & Ivth
08.	B. A. Second Year for Model College [Sociology]	IIIrd & Ivth
09.	B. A. Second Year [Public Administration]	IIIrd & Ivth
10.	B. A. Second Year [Military Science]	IIIrd & Ivth
11.	B. A. Second Year [Philosophy]	IIIrd & Ivth
12.	B.A./ B.Com/ B.Sc. Second Year Optional [National Cadet Corps (NCC)]	IIIrd & Ivth

This is effective from the Academic Year 2023-24 and Onwards as per appended herewith.

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

University campus,
Aurangabad-431 004.
Ref. No. SU/Col. /UG/CBCS/ B.A.
II Yr/FH/ 2023/ 3681-91

Date: 03.07.2023.

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**Deputy Registrar,
Academic.**

:: 02 ::

Copy forwarded with compliments to:-

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

Copy to :-

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

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DrK*030723/Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD.



**SYLLABUS
Of
PUBLIC ADMINISTRATION**

S. Y.B. A. III & IV SEMESTER

[Effective from the A.Y. 2023-24 & Onwards)


Dean
Faculty of Humanities,
Dr. Babasaheb Ambedkar Marathwada
University, Aurangabad.

Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

CHOICE BASED CREDIT SYSTEM

B.A. (Bachelor of Arts) B. A. Second Year (III Sem.)

Sem.	Subject/ Programme	Course Code	Title of the Course	Course Type	Lectures		Marks			Credits			
					Lectur es / per week	Tota l Lect ures	Theory	Tutori als / Practi cal/ Projec t	Total	Teachi ng	Tutoria ls/ Practic al/Proj ect	Total	
I	English (Compulsory)	CC-ENG-1		Core Course	4/5	60	40	10	50	2	1	3	
	English/MIL (SL)	AECC-1 (M/H/E)		AECC	4	60	40	10	50	2	1	3	
	DSC-1	CC-- -1A	Paper-V: Public Personnel Administration	Core Course	4	60	40	10	50	2	1	3	
													CC-- -1B
	DSC-2	CC-- -2A		Core Course	4	60	40	10	50	2	1	3	
													CC-- -2B
	DSC-3 (If Student Choose Practical Subject)	CC-- -3A		Core Course	4	60	30	20	50	2	1	3	
													CC-- -3B
										400			24

Note: The paper 'Environment Science' a compulsory paper which credits are not included in the degree

B. A. Second Year (IV Sem.)

Sem.	Subject/ Programme	Course Code	Title of the Course	Course Type	Lectures		Marks			Credits			
					Lectures / per week	Total Lectures	Theory	Tutorials/ Practical/Project	Total	Teachi ng	Tutorials/ Practical/ Project	Tota l	
I	English (Compulsory)	CC-ENG-2		Core Course	4/5	60	40	10	50	2	1	3	
	English/ MIL (SL)	AECC-2 (M/H/E)		AECC	4	60	40	10	50	2	1	3	
	DSC-1	CC-- -1C	Paper-VII: Public Financial Administration	Core Course	4	60	40	10	50	2	1	3	
													CC-- -2C
	DSC-2	CC-- -1D		Core Course	4	60	40	10	50	2	1	3	
													CC-- -2D
	DSC-3 (If Student Choose Practical Subject)	CC-- -1E		Core Course	4	60	30	20	50	2	1	3	
													CC-- -2E
										400			24

S. Y. B. A. SEMESTER - III
(COMPULSORY CORE COURSE) Credits: 6

Paper - V: Public Personnel Administration

Learning Outcomes

- a) Conceptual clarity of Public Personnel Administration, its issues, career systems and other terms covering various aspects of personnel administration.
- b) Detailed understanding of the Public personnel system of India.
- c) Critical understanding of issues like Employee associations. Adjudication institutions

UNIT - I: Introduction:

- a) Public Personnel Administration: Meaning, Nature, Scope, Objectives and functions
- b) Issues in Public Personnel Administration: Neutrality, Ethics and Accountability.

UNIT - II: Civil Services in India:

- a) Civil Service: Meaning, Features & functions
- b) Types of Civil Services in India: All India Services, Central Services, State Services & Constitutional Provisions
- c) Position Classification

UNIT - III: Public Personnel System in India-I:

- a) Recruitment: Concepts, Methods
Recruitment agencies at the Union and State levels (UPSC, MPSC)
- b) Training: Concepts, Importance & Methods Training agencies at the Union and State level:
(Lal Bahadur Shastri National Academy of Administration, Sardar Vallabhbhai Patel Police Academy, YASHADA, Maharashtra Police Training Academy)

UNIT - IV: Public Personnel System in India-II:

- a) Promotion: Meaning, Importance, Principles of Promotion, Performance Appraisal and Promotion mechanism.
- b) Retirement: Meaning & Benefits of Retirement

UNIT - V: Public Personnel system in India-III:

- a) Employer Employees Relations - Right to Form Association & Right to Strike
- b) Grievance Redressal Mechanisms in India: Central Vigilance Commission
- c) Central Administrative Tribunal

Recommended Readings:

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 भिगे (२०१३) "कर्मचारी प्रशासन", कल्पना प्रकाशन, नांदेड.

S. Y. B. A. SEMESTER - III
(Skill Enhancement Course) Credits: 4
Paper - VI: Management of NGOs

Learning outcomes

1. Comprehending the theoretical conceptualization of NGOs and the Public sector
2. Critically understanding the National Policy on Voluntary Sector and Government-NGO interface
3. Knowledge of public and private funding and national and foreign financial contributions to NGOs
4. Understanding capacity building, ethical and accountability concerns
5. Acquiring the necessary skills student to plan and execute projects
6. Acquiring the skills for case study analysis

Credits: 4

Unit - I: Non-Governmental Organisations (NGOs):

- a) Concept, Rationale and Scope;
- b) National Policy on the Voluntary Sector 2007;
- c) NGO-Government Interface in India with special reference to the NITI Ayog, Ministries and Departments.

Unit - II: Organisational Forms and Governance Structures of NGOs:

- a) Trust; Society; Company;
- b) NGO-Government & NGO-Private sector partnerships: Rationale and practice;
- c) Sources of NGO Funding

Unit - III: Government and Foreign Grants:

- a) Eligibility,
- b) Requirements &
- c) Procedures with special reference to Foreign Contributions

UNIT - IV: Issues, Accountability, Mechanism & Problems:

- a) Issues of Governance; Capacity Building; Autonomy; Ethics.
- b) Accountability of NGOs: Rationale, Mechanisms and Problems;
- c) Formulation of a Welfare/Development Project Proposal including Monitoring and Evaluation arrangements.

Unit - V: Case Studies: Organisation, Functions and Working of;

- a) Self Employed Women's Association (SEWA)
- b) Red Cross Society of India

Recommended Readings:

1. Bava, N (Ed.) (1997) Non-Government Organisations in Development: Theory and Practice. Kanishka Publishers: New Delhi
2. Chandra, Suresh (2015) Non-Government Organisations. Rawat: Jaipur
3. 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
4. Dantwala, M L; Sethi, Harsh and Pravin Visaria (Eds.) (1998) Social Change Through Voluntary Action. Sage Publications: New Delhi
5. Gangrade, K D and Jain S (1995) NGOs: Retrospect and Prospect. Friedrich Ebert Stiftung: New Delhi
6. 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>)
7. Government of India (2007) Report of the Steering Committee on Voluntary Sector for the Eleventh Five-Year Plan. Planning Commission: New Delhi
8. Handy, C (1990) Understanding Voluntary Organizations - How to make them Function Effectively?. Penguin Books: London

S. Y. B. A. SEMESTER - IV
(COMPULSORY CORE COURSES) Credits: 6

Paper - VII: Public Financial Administration

Learning Outcomes

Knowledge of various aspects of Public Financial Administration in general and in the Indian context in particular.

Understanding Public budgeting, Public financial institutions and financial resource mobilization strategies in the Indian context.

Deep understanding of the role of Comptroller and Auditor General in a public financial administration.

UNIT- I: Introduction:

- a) Meaning and Significance of Public Finance and Public Financial Administration.
- b) Ministry of Finance
- c) Union - State Financial Relation

UNIT- II: Financial Polices:

- a) Finance Commission: Composition, Functions and Role
- b) Monetary and Fiscal Policies and their Significance
- c) Role of Finance Minister in Fiscal Policy

UNIT - III: Budgetary Systems:

- a) Concept of Budget and Principles of Good Budgeting
- b) Types of Budgets: Traditional Budgeting, Performance Budgeting and Zero-Base Budgeting.
- c) Budgetary Process with special reference to India: Budget Preparation, Authorisation (Enactment) and Execution

UNIT - IV: Account and Audit:

- a) Concept and importance of Account and Audit
- b) Comptroller and Auditor General of India: Role, Importance & Functions

UNIT - V: Resource Mobilization, Tax Administration and Financial Control:

- a) Resource Mobilization: Tax and Non-Tax Sources, Public Borrowings and Deficit Financing.
- b) Tax Administration: Principles; Issues and Reforms.
- c) Legislative control over finances with special reference to Parliamentary Committees:

Recommended Readings:

1. Chand, P (2010) Control of Public Expenditure in India (2ndEdition). Allied Publishers: New Delhi.
2. Frank, Howard A (2006) Public Financial Management (1st Edition). CRC Press, Taylor & Francis Group: New York
3. Gupta, B N (2006) Indian Federal Finance and Budgetary Policy. Chaitanya Publishing House: Allahabad
4. Sury, M. M (1990) Government Budgeting in India. Commonwealth Publishers: New Delhi
5. Bhayana, S S and Singh S (2016): Public Personnel and Financial Administration, New Academics: Jalandhar.
6. Rabin, Jack; Vocino, Thomas; Hildreth, W Bartley; and Miller, J Gerald (2008):Handbook of Public Personnel Administration, Taylor & Francis: United Kingdom.
7. Mahajan, Sanjeev Kumar and Mahajan, Anupama Puri (2021): Financial Administration in India, PHI Learning: New Delhi.
8. Thavaraj, M J K (2001): Financial Administration in India, Sultan Chand, Delhi.
9. Goel, S. L. (2012):Public Financial Administration, Deep & Deep Publications, New Delhi.
10. के. आर. बंग (२०१५) "वित्तीय प्रशासन", विद्या बुक्स, औरंगाबाद.
11. सुधीर दिंडे (२००१३) "वित्तीय प्रशासन", निर्मल प्रकाशन, नांदेड.
12. पी. जी. चव्हाण (1982) "कर्मचारी व वित्तीय प्रशासन", शारदा प्रकाशन, नांदेड.

S. Y. B. A. Semester - IV

(Skill Enhancement Course) Credits: 4

Paper - VIII: Secretarial Practice

Learning outcomes

1. Developing an understanding of the basic concepts of office management.
2. Acquiring quality skills and competencies in office management, official correspondence and time management.

UNIT - I: Secretary

- a) Secretary: Meaning, Types & Importance (Relevance)
- b) Professional and Personal Qualities of a Secretary

UNIT - II: Duties and Responsibilities of a Personal Secretary

- 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

UNIT - III: Time Management

- a) Definition of Time Management, Importance of Time.
- b) Principles of Time Management & Setting priorities

UNIT - IV: Communication

- a) Communication: Definition, Importance, Kinds of Communication
- b) Barriers to Effective Communication
- c) Tools of Effective Communication

UNIT - V: Correspondence

- a) Correspondence: Meaning & Kinds of Correspondence (Business Correspondence, Banking Correspondence; Government Correspondence)
- b) Enquire Letter, Quotation, Order, Tender, Complaint letter, Adjustment Letter and their formats

Recommended Readings:

- 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.

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



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

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

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

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

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

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

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

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**Deputy Registrar,
Academic.**

Date: 24.05.2024.

Copy forwarded with compliments to:-

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

Copy to :-

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

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DrK*240524/-

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



Curriculum of

B. A. Third Year

[Public Administration]

Semester-V & VI

‘under Choice Based Credit & Grading System’

For

“all affiliated Colleges level”

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

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

Learning Outcomes: -

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

Unit - I: Introduction

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

Unit - II: Historical background of Local Self Government

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

Unit- III: Constitutional Amendments

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

Unit- IV: Panchayat Raj in Maharashtra

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

Unit-V: Urban Local Self Government in Maharashtra

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

Recommended Readings:

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

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

SEC: TRAINING OF COMMUNITY RESOURCE PERSONS

Learning Outcomes: -

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

Unit - I: Community Resource Persons

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

Unit - II: Community Resource Persons

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

Unit - III: Inclusion and Social Justice

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

Unit - IV: Application of Training of Community Reserve Persons

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

Unit - V: Training Framework & Monitoring and Evaluation

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

Recommended Readings:

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

Web Resources:

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

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

(Generic)

GE- 1: PRINCIPLES OF PUBLIC ADMINISTRATION

Learning Outcomes: -

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

Unit- I: Introduction

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

Unit- II: Organization

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

Unit- III: Principles of Organisation-I

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

Unit- IV: Principles of Organisation-II

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

Unit- V: Administrative Behaviour

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

Recommended Readings:

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

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

Learning Outcomes: -

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

Unit - I: Kautilya

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

Unit - II: F.W. Taylor

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

Unit - III: Max Weber

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

Unit - IV: Elton Mayo

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

Unit - V: Gullick and Urwick

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

Recommended Readings:

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

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

(Skill Enhancement Course)

SEC- E- GOVERNANCE

Learning Outcomes: -

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

Unit- I: Concepts and Initiatives:

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

Unit- II: Models of e-Governance

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

Unit- III: Growth of E- Governance in India

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

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

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

Unit-V: Challenges of E- Governance

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

Recommended Readings:

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

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

(Generic)

GE-2: INDIAN ADMINISTRATION

Learning Outcomes: -

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

Unit- I: Foundations of Indian Administration

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

Unit- II: Constitutional Framework

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

Unit-III: Union Government

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

Unit- IV: Judiciary at Union Level

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

Unit - V: Control over Administration

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

Recommended Readings:

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