



स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठ

नांदेड— ४३१६०६ (महाराष्ट्र)

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY

NANDED-431606, MAHARASHTRA STATE, INDIA.

Established on 17th September 1994 - Recognized by the UGC U/s 2(f) and 12(B), NAAC Re-accredited with 'A' Grade



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मानवविज्ञान विद्याशाखेतील पदवी
स्तरावरील द्वितीय वर्षाचे CBCS Pattern
नुसारचे अभ्यासक्रम शैक्षणिक वर्ष
२०१७-१८ पासून लागू करण्याबाबत.

परिपत्रक

या परिपत्रकान्वये सर्व संबंधितांना कळविण्यात येते की, दिनांक ३ मे २०१७ रोजी संपन्न झालेल्या ३८व्या मा. विद्या परिषद बैठकीतील विषय क्र.१२४/३८-२०१७ च्या ठरावानुसार प्रस्तुत विद्यापीठाच्या संलग्नित महाविद्यालयांतील मानवविज्ञान विद्याशाखेतील पदवी स्तरावरील द्वितीय वर्षाचे खालील विषयांचे C.B.C.S. (Choice Based Credit System) Pattern नुसारचे अभ्यासक्रम शैक्षणिक वर्ष २०१७-१८ पासून लागू करण्यात येत आहेत.

- १) बी.ए./बी.कॉम./बी.एस्सी.—इंग्रजी (अनिवार्य, द्वितीय भाषा अतिरिक्त, ऐच्छिक)—द्वितीय वर्ष
- २) बी.ए.—हिंदी (ऐच्छिक)—द्वितीय वर्ष
- ३) बी.ए./बी.कॉम./बी.एस्सी.—कन्नड (द्वितीय भाषा, ऐच्छिक)—द्वितीय वर्ष
- ४) बी.ए./बी.कॉम./बी.एस्सी.—मराठी (द्वितीय भाषा, ऐच्छिक)—द्वितीय वर्ष
- ५) बी.ए./बी.कॉम./बी.एस्सी.—पाली (द्वितीय भाषा, ऐच्छिक)—द्वितीय वर्ष
- ६) बी.ए./बी.कॉम./बी.एस्सी.—संस्कृत (द्वितीय भाषा, ऐच्छिक)—द्वितीय वर्ष
- ७) बी.ए./बी.कॉम./बी.एस्सी./बी.एफ.ए./बी.एस.डब्ल्यू—उर्दू (द्वितीय भाषा, ऐच्छिक)—द्वितीय वर्ष
- ८) बी.ए.—फॅशन डिझाईन—द्वितीय वर्ष
- ९) बी.ए.—अर्थशास्त्र—द्वितीय वर्ष
- १०) बी.ए.—भूगोल—द्वितीय वर्ष
- ११) बी.ए.—इतिहास—द्वितीय वर्ष
- १२) बी.ए.—मानव हक्क—द्वितीय वर्ष
- १३) बी.ए.—ग्रंथालय व माहितीशास्त्र—द्वितीय वर्ष
- १४) बी.ए.—जनसंवाद व पत्रकारिता—द्वितीय वर्ष
- १५) बी.ए.—सैनिकशास्त्र—द्वितीय वर्ष
- १६) बी.ए.—तत्त्वज्ञान—द्वितीय वर्ष
- १७) बी.ए.—राज्यशास्त्र—द्वितीय वर्ष
- १८) बी.ए.—मानसशास्त्र—द्वितीय वर्ष
- १९) बी.ए.—लोकप्रशासन—द्वितीय वर्ष
- २०) बी.ए.—समाजशास्त्र—द्वितीय वर्ष

सदरील परिपत्रक व अभ्यासक्रम प्रस्तुत विद्यापीठाच्या www.srtmun.ac.in या संकेतस्थळावर उपलब्ध आहेत. तरी सदरील बाब ही सर्व संबंधितांच्या निदर्शनास आणून द्यावी.

‘ज्ञानतीर्थ’ परिसर,

विष्णुपुरी, नांदेड — ४३१ ६०६.

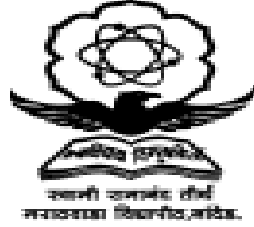
जा.क्र.: शैक्षणिक—०१/परिपत्रक/पदवी—सीबीसीएस अभ्यासक्रम/
२०१६-१७/८४

दिनांक : ०७.०६.२०१७.

प्रत माहिती व पुढील कार्यवाहीस्तव :

- १) मा. कुलसचिव यांचे कार्यालय, प्रस्तुत विद्यापीठ.
- २) मा. संचालक, परीक्षा व मूल्यमापन मंडळ यांचे कार्यालय, प्रस्तुत विद्यापीठ.
- ३) प्राचार्य, सर्व संबंधित संलग्नित महाविद्यालये, प्रस्तुत विद्यापीठ.
- ४) उपकुलसचिव, पदव्युत्तर विभाग, प्रस्तुत विद्यापीठ.
- ५) साहाय्यक कुलसचिव, पात्रता विभाग, प्रस्तुत विद्यापीठ.
- ६) सिस्टम एक्सपर्ट, यू.जी.सी. कक्ष, प्रस्तुत विद्यापीठ.

स्वाक्षरित / —
उपकुलसचिव
शैक्षणिक (१—अभ्यासमंडळ) विभाग



**SWAMI RAMANAND TEERTH MARATHWADA
UNIVERSITY, NANDED**

SYLLABUS

Public Administration

B.A. Second Year

Choice Based Credit System (CBCS) Semester Pattern

(With Effective From 2017-18)



Swami Ramanand Teerth Marathwada University, Nanded
Choice Based Credit System (CBCS) Course Structure

Faculty of Social Sciences

Subject : Public Administration

B.A. Second Year Syllabus

Semester Pattern Effective from 2017-2018

Semester	Core course	Paper No.	Name of Paper	Lectures Per Week	Total No. of Lectures	CA	ESE	Total Marks	Credits
III	CCPA-A	V	Personnel Administration	4	55	35	40	75	3
	CCPA-B	VI	State Government & Administration	4	55	35	40	75	3
	SEC	I	Rural Development and Empowerment Programmes	3	45	25	25	50	2
		Total		11	155	95	105	200	8
IV	CCPA-A	VII	Office Administration	4	55	35	40	75	3
	CCPA-B	VIII	District Administration	4	55	35	40	75	3
	SEC	II	Application of E-Governance and E-Devices in Administration	3	45	25	25	50	2
		Total		11	155	95	105	200	8
		Total		22	310	190	210	400	16

Note:

1. CCPA : Core Course of Public Administration
2. SEC : Skill Enhancement Course
3. CA : Continuous Assessment
4. ESE : End of Semester Examinations



SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED
CBCS – Paper Pattern in the Subject of Public Administration
B.A. Second Year
(Effective from 2017-18)
SEMESTER – III

Paper No.	Title of the Paper	Internal Mark (CA)	End Semester Exam (ESE)	Total (CA+ESE)
V	Personnel Administration	35	40	75
VI	State Government & Administration	35	40	75
SEC-I	Rural Development and Empowerment Programme	25	25	50

SEMESTER – IV

Paper No.	Title of the Paper	Internal Mark (CA)	End Semester Exam (ESE)	Total (CA+ESE)
V	Office Administration	35	40	75
VI	District Administration	35	40	75
SEC-II	Application of E-Governance and E-Devices in Administration	25	25	50



SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

Public Administration
B.A. Second Year
Semester – III
Paper – V
Personnel Administration
(Effective from June – 2017)

Credits : 03

Periods : 55

Marks : 75

Course Introduction:

Personnel administration is an important part of Public administration. Personnel administration is the art and science of planning, organizing, directing, controlling and motivating human resources. The main thing is to give knowledge of personnel system in Indian administration, specially how to process of Recruitment, Training, Promotion and Retirement of the Government Sector Employees; and understands all new issue in personnel administration.

Course Objectives:

1. To familiarize the students with basic process of Civil Service Recruitment in Indian Personnel Administration.
2. To understand how to Train Civil Servants for their Better Role in Indian Governance and Administration.
3. To know the Systematic process in Personnel Administration (Recruitment to Retirement of the Personnel).

Course Content:

	Periods	Marks
Unit-1 Personnel Administration – Meaning, Importance, Scope	10	15
Unit -2 Recruitment – Meaning, Direct & Indirect Recruitment	10	15
Unit-3 Training – Meaning, Objectives & Types	15	15
Unit- 4 Promotion – Meaning, Principles of Promotion (Merit & Seniority)	10	15
Unit -5 Retirement – Meaning, Need of Retirement Benefits of Retirement (Pension, Gratuity, Provident funds, NCPS)	10	15

Suggested Reading

1. Goel, S.L., Personnel Administration and management, Sterling Publishers, New Delhi, 1993.
2. Basu Rumki, Public Administration Concept and Theories, Sterling Publishers, New Delhi, 2013.
3. Rajesh K. Jha, Public Personnel Administration, Pearson Publication, New Delhi, 2012.
4. Edwin B. Flippo, Personnel Management, Singapur, 1984
5. Glenn Stal, Personnel Administration, Oxford IBH Publication, New Delhi, 1977
6. Gosh, Personnel administration, Sudha Publication, New Delhi, 1975.
7. Gupta C.B., Human Resources Management, Sultan Chand & Sons publication, New Delhi, 2001.
8. Puri K.K., Personnel Administration and Financial Administration, Bharat Publishers, Jalandhar, 2005.
9. Arun Monappa, Managing Human Resources, Macmillan Indian Ltd. 2001
10. Sharma M.P., Public Administration : Theory and Practice, Kitab Mahal, Allahabad, 1988
11. Shina V.M., Personnel Administration, RBAS Publishers, Jaipur, 1986.
12. सिन्हा व्ही. एम., कार्मिक प्रशासन, आरबीएसए पब्लिशर्स, जयपूर, १९८५
13. कटारिया सुरेंद्र, कार्मिक प्रशासन, आरबीएसए पब्लिशर्स, जयपूर, २००८
14. पांडे असुतोष, कार्मिक प्रशासन विश्वभारती प्रकाशन, नई दिल्ली, २००९
15. सिंह राघवेंद्र, कार्मिक प्रबंध, बिहार हिंदी ग्रंथ अकादमी, पटना, १९७३
16. जैन सी.एम., हरिशचंद्र शर्मा, सेवीवर्गीय प्रशासन, रिसर्च पब्लिकेशन इन सोशल सायन्सेस, नवी दिल्ली, १९७८
17. चव्हाण पी. जी., मामीडवार एस.एस., कर्मचारी व वित्तीय प्रशासन, कैलास पब्लिकेशन्स, औरंगाबाद, १९८८
18. बंग के. आर., कर्मचारीवर्ग प्रशासन, विद्या बुक्स, पब्लिशर्स, औरंगाबाद, २०१०.
19. भिंगे सुभाष, कर्मचारी प्रकाशन, अरुणा प्रकाशन, लातूर, २००९
20. ठोंबरे सतिष, शेख एम. आय., कर्मचारी प्रशासन, अभिजित प्रकाशन लातूर, २००९
21. कत्तुरवार बी. आर., मानवी संसाधन प्रशासन, ओमसाई प्रकाशन, देगलूर, २००५
22. पिंपळे, भूताळे, वडवळे, कर्मचारी व वित्तीय प्रशासन, सहयाद्री प्रकाशन, नांदेड, २००७



SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

Public Administration

B.A. Second Year

Semester – III

Paper – VI

State Government and Administration

(With Special Reference to Maharashtra)

(Effective from June – 2017)

Credits : 03

Periods : 55

Marks : 75

Course Introduction:

India is a Democratic Republic with a Parliamentary form of government which is federal in structure with unitary features. There is a Council of Ministers with the Prime Minister as its head to advise the President who is the constitutional head of the country. Similarly in states there is a Council of Ministers with Chief Minister as its head, who advises the Governor. In this paper focus is on the Structure of State Government and Administration with special reference to Maharashtra. The course is designed to provide knowledge to the students about formation of state in India, State Legislature, State executive and State judiciary.

Course Objectives:

1. The Course introduces and provides knowledge of State Government and Administration.
2. To understand process of State Judiciary.
3. To know perceive Constitutional and Statutory Agencies.

Course Content:

	Periods	Marks
Unit-1 Formation and reorganization of Maharashtra State.	10	15
Unit-2 State Legislature.	15	15
a) Governor – Powers, Functions & Role.		
b) Legislative Assembly (Vidhan Sabha) – Composition and Functions.		
c) Legislative Council (Vidhan Parishad) – Composition and Functions.		
Unit-3 State Executive	10	15
A) Chief Minister		
B) Council of Ministers		
C) State Secretariat		
Unit-4 State Judiciary	10	15
High Court – Composition & Powers		
Unit-5 Constitutional and Statutory Agencies	10	15
a) Maharashtra Public Service Commission		
b) State Election Commission		
c) State Women Commission		

Suggested Reading

1. Jain Ashok, Government and Politics of Maharashtra
2. Kharkar & Velankar, Government of Maharashtra.
3. Maheshwari S.R., State Government in India, Mecomillan, New Delhi, 1982.
4. Government of India, Administrative Reforms Commission-II, 15th Report on State Administration, New Delhi, 2009.
5. Khandelwal R.M., State level Plan Administration in India, RBSA Publishers, Jaipur, 1985.
6. Sapru R.K., Indian Administration, Kalyani Publishers, New Delhi, 2001.
7. Arora R.K., Goyal Rajani, Indian Public administration, Wishwa Prakshan, New Delhi, 2009.
8. Padhi A.P., State Administration in India, Uppal Publication, New Delhi, 1998.
9. कटारिया सुरेंद्र, राज्य प्रशासन, मलिक एण्ड कंपनी, नई दिल्ली, २००७
10. आरोडा रमेश, चतुर्वेदी गिता, भारत में राज्य प्रशासन, आरबीएसए पब्लिशर्स, जयपूर, २००७
11. ठोंबरे सतिष, महाराष्ट्र व जिल्हा प्रशासन, अरुणा प्रकाशन, लातूर, २००२
12. व्यंकट विळेगावे, महाराष्ट्र राज्य व जिल्हा प्रशासन, अरुणा प्रकाशन, लातूर, २००९
13. कोत्तापल्ले लक्ष्मण, महाराष्ट्र प्रशासन, कल्पना प्रकाशन, नांदेड.
14. पोहेकर, भूतडा, खरटमोल, महाराष्ट्र प्रशासनाची रुपरेषा, अरुणा प्रकाशन, लातूर, २०११
15. पाटील वा. भ. महाराष्ट्र प्रशासन, प्रशांत पब्लिकेशन्स, जळगाव, २०१२
16. बंग के. आर., महाराष्ट्र प्रशासन, विद्या बुक्स, औरंगाबाद, २००१
17. कुडकेर एन. पी., एकंबेकर पंचशील, महाराष्ट्र आणि जिल्हा प्रशासन व्यवस्था, अरुणा प्रकाशन, लातूर, २०१७



SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED
Public Administration
B.A. Second Year
Semester – III
Skill Enhancement Course – I
Rural Development and Empowerment Programmes
(Effective from June – 2017)

Credits : 02

Periods : 45

Marks : 50

Course Introduction:

Rural development programmes are designed to facilitate a multi-faceted growth of the rural poor people by extending the benefits of development to them. The main aim of rural development programmes is to improve the living standards of the people and providing them opportunities. In the present era, various rural development programmes have been newly defined by Prime Minister. This course designed to create awareness of rural development in the students.

Course Objectives:

1. To understand Rural Development and Empowerment.
2. To study various Rural Development Programmes.
3. To understand various issues in rural development programmes.

Course Content:

	Periods	Marks
Unit-1 Meaning & Importance of Rural Development	15	20
1. Rural Development		
2. Women Empowerment of rural area		
3. Rural Employment		
Unit-2 Rural Development Programme	15	20
1. Clean India Mission (Swachh Bharat Abhiyan)		
2. MGNREGA (Mahatma Gandhi National Rural Employment Guarantee Act-2014)		
3. Pradhan Mantri Awas Yojana		
4. Jaljyukt Shivar		
Unit-3 Issue in Rural Development & Empowerment	15	10
1. Transparency and Accountability		
2. Rural Migration		
3. Lack of Effective Implication		

Note : It is obligatory to conduct 45 Periods in one semester for Skill Enhancement Course, per week 3 periods, one for theory and 2 for practical's.

Internal Practical : (25 marks)

- Write a Assignment on Concept of Rural Development. 10 mark
- Concern teacher should take a test of total 05 mark
- Create two survey form (or) write short survey report on Rural Development Programme . 10 marks

External Practical Exam : (25 marks)

External practical exam is conducted by University at the end Semester. 25marks.

Suggested Reading

1. Desai Vasant, Fundamental of Rural Development : A systems Approach, Himalaya Publication, Bombay, 1991.
2. Hoja Rakesh, Administrative Interventions in Rural Development, Rawat Publication Jaipur, 1987.
3. Sharma S.K. & Malhotra S.L., Integrated Rural Development, Abhinav Prakashan, New Delhi, 1977.
4. Prasad B.K., Rural Development: Concept, Approach and strategy, Sarup & Sons, New Delhi, 2003
5. Rau S.K., Global Search Rural Development, NIRD, Hyderabad, 2001.
6. Maheshwari S.R., Rural Development in India, Sage Publication, New Delhi, 1985.
7. Singh Manohar, Rural Development Administration and Anti-Poverty Programmes, Deep & Deep Publication, New Delhi, 1988
8. Swachh Bharat Abhiyan- www.swachhbharatabhiyan.in , www.swachhbharat.mygov.in
9. Pradhan Mantri Awas Yojana – www.pmaymis.gov.in , www.pradhanmantriawasyojana.in , www.mhupa.gov.in
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11. शर्मा श्रीनाथ, मनोजकुमार, पंचायतीराज एवं ग्रामिण विकास, अर्जुन पब्लिकेशन्स हाऊस, नई दिल्ली. २००४
12. फाडिया बी. एल., भारत में लोकप्रशासन, साहित्य भवन पब्लिकेशन्स, अग्रा, २००९
13. यादव रामजी, भारत में ग्रामिण विकास, अर्जुन पब्लिकेशन्स, नई दिल्ली, २००८.
14. कराळे, कविमंडन, ग्रामिण विकासाचा एकात्मिक दृष्टिकोन, मंगेश प्रकाशन नागपूर, २००६
15. कत्तुरवार बी. आर., ग्रामिण विकास प्रशासन, ओमसाई प्रकाशन, देगलूर, २०१७



SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

Public Administration

B.A. Second Year

Semester – IV

Paper – VII

Office Administration

(Effective from June – 2017)

Credits : 03

Periods : 55

Marks : 75

Course Introduction:

Everyone knows what is meant by an ‘Office’ but very few are able to define it. Office Administration is a part of general management. The main aim of the paper Office Administration is to introduce the process of the work method. What is role of head of the office in office administration? How to keep safely and smoothly maintain office records & environment.

Course Objectives:

1. To understand the meaning of Office Administration.
2. To introduce the Office Procedure and Method.
3. To identify various problems in Office Administration.

Course Content:

	Periods	Marks
Unit-1 Office Administration - Meaning, Importance & Functions	15	15
Unit-2 Office Environment	10	15
a) Office Lighting – Meaning and Importance		
b) Noise Control - Meaning and Importance		
c) Sanitation - Meaning and Importance		
Unit-3 Office Procedure and Method	10	15
a) Head of Institute – Qualities and Function		
b) Establishment - Function		
c) Filing – Meaning and Method		
Unit-4 Working of Office Administration	10	15
a) Manuals – Meaning and Type		
b) Reporting – Type and Importance		
c) Service Book – Objectives and Importance		
Unit-5 Problems of Office Administration	10	15
a) Red tape – Meaning and Effects		
b) Stress - Causes and Effects		
c) Corruption - Causes and Effects		

Suggested Reading

1. E. C. Eyre, Med, ACIS, Office Administration, Rupa Co. New Delhi, 1983.
2. Prof. Sahai, Modern Office Management, Kitab Mahal, Allahabd.
3. Arora S.P., Office Organisation and Management.
4. Pillai & Bagavathi, Office Organization and Management, S.Chand Company, New Delhi.
5. Lokhandwala A.H., & Behere V.K, Office Management, Nirali Prakashan, Pune.
6. जोशी प्रतिभा, कार्यालय व्यवस्थापन, सुविचार प्रकाशन, पुणे.
7. लांजेकर जगदिश, जॉन्सन बोर्जेस, कार्यालयीन संघटन व कौशल्य, डायमंड पब्लिकेशन्स, पुणे.
8. जोशी वि. अ., कार्यालय व्यवस्थापन, नरेंद्र प्रकाशन, पुणे.
9. लोहार व कोठारी, कार्यालय व्यवस्थापन, प्रशांत प्रकाशन, जळगाव.
10. बन वशिष्ट, कार्यालय प्रशासन, अरुणा प्रकाशन, लातूर, २०१४



SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED
Public Administration
B.A. Second Year
Semester – IV
Paper – VIII
District Administration
(Effective from June – 2017)

Credits : 03

Periods : 55

Marks : 75

Course Introduction:

The Present system of district administration owes its origin to the time of the Mauryan Empire. But modern structure of district administration in India developed in Colonial Period (1772). At that time was district administration established for collection of revenue. In the present era, district is the basic territorial unit of administration in India. District administration is the total functioning of Government in a district. In this paper stress is on providing knowledge of district administration for the Students.

Course Objectives:

1. To know what is District Administration means.
2. To understand Structure and function of various departments of District Administration.
3. To provide knowledge of the revenue system, Judiciary system and Police administration at district level.

Course Content:

	Periods	Marks
Unit-1 District Administration - Meaning & Elements of District Administration	10	15
Unit-2 Law and Order - Principles and Agencies	10	15
Unit-3 District Revenue Administration	15	15
a) District Collector		
b) Sub Divisional Officer		
c) Tahasildar		
d) Talathi		
Unit-4 District Judiciary	10	15
a. District and Session Court		
b. Loknyayalaya		
Unit-5 District Police Administration	10	15
a. District Superintendent of Police		
b. Police Inspector		
c. Police Patil		

Suggested Reading

1. Khera S.S., District Administration, National, New Delhi, 1977
2. Jain R. B., District Administration, Indian Institute of Public Administration, 1980
3. Dayal Ishwar, Mathur Kuldeep & Battacharya M., District Administration, McMillan, New Delhi, 1976
4. Misra S.C. Police Administration in India, National Police Academy, Mount Abu, 1972
5. Shrama P.D., Indian Police : A Development Approach, Delhi, 1971.
6. Shukla J.D., State and District Administration in India, IIPA, New Delhi
7. Sapru, R.K., Indian Administration, Kalyani Publishers, New Delhi, 2001.
8. Maheshwari S.R., State Government in India, Mcmillan, New Delhi, 1982.
9. Government of India, Administrative Reforms Commission-II, 15th Report on State Administration, New Delhi, 2009.
10. Khandelwal R.M., State level Plan Administration in India, RBSA Publishers, Jaipur, 1985.
11. Arora R.K., Goyal Rajani, Indian Public administration, Wishwa Prakshan, New Delhi, 2009.
12. Padhi A.P., State Administration in India, Uppal Publication, New Delhi, 1998.
13. कटारिया सुरेंद्र, राज्य प्रशासन, मलिक एण्ड कंपनी, नई दिल्ली, २००७
14. आरोडा रमेश, चर्तुवेदी गिता, भारत में राज्य प्रशासन, आरबीएसए पब्लिशर्स, जयपुर, २००७
15. ठोंबरे सतिष, महाराष्ट्र व जिल्हा प्रशासन, अरुणा प्रकाशन, लातूर, २००२
16. व्यंकट विळेगावे, महाराष्ट्र राज्य व जिल्हा प्रशासन, अरुणा प्रकाशन, लातूर, २००९
17. पोहेकर, भूतडा, खरटमोल, महाराष्ट्र प्रशासनाची रुपरेषा, अरुणा प्रकाशन, लातूर, २०११.
18. इंगळे उत्तम, महाराष्ट्रातील पोलिस जनता संबंध, प्रतिभास प्रकाशन, परभणी, २०१०
19. कुडकेर एन. पी., एकंबेकर पंचशील, महाराष्ट्र आणि जिल्हा प्रशासन व्यवस्था, अरुणा प्रकाशन, लातूर, २०१७



SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED
Public Administration
B.A. Second Year
Semester – IV
Skill Enhancement Course – II
Application of E-Governance and E-Devices in Administration
(Effective from June – 2017)

Credits : 02

Periods : 45

Marks : 50

Course Introduction:

The E-Governance is basically associated with carrying out the functions and achieving the result of governance through the utilization of ICT (Information and Communications Technology). World Bank explained the “E-Governance as the use by Government agencies of information technology that have the ability to transform relations with citizens.” In India, main trust for E-governance was provided by the launching of NICNET in 1987 by the national satellite based computer network. It is established that E-Governance is the application of information and Communication technology to transform the efficiency, effectiveness, transparency and accountability in the government. The course mainly aims at creating new skill in students for Application of E-Governance and Digital Devices in administrative service delivery.

Course Objectives:

1. To familiarize the students with concept of E-Governance and digital technology in service delivery.
2. To understand how to use of E-Governance in various administrative departments.
3. To know the application of E-Governance and various issues.

Course Content:

	Periods	Marks
Unit-I E-Governance	15	20
1. E-Governance – Meaning and Importance		
2. Digital Service Delivery Devices		
3. Use of E-devices in Higher Education		
Unit-II Application of E-Governance	15	20
1. E-Seva		
2. E-Panchayat		
3. E-Scholarship		
4. Social Networking Apps		
Unit-III Various Issues in E-Governance	15	10
1. Lack of E-Literacy		
2. People Participation		
3. IT Security		

Note : It is obligatory to conduct 45 Periods in one semester for Skill Enhancement Course, per week 3 periods, one for theory and 2 for practical's.

Internal Practical : (25 marks)

- Write an Assignment on Concept of E-Governance and E-Digital Devices. 10 mark
- Concern teacher should take a test of total 05 marks on above syllabus.
- Visit local Common Service Center (Setu Suvidha) and write a short report on how to use E-Governance. 10 marks

External Practical Exam : (25 marks)

External practical exam is conducted by University at the end Semester. 25marks.

Suggested Reading

1. Bhatnagar Subhash, E-Governance from Vision to Implimtaion, Sage Publication, New Delhi, 2004.
2. Government of India National E-Governance Plan, www.Indian.gov.in
3. Gupta D.N., E-Governance: A Comprehensive Framework, New Century Publication, Verlag, 2008.
4. Pardhasardhi Y., E-Governance and Indian Society. Kanishka Prakashan, New Delhi,2009.
5. Sinha R.P., E-Governance in India: Initiatives and Issues, Concept Publication, New Delhi, 2006.
6. भूताळे, वडवळे, लोकप्रशासन परिचय व मूलतत्वे, क्रिएटिव्ह प्रकाशन, नांदेड, २०१५

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