



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



ACADEMIC (1-BOARD OF STUDIES) SECTION

Phone: (02462) 229542

Fax : (02462) 229574

Website: www.srtmun.ac.in

E-mail: bos.srtmun@gmail.com

संलग्नित महाविद्यालयातील सी.बी.सी.एस.
पॅटर्नचा बी.ए. लोकप्रशासन (प्रथम वर्ष)
अभ्यासक्रम शैक्षणिक वर्ष २०१६-१७
पासून लागू करण्याबाबत.

परिपत्रक

या परिपत्रकान्वये सर्व संबंधितांना कळविण्यात येते की, दिनांक १२ मे २०१६ रोजी संपन्न झालेल्या ३६व्या मा. विद्या परिषद बैठकीतील ऐनवेळचा विषय क्र.१०/३६-२०१६ च्या ठरावानुसार प्रस्तुत विद्यापीठाच्या संलग्नित महाविद्यालयांतील सामाजिक शास्त्रे विद्याशाखेतील खालील विषयाचा सी.बी.सी.एस. पॅटर्नचा अभ्यासक्रम शैक्षणिक वर्ष २०१६-१७ पासून लागू करण्यात येत आहे.

१. बी.ए. लोकप्रशासन (प्रथम 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(१)/परिपत्रक/पदवी—सीबीसीएस अभ्यासक्रम/

२०१६-१७/१०१२

दिनांक : २५.०८.२०१६.



स्वाक्षरित/—

संचालक

महाविद्यालय व विद्यापीठ विकास मंडळ

प्रत माहिती व पुढील कार्यवाहीस्तव :

- १) मा. कुलसचिव यांचे कार्यालय, प्रस्तुत विद्यापीठ.
- २) मा. परीक्षा नियंत्रक 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, शैक्षणिक विभाग, प्रस्तुत विद्यापीठ.



**SWAMI RAMANAND TEERTH
MARATHWADA UNIVERSITY
NANDED**

SYLLABUS

PUBLIC ADMINISTRATION

Semester Pattern

(Choice Base Credit System)

B.A. FIRST YEAR

(With Effective from 2016-17)

Swami Ramanand Teerth Marathwada University, Nanded

CHOICE BASED CREDIT SYSTEM (CBCS)

SEMESTER PATTERN

B.A. (UG) Programme Under Faculty of Social Sciences

(Affiliated Colleges)

(With Effect from Academic Year 2016-17)

Name of the Faculty : **Social Sciences**

Total Credit : **158**

Average Credits Per Semester : **26**

Note :

- Assesment Shall Consist of Continuous Assessment (CA) and
End of Semester Examination (ESE)
- Weightage : % for ESE & % for CA
- Each Paper is of 3 Credits
- **Paper – (Elective) Transfer of Credit as per Student choice.**

Swami Ramanand Teerth Marathwada University, Nanded

Choice Based Credit System (CBCS) Course Structure (New scheme)

Faculty of Social Sciences

B.A. First Year Syllabus

Semester Pattern Effective from 2016-17

Subject : **Public Administration**

Semester	Core Course	Paper No.	Name of paper	Lectures/ Week	Total No. of Lectures	CA	ESE	Total Marks	Credits
Semester – I	CCPA-I	I	Principles of Pub. Admn.	4	55	35	40	75	3
	CCPA-II	II	Evolution of Indian Admn. & Constitution	4	55	35	40	75	3
		Total – I			8	110	70	80	150
Semester – II	CCPA-I	III	Administrative organization	4	55	35	40	75	3
	CCPA-II	IV	Indian Administration	4	55	35	40	75	3
				8	110	70	80	150	6
	Total I – II			16	220	140	160	300	12

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

Faculty Of Social Sciences

B.A. Second Year Syllabus

Semester Pattern Effective from 2017-18

Subject : Public Administration

Semester	Core Course	Paper No.	Name of paper	Lectures/ Week	Total No. of Lectures	CA	ESE	Total Marks	Credits
Semester. III	CCPA-I	V	Personnel Admn.	4	55	35	40	75	3
	CCPA-II	VI	State Govt. & Admn.	4	55	35	40	75	3
	SEC - I			3	45	25	25	50	2
		Total			11	155	95	105	200
Semester. IV	CCPA-I	VII	Office Admn.	4	55	35	40	75	3
	CCPA-II	VIII	Dist. Admn.	4	55	35	40	75	3
	SEC-II			3	45	25	25	50	2
				11	155	95	105	200	8
		Total		22	310	190	210	400	16

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

Faculty Of Social Sciences

B.A. Third Year Syllabus

Semester Pattern Effective from 2018-19

Subject : Public Administration

Semester		Paper No.	Name of Paper	Lectures/ Week	Total No. of Lectures	CA	ESE	Total Marks	Credits
Semester- V	CCPA-A	IX	Administrative Thinkers	4	55	35	40	75	3
	CCPA-B	X	Rural Local Govt. in Maha	4	55	35	40	75	3
	CCPA-C	XI	Financial Admn.	4	55	35	40	75	3
	OR	XI	Recent Trends in P.A	-	-	-	-	-	-
	SEC-III			3	45	25	25	50	2
			TOTAL	15	210	130	145	275	11
Semester- VI	CCPA-A	XII	Administrative Theory	4	55	35	40	75	3
	CCPA-B	XIII	Urban Local Govt.in Maha.	4	55	35	40	75	3
	CCPA-C	XIV	Major Trends & issues in Pub. Admin.	4	55	35	40	75	3
	OR	XIV	Fin. Admn & Public Policy	-	-	-	-	-	-
	SEC-III			3	45	25	25	50	2
			Total	15	210	130	145	275	11
			Total (V-VI)	30	420	260	290	550	22

Structure B.A. Programme under CBCS Pattern

(Social Sciences, Arts & Humanities Faculty)

Semester	Core Course (12)	Ability Enhancement Compulsory Courses (AEC) (8)	Skill Enhancement Course (SEC) (4)	Discipline Specific Elective DSE (6)	Generic Elective (6)
	CC-A I-6	1. English – 3			
I	CC-B I-6	Communication			
Credits : 24	CC-C I-6	2. SL – 3			
II	CC-A II-6	1. English – 3			
Credits : 24	CC – B II-6	Communication			
	CC-C II-6	2. SL-3			
III	CC-A III-6	2. English – 3	SEC-I - 2		
Credits : 26	CC-B III-6	Communication			
	CC-C III-6	3. SL – 3			
IV	CC-A IV-6	2. English – 3	SEC-II - 2		
Credits : 26	CC-B IV-6	Communication			
	CC-C IV-6	3. SL- 3			
V				DSE-AI-6	GE-A I -3
Credits : 29			SEC-III-2	DSE-B I -6	BE-B I-3
				DSE- C I-6	GE-C I -3
VI				DSE-A II-6	GE-A II-3
Credits : 29			SEC-IV -2	DSE- B II-6	GE- B II -3
				DSE-C II-6	GE-C II-3
Total Credits : 158	No. Credits : 72	No. Credits : 24	No. Credits 8	No. Credits : 36	No. Credits : 18

Structure of B.A. Programme under CBCS Pattern (Social Sciences and Arts & Humanities Faculty)

Semester	Course Opted	Course Name	Credits
I	Ability enhancement compulsory course-I	1. English Communication 2. SL	03 03
	Core Course A-I	Paper A & B	06
	Core Course B-I	Paper A & B	06
	Core Course C-I	Paper A & B	06
Total Sem I			24
II	Ability enhancement compulsory course-II	1. English Communication 2. SL	03 03
	Core Course A-II	Paper A & B	06
	Core Course B-II	Paper A & B	06
	Core Course C-II	Paper A & B	06
Total Sem I			24
Total Sem I & II			48
Semester	Course Opted	Course Name	Credits
III	Ability enhancement compulsory course-III	1. English Communication 2. SL	03 03
	Core Course A-III	Paper A & B	06
	Core Course B-III	Paper A & B	06
	Core Course C-III	Paper A & B	06
	Skill enhancement course I	SEC – I	02
Total Sem-III			26
IV	Ability enhancement compulsory course-IV	1. English Communication 2. SL	03 03
	Core Course A-IV	Paper A & B	06
	Core Course B-IV	Paper A & B	06
	Core Course C-IV	Paper A & B	06
	Skill enhancement course II	SEC – I	02
Total Sem – IV			26
Total (Sem III & IV)			52
Semester	Course Opted	Course Name	Credits
V	Discipline Specific Elective A-I	DSE A – I	06
	Discipline Specific Elective B-I	DSE B – I	06
	Discipline Specific Elective C-I	DSE C – I	06
	Generic Elective GE- A I	GE – A I	03
	Generic Elective GE- B I	GE – B I	03
	Generic Elective GE- C I	GE – C I	03
	Skill enhancement course III	SEC – III	02
Total Sem V			29
VI	Discipline Specific Elective A-II	DSE A – II	06
	Discipline Specific Elective B-II	DSE B – II	06
	Discipline Specific Elective C-II	DSE C – II	06
	Generic Elective GE- A II	GE – A II	03
	Generic Elective GE- B II	GE – B II	03
	Generic Elective GE- C II	GE – C II	03
	Skill enhancement course IV	SEC – IV	02
Total Sem. VI			29
Total (Sem. V & VI)			58
Total Course Credit			158

SWAMI RAMANAND TEERTH
MARATHWADA UNIVERSITY, NANDED

CBCS – Paper Pattern in the Subject of

PUBLIC ADMINISTRATION

B.A. First Year

(Effective from 2016-17)

SEMESTER – I

Paper No.	Title of the Paper	Internal Marks	External Marks
I	Principles of Pub. Admn.	35	40
II	Evolution of Indian Admn. & Constitution	35	40

SEMESTER – II

Paper No.	Title of the Paper	Internal Marks	External Marks
III	Administrative Organization	35	40
IV	Indian Admn.	35	40

- 1) **Internal Marks** **35 Marks**
- 2) **External Marks** **40 Marks**

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

Public Administration

B.A. First Year

Semester – I

Principles of Public Administration

Paper – I

(Effective from June – 2016)

Credits : 03	Periods : 55	Marks : 75
--------------	--------------	------------

Course Rationale:

Administration is as old as mankind. It has acquired all spheres of human life right from birth to death. It is very close to the daily life of any person in practical. Public Administration is one of the major branches of administration as a whole. Public Administration Studies the systematic implementation of Laws and policies, theories principles and its controlling system. The subject stands as an integral element of democratic system of the nation.

It is intended that the subject is introduced, as a general subject to the students of U.G. level. The subject is introduced to comprehend the importance of Administration theory and practice. as well as Public Administration and private Administration system, departments, public corporation.

Course Content :	Periods	Marks
1] Public Administration :- Meaning, Nature, Scope and Importance.	25	30
2] Public Administration and Private Administration – Affinity and Difference.	10	15
3] Public Relations – Meaning, Importance and Agencies.	07	15
4] Organization :-	13	15
a] Meaning and Importance.		
b] Forms of Organization – formal & Informal.		
c] Bases of Organization [4 ps.]		

Recommended Books :-

- 1) Awasthi & Maheshwari, Public Administration, Laxminarain Agrawal, Agra.
- 2) A.R. Tyagi, Public Administration, Atma Ram & Sons, New Delhi.
- 3) Bhambri C.P., Public Administration in India, Vikas, New Delhi.
- 4) डॉ. शर्मा हरिशचंद्र, लोकप्रशासन, कॉलेज बुक डेपो, जयपूर.
- 5) डॉ. कटारिया सुरेंद्र, प्रशासनिक सिध्दांत एवं प्रबन्ध, नॅशनल पब्लिशिंग हाऊस, जयपूर.
- 6) डॉ. फाडीया बी.एल., लोकप्रशासन, साहित्य भवन पब्लिकेशन, आग्रा.
- 7) पाटील बी.बी., लोकप्रशासन, फडके प्रकाशन कोल्हापूर.
- 8) भोगले शांताराम, लोकप्रशासन सिध्दांत व कार्यपध्दती, कैलाश पब्लिकेशन्स, औरंगाबाद.
- 9) पोहेकर प्रीती, लोकप्रशासनाची मूलतत्वे, अरुणा प्रकाशन, लातूर.
- 10) बोरा पारस व शिरसाठ शाम, लोकप्रशासन शास्त्र, ज्ञान समिधा पब्लिशिंग वर्ल्ड, औरंगाबाद.
- 11) भुताळे व वडवळे, लोकप्रशासन, सहयाद्री प्रकाशन, नांदेड

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

Public Administration

B.A. First Year

Semester – II

Administrative Organizations

Paper – III

(Effective from Nov – 2016)

Credits : 03	Periods : 55	Marks : 75
--------------	--------------	------------

Course Content:	Periods	Marks
1] Principles of Administrative Organization :	20	30
a] Hierarchy – Meaning, merits and demerits.		
b] Span of Control – Meaning, Dependant factors.		
c] Unity of Command – Meaning, merits & demerits.		
d] Delegation – Meaning, Types and Importance.		
2] Line and Staff Agencies : Meaning, Types and Functions.	10	15
3] Chief Executive : Types, Functions & Qualities of Chief Executive.	10	15
4] Types of Administrative Organization..	15	15
a] Department – Meaning and Types.		
b] Public Corporation – Meaning and Characteristics.		

Recommended Books :-

- 1) Awasthi & Maheshwari, Public Administration, Laxminarain Agrawal, Agra.
- 2) A.R. Tyagi, Public Administration, Atma Ram & Sons, New Delhi.
- 3) Bhambri C.P., Public Administration in India, Vikas New Delhi.
- 4) डॉ. शर्मा हरिशचंद्र, लोकप्रशासन, कॉलेज बुक डेपो, जयपूर.
- 5) डॉ. कटारिया सुरेंद्र, प्रशासनिक सिध्दांत एवं प्रबन्ध, नॅशनल पब्लिशिंग हाऊस, जयपूर.
- 6) डॉ. फाडीया बी.एल., लोकप्रशासन, साहित्य भवन पब्लिकेशन, आग्रा.
- 7) पाटील बी.बी., लोकप्रशासन, फडके प्रकाशन कोल्हापुर.
- 8) भोगले शांताराम, लोकप्रशासन सिध्दांत व कार्यपध्दती, कैलाश पब्लिकेशन्स, औरंगाबाद.
- 9) पोहेकर प्रीती, लोकप्रशासनाची मूलतत्वे, अरुणा प्रकाशन, लातूर.
- 10) बोरा पारस व शिरसाठ शाम, लोकप्रशासन शास्त्र, ज्ञान समिधा पब्लिशिंग वर्ल्ड, औरंगाबाद.
- 11) भुताळे व वडवळे, लोकप्रशासन, सहयाद्री प्रकाशन, नांदेड

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

Public Administration

B.A. First Year

Semester – I

Evolution of Indian Administration and Constitution

Paper – II

(Effective from June – 2016)

Credits : 03	Periods : 55	Marks : 75
--------------	--------------	------------

Course Rationale:

India is the largest democratic administrative Nation. The subject Pub. Admn. Promotes students to understand Indian Administrative system. Besides, inspiring the students for Indian Administrative service as well as a special point of view. It also introduces with the various commissions and committees in our country. The subject concerns with the democratic values of improving equality, Justice, Security and sustains human rights of a democratic personnel. In addition, the subject is primarily concerned with expanding market share, generating revenue and earning profit. It concerns with different on concepts. Its accountability, governance, decentralization etc. The subject proves as a creator of good leader as well as good administrator.

The subject goals to inform Indian constitution & administration as well as ancient, medieval and modern administrative system. The subject makes students to aware of the fundamental rights and duties of Indian citizens bestowed by the Indian Constitution. It informs U.G. level students about Indian Parliament and its Administrative System, President, P.M. Council of Ministers, Supreme Court etc.

Course Content:

	Periods	Marks
1] Ancient Administration [With special Reference to Kautilya]	15	15
a] Saptang Theory		
b] Mantri Parishad : Structure and Functions.		
2] Mughal and British Administration	10	15
a] Central Administration in Mughal Period.		
b] The Government of India Act, 1935 – Important Provisions.		
3] Post Independence [Constitutional Set – up] Administration.	10	15
a] Formation of Indian Constitution.		
b] Salient Features of Indian Administration.		
4] Constitutional Framework.	20	30
a] Fundamental Rights.		
b] Fundamental Duties.		
c] Directive Principles of State Policy.		

Recommended Books:

- 1) Basu Durgadas, Introduction to the constitution of India, Wadhwa and Co., Nagpur.
- 2) Maheshwari Shriram, Indian Administration, Kitab Mahal, New Delhi.
- 3) Vidya Bhushan & Vishnu Bhagwan, Indian Administration, S. Chand & Com., New Delhi.
- 4) भोळे भा.ल., भारतीय गणराज्याचे शासन आणि राजकारण, पिंपळापूरे प्रकाशन, नागपूर
- 5) पाटील बी.बी., भारतीय शासन व राजकारण, फडके प्रकाशन, कोल्हापूर.
- 6) विळेगावे व यमलवाड, भारतीय प्रशासन, क्रिएटिव्ह पब्लिकेशन, नांदेड
- 7) ठोंबरे सतिश, भारतीय प्रशासन, अभिजित पब्लिकेशन, लातूर.
- 8) एम. कुमार, शर्मा दीप्ती, कौटिल्य (चाणक्य), अर्जुन पब्लिशिंग हाऊस, नई दिल्ली

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

Public Administration
B.A. First Year
Semester – II
Indian Administration
Paper – IV
(Effective from Nov – 2016)

Credits : 03	Periods : 55	Marks : 75
--------------	--------------	------------

Course Content :	Periods	Marks
1] Indian Parliament : Structure & Functions.	20	30
a] President.		
b] Rajya Sabha.		
c] Loksabha		
2] Union Government and Administration.	12	15
a] Prime Minister.		
b] Council of Ministers.		
c] Prime Minister's Office.		
3] Supreme Court of India : Structure & Functions.	08	15
4] Constitutional – Non Constitutional Bodies :	10	15
a] Union Public Service Commission [U.P.S.C.]		
b] Election Commission.		
c] National Human Rights Commission.		

Recommended Books :-

- 1) Basu Durgadas, Introduction to the constitution of India, Wadhwa, and Co., Nagpur.
- 2) Maheshwari Shriram, Indian Administration, Kitab Mahal, New Delhi.
- 3) Vidya Bhushan & Vishnu Bhagwan, Indian Administration, S. Chand & Com., New Delhi.
- 4) भोळे भा.ल., भारतीय गणराज्याचे शासन आणि राजकारण, पिंपळापूरे प्रकाशन, नागपूर
- 5) पाटील बी.बी., भारतीय शासन व राजकारण, फडके प्रकाशन, कोल्हापूर.
- 6) विळेगावे व यमलवाड, भारतीय प्रशासन, क्रिएटिव्ह पब्लिकेशन, नांदेड
- 7) ठोंबरे सतिश, भारतीय प्रशासन, अभिजित पब्लिकेशन, लातूर.

PAPER TITLES

B.A. First Year (Semester – I) w.e.f. June, 2016

Paper No.	Title of the Paper	Internal Marks	External Marks
I	Principles of Public Administration	35	40
II	Evolution of Indian Admn. & consti.	35	40
B.A. First Year (Semester –II) w.e.f. June, 2016			
Paper No.	Title of the Paper	Internal Marks	External Marks
III	Administrative Organization	35	40
IV	Indian Administration	35	40
B.A. Second Year (Semester – III) w.e.f. June, 2017			
Paper No.	Title of the Paper	Internal Marks	External Marks
V	Personnel Administration	35	40
VI	State Govt. & Administration	35	40
B.A. Second Year (Semester – IV) w.e.f. June, 2017			
Paper No.	Title of the Paper	Internal Marks	External Marks
VII	Office Administration	35	40
VIII	District Administration	35	40
B.A. Third Year (Semester – V) w.e.f. June, 2018			
Paper No.	Title of the Paper	Internal Marks	External Marks
IX	Administrative Thinkers	35	40
X	Rural Local Govt. in Maharashtra	35	40
XI	Financial Administration	35	40
	OR		
XI	Recent Trends in Pub. Admn.	35	40
B.A. Third Year (Semester – VI) w.e.f. June, 2018			
Paper No.	Title of the Paper	Internal Marks	External Marks
XII	Administrative Theory	35	40
XIII	Urban Local Govt. in Maharashtra	35	40
XIV	Major Trends & Issues in Pub. Admn.	35	40
	OR		
XIV	Financial Admn. & Public Policy	35	40

* * * * *