

॥ सा विद्या या विमुक्तये ॥



स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठ, नांदेड

“ज्ञानतीर्थ” परिसर, विष्णुपुरी, नांदेड - ४३१६०६ (महाराष्ट्र)

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED

“Dnyanteerth”, Vishnupuri, 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

Website: www.srtmun.ac.in

E-mail: bos.srtmun@gmail.com

Fax : (02462) 229574

संलग्नित महाविद्यालयांतील मानवविज्ञान विद्याशाखेतील पदवी स्तरावरील तृतीय वर्षाचे CBCS Pattern नुसारचे अभ्यासक्रम शैक्षणिक वर्ष २०२१-२२ पासून लागू करण्याबाबत.

प रि प त्र क

या परिपत्रकान्वये सर्व संबंधितांना कळविण्यात येते की, मा. विद्याशाखेने दिनांक २२ मे २०२१ रोजीच्या बैठकीतील केलेल्या शिफारशीप्रमाणे व दिनांक १२ जून २०२१ रोजी संपन्न झालेल्या ५१ व्या मा. विद्या परिषद बैठकीतील विषय क्र. १५/५१-२०२१च्या ठरावानुसार प्रस्तुत विद्यापीठाच्या संलग्नित महाविद्यालयांतील मानवविज्ञान विद्याशाखेतील पदवी स्तरावरील तृतीय वर्षाचे खालील विषयांचे C.B.C.S. (Choice Based Credit System) Pattern नुसारचे अभ्यासक्रम शैक्षणिक वर्ष २०२१-२२ पासून लागू करण्यात येत आहेत.

- | | |
|---------------------------------------------|---------------------------------------|
| 01. B. A. -III Year- Marathi | 02. B. A.- III Year- Hindi |
| 03. B. A. - III Year- English | 04. B. A. -III Year- Urdu |
| 05. B. A. - III Year- Sanskrit | 06. B. A. -III Year- Pali |
| 07. B. A. - III Year- Kannada | 08. B. A.- III Year- Economics |
| 09. B. A.- III Year- Policial Science | 10. B. A.- III Year- Sociology |
| 11. B. A.- III Year- Philosophy | 12. B. A.- III Year- Geography |
| 13. B. A. -III Year – Psychology | 14. B. A. - III Year History |
| 15. B. A.-III Year- Public Administration | 16. B. A.- III Year- Military Science |
| 17. B. A.-III Year- Administrative Services | |

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

‘ज्ञानतीर्थ’ परिसर,
विष्णुपुरी, नांदेड - ४३१ ६०६.
जा.क्र.:शैक्षणिक-१/परिपत्रक बी.ए./पदवी-सीबीसीएस अभ्यासक्रम/
२०२१-२२/८७

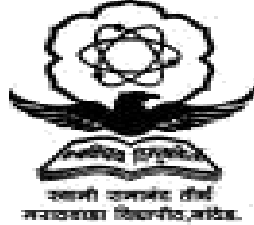
दिनांक : २४.०७.२०२१.

प्रत माहिती व पुढील कार्यवाहीस्तव :

- १) मा. प्र. अधिष्ठाता, मानवविज्ञान विद्याशाखा, प्रस्तुत विद्यापीठ
- २) मा. संचालक, परीक्षा व मूल्यमापन मंडळ यांचे कार्यालय, प्रस्तुत विद्यापीठ.
- ३) प्राचार्य, सर्व संबंधित संलग्नित महाविद्यालये, प्रस्तुत विद्यापीठ.
- ४) साहाय्यक कुलसचिव, पदव्युत्तर विभाग, प्रस्तुत विद्यापीठ.
- ५) उपकुलसचिव, पात्रता विभाग, प्रस्तुत विद्यापीठ.
- ६) सिस्टम एक्सपर्ट, शैक्षणिक विभाग, प्रस्तुत विद्यापीठ.
- ७) अधीक्षक, परीक्षा विभाग मानवविज्ञान विद्याशाखा प्रस्तुत विद्यापीठ.

स्वाक्षरित
सहा.कुलसचिव
शैक्षणिक (१-अभ्यासमंडळ) विभाग

Swami Ramanand Teerth Marathwada University Nanded



**B.A. Third Year (Semester :-V &VI)
Subject :- Public Administration**

(With Effective from June 2021)

**Swami Ramanand Teerth Marathwada
University Nanded**
CHOICE BASED CREDIT SYSTEM (CBCS)

B.A. Third Year (Semester:-V &VI)
Subject :- Public Administration
Under Faculty of Humanities
(For Affiliated Colleges)

(With Effective from June 2021)
Name of the Faculty: Humanities
Total Credit :16

Note:

C.A: - Continuous Assessment

ESE :- End of Semester Examination (E.S.E.)

DSE:- Discipline Specific Elective

DGE :- Discipline Generic Elective

SEC :- Skill Enhancement Course

Swami Ramanand Teerth Marathwada University, Nanded

Course Structure

Faculty Of Humanities Subject: Public Administration

B.A. Third Year (Semester V & VI) Syllabus

Effective from 2021-22

Semester	Course Name	Paper No.	Name of Paper	Lectures / Week	Total No. Of Lecture	C.A.	E.S. E.	Total Mark	Credits
Semester V	DSEPA-I	IX	Indian Administrative Thinkers	04	55	25	50	75	03
	DGEPA-I	X	Indian Administration -----or----- Office Administration	04	55	25	50	75	03
	SECPA-III	SEC III	Disaster Management	04	40	25	25	50	02
			Total Sem. V	12	150	75	125	200	08
Semester VI	DSEPA-II	XI	Western Administrative Thinkers	04	55	25	50	75	03
	DGEPA-II	XII	Indian Constitution & Administration -----or----- Recent Trends in Public Administration	04	55	25	50	75	03
	SECPA-IV	SEC IV	Administration of N.G.O.	04	40	25	25	50	02
			Total Sem.VI	12	150	75	125	200	08
			TOTAL SEM.V& VI	22	300	150	250	400	16

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

CBCS – Paper Evaluation Pattern in the Subject of Public Administration

B.A. Third Year Semester – V & VI*(Effective from June 2021)***B.A. Third Year Semester – V**

Paper No.	Title of the Paper	Internal Mark (CA)	End Semester Exam (ESE)	Total (CA+ESE)
DSEPA-I	Indian Administrative Thinkers	25	50	75
DGEPA-I	Indian Administration -----or----- Office Administration	25	50	75
SECPA-III	Disaster Management	25	25	50

B.A. Third Year Semester – VI

Paper No.	Title of the Paper	Internal Mark (CA)	End Semester Exam (ESE)	Total (CA+ESE)
DSEPA-II	Western Administrative Thinkers	25	50	75
DGEPA-II	Indian Constitution & Administration -----or----- -- Recent Trends in Public Administration	25	50	75
SECPA-IV	Administration of N.G.O.	25	25	50

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED
Public Administration
B.A. Third Year Sem. – V&VI
End Semester Examination
Question Paper Pattern

Time: Two Hours

Total Marks :50

Q.No.1	Descriptive Questions Or Descriptive Questions	10 marks
Q.No.2	Descriptive Questions Or Descriptive Questions	10 marks
Q.No.3	Descriptive Questions Or Descriptive Questions	10 marks
Q.No.4	Descriptive Questions Or Descriptive Questions	10 marks
Q.No.5	Write short notes on any two. A) B) C) D)	10 marks

**SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY,
NANDED**

Public Administration

B.A. Third Year (Semester – V)

Discipline Specific Elective Paper No:- DSEPA-I

Indian Administrative Thinkers-IX

(Effective from June 2021)

Course Rational

Public Administration is one of the youngest branches of Faculty of Humanities. With the expansion of the activities of modern state, public administration has assumed great significance in modern society. Administrative Thinkers and their contribution is an important part of public administration. The main thing is to impart knowledge of Indian and western administrative theories.

Learning Objectives:

After studying the course students will have a capacity to understand:

- 1) Basic Knowledge of various Indian Administrative Thoughts.
- 2) The approaches of study of Rural Development.
- 3) To Understand the Administrative system of period of Chhatrapati Shivaji Maharaj.

Utility of the course

The students will be channelized to learn and understand various theories put forth by Indian administrative thinkers regarding public administration. Through the narratives described in the course students will be made acquainted with ancient theories advocated by administrative thinkers like Kautilya about good governance and his views about eradication of corruption.

Course Content	Periods	Marks
1) Kautilya		
A) Views on Good Governance	10 Periods	15
B) Views on Corruption		
C) Saptang Theory		

2) Chhatrapati Shivaji Maharaj	10 Periods	15
A) Ashta Pradhan Mandal : : Structure and Functions B) Revenue Administration : Structure and Functions C) Judicial Administration : Structure and Functions		
3) Mahatma Gandhi	08 Periods	15
A) Thoughts on Gram Swrajya B) Concept of Trusteeship		
4) Dr. B. R. Ambedkar		
A) Views on Administration	12 Periods	15
B) Law & Judicial System C) Water Policy		
5) Pandit Jawaharlal Nehru	10 Periods	15
A) Civil Service and Administration B) Socialism and Administration C) Democratic Decentralization		

Reference Books

- 1) S.R. Maheshwari, Administrative Thinkers, - Macmillan Indian Ltd., Mumbai
- 2) R.K. Saprú, Administrative theory and Management thought, Prentice Hall of India, New Delhi
- 3) Rawlinson H.G., Shivaji The Maratha his Life and Time, Uppal Publication, New Delhi
- 4) जी.एस. सुधा, प्रबंध चिंतन का इतिहास, आर.बी.एस.ए. पब्लिशर्स जयपूर
- 5) अशोक कुमार दुबे, प्रशासकीय विचारक, टी.एम.एच.पब्लिशर्स, नई दिल्ली
- 6) डॉ. सुरेंद्र कटारिया, प्रशासनिक चिंतक, नॅशनल पब्लिकेशन हाऊस, नई दिल्ली
- 7) डॉ. नरेंद्र थोरी, प्रशासनिक विचारक, आर.बी.एस.ए. पब्लिशर्स जयपूर
- 8) जोशी लक्ष्मणशास्त्री, संपादक, मराठी विश्वकोश खंड १० महाराष्ट्र राज्य विश्वकोश निर्मिती मंडळ, मुंबई
- 9) गर्गे स.मा. भारतीय समाजविज्ञान कोश, समाजविज्ञान मंडळ, पुणे 1989
- 10) डॉ. थोरात सुखदेव, बाबासाहेब आंबेडकर नियोजन, जल व विद्युत विकास भूमिका व योगदान, सुगावा प्रकाशन, पुणे ३०
- 11) डॉ. धर्मवीर (आय.ए.एस.), डॉ. आम्बेडकर के प्रशासकीय विचार, वाणी प्रकाशन, दर्यागंज नवी दिल्ली
- 12) प्रा. लक्ष्मण कोत्तापल्ले, पाश्चिमात्य व भारतीय प्रशासकीय विचारवंत, निर्मल प्रकाशन नांदेड
- 13) प्रा. के. आर. बंग, प्रशासकीय विचारवंत, विद्या प्रकाशन, औरंगाबाद
- 12) डॉ. श्याम शिरसाट, डॉ. भगवान बैनाडे व डॉ. जितेंद्र वासनिक, प्रशासकीय विचारवंत, ज्ञानसमिधा पब्लिकेशन, औरंगाबाद

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED
Public Administration
B.A. Third Year Semester - V
Discipline Generic Elective Paper No:- DGEPA-I
Indian Administration-X
(Effective From June 2021)

Course Rational

Indian Constitution and Administration is playing important role in social and economic development of the Nations .The course will throw light on details of the formation and working of Indian Constitution and Administration. The course covers the part which is commonly added in U.P.S.C.,M.P.S.C. and other competitive exams. This course would focus on the Framework Indian Constitution and Administration

Utility of the course

The Content of the course will enable the students to prepare themselves for various competitive examinations such as U.P.S.C.,M.P.S.C. and other competitive examinations. The students will learn and try to understand the functioning of Indian Administrative System. Due to the course the students will be understand the role of administration in Nation development.

Learning Objectives

After studying the course students will have a capacity to understand :

- 1) To Understand the Administrative system of India
- 2) To identify various silent features of Indian Administration.
- 3) To introduce the Historical background of Indian Administration .

Course Content

Periods Marks

1)Historical Background of Indian Administration 10 15

A) Administration in Ancient Period

(With special Reference to Urban Administration of Sindhu Culture period)

B) Administration in Medieval Period

(With special Reference to Revenue Administration of Akbar)

C) Administration in British Period

(Administrative system Under the 1935 Act)

2) Indian Administration :Post 1947	10	15
A) Post independent Structure of Indian Administration		
B) Salient Features of Indian Administration		
3) Union Government and Administration	10	15
a) The President : Power and Functions		
b) Prime Minister : Power and Functions		
c) Council of Minister's : Structure and Functions		
d) Prime Minister's Office : Structure and Functions		
4) Indian Parliament:	10	15
A) Rajya Sabha : Structure & Functions		
B) Lok Sabha : Structure & Functions		
5) Judicial Administration	10	15
A) Supreme Court of India : Structure & Functions		
B) Judicial Activism		

Reference Books

- 1] Mishra B.B., The Central Administration of the East India Company Orford press.Delhi
- 2] Basu Durgadas, Introduction to the constitution of India, Wadhwa, and Co., Nagpur.
- 3] Maheshwari Shriram, Indian Administration, Kitab Mahal, New Delhi.
- 4] Hoshiyar Singh, Indian Administration, Kitab Mahal, New Delhi.
- 5] Vidya Bhushan & Vishnu Bhagwan, Indian Administration, S.Chand & Com., New Delhi.
- 6] Ghai K.K., Indian Government and Politics , Kalyani Publishers, Ludhiyana.
- 7] Gupta Jawaharlal, Union Government and Administration,Dominant Publishers,New Delh
- 8)Ramchandran Padma,Public Administration in India, National Book Trust, New Delhi
- 9) Arora Ramesh, Indian Administration, Vishwas Prakashan, New Delhi
- 10)Jitendra Wasnik, Rural Development Administration in India, HSRA Publications, Bangalore

- 11) Maheshwari Shriram, Indian Administration, Orient Longman, New Delhi
- 12) भोळे भा. ल. , भारतीय गणराज्याचे शासन व राजकारण पिंपळापूरे पब्लिकेशन्स नागपूर
- 13) बंग के आर , भारतीय प्रशासन विद्या प्रकाशन, औरंगाबाद
- 14) डॉ. विळेगावे व्यंकट आणि डॉ. यमलवाड गोविंद भारतीय प्रशासन क्रिएटिव्ह पब्लिकेशन्स नांदेड
- 15) डॉ. सतीश ठोंबरे, भारतीय प्रशासन , अभिजित प्रकाशन , लातूर
- 16) पाटील बी.बी. भारतीय शासन व राजकारण, फडके प्रकाशन कोल्हापूर.
- 17) डॉ. प्रीती पोहेकर, भारतीय प्रकाशन उदय व विकास, अरुणा प्रकाशन लातूर
- 18) डॉ पंचशील एकबेकर & डॉ. उलगडे लक्ष्मण, भारतीय लोकशाही आणि कल्याणकारी राज्य, अरूणा प्रकाशन लातूर
- 19) डॉ. श्यामसुंदर वाघमारे, डॉ. प्रा. सुरेश गजभारे प्रा. सुर्यवंशी, भारतीय प्रशासनाची रूपरेषा, राजमुद्रा प्रकाशन लातूर

Public Administration

B.A. Third Year Semester – V

Discipline Specific Elective Paper No:- DSEPA- I (Or)

Office Administration-X (Or)

(Effective From June 2021)

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
1) Office Administration - Meaning, Importance & Functions	10	15
2) Office Environment	10	15
a) Office Lighting – Meaning and Importance		
b) Noise Control - Meaning and Importance		
c) Sanitation - Meaning and Importance		
3) Office Procedure and Method	10	15
a) Head of Institute – Qualities and Function		
b) Establishment - Function		
c) Filing – Meaning and Method		
4) Working of Office Administration	10	15
a) Manuals – Meaning and Type		
b) Reporting – Type and Importance		

c) Service Book – Objectives and Importance

5) Problems of Office Administration	10	15
a) Red tape – Meaning and Effects		
b) Stress - Causes and Effects		
c) Corruption - Causes and Effects		

Reference Books

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.,Office Management, Nirali Prakashan, Pune.
6. Saideepti H.Koppolu &B.R.Katturwar Personnel Administration, Harshvardhan Publication, Beed
7. डॉ.बन वशिष्ठ ,कार्यालय प्रशासन, अरुणा प्रकाशन लातूर
8. डॉ. मुक्ता सोमवंशी- डॉ.गंगणे, कार्यालय प्रशासन,चिन्मय प्रकाशन औरंगाबाद
- 9) डॉ. एम.एफ.राऊतराये,कार्यालय प्रशासन,न्यूमन प्रकाशन,परभणी

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED
Public Administration

B.A. Third Year Semester - V
Skill Enhancement Course Paper No:-SECPA - III

Disaster Management
(Effective From June 2021)

Course Rational

Disaster Management is very significant to survive in the case of a natural or a man made disaster. and can be defined as the organization and management of resources and responsibilities for dealing with all humanitarian aspects of emergencies in particular preparedness response and recovery.

Utility of the course

In the recent years the branch of Disaster Management has attained unique importance. The course will teach the students the utility of the disaster management.

Course Objectives:

- 1) The Course Introduce and Provides Knowledge of Disaster Management
- 2) To understand the role of various factors in Disaster Management.

Course Content	Periods	Marks
-----------------------	----------------	--------------

Unit :- I

Disaster Management	10	15
----------------------------	-----------	-----------

Meaning and Classification of Disaster

Meaning and Importance Of Disaster Management

Unit :- II	10	15
-------------------	-----------	-----------

Disaster Management Act 2005

A Background of Disaster Management Act.

B Provisions of Disaster Management Act.

Unit :- III

Role of Various Factors in Disaster Management	20	20
-------------------------------------------------------	-----------	-----------

A) Collector

B) Tahsildar

C) Citizens

- D) Media
- E) Local N.G.O.

Reference Books

1. डॉ.बी.एल.फाडीया,लोकप्रशासन,सहित्य भवन पब्लिकेशन आग्रा.
2. डॉ.बिरकेश्वर प्रसादसिंग,लोकप्रशासन,ज्ञानदा प्रकाशन नई दिल्ली
3. डॉ.सुरेंद्र कटारिया,लोकप्रशासन,नॅशनल पब्लिकेशन हाऊस, नई दिल्ली
4. श्री रवींद्र कोल्हे, टाईम मॅनेजमेन्ट,साकेत प्रकाशन औरंगाबाद
6. डॉ.प्रीती पोहेकर, लोकप्रशासनातील नवप्रवाह,अरुणा प्रकाशन लातूर
7. डॉ. शिंदे प्रकाश व डॉ.शेख मोहमद,आपत्ती व्यवस्थापन व अशासकीय संघटनाचे . व्यवस्थापन, अरुणा प्रकाशन लातूर
8. डॉ. रेड्डी उर्मिला, लोकप्रशासनातील कौशल्य विकास कार्यक्रम अरुणा प्रकाशन लातूर
9. डॉ.प्रीती पोहेकर,भारताचे आपत्ती व्यवस्थापन व प्रशासन, सेज भाषा प्रकाशन, नवी दिल्ली

Note : It is obligatory to conduct 40 Periods in one semester for Skill Enhancement Course, per week 4 periods.

C.A.: Continuous Assessment : (25 marks)

- Concern teacher should take **one test of 10 marks, Tutorial of 10 marks and seminar for 05 marks .**

E.S.E. :-End Semester Exam : (25 marks)

End semester exam Should be conduct as per university guidelines for 25 marks.

Study Visit to the Administrative offices (Tahsil Office, Municipal Council/ Gram Panchayat office, Police Station, media representatives Office) and write a **Visit Report for 10 Marks, One Test for 10 marks and Presentation /Interview for 5 Marks.**



Swami Ramanand Teerth Marathwada University, Nanded

**CHOICE BASED CREDIT SYSTEM (CBCS)
SEMESTER PATTERN**

**B.A. Third Year (Semester :-VI)
Subject :- Public Administration
Under Faculty of Humanities
(For Affiliated Colleges)
(With Effective from Nov. 2021)**

Note :

C.A: - Continuous Assessment

ESE :- End of Semester Examination (E.S.E.)

DSE :- Discipline Specific Elective

DGE :- Discipline Generic Elective

SEC :- Skill Enhancement Course

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED

Public Administration

B.A. Third Year Sem. – VI)

Discipline Specific Elective Paper No:- DSEPA:-II (OR)

Western Administrative Thinkers-XI

(Effective From Nov. 2021)

Course Rational

Public Administration is one of the youngest branches of Faculty of Humanities. With the expansion of the activities of modern state, public administration has assumed great significance in modern society. Western Administrative Thinkers and their contribution is an important part of public administration. The main thing is to impart knowledge of western administrative theories.

Utility of the course

The students will be channelized to learn and understand various theories put forth by Modern administrative thinkers regarding public administration and management. Through the narratives described in the course students will be made acquainted with theories advocated by administrative thinkers like Elton Mayo, Abraham Maslow about Human Relations Theory.

Course Objectives:

- 1) To provide basic Knowledge of administrative theories.
- 2) To Understand the western Administrative theory.
- 3) To Familiarize the students with basic Knowledge of modern administrative thoughts.

Course Content	Periods	Marks
1) Woodrow Wilson	10	15
A) Relation between Public Administration & Political Science		
B) Concept of Comparative Public Administration		
2) Max Weber	10	15
A) Theory of Bureaucracy		

B) Types of Authority

3) Herbert Simon

- A) Decision Making Theory **10** **15**
C) Communication Theory

4) F.W. Riggs **10** **15**

- A) Development Administration
B) Prismatic Society
C) SALA Model

5) Abraham Maslow **10** **15**

- A) Motivation Theory
B) Theory of Need Hierarchy

Reference Books

- 1) Sum Sun Nisa Ali, Eminent Administrative Thinkers, Associated Publishing House, New Delhi
- 2) S.R. Maheshwari, Administrative Thinkers, - Mac millan Indian Ltd., Mumbai
- 3) R.K. Sapru, Administrative theory and Management thought, Prentic Hall of India, New Delhi
- 4) जी.एस. सुधा., प्रबंध चिंतन का इतिहास, आर.बी.एस.ए. पब्लिशर्स जयपूर
- 5) अशोक कुमार दुबे, प्रशासकीय विचारक, टी.एम.एच. पब्लिशर्स, नई दिल्ली
- 6) डॉ. सुरेंद्र कटारिया, प्रशासनिक चिंतक, नॅशनल पब्लिकेशन हाऊस, नई दिल्ली
- 7) डॉ. नरेंद्र थोरी, प्रशासनिक विचारक, आर.बी.एस.ए. पब्लिशर्स जयपूर
- 8) प्रा. के. आर. बंग, प्रशासकीय विचारवंत, विद्या प्रकाशन, औरंगाबाद
- 9) प्रा. लक्ष्मण कोत्तापल्ले, पाश्चिमात्य व भारतीय प्रशासकीय विचारवंत, निर्मल प्रकाशन नांदेड
- 10) डॉ. श्याम शिरसाट, डॉ. भगवान बैनाडे व डॉ. जितेंद्र वासनिक, प्रशासकीय विचारवंत, ज्ञानसमिधा पब्लिकेशन, औरंगाबाद
- 11) डॉ. राम जाधव, डॉ. गोविंद येडले, प्रशासकीय विचारसरणी, सिरीयल पब्लिकेशन नवी दिल्ली
- 12) डॉ. अर्जुनराव दर्शनकार, प्रशासकीय विचारवंत, कैलास पब्लिकेशन, औरंगाबाद
- 13) प्रा. जी. एच. बिरादार, प्रशासकीय विचारवंत, कैलास पब्लिकेशन, औरंगाबाद

- 14) डॉ.श्याम वाघमारे व डॉ.सुरेश गजभारे,प्रशासकीय विचारवंत,अरुणा प्रकाशन
लातूर
- 15) डॉ.स्मिता मारवाळीकर,प्रशासकीय विचारवंत, संकल्प प्रकाशन, लातूर

Public Administration

B.A. Third Year Semester – VI

Discipline Generic Elective Paper No:- DGEPA :- II

Indian Constitution & Administration-XII

(Effective From Nov. 2021)

Course Rational

Indian Constitution and Administration is playing important role in social and economic development of the Nations .The course will throw light on details of the formation and working of Indian Constitution and Administration. The course covers the part which is commonly added in U.P.S.C.,M.P.S.C. and other competitive exams. This course would focus on the Framework Indian Constitution and Administration

Utility of the course

The Content of the course will enable the students to prepare themselves for various competitive examinations such as U.P.S.C.,M.P.S.C. and other competitive examinations. The students will learn and try to understand the functioning of Indian Administrative System. Due to the course the students will be understand the role of administration in Nation development.

Learning Objectives

After studying the course students will have a capacity to understand :

- 1)To Understand the formation of Indian Constitution
- 2)To identify the Role of various Constitutional & Other National Bodies.
- 3)To introduce the fundamental Rights and Duties of Citizen .

Course Content	Periods	Marks
1) Indian Constitution	10	15
A) Formation of Indian Constitution		
B) Preamble		
C) Salient Features of Indian Constitution		
2). Constitutional Framework	15	15
A) Fundamental Rights		
B) Fundamental Duties		
C) Directive Principles of State Policy		

3). Constitutional & Other National Bodies : Structure & Functions

- | | | |
|-----------------------------------------------|-----------|-----------|
| 1) Election Commission of India | 15 | 15 |
| 2) Union Public Service Commission [U.P.S.C.] | | |
| 3) Comptroller and Auditor General (C.A.G.) | | |
| 4) National Human Rights Commission. | | |
| 5) NITI Aayog | | |

4). Administrative Reforms in Indian Administration **10** **15**

- A) Meaning and Objectives
- B) First Administrative Reforms Commission
- C) Second Administrative Reforms Commissions

5) New Trends in Indian Administration **10** **15**

- A) Globalization and Administration
- B) Stress Management
- C) Impact of Judicial Activism on Administration

Reference Books

- 1] Mishra B.B., The Central Administration of the East India Company Orford press. Delhi
- 2] Basu Durgadas, Introduction to the constitution of India, Wadhwa, and Co., Nagpur.
- 3] Maheshwari Shriram, Indian Administration, Kitab Mahal, New Delhi.
- 4] Hoshiyar Singh, Indian Administration, Kitab Mahal, New Delhi.
- 5] Vidya Bhushan & Vishnu Bhagwan, Indian Administration, S.Chand & Com., New Delhi.
- 6] Ghai K.K., Indian Government and Politics, Kalyani Publishers, Ludhiyana.
- 7] Gupta Jawaharlal, Union Government and Administration, Dominant Publishers, New Delh
- 8) Ramchandran Padma (1995), Public Administration in India, National Book Trust of India, New Delhi

- 9) Arora Ramesh, Indian Administration, Vishwas Prakashan, New Delhi
- 10) Maheshwari Shriram, Indian Administration, Orient Longman, New Delhi
- 11) भोळे भा. ल. , भारतीय गणराज्याचे शासन व राजकारण पिंपळापूरे पब्लिकेशन्स नागपूर
- 12) बंग के आर, भारतीय प्रशासन विद्या प्रकाशन, औरंगाबा
- 13) डॉ. विळेगावे व्यंकट आणि डॉ. यमालवाड गोविंद, भारतीय प्रशासन, क्रिएटिव्ह पब्लिकेशन्स नांदेड
- 14) डॉ. सतीश ठोंबरे, भारतीय प्रशासन ,अभिजित प्रकाशन ,लातूर
- 15) पाटील बी.बी. भारतीय शासन व राजकारण, फडके प्रकाशन कोल्हापूर.
- 16) डॉ. प्रीती पोहेकर, भारतीय प्रशासन : विकास व व्यवस्था , अरुणा प्रकाशन लातूर
- 17) डॉ पंचशील एकबेकर & डॉ उलगडे लक्ष्मण, भारतीय लोकशाही आणि कल्याणकारी राज्य, अरूणा प्रकाशन लातूर

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED
Public Administration
B.A. Third Year Semester – VI
Discipline Specific Elective Paper No:- DSEPA:-II(Or)

Recent Trends in Public Administration-XI(Or)

(Effective from NOV. 2021)

Course Rational

Public Administration is one of the youngest branches of Faculty of Humanities. With the expansion of the activities of modern state, public administration has assumed great significance in modern society. The impact of Information Technology has given to many new trends which have all branches in public administration. Recent trends is an important part of public administration. The main thing is to impart knowledge of recent trends in public administration.

Utility of the course

The era of Information Technology has given to many new trends which have all walks of life and administration of several offices is not an exception. The said course will help the students to understand such changes and get to it.

Course Objectives:

- 1) To Understand the emerging and recent trends in public administration.
- 2) To Know the Importance of Information Technology in Public Administration.
- 3) To introduce and provide knowledge of Right to Information Act.

Course Content

Course Content	Periods	Marks
1. New Public Administration	10	15
a) Background of New Public Administration		
b) Elements of New Public Administration		
2. New Public Management	10	15
a) Meaning of New Public Management		
b) Elements of New Public Management		
c) Principles of New Public Management		
3. Information Technology & Public Administration	10	15
c) E-Administration - meaning & features		
d) Importance of Information Technology in Public Administration		
4. Right to Information Act.	10	15
e) Meaning & Importance of Right to information Act		

f) Challenges before Right to information in India

5.Issues in Public Administration

10

15

- a. Public – Private Partnership (P.P.P.)
- b. Service Guaranty Act.
- c. Ethics in Administration

Reference Books

1. Y. Parthasaradhi & Other, E-Governance and Indian Society, Kanishka Publishers, New Delhi.
2. B.M. Chitlangi, Recent Trends in Public Administration, RBSA Publishers, Jaipur
3. Vivek K. Singh, Significant Issues in Public Administration, New Delhi
4. Mohit Bhattacharya, New Horizon of public Administration, Jawahar Publishers New Delhi.
5. Amit Bhaduri& Deepak Nayyar, The Intelligent Person's Guide to Liberalization
4. Subhash C. Kashyap - Crime, Corruption & Good Governance, New Delhi
5. BhabaniSengupta, India : The problem of Governance, Delhi Konark
6. Mohit Bhattacharya, Development Administration : Search for Alternatives, Jawahar Publishers, New Delhi
- K. Garg, Electronic Government, Arise Pubshers New Delhi
7. Reddy Urmila. E governance in India, L.A.P.publication Germany 2012
8. Reddy Urmila. Digital India L.A.P. publication Germany 2014
9. Jitendra Wasnik, Public Administration in India, Blue Rose Publishers, New Delhi, 2020
10. अशोक कुमार दुबे, 21 वी शताब्दी मे लोकप्रशासन, टी.एम.एच.पब्लिशर्स, नई दिल्ली
11. डॉ.बी.एल.फाडीया, लोकप्रशासन, सहित्य भवन पब्लिकेशन आग्रा.
12. डॉ.बिरकेश्वर प्रसादसिंग, लोकप्रशासन, ज्ञानदा प्रकाशन नई दिल्ली
13. डॉ.सुरेंद्र कटारिया, लोकप्रशासन, नॅशनल पब्लिकेशन हाऊस, नई दिल्ली
14. डॉ.पंचशील एकंबेकर, डॉ.तरोडे विजय, डॉ.दिपक वाघमारे, लोकप्रशासनातील नवप्रवाह, ओमसाई प्रकाशन नायगाव
15. डॉ.प्रीती पोहेकर, लोकप्रशासनातील नवप्रवाह, अरुणा प्रकाशन लातूर
16. डॉ.संजय भालेराव, माहितीचा अधिकार: दुसऱ्या स्वातंत्र्याचा जाहीरनामा विद्यापब्लिशर्स, औरंगाबाद
17. डॉ.बी.आर.कतुरवार, लोकप्रशासनातील नवीन विचार प्रवाह ओमसाई प्रकाशन , देगलूर
18. डॉ. रेड्डी उर्मिला, ई-प्रशासन विद्या बुक पब्लिकेशन औरंगाबाद 2019

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED

Public Administration

B.A. Third Year Semester - VI

Skill Enhancement Course

Paper No :- SECPA :- IV

Administration of Non-Government Organizations

(Effective from Nov. 2021)

Credits : 02

Periods : 45

Marks : 50

Course Rational

The development process in a democratic form of government can only succeed when the citizens not only associate themselves with planning development programmes but also participate fully in their implementation. Citizens participation through NGOs make the administration responsive to the needs of the peoples. The focus of the course is on the NGOs , their functions and responsibilities.

Utility of the course

In the country like India, the role of NGO is very significant. The purpose of the course is to make the students to analyze the work of NGOs and to inspire them to undertake such project according to his potential and skills.

Course Objectives:

- 1) To Provides Knowledge of Non Government Organization and their Administration.
- 2) To understand the work of N.G.Os in Nation building.
- 3) The ability of Students to understand the Non Government organization and its works.

Course Content

	Periods	Marks
Unit: - I Non Government Organization		
Meaning, Importance, Process of Formation of NGO	15	20
Government organization and Non-Government-Organization: Affinity and Difference		
Unit :- II Administration of N.G.O.	15	15
Meaning, Definition, Nature and Scope of NGOs administration.		

Unit:- III Principal of management **10** **15**
Planning, Organization Staffing, Coordination and Control.

Note : It is obligatory to conduct 45 Periods in one semester for Skill Enhancement Course, per week 3 periods.

Note : It is obligatory to conduct 40 Periods in one semester for Skill Enhancement Course, per week 4 periods.

C.A.: Continuous Assessment: (25 marks)

- Concern teacher should take **one test of 10 marks, Tutorial of 10 marks and seminar for 05 marks .**

E.S.E. :-End Semester Exam : (25 marks)

End semester exam Should be conduct as per university guidelines for 25 marks.

Study Visit to the Administrative offices (Local N.G.O. Offices, Tahsil Office, Municipal Council/ Gram Panchayat office) and write a **Visit Report for 10 Marks, One Test for 10 marks and Presentation /Interview for 5 Marks.**

Reference Books

1. Rajshekhr, D. (Ed), Decentralized Government and NGOs: Issues, strategies and ways forward ” Concept Publishing company, New Delhi.
2. Dantwala. M.L. and others,“Social change through Voluntary action” Sage Publications. 1998 New Delhi.
3. Sangetha Natarajan (Ed.) “A reference manual on Management and Accounting systems in the Voluntary Sector” (HIVOS)
4. Alan Fowler (Eds.):2003, Michael Edwards and “NGOs Management”, Earthsean, New Delhi. 5. Lawani, B.T.1999 ,“NGOs in Development” Rawat Publications.Jaipur and New Delhi.
6. Chandra, Snehalatha:2001,“Non-Governmental Organizations: Structure, relevance and function” Kanishka Publications, New Delhi.
7. Shivani Dharmarajan : 2001,“NGOs as prime movers: Sectorial Action for Social Development” Kanishka Publications, New Delhi.
8. Dr. L.M. Prasad, Principles of Management, Himalaya Publication New Delhi

9.R.K. Sapru, Administrative theory and Management thought, Prentic Hall of India,
New Delhi

- 10 डॉ.बिरकेश्वर प्रसादसिंग,लोकप्रशासन,ज्ञानदा प्रकाशन नई दिल्ली
- 11 डॉ.सुरेंद्र कटारिया,लोकप्रशासन,नॅशनल पब्लिकेशन हाऊस, नई दिल्ली
- 12 प्रा.रूपाली शेठ व प्रा.नेहा पुराणिक व इतर,व्यवस्थापनाची तत्वे व कार्ये,डायमंड प्रकाशन पुणे.
- 13 डॉ.प्रभाकर देशमुख,व्यवसाय व्यवस्थापनाची मुलतत्वे,पिंपळापुरे पब्लिकेशन नागपूर
14. डॉ. शिंदे प्रकाश व डॉ, शेख मोहमद हनीफ,आपत्ती व्यवस्थापन व अशासकीय संघटनाचे व्यवस्थापन, अरुणा प्रकाशन लातूर