



॥ मा विद्या या विमुक्तये ॥

स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठ, नांदेड
'ज्ञानतीर्थ', विष्णुपुरी, नांदेड - ४३१ ६०६ (महाराष्ट्र राज्य) भारत
SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED
'Dnyanteerth', Vishnupuri, Nanded - 431 606 (Maharashtra State) INDIA
Established on 17th September, 1994, Recognized By the UGC U/s 2(f) and 12(B), NAAC Re-accredited with 'B++' grade

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मानवविज्ञान विद्याशाखे अंतर्गत राष्ट्रीय शैक्षणिक धोरणा-२०२० नुसार पदवी प्रथम वर्षाचे अभ्यासक्रम शैक्षणिक वर्ष २०२६-२७ पासून लागू करण्याबाबत.

परिपत्रक

या परिपत्रकान्वये सर्व संबंधितांना कळविण्यात येते की, दिनांक २२ एप्रिल, २०२६ रोजी संपन्न झालेल्या मा. विद्यापरिषदेच्या बैठकीतील विषय क्र. ०५/६४-२०२६ च्या ठरावानुसार मानवविज्ञान विद्याशाखेतील राष्ट्रीय शैक्षणिक धोरण-२०२० नुसार बी.ए. पदवी प्रथम वर्षाचे अभ्यासक्रम (Syllabus) शैक्षणिक वर्ष २०२६-२७ पासून लागू करण्यास मा. विद्यापरिषदेने मान्यता प्रदान केली आहे. त्यानुसार मानवविज्ञान विद्याशाखेतील खालील अभ्यासक्रम शैक्षणिक वर्ष २०२६-२७ पासून लागू करण्यात येत आहेत.

| | |
|--------------------------------|---------------------------------------|
| 1) B.A.F.Y. Economics Syllabus | 9) B.A.F.Y. Pali |
| 2) B.A. F.Y. English | 10) B.A.F.Y. Public Administration |
| 3) B.A.F.Y. Geography | 11) B.A.F.Y. Military Science |
| 4) B.A. F.Y. History | 12) B.A. F.Y. NCC |
| 5) B.A.F.Y. Marathi | 13) B.A.F.Y. Administrative Services |
| 6) B.A.F.Y. Political Science | 14) B.A.F.Y. Sanskrit |
| 7) B.A.F.Y. Sociology | 15) B.A.F.Y. Sociology (NMDC Hingoli) |
| 8) B.A.F.Y. Urdu | |

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/एनईपी/मानवविज्ञान/२०२६-२७/
दिनांक : १७.०६.२०२६

आपला विश्वासू
सहाय्यक कुलसचिव
शैक्षणिक-१ अभ्यासमंडळे विभाग

प्रत माहिती व पुढील कार्यवाहीस्तव :

- १) मा.कुलगुरु महोदयांचे कार्यालय, प्रस्तुत विद्यापीठ
- २) मा.प्र.कुलगुरु महोदयांचे कार्यालय, प्रस्तुत विद्यापीठ
- ३) मा. अधिष्ठाता, मानवविज्ञान विद्याशाखा, प्रस्तुत विद्यापीठ.
- ४) मा. संचालक, परीक्षा व मूल्यमापन मंडळ यांचे कार्यालय, प्रस्तुत विद्यापीठ.
- ५) मा. प्राचार्य/संचालक, सर्व संबंधित संलग्नित महाविद्यालये, प्रस्तुत विद्यापीठ.
- ६) सिस्टम एक्सपर्ट, शैक्षणिक विभाग, प्रस्तुत विद्यापीठ यांना देवून कळविण्यात येते की, सदरील परिपत्रक विद्यापीठाच्या संकेतस्थळावर प्रसिध्द करण्यात यावे.



**SWAMI RAMANAND TEERTH MARATHWADA
UNIVERSITY, NANDED - 431 606**



**(Structure and Syllabus of Four Years Multidisciplinary Degree
Program with Multiple Entry and Exit Option)**

UNDERGRADUATE PROGRAMME OF HUMANITIES

Major in DSC Administrative Services

***Forward by the Dean, Faculty
of Humanities..*** **Under the Faculty of Humanities**

Syllabus BA FY Administrative Services Sem I & II

Effective from Academic year 2026 - 2027 (As per NEP-2020)

National Education Policy 2020 has been announced on 29.07.2020. NEP 2020 proposes a new and forward-looking vision for India's Higher Education System through quality universities and colleges. Its key is in the curriculum and its practical implementation.

The curriculum must be exciting, relevant, and regularly updated to align with the latest knowledge requirements and meet specified learning outcomes. High-quality pedagogy is necessary to impart the curricular material to students successfully; pedagogical practices determine the learning experiences provided to students, thus directly influencing learning

outcomes. The assessment methods must be scientific, designed to improve learning continuously test the knowledge application.

The university's proper framing and development of syllabi will result in the upbringing and nourishment of multidisciplinary and holistic citizens. Emphasis is on outcome-based learning. Every course has well-defined objectives and outcomes. The assessment guidelines also provide clarity and precision to the vision behind prescribing the particular course content.

NEP foresees more vibrant, socially engaged, cooperative communities and a happier, cohesive, cultured, productive, innovative, progressive, and prosperous nation. The introduction of Research Methodology and ethics will widen the vision and broaden the perspectives of the learners.

Introducing Case Studies and Field Projects has created a unique opportunity for the higher education institute to bridge the gap between the academia, industry and the community NEP believes effective learning requires a comprehensive approach that involves an appropriate curriculum, engaging pedagogy, continuous formative assessment, and adequate student support.

We are sure that the Graduate centres of this university and its affiliated colleges will implement the course effectively and successfully, resulting in a healthy and more creative academic ambience.

**Dean, Faculty of Humanities,
Swami RamanandTeerthMarathwada University, Nanded.**

From Desk of Chairman, Board of Studies of the Subject Administrative Services

Program Objectives in Administrative Services

The objective of administrative services and studies is to provide students with the necessary knowledge and skills to manage and lead organizations effectively, whether in the public or private sector. Students in this field should be able to apply theories and concepts to realworld scenarios, make informed decisions, and implement best practices.

Program Learning Outcomes in Administrative Services

Knowledge and Understanding: Students should have a solid understanding of the key concepts, theories, and practices in administrative services and studies.

Analytical and Critical Thinking: Students should be able to analyze and evaluate complex situations and problems, identify appropriate solutions, and make sound decisions based on available evidence.

Communication Skills: Students should be able to communicate effectively, both verbally and in writing, with a variety of stakeholders, including employees, clients, customers, and other external parties.

Leadership and Management: Students should be able to demonstrate effective leadership and management skills, including the ability to motivate and inspire others, delegate tasks, and manage conflicts.

Technical Skills: Students should be proficient in the use of various tools and technologies commonly used in administrative services and studies, such as project management software, financial management systems, and data analytics tools.

Ethical and Professional Behavior: Students should be able to adhere to high ethical and professional standards, including principles of integrity, honesty, transparency, and accountability.

Dr. KalpanaManikraoKadam

Chairman, Board of Studies of the Administrative Services

Swami RamanandTeerthMarathwada University, Nanded

Swami RamanandTeerthMarathwada University, Nanded
Members of the Board of Studies in the subject of
Administrative Services
Under the faculty of Humanities

| Sr No | Name of the Member | Designation | Address with mail id | Contact No. | Signature |
|--------------|-------------------------------------|--------------------|---|--------------------|------------------|
| 1 | <i>Dr. Kalpana Manikrao Kadam</i> | <i>Chairman</i> | <i>N.S.B.College ,Nanded Kmbedre091@gmail.com</i> | 9823791999 | |
| 2 | <i>Dr. Santosh Gunwantrao Patil</i> | <i>Member</i> | <i>Dayanand College of Arts, Latur Spatil2212@gmail.com</i> | 9421363056 | |
| 3 | <i>Dr. Sanjay M. Debade</i> | <i>Member</i> | <i>Degloor College , Degloor smdebde@gmail.com</i> | 9922724292 | |
| 4 | <i>Dr. Balwant Vishnu Ghogare</i> | <i>Member</i> | <i>Shri.Kumarswami College ,Ausa Balvantghogare001@gmail.com</i> | 8830723928 | |
| 5 | <i>Dr . B.C. Wadwale</i> | <i>Member</i> | <i>Peoples College ,Nanded</i> | 7588581808 | |
| 6 | <i>Dr. Bibhisan kare</i> | <i>Member</i> | <i>N.S.B. College Nanded bibhishank@rediffmail.com</i> | 8329738907 | |
| 7 | <i>Dr. Ashwani S. Khandekar</i> | <i>Member</i> | <i>N.S.B. College Nanded Ashwani.s.khandekar@gmail.com</i> | 9922982460 | |



Swami RamanandTeerthMarathwada University, Nanded

Faculty of Humanities (Example- 1 Three Optional)

Structure for Four Year Multidisciplinary Degree Program with Multiple Entry and Exit (For Award of Certificate)

Subject: **First year Structure – Mejour in Administrative Services (DSC) WEF-2026-27**

| Year & Level | Sem ester | Optional-1 | Optional-2 | Optional-3 | Generic Elective (GE) <i>(select from Basket 3 of (Faculties other than Humanities)</i> | Vocational & Skill Enhancement Course | Ability Enhancement Course (AEC) (Basket 4) Value Education Courses (VEC / Indian Knowledge System (IKS) (Basket 5) <i>(Common across allfaculties)</i> | Field Work / Project/Internship/ OJT/ Apprenticeship / Case Study Or Co-curricular Courses (CC) (Basket 6 for CC) <i>(Common across all faculties)</i> | Credits | Total Credits |
|--------------|-----------------|--|---|--|--|--|---|--|-----------|---------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 1 | I | HADMCT1101 (2 Cr) Introduction to administrative services HADMCT1102 (2 Cr) Indian Government & Politics 4 Credits | HADMCT1101 (2 Cr) Introduction to Indian Economy HADMCT1102 (2 Cr) Zoology 4 Credits | HADMCT1101 (2 Cr) Physical Geography HADMCT1102 (2 Cr) Indian Administration 4 Credits | HADMGE1101 2 Credits History of Administrative Services | HADMSC1101 2 Credits Arithmetics-I | AECASE1101 (English) 1101 (2Cr) AECASM 1101 (2Cr) IKS(2Cr) 4 Credits | CCC (2 credits) | 22 | 44 |
| (4.5) | II | HADMCT1151 (2 Cr) Growth & Development of Indian Economy HADMCT1152 (2 Cr) World Geography 4 Credits | HADMCT1151 (2 Cr) (History of Modern India 1885-1947) HADMCT1152 (2 Cr) Botany 4 Credits | HADMCT1151 (2 Cr) Local Government HADMCT1152 (2 Cr) Social Reformers in Maharashtra 4 Credits | HADMGE1151 2 Credits Social Movement | HADMSC1151 2 Credits Arithmetic-II | AECASM 1101 (SL) MAR , (2Cr) VEC (2Cr) 4 Credits | CCC (2 credits) | 22 | |
| | Cum. Cr. | 08 | 08 | 08 | 04 | 04 | 08 | 04 | 44 | |

Exit option: UG Certificate in Opt 1, Opt 2 and Opt 3 on completion of 44 credits and additional 4 credits from NSQF / Internship

Abbreviations:

1. **DSC:** Department/Discipline Specific Core (Major)
2. **DSE:** Department/Discipline Specific Elective (Major)
 3. **DSM:** Discipline Specific Minor
 4. **GE/OE:** Generic/Open Elective
5. **VSEC:** Vocational Skill and Skill Enhancement Course
 6. **VSC:** Vocational Skill Courses
 7. **SEC:** Skill Enhancement Courses
 8. **AEC:** Ability Enhancement courses
9. **ASM :** Marathi for administrative services
10. **IKS:** Indian Knowledge System
11. **VEC:** Value Education Courses
12. **OJT:** On Job Training: (Internship/Apprenticeship)
13. **FP:** Field Projects
14. **CEP:** Community Engagement and Service
15. **CC:** Co-Curricular Courses
16. **RM:** Research Methodology
17. **RP:** Research Project/Dissertation



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities

General Guidelines for course structure:

- 1) The Major subject is the discipline or subject of the main focus and the degree will be awarded in that discipline/subject.
 - 2) Credits and curriculum for optional subjects are same in the first year.
 - 3) In the first year students should choose three different subjects as optional subject in the same faculty.
 - 4) From the second-year curriculum of major and minor subject is the different and student have to select major and minor from three optional subjects.
 - 5) Generic /Open Elective is to be chosen compulsorily from faculty other than that of the Major. (Select from Basket)
 - 6) Vocational and Skill Enhancement Courses (VSEC or VSC and SEC) are related to Major Course (DSC)
 - 7) Ability Enhancement Courses (AEC):
 - a) English language may be offered Sem . I for 2 Credits and sem. III for 2 Cr. in AEC 8)
- Column No. 8 and 9 is common for all faculties.
- 9) Curriculum of VEC, COI, IKS and CCC will provide by university.



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Swami RamanandTeerthMarathwada University, Nanded

Faculty of Humanities. Major in Administrative Services

Basket 1: Major/ Minor (Administrative Services) course for Semester I and II (C): Each of 02 Credits

| Semester | BOS proposing Minor (e g.) | Details of Major/Minor Course (M) | |
|-------------|-----------------------------------|-----------------------------------|---|
| | | CODE | Title of the Course |
| Semester I | 1. BOS in Administrative Services | HADMCT110 1 | Introduction to Administrative Services |
| | | HADMCT110 2 | Indian Government & Politics |
| Semester II | 2. BOS in Administrative Services | HADMCT115 1 | Growth & Development of Indian Economy |
| | | HADMCT115 2 | World Geography |
| | 3. etc. | | |



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities Major in Administrative Services **Basket 3:** **Generic/Open Elective course (GE)**

Each BOS will suggest Generic Elective Courses (minimum one and maximum four) for semester I and II

| | | CODE | Title of the Course |
|--------|--------------------------------|------------|------------------------------------|
| Sem I | BOS in Administrative Services | HADMGE1101 | History Of Administrative Services |
| Sem II | BOS in Administrative Services | HADMGE1151 | Social Movement |

Note: GE is to be chosen compulsory from faculty other than that of the Major.



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities

Basket 4: Languages (AEC and MIL) (Each of 02 Credits for Sem. I and II)



| Semester | Name of the Languages | Details of Second Language (L2) | |
|-------------|-----------------------|---------------------------------|-----------------------------|
| | | CODE | Title of the Course (Paper) |
| Semester I | English (AEC) | AEC1101 | English |
| Semester II | Marathi (AEC) | AEC1151 | Marathi |

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Faculty of Humanities

Basket 5: Indian Knowledge System (02 Credits)

(Each BOS will suggest minimum one paper with curriculum of Indian Knowledge System for semester I)

| Semester | Details of Elective Course(s) | |
|----------|-------------------------------|---------------------|
| | CODE | Title of the Course |

| | | |
|-------------------|------------------------|------------|
| Semester I | IKSADM110 1 | IKS |
|-------------------|------------------------|------------|



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities. Major in Administrative Services
Under Graduate First Year Programme ,Semester I (Level 4.5)
Teaching Scheme

| | Course Code | Course Name | Credits Assigned | | | Teaching Scheme (Hrs./ week 1 Hrs.=60 M.) | |
|--|----------------|---|------------------|-----------|-----------|---|-----------|
| | | | Theory | Practical | Total | Theory | Practical |
| Optional 1 | HADMCT1101 | Introduction Of Administrative Services | 02 | | 02 | 02 | |
| | HADMCT1102 | Indian Government & Politics | 02 | | 02 | 02 | |
| Optional 2 | HADMCT1101 | Introduction of Indian Economy | 02 | | 02 | 02 | |
| | HADMCT1102 | Zoology | 02 | | 02 | 02 | |
| Optional 3 | HADMCT1101 | Physical Geography | 02 | | 02 | 02 | |
| | HADMCT1102 | Indian Administration | 02 | | 02 | 02 | |
| Generic Elective | HADMGE11 01 | History Of Administrative Services | 02 | | 02 | 02 | |
| Vocational & Skill Enhancement Course | HADMSC11 01 | Arithmetic- Part I | 02 | | 02 | 02 | |

| | | | | | | | |
|--|----------------|------------|-----------|--|-----------|-----------|--|
| Ability Enhancement Course /Languages | AECASE110 1 | English | 02 | | | | |
| | ADMIKS110 1 | IKS | 02 | | 04 | 04 | |
| Co-Curricular Courses | | CCC | 02 | | 02 | 02 | |
| Total Credits | | | 22 | | 22 | 22 | |



Swami RamanandTeerthMarathwada University, Nanded
Faculty of Humanities. Major in Administrative Services
Under Graduate First Year Programme, Semester II (Level 4.5)Teaching Scheme

| | Course Code | Course Name | Credits Assigned | | | Teaching Scheme (Hrs./ week 1 Hrs.=60 M.) | |
|--------------------------|-------------|--|------------------|-----------|-----------|--|-----------|
| | | | Theory | Practical | Total | Theory | Practical |
| Optional 1 | HADMCT1151 | Growth & Development of Indian Economy | 02 | | 02 | 02 | |
| | HADMCT1152 | World Geography | 02 | | 02 | 02 | |
| Optional 2 | HADMCT1151 | History Of Modern India 1885-1947 | 02 | | 02 | 02 | |
| | HADMCT1152 | Boatny | 02 | | 02 | 02 | |
| Optional 3 | HADMCT1151 | Local Government | 02 | | 02 | 02 | |
| | HADMCT1152 | Social Reformers in Maharashtra | 02 | | 02 | 02 | |
| Generic Electives | HADMGE1151 | Social Moement | 02 | | 02 | 02 | |

| | | | | | | | |
|--|------------|--------------------------|----|--|-----------|----|--|
| Vocational & Skill Enhancement Course | HADMSC1151 | Arithmetic Part II | 02 | | 02 | 02 | |
| Ability Enhancement Course/ Languages | AECADM1151 | AEC (SL) MARATHI | 02 | | 04 | 04 | |
| | ADMIKS1151 | VES(INDIAN CONSTITUTION) | 02 | | | | |
| Co-Curricular Courses | | CCC | 02 | | 02 | 02 | |



| | | | | | | | |
|--------------|--|--|-----------|--|-----------|-----------|--|
| Total | | | 22 | | 22 | 22 | |
|--------------|--|--|-----------|--|-----------|-----------|--|

Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities Major in Administrative Services

Under Graduate First Year Programme, Semester I (Level 4.5)

Examination Scheme

[20% Continuous Assessment (CA) and 80% End Semester Examination (ESE)]

| Subject (1) | Course Code (2) | Course Name (3) | Theory | | | | Total Col. (6+7) / (09) |
|----------------|--------------------|--------------------|----------------------------|----------------|-------------------|------------------------------------|-------------------------------|
| | | | Continuous Assessment (CA) | | | ESE | |
| | | | Test I (4) | Test II (5) | Assignment (6) | Avg of T1+T2+Assi. /3 (7) | |

| | | | | | | | | |
|-------------------|------------|---|----|----|----|----|----|----|
| Optional 1 | HADMCT1101 | Introduction to Administrative Services | 10 | 10 | 10 | 20 | 30 | 50 |
| | HADMCT1102 | Indian Government & Politics | 10 | 10 | 10 | 20 | 30 | 50 |
| Optional 2 | HADMCT1101 | Introduction Indian Economy | 10 | 10 | 10 | 20 | 30 | 50 |
| | HADMCT1102 | Zoology | 10 | 10 | 10 | 20 | 30 | 50 |
| Optional 3 | HADMCT1101 | Physical Geography | 10 | 10 | 10 | 20 | 30 | 50 |
| | HADMCT1102 | Indian Administration | 10 | 10 | 10 | 20 | 30 | 50 |

| | | | | | | | | |
|--|------------|---------------------|----|----|----|----|----|----|
| General Elective | HADMGE1151 | Social Moement | 10 | 10 | 10 | 20 | 30 | 50 |
| Vocational & Skill Enhancement Course | HADMSC1151 | Arthmetic Part II | 10 | 10 | 10 | 20 | 30 | 50 |
| Ability Enhancement Course /Languages | AECADM1151 | AEC (ENG) | 10 | 10 | 10 | 20 | 30 | 50 |
| Indian Knowledge System (IKS) | VECCOI1151 | INDIAN CONSTITUTION | 10 | 10 | 10 | 20 | 30 | 50 |
| Co-Curricular Courses | | CCC | 10 | 10 | 10 | 20 | 30 | 50 |



Swami RamanandTeerthMarathwada University, Nanded

Faculty of Humanities. Major in ----(Subject)----- Under

Graduate First Year Programme, Semester II (Level 4.5)

Examination Scheme

[20% Continuous Assessment (CA) and 80% End Semester Examination (ESE)]

| Subject (1) | Course Code (2) | Course Name (3) | Theory | | | | Total Col (7+8)] (9) | |
|-------------------|-----------------------|---|----------------------------|----------------|-------------------|------------------------------------|--------------------------------|--------------|
| | | | Continuous Assessment (CA) | | | ESE | | |
| | | | Test I (4) | Test II (5) | Assignment (6) | Avg of T1+T2+Assi. /3 (7) | | Total (8) |
| Optional 1 | HADMCT1151 | Growth & Development of Indian Economy | 10 | 10 | 10 | 20 | 30 | 50 |
| | HADMCT1152 | World Geography | 10 | 10 | 10 | 20 | 30 | 50 |
| Optional 1 | HADMCT1151 | History Of Modern India 1885-1947 | 10 | 10 | 10 | 20 | 30 | 50 |
| | HADMCT1152 | Boatny | 10 | 10 | 10 | 20 | 30 | 50 |
| Optional 1 | HADMCT1151 | Local Government | 10 | 10 | 10 | 20 | 30 | 50 |
| | HADMCT1152 | Social Reformers in Maharashtra | 10 | 10 | 10 | 20 | 30 | 50 |

| | | | | | | | | |
|--|------------|-----------------------------|----|----|----|----|----|----|
| Generic Electives | HADMGE1151 | Social Movement | 10 | 10 | 10 | 20 | 30 | 50 |
| Vocational & Skill Enhancement Course | HADMSC1151 | Airthmetic Part-II | 10 | 10 | 10 | 20 | 30 | 50 |
| Ability Enhancement Course/ Languages | AECADM1151 | Marathi | 10 | 10 | 10 | 20 | 30 | 50 |
| Value Education Course (VEC) | IKSXXX1151 | INDIAN CONSTITUTIONS | 10 | 10 | 10 | 20 | 30 | 50 |
| Co-Curricular Courses | | CCC | 10 | 10 | 10 | 20 | 30 | 50 |

Swami RamanandTeerthMarathwada University, Nanded

Faculty of Humanities.Major in Administrative Services

Under Graduate First Year Programme, Semester I

Course Structure:Optional 1,2,3 - Teaching Scheme

(for 2 credits)

| Subject | Course Code | Course Name (Paper Title) | Teaching Scheme (Hrs.) | | Credits Assigned | | |
|------------|-------------|---|------------------------|-----|------------------|-----|-------|
| | | | Theory | CA | Theory | CA | Total |
| Optional 1 | HADMCT1101 | Introduction To Administrative Services | 30 | --- | 02 | --- | 02 |
| | HADMCT1102 | Indian Government & Politics | 30 | --- | 02 | --- | 02 |
| Optional 2 | HADMCT1101 | Introduction To Indian Economy | 30 | --- | 02 | --- | 02 |
| | HADMCT1102 | Zoology | 30 | --- | 02 | --- | 02 |
| Optional 3 | HADMCT1101 | Physical Geography | 30 | --- | 02 | --- | 02 |
| | HADMCT1102 | Indian Administration | 30 | --- | 02 | --- | 02 |

Swami RamanandTeerthMarathwada University, Nanded

Faculty of Humanities.Major in Administrative Services

Under Graduate First Year Programme, Semester II

Course Structure:Optional 1,2,3 - Teaching Scheme

(for 2 credits)

| Subject | Course Code | Course Name (Paper Title) | Teaching Scheme (Hrs.) | | Credits Assigned | | |
|-------------------|-------------|--|------------------------|-----|------------------|-----|-------|
| | | | Theory | CA | Theory | CA | Total |
| Optional 1 | HADMCT1151 | Growth & Development of Indian Economy | 30 | --- | 02 | --- | 02 |
| | HADMCT1152 | World Geography | 30 | --- | 02 | --- | 02 |
| Optional 1 | HADMCT1151 | History Of Modern India 1885-1947 | 30 | --- | 02 | --- | 02 |
| | HADMCT1152 | Boatny | 30 | --- | 02 | --- | 02 |
| Optional 1 | HADMCT1151 | Local Government | 30 | --- | 02 | --- | 02 |
| | HADMCT1152 | Social Reformers in Maharashtra | 30 | --- | 02 | --- | 02 |

Optional 1,2,3 - Assessment Scheme

| Subject | Course Code (2) | Course Name (3) | Theory | | | | | ESE (8) | Total [Col (7+8)] |
|-------------------|--------------------|---|---------------|----------------|-------------------|------------|------------------------------|------------|-------------------------|
| | | | CA | | | | | | |
| | | | Test I (4) | Test II (5) | Assignment (6) | Attendance | Avg of T1+T2+Assi. (4) | | |
| Optional 1 | HADMCT1151 | Growth & Development of Indian Economy | 05 | 05 | 06 | 04 | 20 | 30 | 50 |
| | HADMCT1152 | World Geography | 05 | 05 | 06 | 04 | 20 | 30 | 50 |
| Optional 2 | HADMCT1151 | History Of Modern India 1885-1947 | 05 | 05 | 06 | 04 | 20 | 30 | 50 |
| | HADMCT1152 | Boatny | 05 | 05 | 06 | 04 | 20 | 30 | 50 |
| Optional 3 | HADMCT1151 | Local Government | 05 | 05 | 06 | 04 | 20 | 30 | 50 |
| | HADMCT1152 | Social Reformers in Maharashtra | 05 | 05 | 06 | 04 | 20 | 30 | 50 |

GUIDELINES FOR COURSE ASSESSMENT:

A. Continuous Assessment (CA) (40% of the Maximum Marks):

This will form 20% of the Maximum Marks and will be carried out throughout the semester. It may be done by conducting **Two Tests and one Assignment**. Average of marks scored in these two tests and one assignment of a theory paper will make CA .

B. End Semester Assessment (60% of the Maximum Marks):

(For illustration we have considered a paper of 02 credits, 50 marks and need to be modified depending upon credits of individual paper)

- 1. ESA Question paper will consists of 6 questions. Each of 10 marks for 2 Cr. pattern and 15 marks for 3 Cr. pattern. (BOS may change scheme of marking.)**
- 2. There will be 4- 5 sub questions in Question No. 1**
- 3. Question No.1 will be compulsory and shall be based on entire syllabus.**
- 4. Students are required to solve a total of 4 Questions.**
- 5. Students need to solve ANY THREE of the remaining Five Question (Q.2 to Q.6) and shall be based on entire syllabus.**

C. Assessment of Term Work/ Tutorial/Field Works:

At least 06 test / assignments covering entire syllabus must be given during the ‘class wise tutorial’. The assignments should be students’ centric and attempts be made to make assignments more meaningful, interesting and innovative.

Term work assessment must be based on overall performance of the student with every assignments graded time to time. The grades be converted to marks as per ‘credit and grading system’ manual and should be added and averaged.

D. Assessment of Community Engagement Services:

Students have freedom to take more than one CES/CC courses, however, marks of the best performing CES/CC be considered for final assessment. Assessment of the CES/CC courses be done by the respective course coordinators depending on the performance of the student and his participation in the international, national, state, university, college level events or camps, wherever applicable. In other cases performance of a student be assessed depending on his/her regularity, participation in the regular activities in the semester.

Note:Number of lectures required to cover syllabus of a course depend on number of credit assigned to it. For example, for a two credit course, 30 lectures each of one hour duration are assigned, while that for a three credit course 45. lectures.

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Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities. Major in Administrative Services

Under Graduate First Year Programme, Semester - I

Paper Code :HADMCT1101,

Title : Introduction to Administrative Services

Curriculum Details

Course pre-requisite:

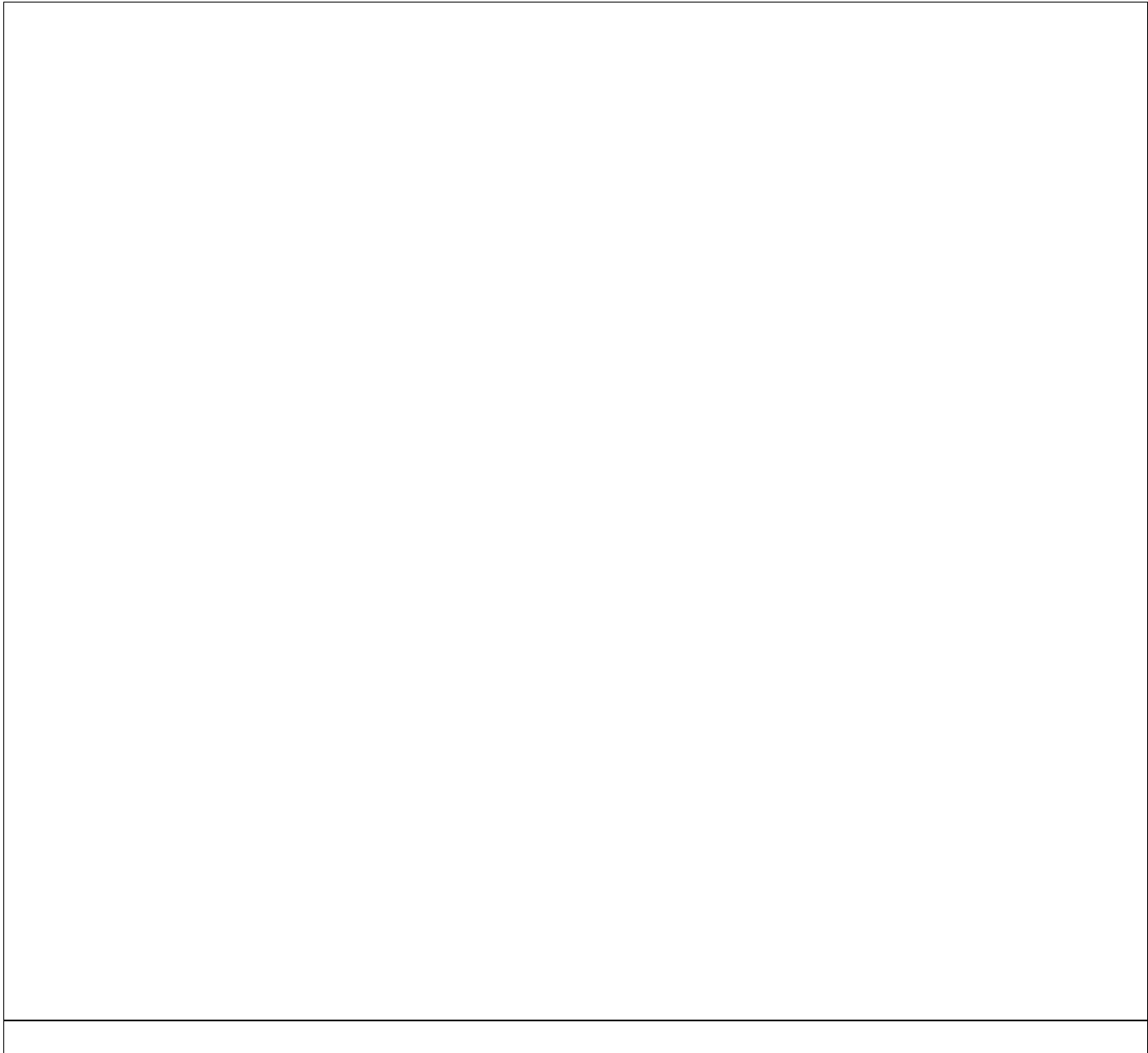
- 1. All faculties H.S.C. Passed Students**
- 2. Any Students who is Eligible to entire at level 4.5**

Course objectives:

- To introduce the elements of central Government Indian Parliament Judiciary and State Government etc. in the Constitution.**
- To introduce the system of government in the constitution.**
- To understand the elements of central Government, Parliament, Judiciary and state Government etc. in the Constitution.**
- To develop interest in the elements of the constitution, Central Government parliament, Judiciary and State Government etc.**

Course outcomes:

- There will be an introduction to the central government, parliament, judiciary and state government in India.**
- Central Government, Parliament, Judiciary, State Government in India will be understood as a component of the administrative system.**
- The students will develop an interest in the Indian administrative system of the Central Government, Parliament, Judiciary, State Government etc.**
- The students will develop competencies in India's Central Government, Parliament, Justice, Administration State Government etc.**



Swami Ramanand Teerth Marathwada University,

Nanded

Faculty of Humanities Major in Administrative Services.

Paper Code : HADMCT1101, Title : Introduction to Administrative Services (MEJOR) Curriculum Details: (for 2 Credits)

| Module No. | UnitNo. | Topic | Hrs. Required to cover the contents 1 Hrs.=60 M. |
|------------|------------|---|---|
| 1.0 | | Administrative service | 8 |
| | 1.1 | Meaning and nature | |
| | 1.2 | Role of administrative services | |
| | 1.3 | Importance of administrative services | |
| 2.0 | | Types of Indian Administrative Services | 8 |
| | 2.1 | IAS | |
| | 2.2 | IPS | |
| | 2.3 | IFOS | |
| 3.0 | | Background of recruitment | 7 |
| | 3.1 | Process of recruitment | |
| | 3.2 | Written exam/ Interview | |
| | 3.3 | Changing nature of recruitment | |
| 4.0 | | Training | 7 |
| | 4.1 | Meaning and definition/ nature | |
| | 4.2 | Object of training | |
| | 4.3 | Importance of training | |
| | | Total | 30 |

23

Text Books:

1. State Board 6th to 10th Political Science.

2. State Board 11th to 12th Political Science. 3. NCERT 6th Std. To 12th Std. Political Science.

References

1. M. Laxmikant - Indian Polity
2. Choudhari - Constitution of India
3. BasuDurgadas - Constitution of India
4. KashyapSubhash - Our Parliament.
5. RanjanKolambe - Indian Constitution and Administration.
6. Mahesh Shinde - Our Constitution
7. V.K. Singh - Constitution of India
8. TukaramJadhav - Indian Constitution and Politics.



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities. Major in Administrative Services
Under Graduate First Year Programme, Semester - I
Paper Code : HADMCT1102, Title : Indian Government & Politics
Curriculum Details

Course pre-requisite:

1. All faculties H.S.C. Passed Students
2. Any Students who is Eligible to entire at level 4.5

Course objectives:

- To develop respect and appreciation for Indian Democracy among students
 - Background formation features of the constitution surname federal citizenship
 - fundamental rights guidelines introduction to Government functioning system.
- To introduce the basic concepts in the constitution.
- To understand the elements of constitution background creation features surname □federal citizenship fundamental rights guidelines government functioning etc. □Background fromation features of the constitution surnama federal citizenship □basic rights guidelines Principles of government functioning etc.

Course outcomes:

- Students will develop a taste for Indian democracy.
- The students will be infroduced to the background of the constiution, Surnama, Federal Citizenship, Fundamental Rights, Guidelines, Governmental Functioning.
- Students will understand all the concepts in the constitution.
- Students will develop an interest in understanding all the concepts of the constitution



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities Major in Administrative Services.
Paper Code : HADMCT 1102, Title : Indian Government & Politics
Curriculum Details: (for 2 Credits)

| Module No. | Unit No. | Topic | Hrs. Required to cover the contents 1 Hrs.=60 M. |
|------------|------------|--|---|
| 1.0 | | Federal system of India | 8 |
| | 1.1 | Nature of Indian federalism | |
| | 1.2 | Centre state relations- Administrative relations, executive relations and economic relations | |
| | 1.3 | Work distribution (Sanghasuchi, Rajyasuchi, Samavartisuchi) | |
| 2.0 | | Structure and function of major commissions and boards | 8 |
| | 2.1 | Central information commission | |
| | 2.2 | National minorities commission | |
| | 2.3 | National woman commission | |
| 3.0 | | The union legislature | 7 |
| | 3.1 | Parliament | |
| | 3.2 | Speaker and deputy speaker | |
| | 3.3 | Parliamentary committees | |
| 4.0 | | Amendment | 7 |
| | 4.1 | 42nd amendment | |
| | 4.2 | 44th amendment | |
| | 4.3 | 73rd amendment | |

| | | | |
|--|--|--------------|-----------|
| | | Total | 30 |
|--|--|--------------|-----------|

Text Books:

- 1. State Board 6th to 10th Political Science.**
- 2. State Board 11th to 12th Political Science.**
- 3. NCERT 6th Std. To 12th Std. Political Science.**

References :

- 1. M. Laxmikant - Indian Polity**
- 2. Choudhari - Constitution of India**
- 3. BasuDurgadas - Constitution of India**
- 4. KashyapSubhash - Our Parliment.**
- 5. RanjanKolambe - Indian Constitution and Administration.**
- 6. Mahesh Shinde - Our Constitution**



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities. Major in Administrative Services

Under Graduate First Year Programme, Semester - I

**Paper Code : HADMCT1101, Title : Introduction to Indian Economy
(Major) Curriculum Details**

Course pre-requisite:

1. All faculties H.S.C. Passed Students
2. Any Students who is Eligible to entire at level 4.5

Course objectives:

- To give aspirant information about structure of Indian Economy.
- Aspirant should know the status of Indian Economy.
- To insure to the student about the problem of Indian Economy.
- Make able student to compare Economy to other Indian Economy.
- Make aware to the student to know the trend in Indian Economy.

Course outcomes:

- * Student can know the status and structure of Economy.
- * Student get's knowledge about Indian Economy.
- * The syllabus helps to understand the aspects about Economy.
- * Student can know the problems in Indian Economy.
- * It is useful to various competitive exam.
- * Student can able to know the trend Indian Economy.
- * It help to compare economy with other Indian Economy



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities, Major in Administrative Services

**Paper Code :HADMCT1101, Title : Introduction to Indian Economy
(Major)**

Curriculum Details: (for 2 Credits)

| Module No. | UnitNo. | Name of Topic | Hrs. Required to cover the contents 1 Hrs.=60 M. |
|-------------------|----------------|--|---|
| 1.0 | | Fundamental concept of Economy | 8 |
| | 1.1 | Meaning and types of Economy | |
| | 1.2 | Structure of Indian Economy | |
| | 1.3 | Charectorstries of Indian Economy | |
| 2.0 | | National Income | 8 |
| | 2.1 | Meaning of national income. | |
| | 2.2 | Methods of national income. | |
| | 2.3 | Various concepts of national income : GDP, GNP, NDP,NNP etc. | |
| 3.0 | | Challenges before Indian Economy | 7 |
| | 3.1 | Unemployment | |
| | 3.2 | Poverty | |
| | 3.3 | MPI, GHI, Gini Coefficient | |
| 4.0 | | Foreign Trade | 7 |
| | 4.1 | Meaning and structure of Foreign Trade | |
| | 4.2 | Concept of BOP, BOT | |
| | 4.3 | Direction, Structure & Trend in Foreign Trade. | |
| | | Total | 30 |

Text Books:

1. State Board 11th Economics ,
2. State Board 12th Economics
3. NCERT 6th Std. To 12th Std. Economics.

References :

1. Datta&Sundaram - Indian Economy
 2. Desai Bhalerao - Indian Economy
 3. Ramesh Singh - Indian Economy
 4. Mishra &Puri - Indian Economy
 5. Kate &Bhosale - Indian Economy
 6. RanjanKolambe - Indian Economy
 7. Kiran G. Desale - Indian Economy
 8. GovindJadhav - Indian Economy Notes
 9. Rajesh Umbarkar- Statistical Method
-



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities. Major in Administrative Services
Under Graduate First Year Programme, Semester - I

Paper Code : HADMCT1102, Title : Zoology
Curriculum Details

Course pre-requisite:

1. All faculties H.S.C. Passed Students
2. Any Students who is Eligible to entire at level 4.5

Course objectives:

- To introduce students to different animals
- To give information about the characteristics of animals
- To give information about the Human body and anatomy
- Creating awareness about human nutrition
- To give information about various human disease and their remedies
- To inform about Heredity and genetics traits

Course outcomes:

- Knowlades of animal characteristics and diversity among animals
- Knowledge of human body and anatomy
- A scientific approach will developed
- Dietary awareness is created



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities Major in Administrative Services.

Paper Code : HADMCT1102, Title : Science - Zoology
Curriculum Details: (for 2 Credits)

| Module No. | UnitNo. | Topic | Hrs. Required to cover the contents 1 Hrs.=60 M. |
|-------------------|----------------|--|---|
| 1.0 | | Cell and Tissue | 8 |
| | 1.1 | Animal Cell – Structure and function | |
| | 1.2 | Animal Tissue – Types and Characteristics | |
| | 1.3 | Epithelial Tissue , Connective , Muscular Tissue | |
| 2.0 | | Human Anatomy | 8 |
| | 2.1 | Digestive system, cardioyascular | |
| | 2.2 | System, Nervous System | |
| | 2.3 | Reproduction System | |
| 3.0 | | Nutrients | 7 |
| | 3.1 | Carbohydrate –Classification ,Source , Fun | |
| | 3.2 | Protien – Classification . Source , Funaction | |
| | 3.3 | Fat ,Vitamins , Saults | |
| 4.0 | | Human Disease and Remedies | 7 |
| | 4.1 | Symptoms and Signs of disease | |
| | 4.2 | Types of disease , Bacterial Disease –TB | |
| | 4.3 | Viral Disease – Hepatitis | |
| | | Total | 30 |

Text Books:

1. State Board - 8th , 9th ,10th - Pune
2. NCERT - 8th , 9th ,10th - Delhi
3. NCERT – 11th ,12th - Zoology

References :

1. SachinBhaske – Genreal Science –Dnyandeep Academy -Pune
2. Anil Kolte – Competitive Science –Winner Publication
3. Chanrrakant Gore – Genreal science Part -2 –Unique Academy



Swami RamanandTeerthMarathwada University, Nanded
Faculty of Humanities.Major in Administrative Services

Under Graduate First Year Programme, Semester - I

Paper Code : HADMCT1101, Title : Physical Geography . (Major)
Curriculum Details

Course pre-requisite:

1. All faculties H.S.C. Passed Students
2. Any Students who is Eligible to entire at level 4.5

Course objectives:

- To give information about the physical geography of the world □Providing information about the earths interior □To explain the movement of the earths crust.
- Providing information about earthquakes and vokanoes.
- To give information about rocks and weathering.
- To give information about different landforms.
- To inform about the geography of the world appearing in the competitive examination

Course outcomes:

- Students will know about the physical geography of the world.
- Students will know about the interior of the earth.
- The students were informed about the movement of earths shield
- Students will be ableto understand the earts internal changes and earthquakes and vokanoes
- There will be information about rocks and weathering
- Various landforms will be known
- Students can solve question on world geography in the competitive examination.



Swami RamanandTeerthMarathwada University, Nanded
Faculty of Humanities, Major in Administrative Services
Paper Code: HADMCT1101, Title: Physical Geography .(Major)
Curriculum Details: (for 2 Credits)

| Module No. | Unit No. | Name of Topic | Hrs. Required to cover the contents 1 Hrs.=60 M. |
|------------|------------|--|---|
| 1.0 | | Introduction to Geography | |
| | 1.1 | Definition ,Nature ,Scope of geography | 8 |
| | 1.2 | Branches of geography | |
| | 1.3 | Solar system | |
| | | | |
| 2.0 | | Movements of Earth's crust | |
| | 2.1 | Theory of continental drift | 8 |
| | 2.2 | Plate tectonics theory | |
| | 2.3 | Internal forces | |
| | | | |
| 3.0 | | Rocks and Weathering | |
| | 3.1 | Rock types | 7 |
| | 3.2 | Types of weathering | |
| | 3.3 | Landslide | |
| | | | |
| 4.0 | | Geological Processes | |
| | 4.1 | River work | 7 |
| | 4.2 | Glacier work | |
| | 4.3 | Wind work | |
| | | | |
| | | Total | 30 |

Text Books:

1. State Board – 2020 – 8th Geography.3,Pune, VivekGosavi

2. State Board – 2021 – 9th Geography.2,Hyderabad, VivekGosavi3.State Board – 2022 – 10th Geography.3,Pune, VivekGosavi 4. NCERT – 2021 – 11th Geography.5,Delhi.

References :

1. Savindra Singh – 2019 – Physical Geography – 6th–Allahbad–Parvalika Publication
2. Gov Cheng leong– 2021- certificate physical geography and Human geography -5 th- oxford india
3. Ritesh Kumar – 2020 – world geography -2th –prayagrad–corcwn publications
4. D.R. Khullor– 2019 - physical geography – 5th–Gorkhapur– Access publishing.
5. Dr. Mahesh More – 2016 - physical geography -2th –Latur–Dhurya publications.
6. Mazid Husain – 2020 – world geography - 5th– Gorakhpur – MC Grawhill.
7. ArjunWagh– Futuristic Trends in Social Science Vol -2
8. ArjunWagh- Agro service centers and dynamic Progress in Agricultural.
9. ArjunWagh- irrigation its impact on cultivated area.



Swami RamanandTeerthMarathwada University, Nanded
Faculty of Humanities.Major in Administrative Services
Under Graduate First Year Programme, Semester - I
Paper Code :HADMCT1102 , Title : Indian Administration (*Major*)

Curriculum Details

Course pre-requisite:

1. All faculties H.S.C. Passed Students
2. Any Students who is Eligible to entire at level 4.5

Course objectives:

- To introduce the elements of central Government Indian Parliament Judiciary and State Government etc. in the Constitution.
- To introduce the system of government in the constitution.
- To understand the elements of central Government, Parliament, Judiciary and state Government etc. in the Constiution.
- To develop interest in the elements of the constitution, Central Government parliament, Judiciary and State Government etc.

Course outcomes:

- **There will be an introduction to the central government, parliament, judiciary and state government in India.**
- **Central Government, Parliament, Judiciary, State Government in India will be understood as a component of the administrative system.**
- **The students will develop an interest in the Indian administrative system of the Central Government, Parliament, Judiciary, State Government etc.**
- **The students will develop competencies in India's Central Government, Parliament, Judstice, Administration State Government etc.**



Paper Code :HADMCT1102 , Title : Indian Administration . (Major)
Curriculum Details: (for 2 Credits)

| Module No. | UnitNo. | Name of Topic | Hrs. Required to cover the contents 1 Hrs.=60 M. |
|-------------------|----------------|-------------------------------------|---|
| 1.0 | | Evaluation of Indian administration | |
| | 1.1 | Ancient period | 8 |
| | 1.2 | Pre British period | |
| | 1.3 | British period | |
| | | | |
| 2.0 | | Government and administration | |
| | 2.1 | Executive | 8 |
| | 2.2 | Legislature | |
| | 2.3 | Judiciary | |
| | | | |
| 3.0 | | Constitutional agencies | |
| | 3.1 | Union Public Service Commission | 7 |
| | 3.2 | Election commission | |
| | 3.3 | National ST/ SC commission | |
| | | | |
| 4.0 | | Citizen oriented administration | |
| | 4.1 | Right to Information | 7 |
| | 4.2 | e-government | |
| | 4.3 | Good governance | |
| | | | |
| | | Total | 30 |

Text Books

1. State Board 6th to 10th Political Science.
2. State Board 11th to 12th Political Science.
3. NCERT 6th Std. To 12th Std. Political Science.

References :

1. M. Laxmikant - Indian Polity
 2. Choudhari - Constitution of India 3. BasuDurgadas - Constitution of India
 4. KashyapSubhash - Our Parliment.
 5. RanjanKolambe - Indian Constitution and Administration.
 6. Mahesh Shinde - Our Constitution
 7. V.K. Singh - Constitution of India
 8. TukaramJadhav - Indian Constitution and Politics.
 9. B.V. Ghogare- Administrative Thinker
 10. B.V. Ghogare- Public Administrative ISBN 978-93-85162-37-2
-



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities. Major in Administrative Services

Generic Elective Course (GE)

Under Graduate First Year Programme, Semester - I

Paper Code : HADMGE1101,

**Title : History of Administrative Services *Curriculum
Details***

Course pre-requisite:

- 3. All faculties H.S.C. Passed Students**
- 4. Any Students who is Eligible to entire at level 4.5**

Course objectives:

- **To introduce the elements of central Government Indian Parliament Judiciary and State Government etc. in the Constitution.**
- **To introduce the system of government in the constitution.**
- **To understand the elements of central Government, Parliament, Judiciary and state Government etc. in the Constiution.p**
- **To develop interest in the elements of the constitution, Central Government parliament, Judiciary and State Government etc.**

Course outcomes:

- **There will be an introduction to the central government, parliament, judiciary and state government in India.**
- **Central Government, Parliament, Judiciary, State Government in India will be understood as a component of the administrative system.**
- **The students will develop an interest in the Indian administrative system of the Central Government, Parliament, Judiciary, State Government etc.**
- **The students will develop competencies in India's Central Government, Parliament, Justice, Administration State Government etc.**



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities Major in Administrative Services.

Generic Elective Course (GE)

Paper Code : HADMGE1101,
Title : History of Administrative Services (MEJOR)
Curriculum Details: (for 2 Credits)

| Module No. | UnitNo. | Topic | Hrs. Required to cover the contents 1 Hrs.=60 M. |
|------------|------------|---|---|
| 1.0 | | Administrative service | 8 |
| | 1.1 | Meaning and nature | |
| | 1.2 | Role of administrative services | |
| | 1.3 | Importance of administrative services | |
| 2.0 | | Types of Indian Administrative Services | 8 |
| | 2.1 | IAS | |
| | 2.2 | IPS | |
| | 2.3 | IFOS | |
| 3.0 | | Background of recruitment | 7 |
| | 3.1 | Process of recruitment | |
| | 3.2 | Written exam/ Interview | |
| | 3.3 | Changing nature of recruitment | |
| 4.0 | | Training | 7 |
| | 4.1 | Meaning and definition/ nature | |
| | 4.2 | Object of training | |
| | 4.3 | Importance of training | |
| | | Total | 30 |

Page No.41

Text Books:

4. State Board 6th to 10th Political Science.
5. State Board 11th to 12th Political Science. 6. NCERT 6th Std. To 12th Std. Political Science.

References

1. M. Laxmikant - Indian Polity
2. Choudhari - Constitution of India 3. BasuDurgadas - Constitution of India
4. KashyapSubhash - Our Parliament.
5. RanjanKolambe - Indian Constitution and Administration.
6. Mahesh Shinde - Our Constitution
7. V.K. Singh - Constitution of India
8. TukaramJadhav - Indian Constitution and Politics.



SEC

Under Graduate First Year Programme, Semester - I

Paper Code :HADMSC1101,

Title :Arithmetic (Part I SEC)

Curriculum Details

Course pre-requisite:

- 5. All faculties H.S.C. Passed Students**
- 6. Any Students who is Eligible to entire at level 4.5**

Course objectives:

-To introduce the elements of central Government Indian Parliament Judiciary and State Government etc. in the Constitution.
- To introduce the system of government in the constitution.
- To understand the elements of central Government, Parliament, Judiciary and state Government etc. in the Constiution.p
- To develop interest in the elements of the constitution, Central Government parliament, Judiciary and State Government etc.

Course outcomes:

- There will be an introduction to the central government, parliament, judiciary and state government in India.
- Central Government, Parliament, Judiciary, State Government in India will be understood as a component of the administrative system.
- The students will develop an interest in the Indian administrative system of the Central Government, Parliament, Judiciary, State Government etc.
- The students will develop competencies in India's Central Government, Parliament, Judstice, Administration State Government etc.



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities Major in Administrative Services.

SEC

Paper Code : HADMSC1101

Title : Arithmetic Part 1(SEC)

Curriculum Details: (for 2 Credits)

| Module No. | UnitNo. | Topic | Hrs. Required to cover the contents 1 Hrs.=60 M. |
|------------|------------|--|---|
| 1.0 | | Number System | 8 |
| | 1.1 | Types of Numbers | |
| | 1.2 | Numbers-Divisibility Test, Series, Place Value | |
| | 1.3 | BODMAS Rule | |
| 2.0 | | Lcm & Fraction | 8 |
| | 2.1 | Least Common Multiple(LCM) | |
| | 2.2 | Highest Common Factors (HCF) | |
| | 2.3 | Fraction | |
| 3.0 | | Power | 7 |
| | 3.1 | Square , Square root, | |
| | 3.2 | Cube Cuberoot | |
| | 3.3 | Indices | |
| 4.0 | | Geometry | 7 |
| | 4.1 | Angle | |
| | 4.2 | Triangle | |
| | 4.3 | Circle | |

| | | | |
|--|--|--------------|-----------|
| | | Total | 30 |
|--|--|--------------|-----------|

Text Books:

1. State Board 6th to 10th Political Science.
2. State Board 11th to 12th Political Science.
3. NCERT 6th Std. To 12th Std. Political Science.

References

- 1) *SampurnaGanit – ChaitaliPrakashan*
- 2) *SpardhaParikshaGanit – NitinPrakashan*
- 3) *Maths Magic – G. Kiran*
- 4) *SampurnAnkaganit V Buddhimatta Souolution2nd Edition Marathi 2020- Sai Publication*



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities .Major in Administrative Services

Under Graduate First Year Programme, Semester-I

Paper Code: AECASE 1101 Title : English (*Ability Enhancement Course*)

Curriculum Details

Coursepre-requisite:

1. All faculties H.S.C .Passed Students
2. Any Students who is Eligible to entire at level 4.5

Courseobjectives:

- It helps to use the language effectively
 - To develop students insight into the structure of English language
 - To develop students sensibility to wards correctness and appropriate of language
- To prepare them for competitive exams

Course out comes:

- Write an effective introduction and conclusion
- Product a well –Organized academic essay
- Produce appropriate vocabulary and correct word form □Use a variety of accurate sentence structures



Swami RamanandTeerthMarathwada University,

Nanded

Faculty of Humanities Major in Administrative Services.

Paper Code: AEC1101, Title: English (Ability Enhancement Course)

Curriculum Details: (for 2 Credits)

| Module No. | UnitNo. | Topic | Hrs. Required to cover the contents 1Hrs.=60 M. |
|------------|------------|---|--|
| 1.0 | | PARTS OF SPEECH | 8 |
| | 1.1 | Identification & function of parts of speech | |
| | 1.2 | Correct usage of parts of speech | |
| | 1.3 | Formation of words | |
| 2.0 | | TENSE | 8 |
| | 2.1 | Active & Passive Tenses | |
| | 2.2 | Application/Usage of tenses | |
| | 2.3 | Correct form of verb & Tense sequences | |
| 3.0 | | TRANSFORMATION | 7 |
| | 3.1 | Voice | |
| | 3.2 | Simple, Complex & Compound Sentences | |
| | 3.3 | Degree, Direct And Indirect Speech | |
| 4.0 | | CLAUSES | 7 |
| | 4.1 | Different types of clauses & sub kinds | |
| | 4.2 | Clause Analysis | |
| | 4.3 | Correct usage of clauses in a sentence Mistakes made in using conjunctions while joining clauses | |

| | | | |
|--|--|--------------|-----------|
| | | Total | 30 |
|--|--|--------------|-----------|

References:

A.J.ThomsonandA.V.Martinet-

PracticalEnglishGrammar Paul and Suri - English

Grammar

WrenandMartin-EnglishGrammar



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities. Major in Administrative Services
Under Graduate First Year Programme, Semester - II
Paper Code : HADMCT1151,
Title : *Growth and Development Indian Economy Curriculum*
Details

Course pre-requisite:

1. All faculties H.S.C. Passed Students
2. Any Students who is Eligible to entire at level 4.5

Course objectives :

- * Student should give the information about growth of economy.**
- * Give knowledge to the student about development of economy.**

- * Student can know the various development model.**
- * To know the problems in developing process.**
- * To understand the modern concept of development.**

Course outcomes :

- * To analyzing economic development of India.**
- * Student can understand problem in developing.**
- * Student can know the development status of economy.**
- * Student can know the structure of five year planning in India.**
- * It is helpful to all Competitive Exam**



Swami RamanandTeerthMarathwada University, Nanded

Faculty of Humanities Major in Administrative Services.

Paper Code : HADMCT1151, Title : Growth and Development Of Indian Economy Curriculum

Details: (for 2 Credits)

| Module No. | UnitNo. | Topic | Hrs. Required to cover the contents 1 Hrs.=60 M. |
|-------------------|----------------|---|---|
| 1.0 | | Concept of Growth and Development | 8 |
| | 1.1 | Economic Growth | |
| | 1.2 | Economic Development | |
| | 1.3 | Charactorstics and indicators | |
| 2.0 | | Various Development Model | 8 |
| | 2.1 | Indian development Model | |
| | 2.2 | Balanced development Model | |
| | 2.3 | Imbalanced development Model | |
| 3.0 | | Indian Planning | 7 |
| | 3.1 | Meaning structure and types of planning | |
| | 3.2 | Five year plan (1st to 12th) | |
| | 3.3 | NITI AYOG, planning commission etc. | |
| 4.0 | | Population and sustainable development | 7 |
| | 4.1 | Theories of population | |
| | 4.2 | Census – 2011 | |
| | 4.3 | SDG's MDG's and it's index. | |
| | | Total | 30 |

Text Books:

- 1. State Board Economics ,**
- 2. NCERT Text Book.**

References :

- 1. Vimal Jain - Economic Development**
- 2. Patil&Jagtap - Economic Policy & planning**
- 3. Gaikwad J.P. - Development Economics & planning**
- 4. PurohitVasudha - Development Economics**
- 5. KiranDesale - Development Economics.**



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities. Major in Administrative Services

Under Graduate First Year Programme, Semester - II

Paper Code : HADMCT1152,

Title : World Geography .

Curriculum Details

Course pre-requisite:

1. All faculties H.S.C. Passed Students
2. Any Students who is Eligible to entire at level 4.5

Course objectives:

To introduce physical geography.

To Provide information about the earth's climate

To inform about oceanography on earth

To explain the classification of climates on earths.

To prepare the students for the competitive examination with respect to the subjects of geography.

Course outcomes:

Students will be introduced to physical geography

Students will know the basic elements of earth climate.

Oceanography will be introduced

Classification of earth's climate will be studied

It will help students to solve world geography questions in competitive examination



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities Major in Administrative Services.

Paper Code : HADMCT1152,

Title : World Geography .

Curriculum Details: (for 2 Credits)

| Module No. | Unit No. | Topic | Hrs. Required to cover the contents 1 Hrs.=60 M. |
|------------|------------|-------------------------------------|---|
| 1.0 | | Atmosphere | 8 |
| | 1.1 | Atmospheric factors | |
| | 1.2 | Layers of the Atmosphere | |
| | 1.3 | Climatic factors | |
| 2.0 | | Inventions in the Atmosphere | 8 |
| | 2.1 | Heat Budget | |
| | 2.2 | Air pressure and winds | |
| | 2.3 | Vapor, Precipitation , cyclone | |
| 3.0 | | Classification of weather | 7 |
| | 3.1 | Coppins classification | |
| | 3.2 | Trivarta classification | |
| | 3.3 | Thornvet Classification | |
| 4.0 | | Oceanography | 7 |
| | 4.1 | Structure of ocean | |
| | 4.2 | Ocean temperature and salinity | |
| | 4.3 | Ocean currents and tides | |

| | | | |
|--|--|--------------|-----------|
| | | Total | 30 |
|--|--|--------------|-----------|

Page No.

Text Books:

1. State Board – 2020 – 8th Geography.3,Pune, VivekGosavi
2. State Board – 2021 – 9th Geography.2,Hyderabad, VivekGosavi 3. State Board – 2022 – 10th Geography.3,Pune, VivekGosavi 4. NCERT – 2021 – 11th Geography.5,Delhi.

References :

1. Savindra Singh – 2019 – Physical Geography – 6th – Allahbad –Parvalika Publication
2. Gov Cheng leong – 2021- certificate physical geography and Human geography -5 th- oxford india
3. Ritesh Kumar – 2020 – world geography -2th –prayagrad – corcwn publications
4. D.R. Khullor – 2019 - physical geography – 5th – Gorkhapur – Access publishing.
5. Dr. Mahesh More – 2016 - physical geography -2th – Latur – Dhurya publications.
6. Mazid Husain – 2020 – world geography - 5th – Gorakhpur – MC Grawhill.



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities. Major in Administrative Services

Under Graduate First Year Programme, Semester - II

Paper Code : HADMCT1151,

Title : History of Modern India 1885-1947 (.)

(Major)

Curriculum Details

Course pre-requisite:

1. All faculties H.S.C. Passed Students
2. Any Students who is Eligible to entire at level 4.5

Course objectives:

- Introducing Modern India
- To understand the background of pre congress nationalist organizations and national congress in india
- To give an account of socio religious movements in india
- Inform about the contemporary movement in india
- To inform the revolutionary movement

Course outcomes:

- **Students will be introduced to modern india**
- **Students will get to know about nationalist congress and nationalist congress before congress in india**
- **Social reform movement will be known**
- **Knowledge of contemporary movement in india will be understood**
- **The revolutionary movement will be known**



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities, Major in Administrative Services

Paper Code : HADMCT1151

**Title :History of Modern India 1885-1947 (.) Curricular
Details :(for 2 Credits)**

| Module No. | UnitNo. | Name of Topic | Hrs. Required to cover the contents 1 Hrs.=60 M. |
|------------|------------|---|---|
| 1.0 | | Social Religious Reform movement in india | 8 |
| | 1.1 | Social Reform in Hinduism | |
| | 1.2 | Social Reform in Muslim | |
| | 1.3 | Social Reform in Shikh and Parshi | |
| 2.0 | | Former connngress nationalist organization of india | 8 |
| | 2.1 | Province of Bengal | |
| | 2.2 | Province of Mumbai | |
| | 2.3 | Province of Madras | |
| 3.0 | | National Congress | 7 |
| | 3.1 | Mawal Group | |
| | 3.2 | Jahal Group | |
| | 3.3 | Gandhi Group | |
| | | | |

| | | | |
|------------|------------|------------------------------|-----------|
| 4.0 | | Contemporary Movement | |
| | 4.1 | Partition of Bengal | 7 |
| | 4.2 | Homerole Movement | |
| | 4.3 | Muslim League | |
| | | Total | 30 |

Text Books:

1. State Board – 2017 -7th History – First –Mumbai –VivekGosavi
2. State Board – 2020 -8th History – Second –latur–VivekGosavi
3. State Board – 2017 -9th History – Second –Hydrabad–VivekGosavi
4. NCERT – 8th – History – This is how indiahappend - Delhi

References

1. Bipin Chandra – 2001 – History of Modern India -10th - Delhi –Orient Vlackswanpvt.ltd
 2. AbhishekSrivastava -2016 - History of Modern India –2th - Gorakhpur - DishaPubication
 3. Rajiv Ahir– 2001 - Modern India –27th - Delhi – Spectrum Books pvt.ltd.
 4. Dr. Mahesh More - 2021 - Modern India – 2th - latur–Rajmudra Publication.
 5. Raj Malhotra– 2011 - Modern India 8th -Delhi - person
-



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities. Major in Administrative Services

Under Graduate First Year Programme, Semester - II

Paper Code : HADMCT1152,

Title : Botany .

Curriculum Details

Course pre-requisite:

1. All faculties H.S.C. Passed Students
2. Any Students who is Eligible to entire at level 4.5

Course objectives:

- To inform the students about various elements of plants.
- To inform the students about various life activities of plants.
- To create environmental awareness among students.
- To create environmental friendly life style among students.
- Creating a scientific perspective.

Course outcomes:

- Students will get to know about various elements of plants
- Information will be given about the lifecycle of plants
- Environmental awareness will be created
- It will help to create friendly lifestyle
- A scientific approach will help in conservation

Page No.



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities Major in Administrative Services.

Paper Code : HADMCT1152

Title : Botany .

Curriculum Details: (for 2 Credits)

| Module No. | UnitNo. | Topic | Hrs. Required to cover the contents 1 Hrs.=60 M. |
|------------|------------|--|---|
| 1.0 | | Part and Funaction of Plant | 8 |
| | 1.1 | Roots, Flowers | |
| | 1.2 | Stems , Fruits | |
| | 1.3 | Leaves , Seeds | |
| 2.0 | | Cell and Tissue | 8 |
| | 2.1 | Plants cell –Structure and Funaction | |
| | 2.2 | Plants Tissue – Types and Characterstics | |
| | 2.3 | Meristematic Tissue ,Permenant Tissue | |
| 3.0 | | Classification of Plants | 7 |
| | 3.1 | Plants Kingdom - cryptogamis | |
| | 3.2 | Phaneroganae - Sixmnosperm | |
| | 3.3 | Angiosperms | |
| 4.0 | | Plants Disease and remedies | 7 |
| | 4.1 | Symptoms and signs of diseqse | |
| | 4.2 | Types of disease | |
| | 4.3 | Remedies of disease | |
| | | Total | 30 |

Text Books:

- 1. State Board - 8th , 9th , 10th - Pune**
- 2. NCERT - 8th , 9th , 10th - Delhi**
- 3. NCERT – 11th , 12th - Botnoy**

References :

- 1. SachinBhaske – Genreal Science –Dnyandeep Academy -Pune**
- 2. Anil Kolte – Competitive Science –Winner Publication**
- 3. Chanrrakant Gore – Genreal science Part -2 –Unique Academy**



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities. Major in Administrative Services

Under Graduate First Year Programme, Semester - II

Paper Code : HADMCT1151,

Title : Local Government .

Curriculum Details

Course pre-requisite:

1. All faculties H.S.C. Passed Students
2. Any Students who is Eligible to entire at level 4.5

Course objectives:

- To inform the students about various elements of plants.
- To inform the students about various life activities of plants.
- To create enviourmental awareness among students.
- To create enviourmental friendly life style among students.
- Creating a scientific perspective.

Course outcomes:

- Students will get to know about various elements of plants
- Information will be given about the lifecycle of plants
- Enviourmental as awareness will be created
- It will help to creat friendly lifestyle
- A scientific approach will help in conservation



Swami RamanandTeerthMarathwada University, Nanded

Faculty of Humanities Major in Administrative

Services. Paper Code : HADMCT1151

Title : Local Government . Curriculum

Details: (for 2 Credits)

| Module No. | UnitNo. | Topic | Hrs. Required to cover the contents 1 Hrs.=60 M. |
|------------|------------|--|---|
| 1.0 | | Local Government | 8 |
| | 1.1 | Meaning, Features & Importance | |
| | 1.2 | Ancient Period , Medieval Period & British Period | |
| | 1.3 | Commuity Development Program , Balvantrai Mehta Samiti, VasantraoNaikSamiti | |
| 2.0 | | Panchyat raj – Compositions & Function | 8 |
| | 2.1 | ZillhaParishad | |
| | 2.2 | PanchyatSamiti | |
| | 2.3 | Gram Panchyat ,Gramsabha | |
| 3.0 | | Arban Government | 7 |
| | 3.1 | Municipal Corporation | |
| | 3.2 | MunicipalCouncil | |
| | 3.3 | Nagar Panchyat | |
| 4.0 | | Seventy third &sevent Fourth Constitutional Amendents | 7 |
| | 4.1 | Seventy third Constitutional Amendenment-Provission | |
| | 4.2 | Seventy Fourth Constitutional Amendenment-Provission | |
| | 4.3 | Impact of Seventy third & Seventy Fourth Amendents | |
| | | | 30 |

Text Books:

1. State Board - 8th, 9th, 10th - Pune
2. NCERT - 8th, 9th, 10th - Delhi
3. NCERT – 11th, 12th - Botnoy

References :

1. लोकप्रशासनातीलनर्-प्रर्ाह ISBN No : ISBN978-81-908790-0-3
RECENT TRENDS IN PUBLIC ADMINISTRATION - लेखकडॉ.
पंचशीलएकंबेकरप्रा. वदपकर्ाघमारेप्रा. वर्जयतरोडे
2. एम. लक्ष्मीकांत - इंडियनपॉव्लटीवहंदी
3. तुकारामजाधर् - भारतीयसंवर्धानभरतीयराजकारर्
4. महेशवशरापूरकर - भारतीयसंवर्धानभरतीयराजकारर्
5. महेशवशंदे - आपलेसंवर्धानज्ञानवदपप्रकाशनपुरे
6. व्ही.के. वसंहवशलरंतवसंह- भारतीयसंवर्धान
7. चौधरी - भारताचेसंवर्धानलॉ. पब्लिकेशसव
8. भास्करलक्ष्मर्भोळे- भारतीयगरर्ज्याचेशासनआवरर्जकारर्
9. कोळंबेरंजन- भारतीयराज्यघटनाआवर्प्रशासन



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities. Major in Administrative Services

Under Graduate First Year Programme, Semester - II

Paper Code : HADMCT1152,

Title : Social Reformers In Maharashtra .

Curriculum Details

Course pre-requisite:

1. All faculties H.S.C. Passed Students
2. Any Students who is Eligible to entire at level 4.5

Course objectives:

- To inform the students about various elements of plants.
- To inform the students about various life activities of plants.
- To create enviourmental awareness among students.
- To create enviourmental friendly life style among students.
- Creating a scientific perspective.

Course outcomes:

- Students will get to know about various elements of plants
- Information will be given about the lifecycle of plants
- Enviourmental as awareness will be created
- It will help to creat friendly lifestyle
- A scientific approach will help in conservation



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities Major in Administrative Services.

Paper Code : HADMCT1152

Title : Social Reformers In Maharashtra .

Curriculum Details: (for 2 Credits)

| Module No. | UnitNo. | Topic | Hrs. Required to cover the contents 1 Hrs.=60 M. |
|-------------------|----------------|-------------------------|---|
| 1.0 | | VinobaBhave | 8 |
| | 1.1 | Thoughts on education | |
| | 1.2 | Bhoobanvojana | |
| | 1.3 | Concept On gramswarjy | |
| 2.0 | | DhondoKeshavKarve | 8 |
| | 2.1 | Thoughts on education | |
| | 2.2 | Women Welfere | |
| | 2.3 | Samajswasthya | |
| 3.0 | | Dr. Baba SahebAmbedkar | 7 |
| | 3.1 | Thoughts on education | |
| | 3.2 | Thoughts On Natioinlism | |
| | 3.3 | Thoughts On Agriculture | |
| 4.0 | | Mahatma JotibaPhule | 7 |
| | 4.1 | Thoughts on education | |
| | 4.2 | Thoughts On Agriculture | |
| | 4.3 | SatyashodhahakSamaj | |
| | | | 30 |

Text Books:

1. State Board - 8th ,9th ,10th - Pune
2. NCERT - 8th ,9th ,10th - Delhi
3. NCERT – 11th ,12th - Botnoy

References :

1. Introductory Sociology – Ramnath Sharma
2. Caste and Race in India – Dr. G.S. Ghurye
3. Social Change in India – B. Kuppuswami
4. Sociology of Religion- Thomas Odea
5. Contemporary Sociological- P Sorokin
6. मुलभूतसमाजशास्त्रीयसंकल्पना- प्रा. तातेरार्सखरामपर्ळे, प्रा. सपनावदनकररार्पाटील
(पर्ळे)



Swami RamanandTeerthMarathwada University, Nanded

Faculty of Humanities.Major in Administrative Services

General Elective (GE)

Under Graduate First Year Programme, Semester - II

Paper Code : HADMGE1151,

Title : Social Movement .

Curriculum Details

Course pre-requisite:

1. All faculties H.S.C. Passed Students
2. Any Students who is Eligible to entire at level 4.5

Course objectives:

- To inform the students about various elements of plants.
- To inform the students about various life activities of plants.
- To create enviourmental awareness among students.
- To create enviourmental friendly life style among students.
- Creating a scientific perspective.

Course outcomes:

- Students will get to know about various elements of plants
- Information will be given about the lifecycle of plants
- Enviourmental as awareness will be created
- It will help to creat friendly lifestyle
- A scientific approach will help in conservation



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities Major in Administrative Services.

Paper Code :HADMGE1151

**Title : Social Movement .Curriculum
Details: (for 2 Credits)**

| Module No. | UnitNo. | Topic | Hrs. Required to cover the contents 1 Hrs.=60 M. |
|------------|------------|-----------------------------------|---|
| 1.0 | | Social Movement | 8 |
| | 1.1 | Meaning &Definetion | |
| | 1.2 | Basic Elements | |
| | 1.3 | Importance | |
| 2.0 | | ShetkariChalwal | 8 |
| | 2.1 | Historical Backrjround | |
| | 2.2 | Nature/Features | |
| | 2.3 | ImporTance | |
| 3.0 | | VidyarthiChalwal/Student Movement | 7 |
| | 3.1 | Historical Backrjround | |
| | 3.2 | Goal OF The VidyarthiChalwal | |
| | 3.3 | Achivement/Importance | |
| 4.0 | | Environment Almovement | 7 |
| | 4.1 | Historical Backrjround | |
| | 4.2 | Manin Goal | |
| | 4.3 | SustainalDvelopment | |

Text Books:

1. State Board - 8th, 9th, 10th - Pune
2. NCERT - 8th, 9th, 10th - Delhi
3. NCERT - 11th, 12th - Botnoy

References :

1. Introductory Sociology - Ramnath Sharma
2. Caste and Race in India - Dr. G.S. Ghurye
3. Social Change in India - B. Kuppuswami
4. Sociology of Religion- Thomas Odea
5. Contemporary Sociological- P Sorokin
6. मुलभूतसमाजशास्त्रीयसंकल्पना- प्रा. तातेरासखरामपर्ळे, प्रा. सपनावदनकररार्पाटील (पर्ळे)



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities. Major in Administrative Services

SEC

Under Graduate First Year Programme, Semester - II

Paper Code : HADMSC1151,

Title : Arithmetic Part-II SECCurriculum

Course pre-requisite:

1. All faculties H.S.C. Passed Students
2. Any Students who is Eligible to entire at level 4.5

Course objectives:

- To inform the students about various elements of plants.
- To inform the students about various life activities of plants.
- To create enviourmental awareness among students.
- To create enviourmental friendly life style among students.
- Creating a scientific perspective.

Course outcomes:

- Students will get to know about various elements of plants
- Information will be given about the lifecycle of plants
- Enviourmental as awareness will be created
- It will help to creat friendly lifestyle
- A scientific approach will help in conservation

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Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities Major in Administrative Services.
Paper Code :HADMSC1151 Title : Arithmetic – Part II
Curriculum Details: (for 2 Credits)

| Module No. | Unit No. | Topic | Hrs. Required to cover the contents 1 Hrs.=60 M. |
|------------|------------|-------------------------------------|---|
| 1.0 | | Mensuration | 8 |
| | 1.1 | Meterimeter | |
| | 1.2 | Area | |
| | 1.3 | Volume | |
| 2.0 | | Trigonometry | 8 |
| | 2.1 | Trigonometric Identities | |
| | 2.2 | Trigonometric Ration | |
| | 2.3 | Heights & Distances | |
| 3.0 | | Probability | 7 |
| | 3.1 | Mean Of Grouped Data | |
| | 3.2 | Mode & Median Of Grouped Data | |
| | 3.3 | Relation Between Central Tendencies | |
| 4.0 | | Statistics | 7 |
| | 4.1 | Area Of Triangle | |
| | 4.2 | Distance Formula | |
| | 4.3 | Section Formula | |

Text Books:

1. State Board - 8th, 9th, 10th - Pune
2. NCERT - 8th, 9th, 10th - Delhi
3. NCERT – 11th, 12th - Botnoy

References

- 1) *SampurnaGanit – ChaitaliPrakashan*
- 2) *SpardhaParikshaGanit – NitinPrakashan*
- 3) *Maths Magic – G. Kiran*
- 4) *SampurnAnkaganit V Buddhimatta Souolution2nd Edition Marathi
2020- Sai Publication*



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities. Major in Administrative Services

Under Graduate First Year Programme, Semester - II

Paper Code :AECASM1101, Title :

मराठी Curriculum Details (for 2 credits)

Course pre-requisite:

१. सर्ववर्षाशाखा H S C उत्तीर्वर्षार्थी.
२. कोर्तेहीवर्षार्थीजेपूर्वस्तर ४.५ साठी पात्र आहेत.

Course objectives:

१. भाषेतीलव्याकरणाचेमहत्वसमजूनघेणे .
२. संधीचेस्वरूपसमजूनघेणे.
३. नामाचावलंगर्चनांनुसारअभ्यासकरणे.
४. नामाचीवर्भक्तीसामान्यरूपसमजूनघेणे.

मराठीभाषेवर्षयीआर्डवनमावर्करणे.

Course outcomes:

१. संधीचेप्रकारसांगतायेईल .
२. जोडाक्षरेआवर्जोडरीफोडकरूनदाखतयेईल.
३. नामाच्याप्रकारांचापररचयहोईल.
४. नामाचेवलंगर्चनसांगतायेईल.
५. वर्धार्थांमध्येभाषेतीललेखन, रचनर्भषकींशल्यवर्कवसतहोईल .



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities Major in Administrative Services. Paper Code :AECASM 1101

Title : मराठी

Curriculum Details: (for 2 Credits)

| Module No. | UnitNo. | Topic | Hrs. Required to cover the contents 1 Hrs.=60 M. |
|-------------|------------|----------------|---|
| 1. 0 | | वर्करीशब्दजाती | 8 |
| | 1.1 | सर्वनाम | |
| | 1.2 | वर्शेषर् | |
| | 1.3 | वियापद | |

| | | | |
|------------|------------|-------------------------------|-----------|
| 2.0 | | अवर्करीशब्दजाती | 8 |
| | 2.1 | वियावर्षेर्षअव्यये | |
| | 2.2 | शब्दयोगीअव्यये | |
| | 2.3 | उभयान्वयीर्केर्लप्रयोगीअव्यये | |
| 3.0 | | प्रयोगवर्चर | 7 |
| | 3.1 | कतवरीप्रयोग | |
| | 3.2 | कमवर्ीप्रयोग | |
| | 3.3 | भार्ेप्रयोग | |
| 4.0 | | शब्दवसद्धी | 7 |
| | 4.1 | शब्दवसद्धीम्हर्जेकाय | |
| | 4.2 | वसद्धशब्द | |
| | 4.3 | सावधतशब्द | |
| | | | 30 |

References:

१. दादोबापांडुरांगतरखंडकर -महाराष्ट्रभाषेचेव्याकरण
२. मोकेदामले - शास्त्रीयमराठीव्याकरण
३. गहकेळकर - मराठीव्याकरणाचीमुलतत्वे
४. मोरावाळंबे - सुगममराठीव्याकरणवलेर्न
५. बाळासाहेबशशांदे - पररपूणखमराठीव्याकरण
- ६.डॉआशालतागुट्टेम्डम - अद्यावतमराठीव्याकरणवशब्दणखव
७. कृष्णश्रीशनवासअर्ुखनवाडकर - मराठीव्याकरणवादआशणप्रवाद
८. मोरेकेशवदामले - शास्त्रीयव्याकरण



Swami Ramanand Teerth Marathwada University, Nanded.

Faculty of Humanities. Major/ Minor in Administrative Services

Under Graduate FirstYear Programme, Semester VI

Paper Code Title Credits

HADMFP1301 FP (Administrative Service) 04

GUIDELINES FOR COURSE ASSESSMENT:

A. Continuous Assessment (CA) (20% of the Maximum Marks):

This will form 20% of the Maximum Marks and will be carried out through out the semester. It may be done by conducting Two Tests and one Assignment. Average of marks scored in these two tests and one assignment of a theory paper will make CA .

B. End Semester Assessment (80% of the Maximum Marks):

(For illustration we have considered a paper of 02 credits, 50 marks and need to be modified depending upon credits of individual paper)

1. ESA Question paper will consists of 6 questions. Each of 20 marks for 2 Cr. pattern and 15 marks for 3 Cr. pattern. (BOS may change scheme of marking.)
2. There will be 4-5 sub questions in Question No.1
3. Question No.1 will be compulsory and shall be based one entire syllabus.
4. Students need to solve ANY THREE of the remaining Five Question (Q.2 to Q.6) and shall

. be based on entire syllabus.

5. Students are required to solve a total of 4 Questions.

Question Paper Pattern

OJ Q.1 Write Short Notes (Compulsory Questions based on entire Syllabus)

20

Attempt any 3 questions from Q.No.2 to Q.No.6

Q.2 Question on module – 1 20

Q.3 Question on module – 2 20

Q.4 Question on module – 3 20

Q.5 Question on module – 4 20

Q.6 Question on module - 4 20

C. Assessment of Term Work/Tutorial/Field Works:

At least 06 test / assignments covering entire syllabus must be given during the 'class wise tutorial'. The assignments should be students' centric and attempts be made to make assignments more meaningful, interesting and innovative.

Term work assessment must be based on overall performance of the student with every assignments graded time to time. The grades be converted to marks as per 'credit and grading system' manual and should be added and averaged.

D. Assessment of Community Engagement Services:

Students have free do not take more than one CES/CC courses ,however ,marks of the best performing

CES/CC be considered for final assessment. Assessment of the CES/CC courses be done by the respective course coordinators depending on the performance of the student and his participation in the

international, national, state, university, college level events or camps, wherever applicable. In other cases performance of a student be assessed depending on his/her regularity, participation in the regular

activities in the semester.

Note: Number of lectures required to cover syllabus of a course depend on number of credit assigned to it. For example, for a two credit course, 30 lectures each of one hour duration are assigned ,while that for a three credit course 45 lectures



SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

DSC/DSM End Semester Exam (ESE)

FACULTY OF HUMANITIES

B.A.FIRST YEAR Administrative Services

Question Paper Pattern

With effect from 2026-27

Time: 1.30 Hrs.

Marks: 30

Note:

1. Question No.1 is Compulsory

Question Paper Pattern

With effect from 2026-27

Time: 1.30 Hrs.

Marks: 30

Note:

1. Question No.1 is Compulsory
2. Students are required to solve a total of 03 questions
3. Students need to solve ANY TWO of the remaining Four questions (Q.02 to 05)

Q. 1 Write Short Notes (All) 10 Marks

- A)
- B)
- C)
- D)

| | | |
|------|----------------------|----------|
| Q. 2 | Descriptive question | 10 Marks |
| Q. 3 | Descriptive question | 10 Marks |
| Q. 4 | Descriptive question | 10 Marks |
| Q. 5 | Descriptive question | 10 Marks |



SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

VSC/SEC End Semester Exam (ESE)

FACULTY OF HUMANITIES

B.A.FIRST YEAR Administrative Services

Question Paper Pattern

With effect from 2026-27

Time: 1.30 Hrs.

Marks: 30

Note:

1. Question No.1 is Compulsory
2. Students are required to solve a total of 03 questions
3. Students need to solve ANY TWO of the remaining Four questions (Q.02 to 05)

Q. 1 Write Short Notes (All) 10 Marks

A)

B)

C)

D)

Q. 2 Descriptive question 10 Marks

Q. 3 Descriptive question 10 Marks

Q. 4 Descriptive question 10 Marks

Q. 5 Descriptive question 10 Marks



Exam Pattern

DSC/DSM Exam Pattern

C.A. - 20 Marks

(Test I for 10 Marks, One Assignment for 06 Marks and Class Attendance 04 Marks)

Average of Test I + One Assignment + Class Attendance for 20 Marks)

ESE - 30 Marks

(University theory exam for 30 Marks for descriptive Question)

Generic Elective Course Exam Pattern

C.A. - 20 Marks

(Test I for 10 Marks, One Assignment for 06 Marks and Class Attendance 04 Marks)

Average of Test I + One Assignment + Class Attendance for 20 Marks)

ESE - 30 Marks

(University theory exam for 30 Marks for descriptive Question)

VSC/SEC Course Exam Pattern

C.A. - 20 Marks

(Test I for 10 Marks, One Assignment for 06 Marks and Class Attendance 04 Marks)

Average of Test I + One Assignment + Class Attendance for 20 Marks)

ESE - 30 Marks

(University theory exam for 30 Marks for descriptive Question)

GUIDELINES FOR COURSE ASSESSMENT:

A. Continuous Assessment (CA) (40% of the Maximum Marks):

This will form 40% of the Maximum Marks and will be carried out throughout the semester. It may be done by conducting Test I for 10 Marks, One Assignment for 06 Marks and Class Attendance 04 Marks. Average of marks scored in these Test I + One Assignment + Class Attendance of a theory paper will make CA.

B. EndSemesterAssessment(60%oftheMaximumMarks):

(Forillustrationwehaveconsidereda paperof 02 credits,50marks andneedto bemodifieddependinguponcreditsof individual paper)

1. ESA Question paper will consists of 5 questions. Each of 10 marksfor 2 Cr. pattern and 15marksfor3 Cr. pattern.(BOSmay changeschemeofmarking.)
2. Therewillbe 04 subquestionsinQuestionNo. 1
3. QuestionNo.1willbecompulsory and shallbebasedon entiresyllabus.
4. Studentsarerequiredto solveatotalof3Questions.
5. Students need to solve ANY TWO of the remaining Four Question (Q.2 to Q.5)

C. AssessmentofTermWork/Tutorial/Field Works:

At least 06 test / assignments covering entire syllabus must be given during the 'class wise tutorial'.Theassignments shouldbe students'centricand attempts be madetomake assignments moremeaningful,interestingand innovative.

Termworkassessmentmustbebasedonoverallperformanceofthestudentwitheveryassignmentgradedtometime.Thegradesbeconvertedtomarksasper'creditandgradingsystem'manualand should beadded and averaged.

D. AssessmentofCommunity EngagementServices:

Students have freedom to take more than one CES/CC courses, however, marks of the bestperforming CES/CC be considered for final assessment. Assessment of the CES/CC courses be donebytherespectivecoursecoordinatorsdependingontheperformanceofthestudentandhisparticipationin the international, national, state, university, college level events or camps, wherever applicable. Inother cases performance of a student be assessed depending on his/her regularity, participation in theregularactivities in thesemester.

Note:Number of lectures required to cover syllabus of a course depend on number of creditassignedtoit.Forexample,foratwo creditcourse,30lectureseachofonehourduration areassigned,whilethatforathreecreditcourse45.lectures.

