



॥ सा 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 तृतीय 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. ०९/६४-२०२६ च्या ठरावानुसार मानवविज्ञान विद्याशाखेतील राष्ट्रीय शैक्षणिक धोरण-२०२० नुसार बी.ए. पदवी तृतीय 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

01) B.A.T.Y. Economics Syllabus	9) B.A. T.Y. Pali
02) B.A. T.Y. English	10) B.A. T.Y. Public Administration
03) B.A. T.Y. Geography	11) B.A. T.Y. Military Science
04) B.A. T.Y. History	12) B.A. T.Y. NCC
05) B.A. T.Y. Marathi	13) B.A. T.Y. Administrative Services
06) B.A. T.Y. Political Science	14) B.A. T.Y. Sanskrit
07) B.A. T.Y. Sociology	15) B.A. T.Y. Sociology (NMDC Hingoli)
08) B.A. T.Y. Urdu	

सदरील परिपत्रक व अभ्यासक्रम प्रस्तुत विद्यापीठाच्या [www.srtmun.ac.in](http://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.



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**SWAMI RAMANAND TEERTH MARATHWADA  
UNIVERSITY, NANDED - 431606**



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

**UNDER GRADUATE PROGRAMME OF  
HUMANITIES**

Major in DSC Administrative Services

**Under the Faculty of Humanities**

**Syllabus  
B.A.T.Y. Administrative Services  
SEM. V & VI**

**Effective from Academic year 2026-27  
(As per NEP-2020)**

## **Forward by the**

**Dean,**

**Faculty of Humanities.....**

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 meets 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 a 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 institution 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 centers 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 Ramanand Teerth Marathwada University, Nanded.**

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

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 real-world 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. Kalpana Manikrao Kadam

Chairman, Board of Studies of the Administrative Services

Swami Ramanand Teerth Marathwada University, Nanded



**Swami Ramanand Teerth Marathwada University , Nanded**  
**Members of the Board of Studies in the subject of Administrative Services**  
**Under the faculty of Humanities**

Sr. No	NameoftheMember	Designation	Address withmailid	ContactNo.
1	Dr. Kalpana Manikrao Kadam	<i>Chairman</i>	NetajiSubhashchandr Bose College Nanded <a href="mailto:kmbedre@gmail.com">kmbedre@gmail.com</a>	9823791999
2	Dr. Balwant Vishu Ghogare	<i>Member</i>	Shri . Kumar swami college Ausa balvantghogare001@gmail.com	8830723928
3	Dr. Santosh Gunwant Patil	<i>Member</i>	Dyanand college of arts Latur <a href="mailto:spatil2212@gmail.com">spatil2212@gmail.com</a>	9421363056
4	Dr. B. C. Wadwale	<i>Member</i>	Peoples college Nanded <a href="mailto:bajiraowadwale9@gmail.com">bajiraowadwale9@gmail.com</a>	7588581808
5	Dr. Sanjay M. Bebade	<i>Member</i>	Degloor College Degloor <a href="mailto:smdebde@gmail.com">smdebde@gmail.com</a>	9922724292
6	Dr. Bibhishan Kare	<i>Member</i>	NetajiSubhashchandr Bose College Nanded bibhishank@rediffmail.com	8329738907
7	Dr. Ashwini Khandekar	<i>Member</i>	NetajiSubhashchandr Bose College Nanded ashwini.s.khandekar@gmail.com	9922982460



## Swami Ramanand Teerth Marathwada University , Nanded

### Faculty of Humanities (Example-1 Three Optional)

Structure for Four Year Multidisciplinary Degree Program with Multiple Entry and Exit

Subject: **DSC(Major)/DSM(Minor)**

Year & Level	Sem.	MAJOR	ELECTIVE	5	6	7	Vocational & SEC	AEC/ VEC/ IKS	Field Work /Project/Internship/ OJT/Apprenticeship / Case Study	Credits	Total Credits
1	2	3	4	5	6	7	8	9	10	11	12
3 (5.5)	V	Public Policy and Administration-IX (04 Credits)-HADMCT1301 Legal and Constitution Bodies-X (04 Credits)- HADMCT1302 History Of Maharashtra-XI (04 Credits) HADMCT1303	Human Resources-I (04 Credits) HADMET1301 OR Research Methodology - I(04 Credits) HADMET1301				HADMVC1301 Local Self Government - I  2Credits		Field Project HADMFP1301 (04 Credits)	22	132
	VI	Public Finance -XII (04 Credits) HADMCT1351 Political Process-XIII (04 Credits) HADMCT1352 History of World -XIV (02 Credits) HADMCT1353 Women Administrators in Indian History -XV (02 Credits) IKS-HADMIK1351	Sustainable Development - II (04 Credits) HADMET1351 OR Social Justice -II (04 Credits) HADMET1351				HADMVC1351 Indian Society- Structure and changes  2Credits		On Job Training HADMOJ1351 (04 Credits)	22	
	Cum.Cr	<b>48+8=56</b>		<b>16</b>	<b>08</b>	<b>08</b>	<b>04+8=12</b>	<b>22</b>	<b>10</b>	<b>44</b>	
<b>Exit option: Bachelor of Humanities with Major in DSC and Minor in DSM</b>											

## **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 Major in Administrative Services

#### Basket 1: Major/ Elective Course for Semester V and VI (C) :Each of 04 Credits

Semester	BOSproposingMinor (eg.)	DetailsofMajor/MinorCourse(M)	
		CODE	Titleof the Course
Semester V	1. BOS inAdministrative Services	HADMCT1301	Public Policy and Administration -IX
		HADMCT1302	Legal& Constitutional Bodies -X
		HADMCT1303	History of Maharashtra –XI
		HADMET1351	Human Resources- I OR Research Methodology-I
SemesterVI	2. BOS inAdministrative Services	HADMCT1351	Public Finance -XII
		HADMCT1352	Political Process-XIII
		HADMCT1353	History of World –XIV
		HADMCT1351	Women Administrators in Indian History -XV IKS
		HADMET1351	Sustainable Development - II OR Social Justices-II



**Swami Ramanand Teerth Marathwada University , Nanded**  
**Faculty of Humanities Major in Administrative Services**  
**Basket 3 : Vocational Skill Course(VSC)**

Each BOS will suggest Vocational Skill Courses ( minimum one and maximum four ) for semester V and VI

		CODE	Titleof theCourse
<b>Sem.V</b>	<b>BOS in Administrative Services</b>	<b>HADMVC1301</b>	Local Self Government -I
<b>Sem. VI</b>	<b>BOS in Administrative Services</b>	<b>HADMVC1351</b>	Indian Society- Structure and changes



**Swami Ramanand Teerth Marathwada University , Nanded**  
**Faculty of Humanities**  
**Basket5: Indian Knowledge System - Major Related (02Credits)**

Semester	Details of Elective Course (s)	
	CODE	Title of the Course
<b>Semester VI</b>	<b>HADMIK1351</b>	<b>Women Administrators in Indian History -XV</b>



**Swami Ramanand Teerth Marathwada University, Nanded**  
**Faculty of Humanities Major in Administrative Services**  
**Under Graduate Third Year Programme .Semester V (Level 5.5 )**  
**Teaching Scheme**

	Course Code	Course Name	Credits Assigned			Teaching Scheme (Hrs./ week1 Hrs.=60M.)	
			Theor y	Practic al	Tot al	Theor y	Practic al
<b>Major</b>	<b>HADMCT1301</b>	Public Policy and Administration - IX	04		04	04	
	<b>HADMCT1302</b>	Legal & Constitutional Bodies -X	04		04	04	
	<b>HADMCT1303</b>	History of Maharashtra -XI	04		04	04	
<b>ELECTIV E</b>	<b>HADMET1301</b>	Human Resources –I OR Research Methodology -I	04		04	04	
<b>Vocational Skill Course</b>	<b>HADMVC1301</b>	Local Self Government -I	02		02	02	
<b>FIELD PROJECT</b>	<b>HADMFP1301</b>	<b>Field Project</b>	04		04	04	
<b>Total Credits</b>			<b>22</b>		<b>22</b>	<b>22</b>	
<b>Total Credits</b>			<b>22</b>		<b>22</b>	<b>22</b>	



**Swami Ramanand Teerth Marathwada University, Nanded**  
**Faculty of Humanities Major in Administrative Services**  
**Under Graduate Third Year Programme, Semester VI (Level 5.5)**  
**Teaching Scheme**

	CourseCode	Course Name	Credits Assigned			TeachingScheme (Hrs./ week1Hrs.=60M.)	
			Theory	Practical	Total	Theory	Practical
<b>Major</b>	<b>HADMCT1351</b>	Public Finance-XII	04		04	04	
	<b>HADMCT1352</b>	Political Process-XIII	04		04	04	
	<b>HADMCT1353</b>	History of World-XIV	02		02	02	
	<b>HADMIK1351</b>	Women Administrators in Indian History	02		02	02	
<b>ELECTIVE</b>	<b>HADMET1351</b>	Sustainable Development -II OR Social Justices -II	04		04	04	
<b>Vocational Skill Course</b>	<b>HADMVC1351</b>	Indian Society – Structure and changes	02		02	02	
<b>OJT</b>	<b>HADMOJ1351</b>	<b>ON JOB TRAINING</b>	04		04	04	
<b>Total Credits</b>			<b>22</b>		<b>22</b>	<b>22</b>	



**Swami Ramanand Teerth Marathwada University, Nanded**  
**Faculty of Humanities Major in Administrative Services**  
**Under Graduate Third Year Programme, Semester V (Level 5.5)**

**Examination Scheme**

[40% Continuous Assessment (CA) and 60% 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)	Assignme nt (5)	Class Attendance (6)	Avg. of T1+ Assignment + Class Attendance (7)	Total (8)	
<b>Major</b>	<b>HADMCT1301</b>	Public Policy & Administration - IX	20	12	08	40	60	100
	<b>HADMCT1302</b>	Legal & Constitution Bodies -X	20	12	08	40	60	100
	<b>HADMCT1303</b>	History Of Maharashtra-XI	20	12	08	40	60	100
<b>ELECTIVE</b>	<b>HADMET1301</b>	Human Resources – I OR Research Methodology-I	20	12	08	40	60	100
<b>Vocational Skill Course</b>	<b>HADMVC1301</b>	Local Self Government -I	10	06	04	20	30	50
<b>FIELD PROJECT</b>	<b>HADMFP1301</b>	Filed Project	20	12	08	40	60	100



**Swami Ramanand Teerth Marathwada University, Nanded**  
**Faculty of Humanities Major in Administrative Services**  
**Under Graduate Third Year Programme ,Semester VI (Level 5.5) Examination Scheme**  
**[ 40% Continuous Assessment (CA) and 60% End Semester Examination (ESE)]**

Subject (1)	CourseCode (2)	CourseName (3)	Theory					Total Col(7+8 ) (9)
			Continuous Assessment(CA)			ESE		
			TestI (4)	Assignme nt (5)	Class Attendance (6)	Avg. ofT1+ Assignment + Class Attendance (7)	Total( 8)	
<b>Major</b>	HADMCT1351	Public Finance -XII	20	12	08	40	60	100
	HADMCT1352	Political Process-XIII	20	12	08	40	60	100
	HADMCT1353	History of World -XIV	10	06	04	20	30	50
	HADMIK1351	<b>Women Administrators in Indian History</b>	10	06	04	20	30	50
<b>ELECTIVE</b>	HADMET1351	Sustainable Development –II OR Social Justices -II	20	12	08	40	60	100
<b>Vocational Skill Course</b>	HADMVC1351	Indian Society- Structure and changes	10	06	04	20	30	50
<b>OJT</b>	HADMOJ1351	ON JOB TRAINING	20	12	08	40	60	100

# Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities Major in Administrative Services

Under Graduate Third Year Programme, Semester V & VI

**Course Structure : Major, Elective & VSC-Teaching Scheme( for 04 & 02credits)**

Course Code	Course Name ( Paper Title )	Teaching Scheme(Hrs.)		CreditsAssigned		
		Theory	CA	Theory	CA	Total
HADMCT1301	Public Policy & Administration –IX	60	---	04		04
HADMCT1302	Legal & Constitutional Bodies –X	60	---	04		04
HADMCT1303	History of Maharashtra –XI	60		04		04
HADMET1301	Human Resources -I OR Research Methodology-I	60		04		04
HADMVC1301	Local Self Government –I	30		02		02
HADMCT1351	Public Finance –XII	60		04		04
HADMCT1352	Political Process –XIII	60		04		04
HADMCT1353	History of World –XIV	30		02		02
HADMCT1351	Women Administrators in Indian History-XV	30		02		02
HADMET1352	Sustainable Development – II OR Social Justices –II	60		04		04
HADMVC1351	Indian Society- Structure and changes	30		02		02

## Major, Elective, VSC,FP& OJT-Assessment Scheme

Course Code(2)	Course Name(3)	Theory					Total [Col(7+8)]
		Test I (4)	Assignment (5)	Class Attendance (6)	Avg. of T1+ Assignment + Class Attendance (7)	ESE (8)	
HADMCT1301	Public Policy & Administration –IX	20	12	08	40	60	100
HADMCT1302	Legal & Constitutional Bodies –X	20	12	08	40	60	100
HADMCT1303	History of Maharashtra – XI	20	12	08	40	60	100
HADMET1301	Human Resources -I OR Research Methodology-I	20	12	08	40	60	100
HADMVC1301	Local Self Government -I	10	06	04	20	30	50
HADMFP1301	Field Project	20	12	08	40	60	100
HADMCT1351	Public Finance –XII	20	12	08	40	60	100
HADMCT1352	Political Process –XIII	20	12	08	40	60	100
HADMCT1353	History of World -XIV	10	06	04	20	30	50
HADMCT1351	Women Administrators in Indian History -XV	10	06	04	20	30	50
HADMET1351	Sustainable Development –II OR Social Justices -II	20	12	08	40	60	100
HADMVC1351	Indian Society – Structure and changes	10	06	04	20	30	50
HADMOJ1351	OJT	20	12	08	40	60	100



**Swami Ramanand Teerth Marathwada University, Nanded**  
**Faculty of Humanities Major in Administrative Services**  
**Under Graduate Third Year Programme Semester-V**  
**Paper Code : HADMCT1301**  
**Title – Public Policy & administration-IX**  
**Curriculum Details**

**Course Objectives:**

1. To understand the concept of Public Policy To introduce students to the meaning, types, and importance of public policy.
2. To explain the policy-making process To help students understand how policies are formulated and the factors influencing them.
3. To develop knowledge of Public Administration To explain the structure, functions, and principles of administration.
4. To study government institutions To understand the role of central, state, and local government bodies.
5. To understand policy implementation and evaluation To explain how policies are executed and assessed.

**Course Outcomes:**

1. Clear understanding of Public Policy Students will understand different types of policies and their significance.
2. Ability to analyze policies Students will develop skills to critically examine public policies.
3. Improved administrative understanding Students will gain basic administrative knowledge and skills.
4. Awareness of governance processes Students will understand how government systems function.
5. Application in real-life situations Students will be able to relate public policies to real-world issues.



**Swami Ramanand Teerth Marathwada University, Nanded**

**Faculty of Humanities, Major in Administrative Services**

**Paper Code: Public Policy & Administration HADMCT1301**

**Title –IX**

**Curriculum Details : ( for 04 Credits)**

<b>Module No.</b>	<b>Unit No.</b>	<b>Topic</b>	<b>04 Credits</b>
<b>1.0</b>		<b>Introduction to Public Policy</b>	<b>15</b>
	<b>1.1</b>	Meaning, Nature, and Scope of Public Policy	
	<b>1.2</b>	Types of Public Policy (Regulatory, Distributive, Redistributive)	
	<b>1.3</b>	Public Policy and Governance	
	<b>1.4</b>	Role of Government in Policy Making	
<b>2.0</b>		<b>Policy Making Process</b>	<b>15</b>
	<b>2.1</b>	Policy Formulation	
	<b>2.2</b>	Policy Implementation	
	<b>2.3</b>	Policy Evaluation	
	<b>2.4</b>	Role of Institutions (Legislature, Executive, Judiciary)	
<b>3.0</b>		<b>Public Administration</b>	<b>15</b>
	<b>3.1</b>	Meaning and Scope of Public Administration	
	<b>3.2</b>	Principles of Administration (POSDCORB)	
	<b>3.3</b>	Bureaucracy and its Role	
	<b>3.4</b>	Good Governance and E-Governance	
<b>4.0</b>		<b>Contemporary Issues in Public Policy</b>	<b>15</b>
	<b>4.1</b>	Public Policy in India	
	<b>4.2</b>	Social Welfare Policies	
	<b>4.3</b>	Challenges in Policy Implementation	
	<b>4.4</b>	Role of NGOs and Civil Society	
		<b>Total</b>	<b>60</b>

## **References:**

### **English**

1. **Public Finance – H.L. Bhatia**
2. **Public Finance – S.K. Singh**
3. **Indian Public Finance – B.P. Tyagi**
4. **Public Administration – B.L. Fadia**
5. **Indian Administration – Awasthi and Maheshwari**
6. **Governance in India – M. Laxmikanth**

### **Hindi**

1. **लोकवित्त (Public Finance) – एच. एल. भाटिया**
2. **भारतीयलोकवित्त – बी. पी. त्यागी**
3. **लोकप्रशासन – बी. एल. फाड़िया**
4. **भारतमेशासन – एम. लक्ष्मीकांत**

### **Marathi**

1. **लोकवित्त (Public Finance) – (Marathi Translation – H.L. Bhatia)**
2. **भारतीयलोकप्रशासन – B.L. Fadia**
3. **भारतीयप्रशासन – Awasthi&Maheshwari (Marathi Edition)**
4. **भारतामधीलशासन – M. Laxmikanth (Marathi)**
5. **लोकप्रशासन, प्रा. डॉ. बळवंतविष्णूघोगरेज्योतीचंद्र प्रकाशन, लातूर. 2023**



**Swami Ramanand Teerth Marathwada University, Nanded**  
**Faculty of Humanities Major in Administrative Services**  
**Under Graduate Third Year Programme, Semester V**

**Paper Code: HADMCT1302**

**Title – Legal & Constitutional Bodies -X**  
**Curriculum Details**

**Course Objectives**

1. To develop an understanding of Legal and Constitutional Bodies in India
2. To explain the structure, powers, and functions of these bodies
3. To understand their role in strengthening democracy and governance
4. To develop analytical ability for MPSC examination

**Course Outcomes**

1. Students will understand the nature and classification of constitutional and legal bodies
2. Students will gain knowledge about the functions and powers of these institutions
3. Students will understand their role in protecting rights and ensuring accountability
4. Students will develop the ability to solve MPSC-based questions and case studies



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

**Paper Code: HADMCT1302**

**Title - Legal & Constitutional Bodies -x**  
**Curriculum Details:(for 04Credits)**

<b>Module No.</b>	<b>Unit No.</b>	<b>Topic</b>	<b>04 Credits</b>
<b>1.0</b>		<b>Introduction to Constitutional Bodies</b>	<b>15</b>
	<b>1.1</b>	Meaning and Features of Constitutional Bodies	
	<b>1.2</b>	Difference between Constitutional and Statutory Bodies	
	<b>1.3</b>	Role in Indian Democracy	
	<b>1.4</b>	Importance in Governance	
<b>2.0</b>		<b>Major Constitutional Bodies</b>	<b>15</b>
	<b>2.1</b>	Inter state council	
	<b>2.2</b>	State Public Service Commission	
	<b>2.3</b>	Attorney General of India	
	<b>2.4</b>	Controller and Auditor General (CAG)	
<b>3.0</b>		<b>Legal / Statutory Bodies</b>	<b>15</b>
	<b>3.1</b>	National Commission for Backward classes(NCBC)	
	<b>3.2</b>	Central Information Commission (CIC)	
	<b>3.3</b>	National Commission for Women (NCW)	
	<b>3.4</b>	National Commission for Scheduled Castes (NCSC)	
<b>4.0</b>		<b>Contemporary Issues and Reforms</b>	<b>15</b>
	<b>4.1</b>	Challenges faced by Constitutional and Legal Bodies	
	<b>4.2</b>	Issues of Independence and Accountability	
	<b>4.3</b>	Reforms and Recommendations	
	<b>4.4</b>	Role in Good Governance	
		<b>TOTAL</b>	<b>60</b>

## ***References:***

### English

1. Indian Polity – M. Laxmikanth
2. Introduction to the Constitution of India – D.D. Basu
3. Indian Administration – Awasthi&Maheshwari
4. Governance in India – M. Laxmikanth

### Hindi / Marathi

1. भारतीयराज्यव्यवस्था – एम. लक्ष्मीकांत
2. भारतकासंविधान – डी.डी. बसु



**Swami Ramanand Teerth Marathwada University, Nanded**  
**Faculty of Humanities Major in Administrative Services**  
Under Graduate Third Year Programme, Semester-V  
**Paper Code: HADMCT1303**  
**Title- History of Maharashtra –XI**  
**Curriculum Details**

Course Objectives (6)

1. To understand the historical development of Maharashtra from ancient to modern period
2. To study the political, social, economic, and cultural history of Maharashtra
3. To analyze the role of important rulers, movements, and personalities
4. To understand the contribution of Maharashtra in the freedom struggle of India
5. To develop an understanding of regional identity and state formation
6. To develop analytical ability for MPSC examination

Course Outcomes (6)

1. Students will understand the chronological history of Maharashtra
2. Students will gain knowledge of major dynasties, rulers, and events
3. Students will understand social reforms and movements in Maharashtra
4. Students will analyze Maharashtra's role in the Indian national movement
5. Students will understand the formation of Maharashtra state (1960)
6. Students will develop the ability to solve MPSC-based questions and write answers effectively



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

**Paper Code: HADMCT1303**

**Title- History of Maharashtra -XI**  
**Curriculum Details : ( for 04 Credits)**

<b>Module No.</b>	<b>Unit No.</b>	<b>Topic</b>	<b>04 Credits</b>
<b>1.0</b>		<b>Ancient &amp; Medieval Maharashtra</b>	<b>15</b>
	<b>1.1</b>	Sources of Maharashtra History	
	<b>1.2</b>	Satavahanas, Vakatakas, Chalukyas, & Kalachuri	
	<b>1.3</b>	Rashtrakutas & Yadavas of Devagiri	
	<b>1.4</b>	Socio-Economic & Cultural Life, Bhakti Movement and Literature	
<b>2.0</b>		<b>Rise of Maratha Power</b>	<b>15</b>
	<b>2.1</b>	Rise of Chhatrapati Shivaji Maharaj & Swarajya	
	<b>2.2</b>	Ashtapradhan Mandal & Administration	
	<b>2.3</b>	Administrative System of the Peshwa	
	<b>2.4</b>	Expansion & Decline of the Maratha Confederacy	
<b>3.0</b>		<b>Maharashtra under British Rule</b>	<b>15</b>
	<b>3.1</b>	Anglo-Maratha Relations and British Administration	
	<b>3.2</b>	Social, Political & Religious Reform Movements	
	<b>3.3</b>	Social Reformers: Role of Jyotirao Phule, Rajshri Shahu Maharaj	
	<b>3.4</b>	Economist: Mahadev Govind Ranade & Dr. Babasaheb Ambedkar	
<b>4.0</b>		<b>Modern Maharashtra</b>	<b>15</b>
	<b>4.1</b>	Freedom Movement in Maharashtra, jahal & maval	
	<b>4.2</b>	Samyukta Maharashtra Movement	
	<b>4.3</b>	Formation of Maharashtra State (1960)	
	<b>4.4</b>	Contemporary Political & Social Developments	
		<b>Total</b>	<b>60</b>

## *References:*

### English

1. History of the Marathas – James Grant Duff  
Publisher: Longman  
Year: 1826
2. New History of the Marathas – G.S. Sardesai  
Publisher: Phoenix Publications  
Year: 1946
3. Maratha Polity – G.S. Sardesai  
Publisher: Popular Prakashan  
Year: 1958
4. Shivaji and His Times –JadunathSarkar  
Publisher: Longmans  
Year: 1919

### Hindi

1. मराठोंकाइतिहास-ग्रांटडफ (अनुवाद)
2. शिवाजीऔरउनकायुग-जदुनाथसरकार
3. महाराष्ट्र का इतिहास-

### Marathi

1. मराठ्यांचाइतिहास-ग. स. सरदेसाई  
Publisher: Popular Prakashan  
Year: 1946
2. छत्रपतीशिवाजीमहाराज-जदुनाथसरकार (Marathi Translation)  
Publisher: Various Marathi Publications
3. महाराष्ट्राचाइतिहास-सेतूमाधवरावपगडी  
Publisher: Continental Prakashan  
Year: 1960s
4. आधुनिकमहाराष्ट्राचाइतिहास-अ. रा. कुलकर्णी



**Swami Ramanand Teerth Marathwada University, Nanded**  
**Faculty of Humanities Major in Administrative Services**  
**Under Graduate Third Year Programme, Semester V**

**Paper Code: HADMET1301**  
**Title- Human Resources (4 credits)**  
**Curriculum Details**

**Course Objectives**

1. To understand the concept and importance of human resources in administration and organizations.
2. To study the process of recruitment, training, and development of employees.
3. To explain the role of human resource management in improving organizational efficiency.
4. To develop knowledge about leadership, motivation, and performance management.

**Course Outcomes**

After completing this course, students will be able to:

1. Understand the meaning and scope of human resource management.
2. Explain the importance of recruitment, training, and development of employees.
3. Analyze the role of motivation and leadership in organizations.
4. Develop knowledge about personnel management and administrative efficiency.



**Swami Ramanand Teerth Marathwada University, Nanded**  
**Faculty of Humanities Major in Administrative Services**  
**Under Graduate Third Year Programme, Semester V**

**Paper Code: HADMET1301**  
**Title- Human Resources (4 credits)**  
**Curriculum Details**

Module No.	Unit No.	Topic	Hrs. Required to cover the contents 1 Hrs.=60M.
1.0		Universal Declaration of Human Rights (UDHR 1948) :	
	1.1	International human rights standards.	15
	1.2	Its reflections in the Indian constitution,	
	1.3	Mechanism to enforce and protect Human Rights in India.	
	1.4	Human Rights Movement in India.	
2.0		Human Development :	
	2.1	Child Development	15
	2.2	Women Development	
	2.3	Youth Development	
	2.4	Tribal Development	
3.0		Welfare of Various sections of Society :	
	3.1	Welfare for senior citizens	15
	3.2	Welfare for Socially deprived classes (SC, ST, VJ/NT, OBC etc. ).	
	3.3	Labour Welfare.	

	3.4	Welfare of disabled persons.	
4.0		Consumer Protection:	
	4.1	Salient features of the consumer protection	15
	4.2	Objectives, Powers, functions.	
	4.3	Rights of consumers.	
	4.4	Consumer Welfare Fund.	

## ***References:***

### **English**

1. Human Resource Management – Gary Dessler
2. Personnel Management and Human Resources – C. B. Mamoria

### **Hindi**

1. मानवसंसाधनप्रबंधन- सी .बी .ममोरिया
2. मानवसंसाधनप्रबंधन- के .आस्वत्थप्पा

### **Marathi**

1. मानवसंसाधनव्यवस्थापन- डॉ .एस .एस .खांडेकर
2. मानवसंसाधनव्यवस्थापन- डॉ .बी .डी .तोडकर



**Swami Ramanand Teerth Marathwada University, Nanded**  
**Faculty of Humanities Major in Administrative Services**  
**Under Graduate Third Year Programme Semester-V**  
**Paper Code: HADMET1301**  
**Title- Research Methodology(4 credits)**  
**Curriculum Details**

**Course Objectives: -**

1. To understand the meaning and importance of research in social sciences.
2. To study different research methods and techniques used in political science.
3. To explain the process of data collection, analysis, and interpretation.
4. To develop basic skills for writing research reports and projects.

**Course Outcomes : -**

- After completing this course, students will be able to:
1. Understand the concept and importance of research methodology.
  2. Identify different types of research methods and tools.
  3. Collect and analyze data for academic research.
  4. Develop the ability to write research papers and project reports.



**Swami Ramanand Teerth Marathwada University, Nanded**  
**Faculty of Humanities Major in Administrative Services**  
**Under Graduate Third Year Programme Semester-V**

**Paper Code: HADMET1301**

**Title- Research Methodology(4 credits)**

**Curriculum Details**

Module	Unit	Topic	Hrs.
1.0		Introduction to Research:	
	1.1	Meaning and Objectives of research	15
	1.2	Research approaches and importance	
	1.3	Steps in the Research Processes	
	1.4	Formulation of Research Problem.	
2.0		Research Design :	
	2.1	Research Design: meaning and characteristics	15
	2.2	Types of Research Design (Exploratory, Descriptive,	
	2.3	Hypothesis : Characteristics and sources of Hypothesis	
	2.4	Sampling method: meaning and characteristics	
3.0		<b>Data Collection and Data Processing:</b>	
	3.1	Primary Techniques: ( Interview, Questionnaire, Schedule,	15
	3.2	Secondary Techniques: Personal and public Documents	
	3.3	Data Processing Method	
	3.4	Case Study Method and Content Analysis Method	
4.0		Research Report Writing	
	4.1	Research Report Writing: Meaning and Nature	15
	4.2	Content of Report Writing	
	4.3	Importance of Report Writing	
	4.4	Obstacles of Report Writing	

## **References:**

### **English**

1. **Research Methodology: Methods and Techniques – C. R. Kothari**
2. **Social Research Methods – Alan Bryman**
3. **The Practice of Social Research – Earl Babbie**

### **Hindi**

1. अनुसंधानपद्धति– सी .आर .कोठारी
2. सामाजिकअनुसंधानकीविधियाँ– रामआहूजा

### **Marathi**

1. संशोधनपद्धती– डॉ .बी .डी .तोडकर
2. सामाजिकसंशोधनपद्धती– डॉ .ए. एस .खांडेकर
3. सामाजिकसंशोधनाचीमूलतत्वे-विद्याबुक्स, छत्रपतीसंभाजीनगर - डॉ . विभीषण करे



**Swami Ramanand Teerth Marathwada University, Nanded**  
**Faculty of Humanities Major in Administrative Services**  
**Under Graduate Third Year Programme, Semester V**  
**Paper Code: HADMVC1301**  
**Title- Local Self Government(2 credits)**  
**Curriculum Details**

Objectives –

1. To provide an overall understanding of local self-governance in India, including its Meaning , importance, and role in democratic decentralization.
2. Understand the constitutional framework and evolution of local self-government in India (73rd & 74th Amendments).
3. Examine the structure, powers, functions, and finances of Panchayati Raj and Urban Local Bodies.
4. Evaluate challenges like slums, political interference, funding shortages ext.

Learning Outcomes

Upon completing the course, students should be able to:

1. Explain the Meaning and the importance of local self-governance and how it promotes decentralization, democratic participation, and responsive administration at the grassroots level.
2. Identify the composition, powers, functions, and roles of key local institutions (e.g., Gram Sabha, Panchayats, Municipalities).
3. Analyze challenges and Problems such as Slums, financial constraints, , Political Interference ext. And suggest ways to strengthen local bodies



**Swami Ramanand Teerth Marathwada University, Nanded**  
**Faculty of Humanities Major in Administrative Services**  
Under Graduate Third Year Programme, Semester V

**Paper Code: HADMVC1301**

**Title- Local Self Government(2 credits)**

**Curriculum Details**

Module No.	Unit No.	Topic	Hrs. Required to cover the contents 1 Hrs.=60M.
1.0		Local Self Government	
	1.1	Meaning	08
	1.2	Features	
	1.3	Importance	
2.0		Evolution in India	
	2.1	Balwant Rai Mehta Committee	08
	2.2	Ashok Mehta Committee	
	2.3	B N Gadgil Committee	
3.0		Issues and Reforms	
	3.1	Finance and Autonomy	
	3.2	District planning committee	
	3.3	Role of women and representation in local bodies	
4.0		Control over Local Self Government	
	4.1	Need of Control	07
	4.2	Administrative Control	
	4.3	Financial Control	
		Total	30

***References:***

- 1.G.Palanithurai,Dynamics of New panchyaati Raj system in India , Concept Publishing Company New Delhi**
- 2.B.S. Bhargava, Panchayatraj system & Political Parties, Ashish Publishing House New Delhi**
- 3.D.Y.RaghavaRao :Panchyayat and Rural Development,Ashish Publishing House New Delhi**
- 4.Ikbal Narayan, Panchayatraj Administration in Maharashtra**
- 5.M. Aslam, Panchayati Raj in India, National Book Trust India, New Delhi**
- 6 . S. Dharmaraj, Panchayati Raj System in India, Abhijeet Publications, Delhi**



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

**B.A.T.Y. SEM. V –FIELD PROJECT-04 Credits**

**Paper Code : HADMFP1301**

**Paper Title: FIELD PROJECT**

**Guidelines for Field Project**

**Semester Fifth -60 Marks Field Project + 40 Marks Internal**

**One Field Project to be done Fifth Semester, as per the below Guidelines**

**1. The objectives of the Field Project**

**Objectives of Field Survey Project work are to enable learners to:**

- Probe deeper into personal enquiry, initiate action and reflect on knowledge and skills, views etc. acquired during the course of UG in Administrative Services
  - Analyze and evaluate real National & World scenario using theoretical constructs and arguments
  - Demonstrate the application of critical and creative thinking skills and abilities to produce an independent and extended piece of work
  - Follow up aspects in which learners have interest
  - Develop the communication skills to argue logically
2. Role of the Faculty

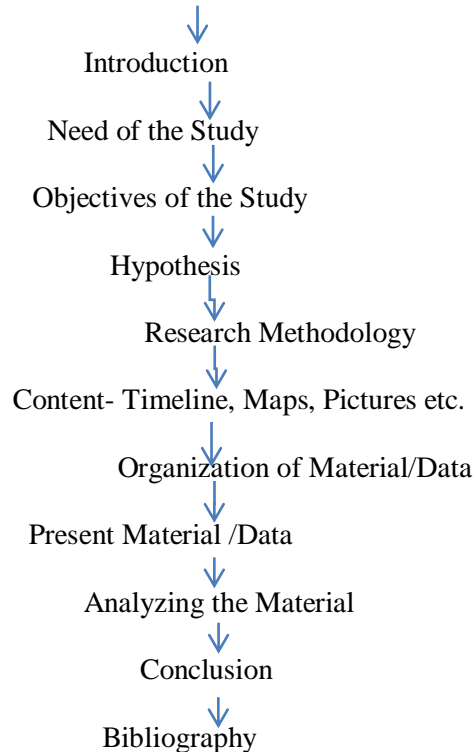
The Faculty members play a vital role in developing critical thinking skills of the learners. A Faculty Should

- Help each learner select the topic in Third Semester
- Play the role of a facilitator to support and monitor the field survey project work of the learner through discussion
- Guide the researcher work in terms of sources for the relevant data
- Ensure that students are able to derive a conclusion from the content ; cite the limitations faced during the research and give appropriate references used during the Field survey Project
- Educate learner about plagiarism and the importance of quoting of the information to ensure authenticity of Field survey Project.
- Prepare the learner for the presentation of the Field survey Project.
- Teacher should strictly take care that no topic is repeated in the same / Five years

### 3. Steps involved in the process of Field Survey Project.

Students may work on the following steps as a suggested flow chart

Title/Topic



### 4. Expected Checklist for the Field Survey Project

- Introduction of topic/title
- Identifying the causes ,events, consequences
- Various Stakeholders and effect on each of them
- Advantages and Disadvantages of Situations or issues identified
- Short-term and long term implications of strategies suggested in the course of research
- Validity, reliability ,appropriateness and relevance of data used for research work and for presentation in the Field Project file
- Presentation and writing that is succinct and coherent in Field Survey Project file
- Citation of the materials referred to, in the file in footnotes, resources section, bibliography etc.

### 5. Assessment of Field Survey Project

- Field Survey Project work has broadly the following phases : Synopsis ,Data Collection ,Data Analysis and Interpretation ,Conclusion
- The aspects of the Field Survey Project work to be covered by students can be assessed during the Third Semester

### 6. Suggestive Topics

- Students Can Choose any topic related to the syllabus of B.A.T.Y. & Local, State & National ,International Contemporary issues & Problems
- Teacher suggests for Students can choose any topic as like Election survey, of LSG institutions ,evaluation & Filed survey Project of Government Schemes, Survey of Political Literacy, Filed survey Project of Agricultural, Educational Filed Survey, Filed survey of Women's related issues, Filed survey Project of Public Policy, Interviews of Political Leadership approach, Filed survey Project of Socio and Cultural Tradition, Customs and Issues, Filed survey Project of Economic factors, Filed survey Project of Govt. Development plans, Filed survey Project of Public Law, Filed survey Project of Party Politics, environment related issues, Filed survey of Urban and Rural Development, challenges and opportunities of local governance, Filed survey Project of Health issues, Natural and Manmade Pandemics, Filed survey Project related human rights issues, Filed survey Project of legal literacy, Filed survey Project of election literacy, Filed survey Project of electricity boards in local area, Filed survey Project of socio-Economical & Political issues, Filed survey Project of community & society, Filed survey Project of

border area issues, survey of Language related issues, Filed survey Project of public opinion on various issues, Filed visit to Ideal Village & Various Political & Administrative institutions etc.

- Assessment will be done by external examiner in coordination with internal examiner and the date of Field Survey Project Assessment will be fixed by NEP Structure.

## **7. Viva –Voce**

- At the end of the stipulated term , each learner will present the Field Survey Project work in the Project file to the External and Internal examiner
- The question should be asked from the Field Survey Project work file of the learner. This file be made as Binding or Spiral or University/College Provide Project Book
- The Internal Examiner should ensure that the study submitted by the learner is own original work (not a repeated work )
- In case any doubt ,authenticity should be checked and verified



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

**Under Graduate Third Year Programme, Semester VI**

**Paper Code: HADMCT1351**

**Title- Public Finance –XII (4 credits)**

**Curriculum Details**

**Course Objectives**

1. To understand the meaning and importance of public finance in government administration.
2. To study government revenue, taxation, and public expenditure.
3. To explain the role of public finance in economic development and welfare.
4. To develop knowledge about budget and financial management of the government.

**Course Outcomes**

After completing this course, students will be able to:

1. Understand the concept and scope of public finance.
2. Explain different sources of government revenue and taxation policies.
3. Analyze public expenditure and budgetary process.
4. Develop knowledge about financial administration and economic planning.



# Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities Majorin Administrative Services

Under Graduate Third Year Programme, Semester VI

**Paper Code: HADMCT1351**

**Title- Public Finance –XII (4 credits)**

**Curriculum Details**

Module No.	Unit No.	Topic	Hrs. Required to cover the contents 1 Hrs.=60M.
1.0		Introduction to public finance	
	1.1	meaning and nature of public finance	15
	1.2	scope and important of public finance	
	1.3	difference between public and private finance	
	1.4	function of public finance	
2.0		Public revenue	
	2.1	meaning and source of public finance	15
	2.2	principal of taxation	
	2.3	Types of taxation	
	2.4	Tax system India and reforms	
3.0		Public expenditures	
	3.1	meaning and classification	15
	3.2	principals of public expenditure	
	3.3	causes of public expenditure– Composition and Functions	
	3.4	public welfare and expenditure	
4.0		Public Debt and budget	
	4.1	meaning and types of public Debt	15
	4.2	Internal and external bebt	
	4.3	Method of Debt repayment	
	4.4	<b>Budget Process in India</b>	

## References:

### English

1. Public Finance – H. L. Bhatia
2. Indian Public Finance – B. P. Tyagi
3. Public Finance in Theory and Practice – R. A. Musgrave & P. B. Musgrave

### Hindi

1. लोकवित्त-एच. एल. भाटिया
2. भारतीयलोकवित्त-बी. पी. त्यागी

### Marathi

1. लोकवित्त-डॉ. बी. डी. तोडकर
2. भारतीयलोकवित्त-डॉ. एस. एस. खांडेकर

### 1) वित्तीयप्रशासन

प्रा. बाजीराववडवळे

नवताप्रकाशननांदेड मार्च2005

### 2) लोकप्रशासन

डॉ. पी. व्ही. भुताळे

डॉ. बाजीराववडवळे

सह्याद्रीप्रकाशननांदेड

फेब्रुवारी2007

### 3) कर्मचारीवित्तीयप्रशासन

डॉ. बी. एस. पिंपळे

डॉ. पी. व्ही. भुताळे

प्रा. बाजीराववडवळे

सह्याद्रीप्रकाशननांदेड

एप्रिल2007

### 4) भारतीयप्रशासनाचीरूपरेषा

डॉ. पी. व्ही. भुताळे

डॉ. पी.के.एकबेकर

सह्याद्रीप्रकाशननांदेड

सप्टेंबर2007

### 5) लोकप्रशासन : परिचयवमूलतत्वे

डॉ. पी. व्ही. भुताळे

डॉ. बाजीराववडवळे

क्रिएटिव्हप्रकाशननांदेड

ऑगस्ट



**Swami Ramanand Teerth Marathwada University, Nanded**

*Faculty of Humanities Major in Administrative Services*

Under Graduate Third Year Programme, Semester VI

**Paper Code: HADMCT1352**

**Title- Political Process -XIII (4 credits)**

**Curriculum Details**

### **Course Objectives**

1. To understand the nature and importance of the political process in a democratic system.
2. To study political institutions, political parties, and pressure groups.
3. To explain the role of elections and public participation in politics.
4. To develop awareness about democratic values and political behaviour.

### **Course Outcomes**

After completing this course, students will be able to:

1. Understand the concept and importance of the political process.
2. Explain the role of political parties, elections, and leadership in democracy.
3. Analyse the participation of citizens in political activities.
4. Develop knowledge about democratic institutions and political culture.



**Swami Ramanand Teerth Marathwada University, Nanded**  
**Faculty of Humanities Major in Administrative Services**  
**Under Graduate Third Year Programme, Semester VI**

**Paper Code: HADMCT1352**

**Title- Political Process -XIII (4 credits)**

Module No.	Unit No.	Topic	Hrs. Required to cover the contents 1 Hrs.=60M.
1.0		The foundation of Indian constitution	
	1.1	Philosophy of Indian constitution	15
	1.2	Preamble and its features	
	1.3	Fundamental rights and duties	
	1.4	Directive Principles of State Policy	
2.0		Party system in India	
	2.1	Party system in India future and Trends	15
	2.2	Voting behaviour and its determines	
	2.3	Role of election commission in party politics	
	2.4	election reforms	
3.0		<b>State economy and development</b>	
	3.1	Nature of Indian state 3.2 development planning model NitiAayog	15
	3.2	Development planning model NitiAayog	
	3.3	New economic policy	
	3.4	Growth and human developmentpublic welfare and expenditure	
4.0		Civil Society	
	4.1	Meaning and definition of civil society	15
	4.2	Nature and features of civil society	
	4.3	Role of civil society in Indian politics	
	4.4	Importance of civil society	

## ***References:***

### **English**

- 1. Indian Government and Politics – B. L. Fadia**
- 2. Politics in India – Rajni Kothari**

### **Hindi**

1. भारतीयशासन और राजनीति– बी .एल . फाडिया
2. भारतकी राजनीति– रजनीकोठारी

### **Marathi**

1. भारतीयशासन आणि राजकारण– बी .एल . फाडिया
2. भारतीयराजकारण– राजनीकोठारी
3. भारतीयसंविधान, प्रा. डॉ. बळवंत विष्णू घोगरे, प्रभाकर पब्लिकेशन लातूर, **2025**



**Swami Ramanand Teerth Marathwada University, Nanded**  
**Faculty of Humanities Major in Administrative Services**  
**Under Graduate Third Year Programme, Semester VI**

**Paper Code: HADMCT1353**

**Title- History Of World –XIV (2 credits)**

**Curriculum Details**

**Course Objectives:**

1. To introduce students to the major civilizations, political transformations, and socio-economic developments in world history.
2. To examine important revolutions and their impact on modern political institutions and governance.
3. To understand the causes and consequences of global conflicts such as the World Wars and ideological struggles.
4. To analyze contemporary global developments including decolonization, globalization, and international organizations.

**Course Outcomes**

After completing this course, students will be able to:

1. Explain the historical development of major civilizations and global interactions.
2. Analyse the causes, processes, and consequences of major political revolutions such as the French Revolution and the Russian Revolution.
3. Evaluate the global impact of World War I and World War II.
4. Understand the emergence of international institutions such as the United Nations and their role in global governance.
5. Develop analytical and critical perspectives on modern world history and international relations.



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

**Paper Code: HADMCT1353**

**Title- History Of World –XIV**

**Curriculum Details :(for 02 Credits)**

<b>Module No.</b>	<b>Unit No.</b>	<b>Topic</b>	<b>02 Credits</b>
<b>1.0</b>		Early Civilizations & Renaissance	<b>08</b>
	<b>1.1</b>	Egyptian, Greek & Roman Civilizations	
	<b>1.2</b>	Feudalism & Medieval Europe	
	<b>1.3</b>	Renaissance & Reformation, Geographical Discoveries	
<b>2.0</b>		Age of Revolution	<b>07</b>
	<b>2.1</b>	French Revolution (1789–1799)	
	<b>2.2</b>	2 American War of Independence (1765–1783)	
	<b>2.3</b>	Industrial Revolution (1850)	
<b>3.0</b>		World Wars & Ideologies	<b>08</b>
	<b>3.1</b>	World War I (1914–1918) and League of Nations (1920)	
	<b>3.2</b>	Russian Revolution (1917)	
	<b>3.3</b>	Rise of Fascism & Nazism	
<b>4.0</b>		Contemporary World	<b>07</b>
	<b>4.1</b>	Cold War	
	<b>4.2</b>	Decolonization in Asia & Africa	
	<b>4.3</b>	Formation of the United Nations (1945)	
			<b>30</b>



**Swami Ramanand Teerth Marathwada University, Nanded**

**Faculty of Humanities Major in Administrative Services**

**Under Graduate Third Year Programme, Semester VI**

**Paper Code: HADMIK1351**

**Title-Women Administrators in Indian History-XV(2 credits)**

**Curriculum Details**

### **Course Objectives**

1. To understand the historical development of Maharashtra from ancient to modern period
2. To study the political, social, economic, and cultural history of Maharashtra
3. To analyze the role of important rulers, movements, and personalities
4. To understand the contribution of Maharashtra in the freedom struggle of India
5. To develop an understanding of regional identity and state formation
6. To develop analytical ability for MPSC examination
7. Challenging patriarchy, upholding sovereign rights (Swaraj), military leadership to defend territory, creating a just, welfare-oriented state.

### **Course Outcomes**

1. Students will understand the chronological history of Maharashtra
2. Students will gain knowledge of major dynasties, rulers, and events
3. Students will understand social reforms and movements in Maharashtra
4. Students will analyze Maharashtra's role in the Indian national movement
5. Students will understand the formation of Maharashtra state (1960)
6. Students will develop the ability to solve MPSC-based questions and write answers effectively



**Swami Ramanand Teerth Marathwada University, Nanded**  
***Faculty of Humanities* Major in Administrative Services**  
**Under Graduate Third Year Programme, Semester VI**

**Paper Code: HADMIK1351**

**Title-Women Administrators in Indian History -XV(2 credits)**  
**Curriculum Details**

<b>Module No.</b>	<b>Unit No.</b>	<b>Topic</b>	<b>02 Credits</b>
<b>1.0</b>		<b>RajmataJijabai (1598-1674)</b>	<b>08</b>
	<b>1.1</b>	Role in Upbring of ShivajiMaharaj	
	<b>1.2</b>	Infulence of Swarajya Concept	
	<b>1.3</b>	Administrative Sense & Moral Teaching	
<b>2.0</b>		<b>Maharani Tarabai (1675-1761)</b>	<b>07</b>
	<b>2.1</b>	Leadership after Death Of RajaramMaharaj	
	<b>2.2</b>	Resistance against Auranzeb	
	<b>2.3</b>	Role in Sustaining empirer	
<b>3.0</b>		<b>AhilybaiHolkar(1767-1795)</b>	<b>08</b>
	<b>3.1</b>	Administration and Justice System	
	<b>3.2</b>	Temple Construction	
	<b>3.3</b>	Welfare policies & Ideal Goverenance	
<b>4.0</b>		<b>Rani LaxmibaiZasi (1828-1858)</b>	<b>07</b>
	<b>4.1</b>	Role in Revolt of 1857	
	<b>4.2</b>	Leadership in Zasi	
	<b>4.3</b>	Bravary&Militry Tactics	

Reference :

English

1. History of the Marathas – James Grant Duff  
Publisher: Longman  
Year: 1826
2. New History of the Marathas – G.S. Sardesai  
Publisher: Phoenix Publications  
Year: 1946
3. Maratha Polity – G.S. Sardesai  
Publisher: Popular Prakashan  
Year: 1958
4. Shivaji and His Times –JadunathSarkar  
Publisher: Longmans  
Year: 1919

Hindi

1. मराठोंकाइतिहास-ग्रांटडफ (अनुवाद)  
Publisher: Various Hindi Editions
2. शिवाजीऔरउनकायुग-जदुनाथसरकार  
Publisher: Orient Longman
3. महाराष्ट्रकाइतिहास- Various Authors  
Publisher: Hindi Granth Academy

Marathi

1. मराठ्यांचाइतिहास-ग. स. सरदेसाई  
Publisher: Popular Prakashan  
Year: 1946
2. छत्रपतीशिवाजीमहाराज-जदुनाथसरकार (Marathi Translation)  
Publisher: Various Marathi Publications
3. महाराष्ट्राचाइतिहास-सेतूमाधवरावपगडी  
Publisher: Continental Prakashan  
Year: 1960s (Reprints available)
4. आधुनिकमहाराष्ट्राचाइतिहास-अ. रा. कुलकर्णी



**Swami Ramanand Teerth Marathwada University, Nanded**

***Faculty of Humanities Major in Administrative Services***

**Under Graduate Third Year Programme, Semester VI**

**Paper Code: HADMET1351**

**Title-Sustainable Development-II**

**Curriculum Details**

**Course Objectives:**

Course Objectives

1. To understand the concept and importance of sustainable development.
2. To study the relationship between environment, society, and economic development.
3. To explain the role of government and citizens in protecting natural resources.
4. To create awareness about environmental protection and sustainable use of resources.

Course Outcomes

After completing this course, students will be able to:

1. Understand the meaning and importance of sustainable development.
2. Explain the challenges of environmental protection and resource management.
3. Analyze the role of policies and programs in sustainable development.
4. Develop awareness and responsibility towards environmental conservation.



**Swami Ramanand Teerth Marathwada University, Nanded**

**Faculty of Humanities Major in Administrative Services**

**Under Graduate Third Year Programme, Semester VI**

**Paper Code: HADMET1351**

**Title- Sustainable Development-II**

**Curriculum Details :(for 04 Credits)**

Module No.	Unit No.	Topic	Hrs. Required to cover the contents 1 Hrs.=60M.
1.0		Concept of sustainable Development	
	1.1	Definition and meaning	15
	1.2	Sustainable Development goals	
	1.3	Sustainable urban development ( agriculture and water management)	
	1.4	Sustainable Rural development	
2.0		Environmental issues	
	2.1	Climate change	15
	2.2	Biodiversity conservation	
	2.3	Pollution	
	2.4	Government Policy in Environmental Policy	
3.0		Policy for sustainable Development	
	3.1	Renewable energy	15
	3.2	Water management and recycling	
	3.3	Role of citizens in sustainable Development	
	3.4	Waste Management	
4.0		Barriers in sustainable development	
	4.1	Lack of people participation	15
	4.2	Resources depletion	
	4.3	Corruption	
	4.4	Poverty	

## Reference Books

### English

1. Sustainable Development – Susan Baker
2. Environmental Studies – ErachBharucha

### Hindi

1. सततविकास– एम .पी .शर्मा
2. पर्यावरणअध्ययन– इराचभरूचा

### Marathi

1. शाश्वतविकास– डॉ .बी .डी .तोडकर
2. पर्यावरणअभ्यास– इराचभरूचा



**Swami Ramanand Teerth Marathwada University, Nanded**

**Faculty of Humanities Major in Administrative Services**

**PaperCode: HADMET1351**

**OR Title- Social Justice**

**Curriculum Details:(for04Credits)**

**Objectives :**

- 1. To understand the concept, meaning and importance of Social Justice.**
- 2. To study the role of the Indian Constitution in promoting Social Justice.**
- 3. To analyze social inequalities like caste, gender, poverty and discrimination.**
- 4. To examine government policies and welfare schemes for weaker sections.**

**Outcomes :**

- 1. Students will be able to explain the concept of Social Justice clearly.**
- 2. Students will understand constitutional provisions related to equality and justice.**
- 3. Students will analyze social problems and suggest solutions.**
- 4. Students will develop answer writing skills for MPSC examination.**



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

**Paper Code: HADMET1351**

**OR Title- Social Justices**

**Curriculum Details:(for 04 Credits)**

<b>Module No.</b>	<b>Unit No.</b>	<b>Topic</b>	<b>02 Credits</b>
<b>1.0</b>		<b>Concept and Foundations of Social Justice</b>	<b>08</b>
	<b>1.1</b>	Meaning, Nature and Scope of Social Justice	
	<b>1.2</b>	Principles: Equality, Liberty, Fraternity, Justice	
	<b>1.3</b>	Social Justice in Indian Context	
	<b>1.4</b>	Role of State in Promoting Social Justice	
<b>2.0</b>		<b>Constitutional and Legal Framework</b>	<b>07</b>
	<b>2.1</b>	Social Justice in Indian Constitution (Preamble, Fundamental Rights, DPSP)	
	<b>2.2</b>	Protective Discrimination (Reservation Policy – SC, ST, OBC, EWS)	
	<b>2.3</b>	Role of Judiciary in Social Justice	
	<b>2.4</b>	Important Acts (SC/ST Atrocities Act, RTI, RTE, MGNREGA)	
<b>3.0</b>		<b>Issues and Challenges in Social Justice</b>	<b>08</b>
	<b>3.1</b>	Caste System and Social Inequality	
	<b>3.2</b>	Gender Inequality and Women Empowerment	
	<b>3.3</b>	Poverty, Unemployment and Marginalization	
		Problems of Minorities, Tribal and Weaker Sections	
<b>4.0</b>		<b>Policies, Programs and Contemporary Issues</b>	<b>07</b>
	<b>4.1</b>	Government Welfare Schemes (Education, Health, Employment)	
	<b>4.2</b>	Role of NGOs and Civil Society	
	<b>4.3</b>	Social Justice and Globalization	
	<b>4.4</b>	Current Issues: Digital Divide, Human Rights, Inclusive Development	

**Reference :**

English:

- O.P. Gauba – Social and Political Theory
- Ram Ahuja – Social Problems in India
- B.L. Fadia – Indian Government and Politics
- M. Laxmikanth – Indian Polity

Hindi:

- रामआहुजा – भारतीयसामाजिकसमस्याएं
- बी.एल.फाडिया – भारतीयशासनऔरराजनीति
- एम.लक्ष्मीकांत – भारतीयराज्यव्यवस्था

Marathi:

- रामआहुजा (अनुवाद) – भारतातीलसामाजिकसमस्या
- बी.एल.फाडिया – भारतीयशासनआणिराजकारण
- एम.लक्ष्मीकांत – भारतीयराज्यव्यवस्था
- डॉ.सुहासपळशीकर – भारतीयराजकारण

OR



**Swami Ramanand Teerth Marathwada University, Nanded**  
**Faculty of Humanities Major in Administrative Services**  
**Under Graduate Third Year Programme, Semester VI**

**Paper Code: HADMET1351**

**Title-Indian Society: Structure and Change–II (2 Credits)**  
**Curriculum Details**

**Course Objectives**

1. To understand the structure of Indian society and its main features.
2. To study social institutions such as caste, class, family, and religion.
3. To explain the process of social change in modern India.
4. To develop awareness about social problems and reforms in society.

**Course Outcomes**

After completing this course, students will be able to:

1. Understand the basic structure and characteristics of Indian society.
2. Explain the role of caste, class, family, and religion in social life.
3. Analyze the changes taking place in Indian society due to modernization and development.
4. Develop awareness about social issues and social transformation.



**Faculty of Humanities Major in Administrative Services**  
**Under Graduate Third Year Programme, Semester VI**

**Paper Code: HADMET1351**

**Title- Indian Society: Structure and Change –II**  
**Curriculum Details**

<b>Module No.</b>	<b>Unit No.</b>	<b>Topic</b>	<b>Hrs. Required to cover the contents 1 Hrs.=60M.</b>
<b>1.0</b>		Introduction to Indian Society	
	<b>1.1</b>	Indian Social Institutions – Family institution, Political system, Economic system, Religious institution	<b>08</b>
	<b>1.2</b>	Religious, linguistic, racial and geographical unity and diversity in Indian culture	
	<b>1.3</b>	unity and diversity	
<b>2.0</b>		Rural and Agrarian social Structure	
	<b>2.1</b>	Rural society and types of villages in India	<b>07</b>
	<b>2.2</b>	Caste system: nature, characteristics and changing nature of caste system	
	<b>2.3</b>	Agrarian structure, land reforms and the landlord system	
<b>3.0</b>		<b>Caste and class System</b>	
	<b>3.1</b>	Nature and characteristics of the caste system	<b>08</b>
	<b>3.2</b>	Nature and characteristics of the class system	
	<b>3.3</b>	Difference between caste and class	
<b>4.0</b>		Social Problems	
	<b>4.1</b>	Farmer suicides	<b>07</b>
	<b>4.2</b>	Gender inequality and gender discrimination	
	<b>4.3</b>	Unemployment	

Reference Books

English

1. Indian Society – Ram Ahuja
2. Social Change in Modern India – M. N. Srinivas
3. Indian Society: Structure and Change – K. L. Sharma

Hindi

1. भारतीयसमाज- रामआहूजा
2. आधुनिकभारतमेंसामाजिकपरिवर्तन- एम.एन .श्रीनिवास

Marathi

1. भारतीयसमाज- डॉ.ए. एस .खांडेकर
2. भारतीयसमाजरचनाआणिपरिवर्तन- डॉ.बी .डी .तोडकर
3. लोकसहभागआणिग्रामीणविकास, डायमंडपब्लिकेशन, पुणे - डॉ. विभीषण करे



# Swami Ramanand Teerth Marathwada University, Nanded.

Faculty of Humanities. Major/ Minor in Administrative Services

Under Graduate Third Year 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.Third 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



SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

Generic Electives End Semester Exam (ESE)

FACULTY OF HUMANITIES  
B.A.THIRD 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



SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

VSC/SEC End Semester Exam (ESE)

FACULTY OF HUMANITIES

B.A.THIRD 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)

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Generic Elective Course Exam Pattern

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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)

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VSC/SEC Course Exam Pattern

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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. 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 credit of individual paper)

1. ESA Question paper will consist of 5 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 04 subquestions 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 3 Questions.
5. Students need to solve ANY TWO of the remaining Four Questions (Q.2 to Q.5)

#### **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 assignment 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.