

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,
AURANGABAD.**



Circular / Acad Sec./ Curri./Col. & Uni.Cam./ 2021.

It is hereby inform to all concerned that, on the recommendation of Dean of Faculty of Humanities, the Academic Council it's Meeting held on 01st November, 2021 **has accepted the "following New Curriculum of Bridge Courses for University Campus & Affiliated Colleges"** as per appended herewith.

Sr. No.	Bridge Course Name	Level
01.	Marathi	UG/PG
02.	Hindi	UG & PG
03.	English	UG & PG
04.	Economics	UG & PG
05.	History	UG/PG
06.	Thoughts of Mahatma Phule and Dr. Babasaheb Ambedkar	UG/PG
07.	Psychology	UG/PG
08.	Political Sceince	PG
✓ 09.	Public Administration	PG
10.	Sociology	PG

This is effective from the Academic Year 2021-22 and Onwards as appended herewith.

All concerned are requested to note the contents of this circular and bring notice to the students, teachers and staff for their information and necessary action.

University campus,
Aurangabad-431 004.
Ref. No. SU/Col. & UC/P.G./
Course/2021/ 3999-4010

Date: 29.11.2021.

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**Deputy Registrar,
Academic.**

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Copy forwarded with compliments to:-

- 1] **The Head, all concerned departments,**
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- 2] **The Principal, all affiliated colleges,**
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- 3] **The Director, University Network & Information Centre, UNIC,**
with **a request to upload this Circular on University Website.**

Copy to :-

- 1] **The Director, Board of Examinations & Evaluation,**
- 2] **The Section Officer, [B.A./M.A. Unit] Examination Branch,**
- 3] The Section Officer, [Eligibility Unit],
- 4] The Programmer [Computer Unit-1] Examinations,
- 5] The Programmer [Computer Unit-2] Examinations,
- 6] The In-charge, [E-Suvidha Kendra],
- 7] The Public Relation Officer,
- 8] The Record Keeper,
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

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DrK*291121/-

BRIDGE COURSE IN PUBLIC ADMINISTRATION (P.G.)

Paper- Public Administration

Unit-I Principles and Concepts of Public Administration :-

- 1) Meaning, Nature, Scope & Importance of Public Administration.
- 2) Organization:- Meaning & Base of Organization, Forms of Organization.
- 3) Principles of Organization:- Hierarchy, Span of Control, Untidy of Command, Co-ordination, Decision Making.
- 4) Concept of Public Administration:- Administrative Planning, Administrative Leadership, Administrative Supervision, Communication, Public Relation.

Unit-II Indian Administration :-

- 1) Salient Features of Indian Administration.
- 2) Union Government: President & Prime Minister-Power & Functions, Council of Ministers- Composition & Functions.
- 3) Union Legislature: Lok Sabha and Rajyasabha- Composition & Function.
- 4) Planning Commission of India.
- 5) Supreme Court
- 6) Comptroller & Auditor General of India. (CAG).

Unit-III Personnel Administration :-

- 1) Personnel Administration
Meaning, Importance & Scope
- 2) Recruitment
Meaning, Method's of Recruitment
- 3) Training
Meaning, Objectives & Types
- 4) Promotion
Meaning, Principles of Promotion
- 5) Retirement
Meaning & Benefit's of Retirement.

Unit-IV Financial Administration

- 1) Meaning & Importance
- 2) Finance Ministry- Composition & Function's
- 3) Budget – Meaning & Principally.

Unit-V Local Self Government

- 1) Panchayati Raj System:-
 - i) 73rd Constitutional Amendment
 - ii) Zill Parishad, Panchayat Samiti, Gram Panchayat & Gram Sabha- Consposition & Function.
- 2) Urban Local Self Government:-
 - i) Provisions in 74th Constitutional Amendment
 - ii) Municipal Corporation, Municipal Council, Nagar Panchayat, Cantonment Board-Composition & Function.

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