

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,
CHHATRAPATI SAMBAJINAGAR.**



Circular / Acad Sec./ UG /NEP Curri./ Affiliated Colleges / 2024.

It is hereby inform to all concerned that, in continuation of the Circular Ref. No./ SU/ UG/ Affi. Colleges/ NEP Curri/ 2023/ 18731-40 Date: 20.10.2023 on the recommendation of Dean of Faculty of Humanities; **the Academic Council at it's Meeting held on 08th April, 2024 has accepted the "following Subject wise revised Curriculum at UG Level as per National Education Policy-2020"** run at all concerned affiliated colleges under the Faculty of Humanities.

Sr. No.	UG/PG Course Curriculum Name	Semester
01.	B.A., B.Com., B.Sc. etc. First Year Hons with Research [Marathi]	Ist & IInd
02.	B.A./ B.Com/ B.Sc./BFA/BSW etc. First Year Hons with Research [Hindi]	Ist & IInd
03.	B. A./B.Com/ B.Sc./BFA/BSW etc. First Year Hons with Research [English]	Ist & IInd
04.	B.A., B.Com., B.Sc. etc. First Year Hons with Research [Urdu]	Ist & IInd
05.	B.A./ B.Com/ B.Sc. etc. First Year Hons with Research [Sanskrit]	Ist & IInd
06.	B.A./ B.Com/ B.Sc. etc. First Year Hons with Research [Pali & Buddhism]	Ist & IInd
07.	B.A./ B.Com/ B.Sc. etc. First Year Hons with Research [Arabic]	Ist & IInd
08.	B. A. First Year Hons and Hons with Research [Political Science]	Ist & IInd
09.	B. A. First Year Hons with Research [Sociology]	Ist & IInd
10.	B. A. First Year Hons with Research [Economics]	Ist & IInd
11.	B. A. First Year Hons with Research [Public Administration]	Ist & IInd
12.	B. A. First Year Hons with Research [History]	Ist & IInd
13.	B. A. First Year Hons with Research [Psychology]	Ist & IInd
14.	B. A. First Year Hons with Research [Geography]	Ist & IInd

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15.	B. A. First Year Hons with Research [Thoughts of Mahatma Phule and Dr. Babasaheb Ambedkar]	Ist & IInd
16.	B.A. First Year Hons with Research [Military Science]	Ist & IInd
17.	B.A. First Year Hons with Research [Islamic Studies]	Ist & IInd
18.	B.A. First Year Hons with Research [Philosophy]	Ist & IInd
19.	B.A., B.Com., B.Sc. etc. (Common for all faculty) First Year CC (Co-curricular Courses) [NCC]	Ist

This is effective from the Academic Year 2024-25 and Onwards as per 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,
Chhatrapati Sambhajnagar-431 004.
Ref. No. SU/ UG/ Affi.Colleges/
REV. NEP Curri/ 2024/ 25737-48

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**Deputy Registrar,
Academic.**

Date: 21.05.2024.

Copy forwarded with compliments to:-

- 1] **The Principal, all affiliated colleges,**
Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajnagar.
- 2] **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 Sec. Officer, [Concerned Unit] Exam. 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, Chhatrapati Sambhajnagar.

-**-

DrK*210524/-

**Dr. Babasaheb Ambedkar Marathwada University,
Chhatrapati Sambhajinagar (MS)- 431001**



Three Years B. A.

Four Years B. A. (Hons)

and

Four Years B. A. (Hons with Research)

Degree Programme

Course Structure

(Revised)

(AS PER NEP-2020)

-:Subject:-

PUBLIC ADMINISTRATION

(Subject Code: 42)

Effective from: 2024 - 25

-: Preface :-

The Bachelor of Arts (B. A.) program in Public Administration aims to provide students with a comprehensive understanding of the principles, theories, and practices that govern the administration of public affairs and the machinery of government. This program is designed to equip students with the knowledge and skills necessary to navigate the complex landscape of public service and contribute to the effective functioning of administrative systems.

The curriculum is carefully crafted to strike a balance between theoretical foundations and practical applications, ensuring that students not only grasp the conceptual underpinnings of public administration but also develop the ability to apply these concepts in real-world situations. The program covers a wide range of topics, including organizational theory, administrative leadership, public policy analysis, e-governance, and Indian administration, among others. Throughout the course of study, students will have the opportunity to explore the evolution of public administration as a discipline, examine the roles and functions of various government agencies, and gain insights into the decision-making processes that shape public policies. They will also develop critical thinking and analytical skills, enabling them to evaluate and address the challenges faced by modern-day public organizations.

In addition to the core courses, the program offers a range of skill enhancement courses and vocational skill courses, equipping students with practical skills in areas such as office administration, Land record management, database administration, and communication skills. These courses are designed to enhance the employability of graduates and prepare them for diverse career opportunities in the public, private, and non-profit sectors.

We invite you to embark on this exciting journey of learning and discovery, where you will develop the expertise and leadership skills necessary to make a meaningful impact in the realm of public service.

AS PER NEP- 2020

Illustrative credit distribution Structure for B.A. (Three / Four Years Honors /Honors with Research) Degree Programme with Multiple Entry and Exit Options

B. A. First Year (I - Semester)

Sr. No.	Course Type	First Semester			Teaching Hrs/Week 2Theory & 4 Practical
		Course Code	Course Name	Credits	Total Credits
1	Major-1 (Core) M1 Mandatory	DSC-1: HAC04421011T-	Introduction to Public Administration	2-T+2-P	2+2= 4
	Major-2 (Core) M2 Mandatory	DSC-2		2-T+2-P	2+2= 4
	Major-3 (Core) M3 Mandatory	DSC-3		2-T+2-P	2+2= 4
					Total-12
2	Major Electives (Choose any one from pool of courses)				
3	Minor (Choose any one from pool of courses) It is from different discipline of the same				
4	GE/OE (Generic / Open Elective) (Choose any one from pool of courses) It should be chosen compulsorily from the faculty other than that of	GE/OE-1 HDC04421011T-	Theories and Principles of Management and Administration	2	2
5	VSC- (Vocational Skill Courses) (Choose any one from pool of courses)	-----			2
6	SEC- (Skill Enhancement Courses) (choose any one from pool of courses)	SEC-1 HEC04421011T- HEC04421021T- HEC04421031T-	Basics of E- Governance Administrative Leadership and Communication Skills Public Relations and Skill Development	1-T+1-P	
7	AEC (Ability Enhancement Courses) (Common for all faculty)	AEC-1	English	2	4
8	VEC (Value Education Courses) (Common for all faculty)				
9	IKS (Indian Knowledge System) Courses (Common for all faculty)	IKS-1		2	
10	OJT (On Job Training)				
11	FP (Field Project)				
12	CEP (Community Engagement Project) (Common for all faculty)				
13	CC (Co-curricular Courses) (Common for all faculty)	CC-1	Health and Wellness/ NCC	2	2
14	RM (Research Methodology) Course				
15	RP (Research Project)	---			
					22

B. A. First Year, (II- Semester)

Sr. No.	Course Type	Second Semester			Teaching Hrs /Week) 2Theory & 4Practical
		Course Code	Course Name	Credits	Total Credits
1	Major-4 (Core) M4 Mandatory	DSC-4 HAC04421512T-	Indian Administration	2T+2P	2+2= 4
	Major- 5 (Core) M5 Mandatory	DSC-5		2T+2P	2+2= 4
	Major-6 (Core) M6 Mandatory	DSC-6		2T+2P	2+2= 4
					Total -12
2	Major Electives (Choose any one from pool of courses)				
3	Minor (Choose any one from pool of courses)It is from different discipline of the same				
4	GE/OE (Generic / Open Elective) (Choose any one from pool of courses) It should be chosen compulsorily from the faculty other than that of	GE/OE-2: HDC04421512T-	Management and Administrative Thinkers	2	2
5	VSC- (Vocational Skill Courses) (choose any one from pool of courses)	VSC-1: HEC04421512T-	Database Administration	2	2
		HEC04421522T-	Office Administration and Record Management		
		HEC04421532T-	Land Record Management		
6	SEC- (Skill Enhancement Courses) (choose any one from pool of courses)				
7	AEC (Ability Enhancement Courses) (Common for all faculty)	AEC-2*		2	4
8	VEC (Value Education Courses) (Common for all faculty)	VEC-1	Constitution of India	2	
9	IKS (Indian Knowledge System) Courses (Common for all faculty)				
10	OJT (On Job Training)				
11	FP (Field Project)				
12	CEP (Community Engagement Project) (Common for all faculty)				2
13	CC (Co-curricular Courses) (Common for all faculty)	CC-2	Yoga Education / Sports & Fitness	2	
14	RM (Research Methodology) Course				
15	RP (Research Project)	---			
					22
<p>Exit Option: Award of UG Certificate in 3 Majors with 44 credits and an additional 4 credits of core NSQF course / Internship OR continue with Major and Minor *AEC-2 and AEC-4: Additional English/Hindi/Marathi/ Pali & Buddhism/ Sanskrit/ Urdu</p>					

-: Program Educational Objectives (PEOs) :-

1. To provide students with a comprehensive understanding of the fundamental concepts, theories, and principles of public administration,
2. To enable them to analyze and evaluate the functioning of government and public sector organizations.
3. To develop students' critical thinking and analytical abilities, allowing them to assess and address complex administrative challenges, formulate effective policies, and contribute to informed decision-making processes.
4. To equip students with practical skills in areas such as e-governance, public relations, office administration, record management, and database administration, enhancing their employability and preparedness for diverse roles in the public sector.
5. To foster an understanding of the constitutional framework, structure, and functioning of the Indian administrative system, enabling students to comprehend the roles and responsibilities of various agencies and organizations.
6. To cultivate leadership qualities, ethical values, and effective communication skills in students, empowering them to assume leadership positions and drive positive change in public service.
7. To encourage students to appreciate the significance of public administration in promoting good governance, transparency, and accountability, contributing to the overall development and welfare of society.
8. To prepare students for successful careers in various domains, including government agencies, non-governmental organizations, international organizations, and the private sector, where an understanding of public administration principles is essential.

-: Program Learning Outcomes of B. A. (Hons.) Public Administration :-

The students who complete three/four years' undergraduate program in Public Administration would earn an Honours degree in the discipline. The learning outcomes that a student should be able to demonstrate on completion of this Hons. Degree-level program would involve academic, behavioural and social competencies

1. Academic Competence

- i. Gain Disciplinary knowledge and methods including data analysis and computer literacy.
- ii. Gain the Ability to use skills in specific areas related to the chosen specialization (Administration, E-governance etc.)
- iii. Enhance the Ability to relate and connect concepts with personal experiences and use critical thinking.
- iv. Able to articulate ideas, scientific writing, and authentic reporting, effective presentation skills.
- v. Able to deal with conflicting theories and approaches, learn to withstand ambiguities and understand the limitations of the discipline.

2. Personal & Behavioural Competence

- i. Lead to Self-development and self-regulation skills.
- ii. Develop positive attributes such as empathy, compassion, social participation, and accountability.
- iii. Improve conversational competence including communication and effective interaction with others, listening, speaking, and observational skills.
- iv. Enhance Ability to work both independently and in a group and deal effectively with clients and stakeholders, and learn the art of negotiation.

3. Social Competence

- i. Enhance the skill to Collaborate, cooperate, and realize the power of groups and communities.
- ii. Able to Analyse social problems and understand social dynamics.
- iii. Imbibe Ethical, social, and ecological responsibility including acknowledging the dignity and presence of others, awareness of social order, learning of values and social concern reflected through activation of social participates (e.g. village surveys, visiting old age homes and spending time with elderly, orphanage community service etc.).

-: Program - Specific Outcomes (PSOs) :-

Upon successful completion of the program, the various aspects of the students will be improved. These aspects include.

PSO1: Gain deep knowledge of the subject

Demonstrate a broad understanding of public affairs, policy development, policy analysis, economic analysis, management skills, and organization theory and their applications to public service.

PSO2- Critical Thinking

Critical thinking is central to the art, practice and process of public Administration. The world in which public Administration functions is in constant flux. The political, economic, technological, and social forces are constantly changing and are challenging to the public servants. The study will enable the students to learn how to face these challenges. It will provide opportunities in the classroom to practice and sharpen cognitive skills so as to face the challenges.

PSO3- Intellectual Skill

The ability to think, and make decisions will be enhanced. The ability to demonstrate knowledge and understanding of essential facts, concepts, principles, and theories relating to the subject areas identified. The ability to apply such knowledge and understanding to the solution of qualitative and quantitative problems mostly of a familiar nature. Use of ICT in governance, and communication skill will be enhanced.

PSO4- Communication Skill

Effective communication is key to success it may be the private or public sector. The student can effectively communicate orally and by writing. This will facilitate him/her to connect the new people, take on new ideas, and transfer and exchange knowledge.

PSO5- Gain Employable skill

The study will enable the students to enter into civil services like UPSC, state public services, Police recruitment, Staff Selection Commission, Railway department, and other private sectors also.

B. A. First Year, Semester - I

Major(Core)

Discipline Specific Course (DSC)

Course Code: **HAC04421011T**

INTRODUCTION TO PUBLIC ADMINISTRATION

Total Credits: 04 (2-T+2-P), Total Contact Hours: Theory- 30 Hrs, Practical- 60Hrs, Max. Marks: 100

Learning Objectives of the Course:

- i) To introduce students about the discipline of Public Administration.
- ii) To Understand students, the concept of organization.
- iii) To introduce the forms & types of organisation.
- iv) To introduce them about the application of Principles of organisation, so as to work practically on hierarchy, span of control.
- v) To develop & inculcate the analytical thinking and analytical skills by application of organisation, Principles in real-world context.

Course Outcomes(COs):

- i) Students will gain a broad understanding of Public Administration and the development of the discipline.
- ii) Learn about the basics of Organization.
- iii) Understand the roles and functions of line agencies, staff agencies, and auxiliary agencies in organizational structures.
- iv) Apply the principles of hierarchy, span of control, and unity of command to develop organizational hierarchies and calculate spans of control through practical exercises.
- v) Develop critical thinking and analytical skills by evaluating the application of organizational principles in real-world contexts.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
	Theory	
I	Basic Premises a) Meaning, Nature, Scope and Importance of Public Administration b) Evolution of Public Administration c) Public and Private Administration	10 Hrs
II	Organization a) Meaning and Importance of Organization b) Forms of Organization c) Line, Staff and Auxiliary Agencies	10 Hrs
III	Principles of Organization a) Hierarchy b) Span of Control	10 Hrs

	c) Unity of Command d) Co-ordination e) Communication	
	Practical/Activity	60 Hrs
	Work for Students	
1)	Applied Organizations of Public and Private Administration	
2)	Study of Formal and Informal Organizations	
3)	Applications of Line, Staff and Auxiliary Agencies	
4)	Study of Related Examples of the Organizations	
5)	Hierarchy: The study of Hierarchical structure of different departments, organizations, offices, etc.	
6)	Span of Control: Studying different departments, offices, etc.	
7)	Unity of Command: Studying different departments, offices, etc.	
8)	Co-ordination: The study of the Co-ordination of different departments, organizations, offices, etc.	
9)	Communication: Studying different departments, offices, etc.	

Text & Reference Books:

1. Avasthi A. and Maheshwari S.R. (2020): Public Administration, Lakshmi Narain Agarwal Educational Publishers, Agra.
2. Basu, Rumki (2019): Public Administration-Concepts and Theories, Sterling, New Delhi.
3. Goel, S. L. (2003): Advanced Public Administration, Deep and Deep Publication, New Delhi.
4. Goel, S. L. (2003): Public Administration-Theory and Practice, Deep and Deep Publications, New Delhi.
5. Sharma, M. P., Sadana, B.L. and Kaur, Harpreet (2010): Public Administration- Theory and Practice, Kitab Mahal, Allahabad.
6. Singh, Hoshier and Sachdeva, Pradeep (2011): Public Administration: Theory and Practice, Pearson Education India, New Delhi.
7. Bhattacharaya, Mohit (2008): New Horizons of Public Administration, Jawahar Publishers and Distributors, New Delhi.
8. शर्मा एम. पी. एवं सडाना बी. एल. (2005) लोकप्रशासन सिद्धांत एवं व्यवहार, किताबमहल प्रकाशन, इलाहाबाद.
9. अवस्थी ए. एवं माहेश्वरी एस. (2020), लोकप्रशासन, लक्ष्मीनारायण अग्रवाल प्रकाशन, आग्रा.
10. बोरा पारस व शिरसाठ श्याम (2013), लोकप्रशासनशास्त्र, विद्याबुकस पब्लिशर्स, औरंगाबाद.
11. इनामदार एन. आर.(2000), लोकप्रशासन, दास्ताने रामचंद्र आणि कंपनी, पुणे.
12. पाटील पी.बी. (2018), लोकप्रशासन, फडके प्रकाशन, कोल्हापूर.

Generic (GE)

Course for other Subject / Faculty Students

Course Code: **HDC04421011T**

THEORIES AND PRINCIPLES OF MANAGEMENT AND ADMINISTRATION

Total Credits: 02, Total Contact Hours: Theory- 30 Hrs, Maximum Marks: 50

Learning Objectives of the Course:

- i) To give the knowledge of various Management theories.
- ii) To give the knowledge of various Administrative theories.
- iii) To introduce the concept of Management.
- iv) To give the knowledge of Principles of Management.
- v) To give the knowledge of Principles of Administration.

Course Outcomes(COs):

- i) Understand the various Management theories
- ii) Understand the various Administrative theories.
- iii) Familiarize with the concept of Management and Administration.
- iv) Gain knowledge of principles of Management.
- v) Gain knowledge of principles of Administration.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Management and Administration Theories - I a) Scientific Management Theory b) Classical Theory c) Bureaucratic Theory	10 Hrs
II	Management and Administration Theories - II a) Human Relations Theory b) Behavioural Theory c) Motivational Theory	10 Hrs
III	Principals of Management and Administration a) Hierarchy b) Span of Control c) Co-ordination and Communication	10 Hrs

Text & Reference Books:

1. Avasthi, A. & Maheshwari, S. R. 2006. Public Administration. (Hindi& English) Lakshminarain Aggarwal, Agra.
2. Bhattacharya, Mohit. 1987. Public Administration- Structure, Process and Behavior. TheWorld Press Private Ltd.: Calcutta.
3. Bhattacharya, Mohit. 2007. Public Administration. The World Press Private Ltd.: Calcutta.

4. Marini, Frank. (Ed) 1971. Toward a New Public Administration. Chandler.
5. Nigro, Felix A. and Nigro, Loyad G. 1980. Modern Public Administration, Harper and Row: New York.
6. Prasad, D. Ravindra, V. S. Prasad and P. Satyanarayan. 2004. Administrative Thinkers (Eds.) Sterling Publishers: New Delhi.
7. Pugh, D. S. (Ed). 1985. Organization Theory Selected Readings. Penguin Books: Middlesex, England.
8. Puri, K. K. 2006. Elements of Public Administration. Bharat Prakashan: Jalandhar.
9. Taylor F. W. 1947. Scientific Management. Harper and Row: New York.
10. Weber, Max. 1969. The Methodology of the Social Sciences. Translated and Edited by Edward A. Shills and Henry a Finch. The Free Press: New York.
11. White, L. D. 1968. Introduction to the Study of Public Administration. Eurasia Publishing House: New Delhi.
12. शर्मा एम. पी. एवं सडाना बी. एल. (2005) लोकप्रशासन सिद्धांत एवं व्यवहार, किताबमहल प्रकाशन, इलाहाबाद.
13. अवस्थी ए. एवं माहेश्वरी एस. (2020), लोकप्रशासन, लक्ष्मीनारायण अग्रवाल प्रकाशन, आग्रा.
14. बोरा पारस व शिरसाठ श्याम (2013), लोकप्रशासनशास्त्र, विद्याबुक्स पब्लिशर्स, औरंगाबाद.
15. इनामदार एन. आर.(2000), लोकप्रशासन, दास्ताने रामचंद्र आणि कंपनी, पुणे.
16. पाटील पी.बी. (2018), लोकप्रशासन, फडके प्रकाशन, कोल्हापूर.
17. बंग के. आर.(2013), लोकप्रशासन: तत्वे आणि सिद्धांत, विद्या बुक्स पब्लिशर्स, औरंगाबाद.

Skill Enhancement Course (SEC)

Course Code: **HEC04421011T**

BASICS OF E- GOVERNANCE

Total Credits: 02 , Total Contact Hours: Theory- 30 Hrs, Maximum Marks: 50

Learning Objectives of the Course:

- i) To understand the concept of E-Governance.
- ii) To introduce the characteristic of E-Governance.
- iii) To equip with the application of E-Governance on difference walks of life.
- iv) To familiarise with various E-Governance initiations undertaken for delivery of Public Services.
- v) To inculcate the skills of use and to operate E-Governance.

Course Outcomes(COs):

- i) Gain theoretical understanding about the concept & Characraistics of E- Governance.
- ii) They gain knowledge on models of E- Governance.
- iii) Learn practical application of E- Governance in different walks of life.
- iv) Aware of various E- Governance initiatives undertaken to deliver Public services to the stakeholders.
- v) Develop necessary skills to use and operate E- Governance or digital service delivery.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Introduction of E- Governance a) Meaning and Significance of E- Governance b) Characraistics of E- Governance	10 Hrs
II	Applications of E- Governance- I a) Models of E- Governance a) MS- Word	10 Hrs
III	Applications of E- Governance- II a) MS- Excel b) CMS (Content Management System)	10 Hrs

Text & Reference Books:

1. Bhatnagar, S. C. (2004) E- Government: From Vision to Implementation. Sage: Delhi.
2. Heeks, Richard (2006) Implementing and Managing e-Government: An International text. Sage: London
3. Jones, S. G. (Ed.) (1995) Cyber Society, Computer mediated communication and Community. Sage: Thousand Oaks CA
4. Kooiman, J. (Ed.) (1993) Modern Governance: New Government - Society Interactions, Sage: London
5. Layne, K. and Lee J. (2001) Developing Fully Functional E-Government: A Four Stage Model. Government Information Quarterly, 18, Elsevier: Manchester, UK.
6. Marchionini, G. (1995) Information Seeking in Electronic Environments. The Press Syndicate of the University of Cambridge: New York
7. Pardhasaradhi, Y. (2009) E-Governance and Indian Society. Kanishka: New Delhi
8. Satyanarayana, J. (2006) E-Government, PHI, New Delhi.
9. बोरा पारस व शिरसाठ श्याम (2013), लोकप्रशासनशास्त्र, विद्याबुक्स पब्लिशर्स, औरंगाबाद.

Skill Enhancement Course (SEC)

Course Code: **HEC04421021T**

ADMINISTRATIVE LEADERSHIP AND COMMUNICATION SKILLS

Total Credits: 02 , Total Contact Hours: Theory- 30 Hrs, Maximum Marks: 50

Learning Objectives of the Course:

- i) To give theoretical knowledge of concepts of Administrative Leadership.
- ii) To give the knowledge about the leadership style.
- iii) To understand the Leadership theories.
- iv) To give the knowledge about the concept of communication.
- v) To improve the communicating skill so to develop the interview skills.

Course Outcomes(COs):

- i) Acquire theoretical knowledge of concepts such as Administrative Leadership.
- ii) Understand the style of Administrative Leadership.
- iii) Familiarize with the theories of Leadership.
- iv) Develop communication skills.
- v) Able to face interviews in corporate and public sector.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Administrative Leadership a) Meaning and Importance of Administrative Leadership b) Leadership styles c) Ethics and continuous learning as a leader	10 Hrs
II	Leadership Theories a) Trait Theory b) Behavioural Theory c) Situational Theory	10 Hrs
III	Communication Skill Development a) Types of Communication: Verbal, nonverbal, listening, visual communication b) Effective Speaking: Principles, speech preparation, vocal control, interview & pronunciation c) Business Communication: Report writing, Letter writing, Network communication	10 Hrs

Text & Reference Books:

1. Adair. John (2009) Effective Communication (Revised Edition). Pan MacMillan: London.
2. Ajmani, J. C. (2012) Good English: Getting it Right. Rupa Publications: New Delhi.

3. Andrews, Sudhir (1988) How to Succeed at Interviews (21" Reprint). Tata McGraw Hill: New Delhi
4. Baron, Robert A. and Misra, Girishwar (2015) Psychology (Indian Sub-Continent Edition) Pearson: New Delhi
5. Becker, Ethan F. and Wortmann, Jon (2009) Mastering Communication at Work: How to Lead, Manage, and Influence? McGraw Hill: New Delhi
6. Heller, Robert (2002) Effective Leadership. DK Publishing: New Delhi
7. Hurlock, E. B. (2006) Personality Development (28th Reprint). Tata McGraw Hill: New Delhi.
8. Jain, Shashi (2007) Introduction to Psychology (4th Revised Edition). Kalyani Publishers: New Delhi.
9. Khan, S. R. (2014) Personality Development. Ramesh Publishing House: Delhi.
10. Kumar, Pravesh (2005) All About Self-Motivation. Goodwill Publishing House: New Delhi.
11. Lucas, Stephen (2001) Art of Public Speaking. Tata McGraw Hill: New Delhi
12. Mile, D. J. (2004) Power of Positive Thinking. Rohan Book Company: Delhi.
13. Pease, Allan and Pease, Barbara (2017) The Definitive Book of Body Language. Sudha Publications: Delhi.
14. Prasad, H. M. (2001) How to Prepare for Group Discussion and Interview, Tata McGraw Hill: New Delhi.
15. शर्मा एम. पी. एवं सदाना बी. एल. (2005) लोकप्रशासन सिद्धांत एवं व्यवहार, किताबमहल प्रकाशन, इलाहाबाद.
16. अवस्थी ए. एवं माहेश्वरी एस. (2020), लोकप्रशासन, लक्ष्मीनारायण अग्रवाल प्रकाशन, आग्रा.

Skill Enhancement Course (SEC)

Course Code: **HEC04421031T**

PUBLIC RELATIONS AND SKILL DEVELOPMENT

Total Credits: 02 , Total Contact Hours: Theory- 30 Hrs, Maximum Marks: 50

Learning Objectives of the Course:

- i) To give the knowledge of concept meaning of Public Relations.
- ii) To familiarise the role & importance of Public Relations in Public Administration.
- iii) To introduce them the importance of communication in Public Relations.
- iv) To equip with the knowledge of effective communication skills.
- v) To give the practical experience of Public Relations writing.

Course Outcomes(COs):

- i) Familiarise the concept, meaning of Public Relations.
- ii) Understand the role and importance of public relations in Public Administration.
- iii) Acquire the knowledge about the importance of communication in Public Relations.
- iv) Gain the knowledge of effective communication, public speaking and presentation skill.
- v) Gain practical experience of public relations writing.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Fundamentals of Public Relations a) Meaning, Nature, scope and importance of Public Relations b) Tools of Public Relations c) Developing key messages and themes d) Developing Public Relations campaigns and programs	10 Hrs
II	Skill Development- I a) Public Relations writing styles (news releases, pitch letters, etc.), b) Speech writing	10 Hrs
III	Skill Development- II a) Practical work- Practical work experience in Public Relations setting, b) Creating campaign for real or mock client	10 Hrs

Text & Reference Books:

1. Deepak Nayar, Public Relations and Communication, ABD Publishers.
2. Lee Edwards, Understanding Public Relations: Theory, Culture and Society, SAGE Publications Ltd.
3. Amy Rosenberg a Modern Guide to Public Relations: Unveiling the Mystery of PR

4. Robert Lawrence Heath, Handbook of Public Relations (Paperback), SAGE Publications,
5. Fraser P. Seitel, The Practice of Public Relations, Pearson College
6. Mordecai Lee, Government Public Relations: A Reader (Public Administration and Public Policy)
7. Mordecai Lee (Editor), Grant Neeley (Editor), Kendra Stewart (Editor), The Practice of Government Public Relations (ASPA Series in Public Administration and Public Policy)
8. Lucas, Stephen (2001) Art of Public Speaking. Tata McGraw Hill: New Delhi
9. शर्मा एम. पी. एवं सडाना बी. एल. (2005) लोकप्रशासन सिद्धांत एवं व्यवहार, किताबमहल प्रकाशन, इलाहाबाद.
10. अवस्थी ए. एवं माहेश्वरी एस. (2020), लोकप्रशासन, लक्ष्मीनारायण अग्रवाल प्रकाशन, आग्रा.
11. बोरा पारस व शिरसाठ श्याम (2013), लोकप्रशासनशास्त्र, विद्याबुकस पब्लिशर्स, औरंगाबाद.

B. A. First Year, Semester - II

Major(Core)

Discipline Specific Course (DSC)

Course Code: **HAC04421512T**

INDIAN ADMINISTRATION

Total Credits: 04 (2-T+2-P), Total Contact Hours: Theory- 30 Hrs, Practical- 60Hrs, Max. Marks: 100

Learning Objectives of the Course:

- i) To understand and critically analyse the features of the Indian Administration.
- ii) To gain knowledge of role and functioning of the Union Legislature and Union Judiciary.
- iii) To demonstrate knowledge of the structure and functions of the Secretariat, and Prime Minister's Office (P.M.O.).
- iv) To comprehend the roles and responsibilities of constitutional agencies.
- v) To analyse case studies related to Judicial Review and Judicial Activism, and develop informed opinions on these topics based on the theoretical background and practical work.

Course Outcomes(COs):

- i) Understand and critically analyse the features of the Indian Administration.
- ii) Gain knowledge of role and functioning of the Union Legislature and Union Judiciary.
- iii) Demonstrate knowledge of the structure and functions of the Secretariat, and Prime Minister's Office (P.M.O.).
- iv) Comprehend the roles and responsibilities of constitutional agencies.
- v) Analyse case studies related to Judicial Review and Judicial Activism, and develop informed opinions on these topics based on the theoretical background and practical work.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
	Theory	
I	Foundations of Indian Administration a) Evolution and Features of Indian Administration b) Union Legislature c) Union Executives	10 Hrs
II	Judiciary a) Union Judiciary b) Judicial Activism c) Central Administrative Tribunals	10 Hrs
III	Secretariat and Administration a) President's Secretariat b) Cabinet Secretariat c) Central Secretariat d) Prime Minister Office (P.M.O.)	10 Hrs

	Practical/Activity	60 Hrs
	Work for Students	
1)	Study of organizations related to Indian Administration	
2)	Study of Indian Legislature (Loksabha, Rajyasabha)	
3)	Study of Indian Executives (Prime Minister & Various Magistrate & Departments)	
4)	Study of Union Judiciary (Organization, Judiciary Review, Judicial Activism etc.)	
5)	Study of President's Secretariat	
6)	Study of Cabinet Secretariat	
7)	Study of Central Secretariat	
8)	Study of Prime Minister Office (P.M.O.)Communication: Studying different departments, offices, etc.	

Text & Reference Books:

1. Arora, Ramesh K. and Goyal, Rajanni (2012): Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi.
2. Chakrabarty, Bidyut and Chand, Prakash (2016): Indian Administration: Evolution and Practice, Sage, New Delhi.
3. Maheshwari S. R. (2020): Indian Administration, Orient Longman, Hyderabad.
4. Avasthi and Avasthi (2020): Indian Administration, Lakshmi Narayan Agarwal Publication, Agra.
5. Basu D. D. (2021): Introduction to the Constitution of India, Lexis Nexis, New Delhi.
6. फडिया एवं फडिया (2018): भारतीय शासन, साहित्यभवन प्रकाशन, आगरा.
7. माहेश्वरी, एस. (2015): भारतीय प्रशासन, लक्ष्मीनारायण अग्रवाल प्रकाशन, आगरा.
8. कटारिया, सुरेंद्र (2020), भारतीय लोकप्रशासन, नेशनल पब्लिशिंग हाउस, जयपूर.
9. भोळे, भा. ल. (२०१८): भारताचे शासन आणि राजकारण, पिंपळापुरे प्रकाशन, नागपूर.
10. बंग के. आर. (2018): भारतीय प्रशासन व संविधानात्मक प्रक्रिया, विद्याबुक्स पब्लिशर्स, औरंगाबाद.
11. वाघमारे, श्यामसुंदर आणि इतर (2008) : भारतीय प्रशासनाची रूपरेषा, राजमुद्रा प्रकाशन, लातूर.

Generic (GE)

Course for other Subject / Faculty Students

Course Code: **HDC04421512T**

MANAGEMENT AND ADMINISTRATIVE THINKERS

Total Credits: 02, Total Contact Hours: Theory- 30 Hrs, Maximum Marks: 50

Learning Objectives of the Course:

- i) To give the knowledge about various Administrative and management thinkers.
- ii) To familiarize with the theories given by these Administrative and Management Thinkers.
- iii) To introduce the concept of Scientific Management.
- iv) To give the knowledge about organisation, decision making, theories given by the Thinkers.
- v) To give knowledge about of Behavioral theories given by these thinkers.

Course Outcomes(COs):

- i) Gain the knowledge about various Administrative Thinkers.
- ii) Familiarize with the theories given by these Administrative Thinkers.
- iii) Understand concept of Scientific Management.
- iv) Know the approaches about organization, decision making etc. given by the thinkers.
- v) Acquire knowledge about the Behavioral theories.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Thinkers - I a) F.W. Taylor b) Henri Fayol	10 Hrs
II	Thinkers - II a) Elton Mayo b) Mary Parker Follett	10 Hrs
III	Thinkers - III a) Herbert Simon b) F. W. Riggs	10 Hrs

Text & Reference Books:

1. Maheshwari S. R. (1998) 'Administrative Thinkers', MacMillan India Ltd. Mumbai,
2. Mukhi H.R. Administrative Thinkers'
3. Ravindra Prasad and Others 'Administrative Thinkers'
4. Naidu S.P. (1996) 'Public Administration: Concepts and Theory', New Age International Publishers,

5. Sum Sun Nisa Ali (1984) 'Eminent Administrative Thinkers', Associated Publishing House, New Delhi,
6. Ideas and Insights National Publishing House New Delhi, 2004.
7. Navin Mathur: Management Gurus
8. शिरसाठ श्याम, वासनिक जितेंद्र व बैनाडे, 'प्रशासकीय विचारवंत', विद्या बुक्स पब्लिशर्स, औरंगपुरा, औरंगाबाद.

Vocational Skill Course (VSC)

Course Code: **HEC04421512T**

DATABASE ADMINISTRATION

Total Credits: 02 , Total Contact Hours: Theory- 30 Hrs, Maximum Marks: 50

Learning Objectives of the Course:

- i) To introduce the fundamental knowledge of database.
- ii) To familiarise them with the use of database in governance.
- iii) To give the knowledge about the data Structure, data analytics & its usage in governance.
- iv) To inculcate the administrative & technical skills.
- v) To familiarise them the job opportunities as database Administrator.

Course Outcomes(COs):

- i) Gain an understanding of the Fundamental Knowledge of Database.
- ii) Understand the use of database in governance.
- iii) Understand Data Structure and Data Analytics and its usage in Governance.
- iv) Acquire Database Administrative Skills, Technical Skills.
- v) Become Aware about the Job Opportunities as a Database Administrators.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Conceptual Constructs a) Database: Meaning, Scope and Importance b) Basics of Major Databases and its usage in Governance c) Data Structure and Analytics	10 Hrs
II	Skills and Application a) Data Analysis Tools b) Database Administrative Skills-General c) Technical Skills	10 Hrs
III	Types and Management a) Types of Database Administration b) Data Management c) Data Interpretation	10 Hrs

Text & Reference Books:

1. Date, C. J. (2003) An Introduction to Database Systems (8 Edition). Addison Wesley Longman Publishing Company: Boston
2. Mullins, C. S. (2002) Database Administration: Practices and Procedures. Addison Wesley Longman Publishing Company: Boston
3. A set theoretic data structure and retrieval language ACM SIGIR Forumsigir.org/sigir2018/Data Science edXhttps://www.edx.org/micromasters/data science

4. Database Management Courses Database Courses in
India [www.indiaeducation.net/computers it courses/database.html](http://www.indiaeducation.net/computers%20it%20courses/database.html)
5. DataScience.com Enterprise Data Science Platform Provider <https://www.datascience.com/>
6. Diploma in Database Administration Colleges in India list of colleges

Vocational Skill Course (VSC)

Course Code: HEC04421522T

OFFICE ADMINISTRATION AND RECORD MANAGEMENT

Total Credits: 02 , Total Contact Hours: Theory- 30 Hrs, Maximum Marks: 50

Learning Objectives of the Course:

- i) To understand concept of Office & Office Administration.
- ii) To give the knowledge about office layout.
- iii) To familiarize about the various Office Procedures.
- iv) To equip with the skill of Record Management.
- v) To equip with the skill and knowledge regarding documentation and office communication.

Course Outcomes(COs):

- i) Able to understand concept of Office & Office Administration.
- ii) Gain the knowledge about office layout.
- iii) Understand the various Office Procedures.
- iv) Acquire skill of Record Management.
- v) Gain the skill and knowledge regarding documentation and office communication.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Office Administration a) Meaning, Importance & Functions of Office b) Departments in an office c) Building & Internal layout of the office d) Office Procedures	10 Hrs
II	Record Management a) Meaning, Methods & Importance of Office Filing b) Classification of Documents c) Correspondence (Mailing), Equipment & system of mail handling, Procedure of outgoing mail	10 Hrs
III	Office Equipment a) Equipment for communication, Office forms, office stationery, finance related services b) Office Machines/Equipment, Criteria for selection of Machines/ Equipment c) Need for Automation, Advantages of Office Machines/ Equipment, Limitations of Automation	10 Hrs

Text & Reference Books:

1. Berry J., 'Developments in Office Management',
2. Neuner and Kiplings, 'Modern Office Management'.

3. Terry G. R., 'Office Management and Control'.
4. Denyer J. C., 'Office Management & Office Administration'.
5. Mills G. and Standing Ford, 'Office Administration', Organization, Methods.
6. Chopra R. K., 'Office Management', Himalaya, Bombay, 1983,
7. Laffingwell W. H., 'Text Book of Office Management'
8. Wylie H. L.- Office Organization and Management
9. Zane K. Q., 'Introduction to Administrative Office Management', Credit, 'Office Management'
10. Sharma K. K., 'Modern Office Management', Mangal Deep Publication, Jaipur.
11. देवरे चंद्रकांत, वाघ रवींद्र (२०२२), आधुनिक कार्यालय व्यवस्थापन, अथर्व पब्लिकेशन, जळगाव.
12. सैदाणे, एस. ए. महाले, पी. एस. (२०११). आधुनिक कार्यालयीन व्यवस्थापन, वृंदा पब्लिकेशन्स, जळगाव.
13. कोठारी, पी. एम. लोहार, ए. जी. (२००८) कार्यालय व्यवस्थापन, प्रशांत पब्लिकेशन्स, जळगांव.

Vocational Skill Course (VSC)

Course Code: **HEC04421532T**

LAND RECORD MANAGEMENT

Total Credits: 02 , Total Contact Hours: Theory- 30 Hrs, Maximum Marks: 50

Learning Objectives of the Course:

- i) To give the knowledge about Conceptual Framework of Land Record Management.
- ii) To familiarize about the methods of Land Record Management, Digitization of Land Record Management.
- iii) To equip with the skill of Techniques of Land Measurement.
- iv) To give the knowledge of Measures for land measurement.
- v) To give the knowledge of Classifications and basic principles of surveying, Surveying instruments.

Course Outcomes(COs):

- i) Gain the knowledge about Conceptual Framework of Land Record Management.
- ii) Understand Methods of Land Record Management, Digitization of Land Record Management.
- iii) Gain the skill of Techniques of Land Measurement.
- iv) Understand Measures for land measurement.
- v) Gain the knowledge of Classifications and basic principles of surveying, Surveying instruments.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	Conceptual Framework of Land Record Management a) Meaning & Importance of Land Record Management b) Methods of Land Record Management c) Digital India Land Record Modernization Program (DILRMP)	10 Hrs
II	Land Measurement a) Land Registration Process b) Techniques of Land Measurement c) Measures for land measurement	10 Hrs
III	Land Survey a) Classifications and basic principles of surveying b) Surveying instruments; chains, tapes, steel bands, their types & uses c) Modern Techniques	10 Hrs

Text & Reference Books:

1. Kumarwad Laxman, Kumbhar Rajendra, (2018), "Present Status & Issues of Land Records System in Satara Dist., Maharashtra India".

2. Lokesh S. B., (April 2016), "Impact of Digitization for Land Records in Rural India", NCAER, New Delhi.
3. Prerna Prabhakar, (July-2017), "Impact of Digitization of Land Records in Rural India" NCAER, New Delhi.
4. Puranik A. B., (1990), "The Maharashtra Regional and Town Planning Act 1966", C.T.J. Publication, Pune.
5. Takur Vinay, Khandange Ganesh, Venkatesh D.S., Shukla (Jan.2003). "Land Record Management System in India", Research Paper Map", Ashia Conference.
6. Singh Ramesh, (2014), "Indian Economy", McGraw Hill Education", Indian Private Limited, New Delhi.
7. Sheldon Oliver, (2004), "The Philosophy of Management", Routledge Publisher New Delhi.
8. घरत एल. एम., (एप्रिल २०१२), "ब्रिटिश पूर्वकालीन जमीन महसूल व भूमापनाची ऐतिहासिक पार्श्वभूमी", दि. वेलफेअर फंड ऑफ दि एम्प्लॉईज ऑफ दि लँड रेकॉर्डस् डिपार्टमेंट, पुणे.
9. जोशी अ. अ., "भूमि अभिलेख रचना व कार्यपद्धती", भूमि अभिलेख विभाग, महाराष्ट्र राज्य, पुणे.