

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



Circular / Acad Sec./ UG & PG/Rev. Curri./Col. & Uni.Cam./ 2022.

It is hereby inform to all concerned that, on the recommendation of Dean of Faculty of Humanities, **the Hon'ble Vice-Chancellor has accepted the following subject wise Curriculum & Regulations of Choice Based Credit & Grading System** under the faculty of Humanities in his emergency powers under Section 12 [7] of the Maharashtra Public University Act, 2016 on behalf of the Academic Council.

Sr. No.	UG/PG Course Curriculum Name	Semesters
01.	B.A., B.Com. & M. A. First Year [Marathi]	Ist & IInd
02.	B. A./B.Com/ B.Sc./BFA/BSW Second Language & Optional First Year [Hindi]	Ist & IInd
03.	B. A. First Year [Urdu]	Ist & IInd
04.	B.A./ B.Com/ B.Sc. Second Language & Optional First Year [Sanskrit]	Ist & IInd
05.	B. A. First & Second Year Progressively and M.A. Second Year [Psychology]	Ist to IVth and IIIrd & IVth
06.	B. A. First Year [Geography]	Ist & IInd
07.	B. A. First Year [Political Science]	Ist & IInd
08.	B. A. First & M.A. Second Year [Sociology]	Ist & IInd and IIIrd & IVth
09.	B. A. First Year [Economics]	Ist & IInd
10.	B. A. First Year [Public Administration]	Ist & IInd
11.	B. A. First & M.A. Second Year [Thoughts of Mahatma Phule and Dr. Babasaheb Ambedkar]	Ist & IInd and IIIrd & IVth
12.	B.A. First Year Optional [Military Science]	Ist & IInd
13.	B.A./ B.Sc. Second Language & Optional First Year [Arabic]	Ist & IInd
14.	B.A. First Year Optional [Islamic Studies]	Ist & IInd

This is effective from the Academic Year 2022-23 and Onwards progressively 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/UG & PG/
2022/ 3355-65

Date: 11.07.2022.

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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 Sec. Officer, [B.A., B.Com, B.Sc. & M.A. 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, Aurangabad.

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DrK*110722/-

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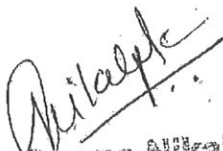
04/6/2022
23/01/2022

DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD.



**SYLLABUS
Of
PUBLIC ADMINISTRATION**

F.Y.B.A. I & II SEMESTER


Ms. Seema Nikalje, Ph.D
Chairman,
BOS, Public Administration
Dr. B.A.M.U., Aurangabad.


Dean
Faculty of Humanities,
Dr. Babasaheb Ambedkar Marathwada
University, Aurangabad.

[Effective from the A.Y. 2022-23 & Onwards)

Dr. Babasaheb Ambedkar Marathwada University,
Aurangabad
CHOICE BASED CREDIT SYSTEM
B.A. (Bachelor of Arts) B. A. First Year (I Sem.)

Sem.	Subject/ Programme	Course Code	Title of the Course	Course Type	Lectures		Marks			Credits		
					Lectures / per week	Total Lect ures	Theory	Tutorials / Practical/ Project	Total	Teachi ng	Tutorials/ Practical/ Project	Tota
I	English (Compulsory)	CC-ENG-1		Core Course	4/5	60	40	10	50	2.5	0.5	3
	English/MIL (SL)	AECC-1 (M/H/E)		AECC	4	60	40	10	50	2.5	0.5	3
	DSC-1	CC--1A	Paper-I: Introduction to Public Administration-I	Core Course	4	60	40	10	50	2.5	0.5	3
	DSC-2	CC--2A		Core Course	4	60	40	10	50	2.5	0.5	3
		CC--2B		Core Course	4	60	40	10	50	2.5	0.5	3
	DSC-3 (If Student Choose Practical Subject)	CC--3A		Core Course	4	60	30	20	50	2	1	3
		CC--3B		Core Course	4	60	30	20	50	2	1	3
									40 0			24

Note: The paper "Indian Constitution" is a compulsory paper which credits are not included in the degree

B. A. First Year (II Sem.)

Sem.	Subject/ Programme	Course Code	Title of the Course	Course Type	Lectures		Marks			Credits		
					Lectures / per week	Total Lectures	Theory	Tutorials/ Practical/Project	Total	Teachi ng	Tutorials/ Practical/ Project	Tota
I	English (Compulsory)	CC-ENG-2		Core Course	4/5	60	40	10	50	2.5	0.5	3
	English/ MIL (SL)	AECC-2 (M/H/E)		AECC	4	60	40	10	50	2.5	0.5	3
	DSC-1	CC--1C	Paper-III: Introduction to Public Administration-II	Core Course	4	60	40	10	50	2.5	0.5	3
	DSC-2	CC--1D		Core Course	4	60	40	10	50	2.5	0.5	3
		CC--2D		Core Course	4	60	40	10	50	2.5	0.5	3
	DSC-3 (If Student Choose Practical Subject)	CC--1E		Core Course	4	60	30	20	50	2	1	3
		CC--2E		Core Course	4	60	30	20	50	2	1	3
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F.Y. B. A. Semester-I Syllabus

Paper-I: Introduction to Public Administration-I

Learning Outcomes

- Demonstrate broad understanding of public administration including principles of management and organization.
- Identify the core mechanism of Public Administration.
- Explain the development of discipline.
- Illustrate knowledge of organisation Theory.
- Understanding the working of constitutional-legal aspects and manifestations of administration (IAS, IPS,NGOs, Research Think Tanks, Project Managers, government consultancy, Policy Administrators, Policy Analysts , etc.)
[I think, it would be in Paper-IV]

Total Hours: 60
(Total 15 Hours)

Unit – I: Basic Premise – I

- a) Meaning, Nature and Scope of Public Administration
- b) Evolution of Public Administration as a Discipline
- c) Importance of Public Administration

Unit– II: Basic Premise – II(Total 15 Hours)

- a) Relation of Public Administration with Political Science, Management, Law & Economics
- b) Public Administration and Private Administration
- c) Globalization and Public Administration

Unit- III: Organization-I

(Total 10 Hours)

- a) Meaning and Importance of Organization
- b) Forms of Organization: Formal Organization&Informal Organization
- c) Bases of Organization

Unit-IV: Organization-II

(Total 10 Hours)

- a) Chief Executive
- b) Line, Staff and Auxiliary Agencies
- c) Headquarter and Field Relationship

Unit-V: Public Relations

(Total 10 Hours)

- a) Meaning and Importance
- b) Agencies of Public Relation
- c) Dissemination

Reference Books:

1. Avasthi A. and Maheshwari S. (2020): *Public Administration*, Lakshmi Narain Agarwal Educational Publishers, Agra.
2. Basu, Rumki (2019): *Public Administration-Concepts and Theories*, Sterling, New Delhi.
3. Bhambhari, C. P. (1993): *Public Administration – Theory and Practice*, JaiparkashNath Publishers, Meerut.
4. Goel, S. L. (2003): *Advanced Public Administration*, DeepandDeep Publication, New Delhi.
5. Goel, S. L. (2003): *Public Administration-TheoryandPractice*, DeepandDeep Publications, New Delhi.
6. Sharma, M.P., Sadana, B.L. and Kaur, Harpreet (2010): *Public Administration-TheoryandPractice*, KitabMahal, Allahabad.
7. Singh, Hoshiar and Sachdeva, Pradeep (2011): *Public Administration: Theory andPractice*, Pearson Education India, New Delhi.
8. Nikalje, Seema (2018): *An Introduction to the theory of Public Administration*, Excel Publishers, Aurangabad.
9. शर्मा, एम.पी. एवं सदाना, बी.एल. (2005): *लोकप्रशासन* – सिद्धांत एवं व्यवहार, किताबमहल, इलाहाबाद.
10. अवस्थी, ए. एवं माहेश्वरी, एस. (2020): *लोकप्रशासन*, लक्ष्मीनारायण अग्रवाल, आगरा.
11. बोरा, पारस व शिरसाठ, श्याम (2013): *लोकप्रशासनशास्त्र*, विद्या बुक्स, औरंगाबाद.
12. इनामदार, एन.आर. (2000): *लोकप्रशासन*, दास्ताने रामचंद्र आणिकंपनी, पुणे.
13. भोगले, शांताराम (1996): *लोकप्रशासनसिद्धांतवकार्यपद्धती*, कैलासपब्लिकेशन, औरंगाबाद.
14. पाटील, पी.बी. (2018): *लोकप्रशासन*, फडके प्रकाशन, कोल्हापूर.
15. बंग, के.आर. (2013): *लोकप्रशासन तत्त्वे आणि सिद्धांत*, विद्या बुक्स, औरंगाबाद.

F.Y.B.A. Semester-I
Syllabus

Paper-II: Indian Administration-I

Learning Outcomes

- Explain the development of Indian Administration from ancient to contemporary times.
- Acquire broad understanding of Constitutional Values, Rights and Duties.
- Identify the Institutional mechanism of Indian Administration at Union level.
- Illustrate knowledge of Legislature, Executive and Judiciary's working.

Total Hours: 60

- Unit – I: - Foundations of Indian Administration (Total 10 Hours)
a) Evolution of Indian Administration (Ancient, Medieval & British Period)
b) Salient Features of Indian Administration
c) Constitutional values – Preamble
- Unit – II: - Constitutional Framework (Total 15 Hours)
a) Fundamental Rights
b) Directive Principles
c) Fundamental Duties
- Unit–III: - Union Government (Total 15 Hours)
a) President – Power and Functions
b) Prime Minister and Council of Minister: - Power and Function
c) Loksabha & Rajyasabha - Composition and Functions
- Unit – IV: - Judiciary at Union Level (Total 10 Hours)
a) Supreme Court: - Structure and Jurisdiction
b) Judicial control & Judicial Activism
c) Attorney General of India
- Unit – V: - Secretariat and Administration (Total 10 Hours)
a) Cabinet Secretariat
b) Central Secretariat
c) Prime Minister Office (P.M.O.)

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. Basu, Rumki (2019): *Indian Administration Structure, Performance and Reform*, Adroit Publishers. New Delhi.
4. Maheshwari S. R. (2020): *Indian Administration*, Orient Longman, Hyderabad.
5. Avasthi and Avasthi (2020): *Indian Administration*, Lakshmi Narayan Agarwal Publication, Agra.
6. Basu D.D. (2021): *Introduction to the Constitution of India*, Lexis Nexis, New Delhi.
7. Ramchandran, Padma (2006): *Public Administration in India*, National Book Trust, New Delhi.
8. Chanda, Ashok (1958): *Indian Administration*, George Allen & Unwin, London.
9. फाडिया एवं फाडिया (2018) : *भारतीय प्रशासन*, साहित्य भवन पब्लिकेशन, आगरा.
10. माहेश्वरी, एस. (2015): *भारतीय प्रशासन*, लक्ष्मीनारायण अग्रवाल, आगरा.
11. कटारिया, सुरेंद्र (2020): *भारतीय लोक प्रशासन*, नेशनल पब्लिशिंग हाउस, जयपूर.
12. बंगके. आर. (2018): *भारतीय प्रशासन व संविधानात्मक प्रक्रिया*, विद्या बुक्स, औरंगाबाद
13. बंगके. आर. (2004): *भारतीय प्रशासन*, विद्या बुक्स, औरंगाबाद.
14. दांडगे, सतीश, (2015): *भारतातील शासक व प्रशासक*, एज्युकेशनल पब्लिशर्स अँड डिस्ट्रिब्युटर्स, औरंगाबाद.
15. वाघमारे श्याम सुंदर आणि इतर (2008): *भारतीय प्रशासनाची रूपरेषा*, राजमुद्रा प्रकाशन, लातूर.

F.Y.B.A. Semester-II
Syllabus

Paper-III: Introduction to Public Administration-II

Learning Outcomes

- Acquire an understanding of the features and principles of Organization
- Identify and understand the principles of Administrative Organisation & Agencies
- Familiarize with administrative behaviour

Total Hours 60

Unit-I: Principles of Organisation-I (Total 10 Hours)

- a) Hierarchy
- b) Span of Control
- c) Unity of Command

Unit-II: Principles of Organisation-II (Total 10 Hours)

- a) Co-Ordination
- b) Supervision & control
- c) Decision-Making

Unit-III: Principles of Organisation-III (Total 10 Hours)

- a) Authority and Responsibility
- b) Centralisation, Decentralisation and Delegation
- c) Leadership

Unit -IV: Administrative Behaviour

(Total 15 Hours)

- a) Communication
- b) Motivation
- c) Morale

Unit-V: Administrative Organization (Total 10 Hours)

- a) Department – Meaning, Characteristics and Types
- b) Public Corporation- Meaning and Characteristics
- c) Independent Regulatory Commission

Reference Books:

1. Avasthi A. and Maheshwari S. (2020): *Public Administration*, Lakshmi Narain Agarwal Educational Publishers, Agra.
2. Basu, Rumki (2019): *Public Administration-Concepts and Theories*, Sterling, New Delhi.
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8. Nikalje, Seema (2018): *An Introduction to the theory of Public Administration*, Excel Publishers, Aurangabad.
9. शर्मा, एम.पी. एवं सदाना, बी.एल. (2005): *लोकप्रशासन – सिद्धांत एवं व्यवहार*, किताबमहल, इलाहाबाद.
10. अवस्थी, ए. एवं माहेश्वरी, एस. (2020): *लोकप्रशासन*, लक्ष्मीनारायण अग्रवाल, आगरा.
11. बोरा, पारस व शिरसाठ, श्याम (2013): *लोकप्रशासनशास्त्र*, विद्या बुक्स, औरंगाबाद.
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15. बंग, के.आर. (2013): *लोकप्रशासन तत्त्वे आणि सिद्धांत*, विद्या बुक्स, औरंगाबाद.

F.Y.B.A. Semester-II
Syllabus
Paper-IV: Indian Administration-II

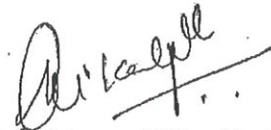
Learning Outcomes

- Understanding the development of Indian Administration from Ancient to Contemporary times
- Acquire an broad understanding of Constitutional Values, Rights and Duties
- Identify the Institutional mechanism of Indian Administration at Union level
- Acquire knowledge of Legislature, Executive and Judiciary's working
- Understanding the significant aspects of Citizen State Inter Face

Unit-I	Constitutional Institutions a) Election commission of India. b) Union Public Service Commission	Total 10 Hours)
Unit-II	Union State Relations a) Legislative b) Executive c) Financial	Total 15 Hours)
Unit-III	Control over Administration a) Parliamentary b) Executive c) Judicial	(Total 15 Hours)
Unit-IV	Citizen State Inter Face- I a) Right to Information b) Committee on Public Grievances c) Citizen's Charter	(Total 10 Hours)
Unit-V	Citizen State Inter Face- II a) Lokpal b) Lokayukta c) Central Vigilance Commission	(Total 10 Hours)

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.
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8. माहेश्वरी, एस. (2015): भारतीय प्रशासन, लक्ष्मीनारायण अग्रवाल, आगरा.
9. कटारिया, सुरेंद्र (2015): भारतीय लोक प्रशासन, नेशनल पब्लिशिंग हाउस, जयपूर.
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11. बंगके. आर. (2004): भारतीय प्रशासन, विद्या बुक्स, औरंगाबाद.
12. वाघमारे श्याम सुंदर आणि इतर (2008): भारतीय प्रशासनाची रूपरेखा, राजमुद्रा प्रकाशन, लातूर.


Ms. Seema Nikalje, Ph.D
Chairman,
BOS, Public Administration
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