

S-25 March, 2013 AC after Circulars from Circular No.153 &amp; onwards

- 21 -

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY****CIRCULAR NO.ACAD/NP/Social Sciences/Syllabus/159/2013**

It is hereby notified for information of all concerned that, on the recommendations of the Boards of Studies, Ad-hoc Boards, and Faculty of Social Sciences, the **Academic Council at its meeting held on 25-03-2013** has accepted the **following revised syllabi for B.A. First & Second Year and with minor changes in the syllabus of B.A. Third Year Home Science under the Faculty of Social Sciences :-**

<b>Sr. No.</b>	<b>Revised Syllabus</b>
<b>[1]</b>	<b>B.A. [Public Administration] Semester- I &amp; II,</b>
<b>[2]</b>	<b>B.A. [Political Science] Semester- I &amp; II,</b>
<b>[3]</b>	<b>B.A. [History] Semester- I &amp; II,</b>
<b>[4]</b>	<b>B.A. [Economics] Semester- I &amp; II,</b>
<b>[5]</b>	<b>B.A. [Sociology] Semester- I &amp; II,</b>
<b>[6]</b>	<b>B.A. [Philosophy] Semester- I &amp; II,</b>
<b>[7]</b>	<b>B.A. [Home Science] Semester- I to IV,</b>
<b>[8]</b>	<b>B.A. [Psychology] Semester-III &amp; IV, Second Year.</b>
<b>[9]</b>	<b>B.A. [Home Science] Semester- V &amp; VI, Third Year Minor Changes,</b>

**This is effective from the Academic Year 2013-2014 and onwards.**

These syllabi are available on the University Website **www.bamu.net**

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

University Campus,  
Aurangabad-431 004.  
REF.NO.ACAD/NP/SOCIAL SCI./  
SYLLABUS /Semester/2013/  
5979-6382  
**A.C.M.A.I.No.21.**

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*(Signature)*  
**Director,**  
**Board of College and**  
**University Development.**

Date:- 08-05-2013.

\*\*\*\*\*

S-25 March, 2013 AC after Circulars from Circular No.153 & onwards

- 22 -

:: [2] ::

**Copy forwarded with compliments to :-**

- 1] **The Principals, affiliated concerned Colleges,  
Dr. Babasaheb Ambedkar Marathwada University.**
- 2] The Director, University Network & Information Centre, UNIC, with  
**a request to upload the above all syllabi on University Website  
[www.bamu.net].**

**Copy to :-**

- 1] The Controller of Examinations,
- 2] The Superintendent, [B.A. Unit],
- 3] The Superintendent, [Eligibility Unit],
- 4] The Programmer [Computer Unit-1] Examinations,
- 5] The Programmer [Computer Unit-2] Examinations,
- 6] The Director, [E-Suvidha Kendra], in-front of Registrar's Quarter,  
Dr. Babasaheb Ambedkar Marathwada University,
- 7] The Public Relation Officer,
- 8] The Record Keeper,  
**Dr. Babasaheb Ambedkar Marathwada University.**

==\*\*==

**S\*/080513/-**

**D.R. BABASAHEB AMBEDKAR  
MARATHWADA UNIVERSITY,  
AURANGABAD.**



**Revised Syllabus of**

**B.A. 1ST YEAR**

**PUBLIC ADMINISTRATION**

**SEMESTER-I & II**

*[ Effective from 2013-14 & onwards ]*

**Dr.Babasaheb Ambedkar Marathwada University  
Aurangabad**

**Public Administration**

**Revised Syllabus of B.A.First Year  
(Effective from June 2013)**

**Semester-I**

- Paper-I : Principles and concepts of public  
administration**
- Paper-II : Public Administration In India.**

**Semester-II**

- Paper-III : Maharashtra Administration.**
- Paper-IV : District Administration.**



Chairman

B.O.S.in Pub.Adm.

Prof.Dr.Satish Thombre

**B.A. First Year  
Public Administration  
Semester-I**

**Paper-I : Principles and concepts of public administration**

- Unit – I - Public Administration :-**
1. Meaning, Nature and Scope
  2. Importance of Public Administration
  3. Public and private administration  
(Similarities and Differences)
- Unit – II - Organization :-**
1. Meaning of organization
  2. Bases of organization
  3. Forms of organization (Formal & Informal)
  4. Line and Staff Agency
  5. Chief Executive
- Unit – III - Principles of organization :-**
1. Hierarchy
  2. Span of Control
  3. Unity of command
  4. Coordination
  5. Decision Making
- Unit –IV - Concepts of Public Administration :-**
1. Administrative Planning
  2. Administrative Leadership
  3. Administrative supervision
  4. Communication
  5. Public Relations

**Recommended Books**

- **C.P. Bhambri** - Public Administration
- **Mohit Bhattacharya** - Public Administration – World Press, Kolkatta
- **S.R.Maheswari** - Theories and concepts in public



- **Adminstraion** – Allide publishers, New Delhi.
- **Awasti and Maheshwari** - Public Administration - Laxminarain Agarwal , Agra.
- **Sharma and Sadana B.L.**- Public Administration : Theour and practice, kitabl metal , Allahabad.
- **अनिल कुमार शर्मा** - लोकप्रशासन सिध्दांत एवं व्यवहार
- **डॉ.शांताराम भोगले** - लोकप्रशासनाचे सिध्दांत व कार्यपध्दती - कैलास पब्लीकेशन औरंगाबाद.
- **प्रा.के.आर.बंग** - लोकप्रशासनाची तत्वे- विद्या बुक्स, औरंगाबाद
- **डॉ.अशोक जैन** - लोकप्रशासन , शेठ पब्लीशर्स, मुंबई
- **प्रा.बी.बी.पाटील** - लोकप्रशासन-फडके प्रकाशन, कोल्हापूर
- **डॉ.भुताळे व प्रा.वडवळे** - लोकप्रशासन , सहयाद्री प्रकाशन नांदेड



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**B.A. First Year**  
**Public Administration**  
**Semester-I**

**Paper-II : Public Administration In India.**

**Unit – I - Evolution of Indian Administration :-**

1. Ancient, Medieval and Modern India.
2. Salient Features of Indian Administration.

**Unit – II - constitutional Frame work :-**

1. Preamble
2. Fundamental Rights
3. Directive Principles of State Policy
6. Fundamental Duties

**Unit – III - Union Government :-**

1. President – Power and Functions.
2. Prime Minister-Power and Functions
3. Council of Ministers-Composition & functions.

**Unit –IV - Union Legislature :-**

1. Loksabha- Composition & functions
2. Rajyasabha- Composition & functions

**Unit –V - Union Judiciary:-**

1. Supreme Court –Structure & Jurisdiction
2. Judicial Activism
3. Attorney General of India

**Unit –VI - Statutory and Non statutory bodies**

1. Union Public Service commission
2. Election commission of India
3. Comptroller and Auditor General of India.

4. National minorities , S.C. & S.T. commission
5. National Commission on women.
6. National Human Rights commission.
7. Planning commission of India
8. National Development council.

**Unit –VII - Act of 2005.**

1. Meaning , objects, process and limitations of right to Information Act-2005.

**Recommended Books**

- **D.D.Basu** – Introduction to the constitution of India  
Prentice Hall, New Delhi.
- **Subhash Kashyap** – Our constitution – National Book trust, New Delhi.
- **Austin G** – The Indian constitution
- **Agarwal** – Our Judiciary-National Book trust, New Delhi.
- **B.P.Puri** – History of Indian Administration (vol.I,II.III)
- **C.P.Berthwal** – Public Administration in India
- **Ramesh Arora and Rajani Goyal** – Indian Public Administration – Vishwas Prakashan New Delhi.
- **Awasti and Maheshwari** – Indian Administration – Laxminaryan Agrawal, Agra.
- **भारताचे संविधान** - भारत सरकार - विधि, न्याय व कंपनी कार्य मंत्रालय.
- **श्रीराम माहेश्वरी** - भारती प्रशासन
- **डॉ.पारस बोरा** - भारतीय प्रशासकीय व्यवस्था- विद्या बुक्स पब्लिशर्स, औरंगाबाद.



- प्रा.के.आर .बंग - भारतीय प्रशासन - विद्या बुक पब्लिशर्स ,  
औरंगाबाद
- प्रा.बी.बी.पाटील - भारतीय शासन व राजकारण - फडके प्रकाशन,  
कोल्हापूर.
- प्रल्हाद कचरे व शेखर गायकवाड - कायदा माहितीचा अन  
अभिव्यक्ती स्वातंत्र्याचा- यशदा,पुणे.



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Prof.Dr.Satish Thombre

**B.A. First Year  
Public Administration  
Semester-II**

**Paper-III : Maharashtra Administration.**

**Unit – I - Maharashtra State :-**

1. Formation of Maharashtra State
2. Salient features of Maharashtra Administration.

**Unit – II - State Executive :-**

1. Governor
2. Chief Minister
3. Council of Ministers
4. Chief secretary
5. State Secretariat
6. State Directorate

**Unit – III - State Legislature :-**

1. Legislative Assembly – Composition , Power & Functions
2. Legislative Council- Composition , Powers & Functions.
3. Legislative Committee-Public Account Committee and Estimate committee.

**Unit –IV - State Judiciary :-**

1. High Court
2. Public Litigation Writ , (Jan hit Yachika)
3. District and Session Court.
4. Advocate General.

**Unit –V - Constitutional & statutory bodies :-**

1. Maharashtra Public service Commission
2. Maharashtra Election Commission
3. Maharashtra Finance Commission
4. Lok Ayukta
5. State Planning Commission.
6. Vaidhanik Vikas Mandal

**Recommended Books**

- **Gadkari** - Organization of Maharashtra
- **Shukla J.D.** – State Administration
- **डॉ.हरिश्चंद्र शर्मा** - भारत में लोकप्रशासन-कॉलेज बुक डेपो, जयपूर.
- **डॉ.बी.एल.फडि या** - उच्चतर लोकप्रशासन-साहित्यभवन पब्लिकेशन , आगरा.
- **प्रा.चि.ग.घांगरेसर** - महाराष्ट्राचे प्रशासन-विद्या प्रकाशन-नागपुर.
- **प्रा.के.आर.बंग** - महाराष्ट्र प्रशासन-विद्या बुक पब्लिशर्स, औरंगाबाद
- **प्रा.लक्ष्मण कोतापल्ले** - महाराष्ट्र प्रशासन
- **डॉ.व्यंकट विलेगावे** - महाराष्ट्र प्रशासन व जिल्हा प्रशासन-अरुणा प्रकाशन , लातूर.
- **डॉ.एखंबेकर, डॉ.वाघमारे** - महाराष्ट्र प्रशासनाची रुपरेखा -कैलास प्रकाशन , औरंगाबाद.



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**B.A. First Year  
Public Administration  
Semester-II**

**Paper-IV : District Administration.**

**Unit – I - District Administration :-**

1. Evolution of District Administration
2. Meaning & Importance of District Administration.

**Unit – II - District Collector :-**

1. Power and Function of District Collector.
2. Changing Role of District Collector.

**Unit – III - Law and Order :-**

1. Meaning, Principles and Machinery of Law & Order.

**Unit –IV - Key posts in District Administration:-**

1. Sub-Divisional Officer.
2. Tahsildar
3. Talathi
4. Police Patil
5. District Information & Publicity Officer.

**Unit –V - District Police Administration :-**

1. Importance of Police Administration.
2. District Superintendent Police- Power function and Role.
3. Criminal Investigation Department (C.I.D)

4. Local Crime Branch (L.C.B.)
7. Issues and challenges in Police Administration.

### **Recommended Books**

- **Dr.S.S.Khera** - District Administration
- डॉ.अर्जुनराव दर्शनकर - जिल्हा प्रशासन
- डॉ.रमेश ऐरवलीकर - जिल्हा प्रशासन
- डॉ.टी.एन.गायकवाड-जिल्हा प्रशासन
- डॉ.व्यंकट विळेगावे - महाराष्ट्र प्रशासन व जिल्हा प्रशासन-अरुणा प्रकाशन , लातूर.
- प्रा.सलगरे <sup>डी.के.</sup> ~~स~~ - जिल्हा प्रशासन



Chairman

B.O.S.in Pub.Adm.

Prof.Dr.Satish Thombre



S-29 Nov., 2013 AC after Circulars from Circular No.55 &amp; onwards

- 29 -

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY****CIRCULAR NO.ACAD/SU/Social Sci./Syllabus/70/2014**

It is hereby notified for information of all concerned that, on the recommendations of the Faculty of Social Sciences, the **Hon'ble Vice-Chancellor** has accepted the following **revised syllabi** on behalf of the Academic Council Under Section-14(7) of the Maharashtra Universities Act, 1994 **under the Faculty of Social Sciences :-**

Sr. No.	Revised Syllabus
[1]	B.A. [Sociology] Semester-III & IV,
[2]	B.A. [Philosophy] Semester-III & IV,
[3]	B.A. [Public Administration] Semester-III & IV,
[4]	B.A. [Economics] Semester-III & IV,
[5]	B.A. [Political Science] Semester-III & IV,
[6]	B.A. [History] Semester-III & IV,
[7]	B.A. [Thoughts of Mahatama Phule & Dr. Ambedkar], Semester-I to IV
[8]	B.A. [Psychology] Semester-V & VI,
[9]	Post Graduate Diploma in Psychological Counseling run at University Psychology Department,
[10]	B.A. [Travel & Tourism Management]. Semester-I & II

This is effective from the **Academic Year 2014-2015** and onwards as appended herewith.

These syllabi are available on the University Website.

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

University Campus,  
Aurangabad-431 004.  
REF.NO.ACAD/SU/SOCIAL SCI./  
SYLLABUS /2014/3646-4045

Date:- 03-05-2014.

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*Alankar*  
**Director,**  
**Board of College and**  
**University Development.**

S-29 Nov., 2013 AC after Circulars from Circular No.55 & onwards

- 30 -

**:: [2] ::**

**Copy forwarded with compliments to :-**

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Dr. Babasaheb Ambedkar Marathwada University.**
- 2] **The Director, University Network & Information Centre, UNIC, with  
a request to upload the above all syllabi on University Website.**

**Copy to :-**

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- 2] The Superintendent, [B.A. Unit],
- 3] The Superintendent, [Eligibility Unit],
- 4] The Programmer [Computer Unit-1] Examinations,
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- 6] The Director, [E-Suvidha Kendra], in-front of Registrar's Quarter,  
Dr. Babasaheb Ambedkar Marathwada University,
- 7] The Public Relation Officer,
- 8] The Record Keeper,  
**Dr. Babasaheb Ambedkar Marathwada University.**

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**S\*/-030514/-**

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



**SYLLABUS OF  
B. A. SECOND YEAR  
PUBLIC ADMINISTRATION  
[SEMESTER-III & IV]**

**[Effective From June - 2014-15 & Onwards]**

*A. Ambar*  
*Chairman B.O.S.*  
*Pub. Admin. Section.*  
*A. Ambar*

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

**PUBLIC ADMINISTRATION**

**B.A. II YEAR**

**Semester III<sup>rd</sup> & IV<sup>th</sup>**

**REVISED SYLLABUS - EFFECTIVE FROM 2014-2015**

<b>Paper No.</b>	<b>Title of the Paper</b>	<b>Periods Allotted</b>	<b>Marks</b>
<b>Semester III<sup>rd</sup></b>			
PA-105 (V)	Personnel Administration	60	50
PA-106 (VI)	Panchayati Raj and Rural Development	60	50
<b>Semester IV<sup>th</sup></b>			
PA-107 (VII)	Financial Administration	60	50
PA-108 (VIII)	Urban Local Self Government and Urban Development	60	50

Chairman,



**(Dr. Satish Thombre)**

B.O.S., Public Administration,  
Dr. Babasaheb Ambedkar Marathwada University,  
Aurangabad.



## **PUBLIC ADMINISTRATION**

B.A. Second Year

III<sup>rd</sup> Semester

**Paper: PA-105 (V)**

**Personnel Administration**

(Revised Syllabus, Effective From June 2014-15)

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**Max. Marks: 50**

1. Personnel Administration: Meaning and Functions.
2. Public Services in India :
  - i. All India Services: Constitutional Status, Role & Functions.
  - ii. Central and State Services: Nature and Functions.
3. Training, Training Institutions and Promotion.
  - a) Meaning and Importance of Training.
  - b) Training Institutions .
    - i. Lal Bahadur Shastri National Academy of Administration (Mussoorie, Uttarakhand)
    - ii. Sardar Vallabhbhai Patel National Police Academy (Hyderabad)
    - iii. Yashwantrao Chavan Academy of Development Administration (YASHADA, Pune)
    - iv. Maharashtra Police Training Academy (Nashik)
  - c) Promotion
    - i. Meaning and Principles of Promotion.
4. Grievance Redressal Mechanisms in India :
  - i. Central Vigilance Commission.
  - ii. Lokpal.
5. Problems of Personnel Administration.
  - i. Morale.
  - ii. Discipline.
  - iii. Corruption.
  - iv. Neutrality in Public Services.
6. Administrative Tribunals.
  - i. Central Administrative Tribunals (CAT)
  - ii. Maharashtra Administrative Tribunals (MAT).
7. Retirement - Meaning and Benefits of Retirement.

**P.T.O**



**References:**

1. Ramesh K. Arora & Rajni Goyal, Indian Public Administration-Institutions and Issues, 2<sup>nd</sup> Revised Edition, Wishwa Prakashan, New Delhi.
2. Radhey Sham, Public Personnel Administration, King Books, Delhi.
3. C.P. Bhardwaj, Civil Service Administration.
4. S. L. Goel, Personnel Administration.
5. सुरेंद्र कटारिया, कार्मिक प्रशासन, आर. बी. एस. ए. पब्लिशर्स, जयपूर.
6. सी. एम.जैन व हरिश्चंद्र शर्मा, सेवा वर्गीय प्रशासन, रिसर्च पब्लिशर्स, जयपूर.
7. एस.एस. मामीडवार व चव्हाण, कर्मचारी व वित्तीय प्रशासन, कैलास प्रकाशन, औरंगाबाद.
8. के. आर. बंग, कर्मचारी प्रशासन, विद्या बुक्स पब्लिशर्स, औरंगाबाद.
9. सुभाष भिंगे, कर्मचारी प्रशासन, कल्पना प्रकाशन, नांदेड,

Chairman,



**(Dr. Satish Thombre)**

B.O.S., Public Administration,  
Dr. Babasaheb Ambedkar Marathwada University,  
Aurangabad.

**PUBLIC ADMINISTRATION**  
B.A. Second Year  
III<sup>rd</sup> Semester  
**Paper: PA-106 (VI)**  
**Panchayati Raj and Rural Development**  
(Revised Syllabus, Effective From June 2014-15)

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**Max. Marks: 50**

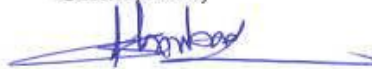
1. Evolution of Panchayati Raj in India.
  - i. Lord Mayo's Resolution
  - ii. Lord Ripon's Resolution
  - iii. Community Development Program
  - iv. Balwantraji Mehta Committee
  - v. 73<sup>rd</sup> Constitutional Amendment
2. Panchayati Raj System in Maharashtra
  - i. Vasant Rao Naik Committee
  - ii. Zilla Parishad, Panchayat Samiti, Gram Panchayat & Gram Sabha -  
Composition and Functions
3. Rural Development - Concept and Programs
  - i. Meaning and Concept of Rural Development
  - ii. Role of Panchayati Raj in Rural Development
  - iii. Sant Gadge Baba Gram Swachhata Abhiyan
  - iv. Indira Awas Yojna.
4. Ministry of State Rural Development – Composition and Functions
5. Rural Development Agencies
  - i. District Rural Development Agency.
  - ii. District Planning Committee.
6. Financial Resources of Panchayati Raj Institution.
  - i. Local Taxes
  - ii. Government Grants
  - iii. Self Income Sources

P.T.O.

**References:**

1. D, Sundar Ram, Role of Panchayati Raj Institution in 60 Years of Independent India, Kanishka Publisher and Distributor, New Delhi,
2. M. P. Sharma, Local Self Government in India.
3. Ram Reddy, Patterns of Local Government in India.
4. G. Satyanarayan & Madhu Sudhan, Rural Development and Poverty Alleviation in India- Policies & Programs, New Century Publications, New Delhi, 2012.
5. Ram Sakalsingh, Rural Development Administration, Anmol Publication Ltd., New Delhi.
6. Mukta Mittal, Rural Development in India, Anmol Publication Ltd. New Delhi.
7. B.L. Mathur, Rural Management R.B.S.A. Publishers Jaipur, 2008.
8. Bhatnagar, Rural Local Government in India.
9. अशोक शर्मा, भारत में स्थानिय प्रशासन, आर बी. एस.ए. पब्लिशर्स, जयपूर.
10. बामेश्वर सिंह, भारत मे स्थानिय स्वशासन, राधा पब्लिकेशन, नई दिल्ली.
11. हरिश्चंद्र शर्मा, भारत में स्थानिय प्रशासन, कॉलेज बुक डेपो, जयपूर.
12. के. आर. बंग, भारतातील स्थानिक स्वशासन, श्री. मंगेश प्रकाशन, नागपूर, २००७.
13. एस.टी. शिरसाठ, बैनाडे, भारतातील स्थानिक स्वराज्य संस्था, विद्या बुक पब्लिशर्स, औरंगाबाद,
14. गोविंद यमलवाड, भारतातील स्थानिक स्वराज्य संस्था, कल्पना प्रकाशन, नांदेड.
15. मुंबई ग्रामपंचायत अधिनियम, १९५८.
16. महाराष्ट्र जिल्हा परिषद व पंचायत समिती अधिनियम १९६१.

Chairman,



**(Dr. Satish Thombre)**

B.O.S., Public Administration,  
Dr. Babasaheb Ambedkar Marathwada University,  
Aurangabad.

**PUBLIC ADMINISTRATION**

B.A. Second Year

IV<sup>th</sup> Semester

**Paper: PA-107 (VII)**

**Financial Administration**

(Revised Syllabus, Effective From June 2014-15)

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**Max. Marks: 50**

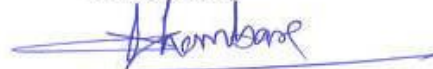
1. Financial Administration - Meaning and Importance
2. Finance Ministry - Composition and Functions
3. Budget :
  - i. Meaning and Principles of Good Budgeting.
  - ii. Preparation, Enactment and Execution of Budget
4. Accounts and Audit :
  - i. Meaning and Importance
  - ii. Comptroller and Auditor General of India (CAG) - Powers and Functions
5. Parliamentary Control :
  - i. Public Accounts Committee.
  - ii. Estimates Committee
6. New Economic Policy
  - i. Liberalization
  - ii. Privatization
  - iii. Globalization

P.T.O.

**References:**

1. B.L. Mathur, Economic Policy & Administration, Deepak Parnami RBSA, Publishers, Jaipur.
2. Dutta & Sudaram, Indian Economy, S. Chand Publishing Company Ltd. New Delhi.
3. R.N. Agrawal, Financial Administration,.
4. Radhesham, Financial Administration & Management
5. A.G. Ghosh, Indian Financial System
6. S.L. Goel, Financial Administration in India.
7. Rajiv Sharma & Ramesh K. Arora, Globalization and Development- Premises and Perspectives, Aalekh Publishers, Jaipur.
8. एस.एस. मामीडवार व चव्हाण, कर्मचारी व वित्तीय प्रशासन, कैलास प्रकाशन, औरंगाबाद.
9. के. आर. बंग, वित्तीय प्रशासन, विद्या बुक्स पब्लिशर्स, औरंगाबाद, २००९.
10. सुधीर दिंडे, वित्तीय प्रशासन, निर्मल प्रकाशन, नांदेड, २००६.

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**(Dr. Satish Thombre)**

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**PUBLIC ADMINISTRATION**

B. A. Second Year

IV<sup>th</sup> Semester

**Paper: PA-108 (VIII)**

**Urban Local Self Government and Urban Development**

(Revised Syllabus, Effective From June 2014-15)

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**Max. Marks: 50**

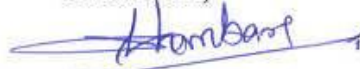
1. Urbanization – Meaning, Causes and Consequences
2. Urban Local Self Government in Maharashtra
  - i. Municipal Corporation
  - ii. Municipal Council
  - iii. Nagar Panchayat
  - iv. Cantonment Boards
  - v. Provisions in 74<sup>th</sup> Constitutional Amendment.
3. Ministry of Urban Development - Composition and Functions
4. Urban Development Agencies
  - i. City and Industrial Development Corporation (CIDCO)
  - ii. Housing and Urban Development Corporation (HUDCO)
  - iii. Maharashtra Housing and Area Development Authority (MHADA)
5. Problems of Urbanization
  - i. Slums
  - ii. Pollution
  - iii. Transport and Traffic
  - iv. Water Supply
6. Major Urban Development Programs
  - i. Town Planning
  - ii. Slum Improvement Programs

P.T.O.

**References:**

1. M. P. Sharma, Local Self Government in India.
2. Ram Reddy, Patterns of Local Government in India.
3. S.R. Maheshwari, Local Government in India, Laxmi Narayan Agarwal Educational Publisher, Agra, 2008.
4. Nigam S. R., Local Government
5. Bharadwaj R.K., Municipal Administration in India.
6. Datta Abhijit, Municipal Executives in India.
7. Khan H. Z., Leadership in Municipal Government.
8. बामेश्वर सिंह, भारत मे स्थानिय स्वशासन, राधा पब्लिकेशन, नई दिल्ली.
9. हरिश्चंद्र शर्मा, भारत में स्थानिय प्रशासन, कॉलेज बुक डेपो, जयपूर.
- 10.के. आर. बंग, भारतातील स्थानिक स्वशासन, श्री. मंगेश प्रकाशन, नागपूर, २००७.
- 11.एस.टी. शिरसाठ, बैनाडे, भारतातील स्थानिक स्वराज्य संस्था, विद्या बुक पब्लिशर्स, औरंगाबाद,
- 12.गोविंद यमलवाड, भारतातील स्थानिक स्वराज्य संस्था, कल्पना प्रकाशन, नांदेड.
- 13.कुलकर्णी अ. ना., भारतातील स्थानिक स्वशासन.
- 14.मुंबई प्रांतिक महानगरपालिका अधिनियम, १९४९.
- 15.महाराष्ट्र नगरपालिका अधिनियम, १९६७.

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B.O.S., Public Administration,  
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Aurangabad.

S-30th May, 2015 AC after Circulars from Circular No.1 & onwards - 3 -

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY**  
**CIRCULAR NO.ACAD/SU/Social Sci./B.A.III Yr. Syll./3/2015**

It is hereby notified for information to all the concerned that, on the recommendation of the Faculty of Social Sciences the Academic Council at its meeting held on 30-05-2015 has accepted the **revised syllabi as mentioned against their names under the**

**Faculty of Social Sciences as under :-**

Sr. No.	Name of the Subject	Semester
[1]	History	V & VI
[2]	Economics	V & VI
[3]	Psychology	V & VI
[4]	Geography	V & VI
[5]	Sociology	V & VI
[6]	Home Science	V & VI
[7]	Political Science	V & VI
[8]	Public Administration	V & VI
[9]	Social Work	V & VI
[10]	Philosophy	V & VI
[11]	Military Science	V & VI
[12]	Library & Information Science	I to VI Progressively
[13]	B.A. Travel and Tourism Management [Optional]	I to VI Progressively
[14]	Thoughts of Mahatma Phule & Dr. Ambedkar	V & VI effective from 2016-2017 & onwards

This is effective from the **Academic Year 2015-16 & onwards** as appended herewith.

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

University Campus,  
 Aurangabad-431 004.  
 REF.NO.ACAD/SU/SOCIAL SCI./  
 2015/3310-709

Date:- 16-06-2015.

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**Director,**  
**Board of College and**  
**University Development.**

S-30th May, 2015 AC after Circulars from Circular No.1 & onwards

- 4 -

**:: 2 ::**

**Copy forwarded with compliments to:-**

- 1] The Principals, affiliated concerned colleges,  
Dr. Babasaheb Ambedkar Marathwada University

**Copy to :-**

- 1] The Controller of Examinations,
- 2] The Director, [E-Suvidha Kendra], in-front of Registrar's Quarter,  
Dr. Babasaheb Ambedkar Marathwada University,
- 3] The Superintendent, [B.A. Unit],
- 4] The Programmer [Computer Unit-1] Examinations,
- 5] The Programmer [Computer Unit-2] Examinations,
- 6] The Record Keeper.

==\*\*==

S\*/-160615/-

**D.R. BABASAHEB AMBEDKAR  
MARATHWADA UNIVERSITY,  
AURANGABAD.**



**Syllabus of**

**B.A. III YEAR**

**Public Administration**

**Semester-V & VI**

*[ Effective from 2015-16 & onwards ]*

*[ Signature ]*  
*(Dr. Sushil Thombare)*



**Dr. Babasaheb Ambedkar Marathwada University, Aurangabad**

**Syllabus of B.A. Third Year**

**Semester V<sup>th</sup> & VI<sup>th</sup>**

**(Effective From-June 2015-2016)**

**Revised Syllabus- Effective From 2015-2016**

Paper No.	Title of the Paper	Periods Allotted	Marks
<b>Semester V<sup>th</sup></b>			
PA-109 (IX)	Human Resource Development	60	50
PA-110 (X)	Educational Administration in India	60	50
PA-111 (XI)	Administrative Thinkers	60	50
PA-112(XII)	Project Work	-	-
<b>Semester VI<sup>th</sup></b>			
PA-113(XIII)	Public Policy and Development	60	50
PA-114 (XIV)	Health Administration in India	60	50
PA-115 (XV)	Recent Trends in Public Administration & Important Laws	60	50
PA-116 (XVI)	<p style="text-align: center;"><b>Project Work</b></p> <ol style="list-style-type: none"> <li>1. Administrative Corruption</li> <li>2. People's Participation</li> <li>3. Women Empowerment</li> <li>4. Swacch Bharat Abhiyan</li> <li>5. Regional Imbalance &amp; Development</li> <li>6. Disaster Management</li> <li>7. Visits to Administrative Offices</li> <li>8. Good Governance</li> <li>9. Student Absenteeism in classes</li> <li>10. Health Problems</li> <li>11. Water Problems</li> <li>12. Global Warming</li> </ol>		<p style="text-align: center;">Project Writing- 80 Oral Exam-20</p>

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Aurangabad

**Dr. Babasaheb Ambedkar Marathwada University, Aurangabad**  
**Syllabus of B.A. Third Year**  
**V<sup>th</sup> Semester**  
**(Effective From-June 2015-2016)**

**Vth Semester**

- PA-109 (IX)- Human Resource Development**  
**PA-110 (X)- Educational Administration in India**  
**PA-111 (XI)- Administrative Thinkers**  
**PA-112 (XII)- Project Work**

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B.O.S., Public Administration,  
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Aurangabad.

**Public Administration**  
**B.A. Third Year**  
**Semester Vth**  
**(Effective From-June 2015-16)**

PA- 109 Chapters	Paper- IX Human Resource Development	Periods
<b>1 Human Resource Development :</b>		<b>15</b>
a. Meaning, Nature and Importance		
b. Ministry of Human Resource Development: Composition, Functions & Role		
<b>2 Role of Institutions in Human Resource Development:</b>		<b>10</b>
a. Central Board of Secondary Education (CBSE)		
b. National Council for Educational Research & Training (NCERT)		
<b>3 Means of Human Resource Development:</b>		<b>15</b>
a. Higher Education and Research		
b. Vocational and Technical Education		
c. Value Education		
d. Personality Development		
<b>4 Human Resource Management:</b>		<b>10</b>
a. Meaning, Nature, Importance & Objectives of HRM		
b. Recruitment		
<b>5 Human Resource Planning:</b>		<b>10</b>
a. Concept, Need and Significance		
b. Process of Planning		

**References/ Recommended Books**

1. Kishorilal, "Human Resource Management" Avinash paper packs, Delhi 2009
2. P. Murli Krishana , " Human Resource Development", Discovery publishing house, New Delhi 1998
3. C. B. Gupta, "Human Resource Management" Sultan chand & Sons
4. Dwivedi R.S. , " Managing Human Resources" Galgoti publishers , New Delhi 2002
5. Dudeja V.D. , " Human Resource Management" commonwealth new Delhi
6. C.B. Mamoria & Gankar , " Human Resource Management" Himalaya publishing house
7. S.L. Goel, T.N. Chaturvedi, "Right to information & Good Governance", Deep &Deep Publications Pvt, Ltd.
8. डॉ. प्रभाकर देशमुख ,डॉ.रवींद्र देशमुख " मानवी संसाधन व्यवस्थापन" पिंपळापुरे बुक , नागपूर
9. डॉ श्रीनिवास जोशी , डॉ. प्रकाश कोठारे, डॉ. नंदकिशोर दायम्मा,"मानवी संसाधन व्यवस्थापन"
१०. डॉ. सुधीर बोधनकर , डॉ. मेधा कानेटकर, "मानवी संसाधन व्यवस्थापन" श्री साईनाथ प्रकाशन नागपूर.

**Public Administration**  
**B.A. Third Year**  
**Semester - Vth**  
**(Effective From-June 2015-16)**

PA-110	Paper- X	Educational Administration in India
<b>Chapters</b>		<b>Periods</b>
<b>1. Education: Meaning, Objectives and Importance</b>		<b>05</b>
<b>2. Historical Background of Education:</b>		<b>15</b>
a. Kothari Commission-1966		
b. National Education Policy-1986		
c. National Knowledge Commission-2005		
d. Rashtriya Uchatar Shiksha Abhiyan (RUSA)		
<b>3. Institutions in Higher Education:</b>		<b>10</b>
a. University Grants Commissions (UGC)		
b. Directorate of Higher Education (DHE)		
c. Universities		
d. Colleges		
<b>4. Quality Control Institutions in Higher Education</b>		<b>10</b>
a. National Assessment and Accreditation Committee (NAAC)		
b. All India Council for Technical Education (AICTE)		
<b>5. Challenges before Higher Education in India:</b>		<b>10</b>
a. General Enrollment Ratio in Higher Education		
b. Higher Education and Employability		
c. Higher Education and Quality		
<b>6. Globalization and Higher Education- Impact and Consequences</b>		<b>10</b>

**References/ Recommended Book**

1. Ritu Sharma –“Development of Education System in India, Alfa Publication, New Delhi,2007
2. Ram Sayar-“Introduction of Educational Development”, Compell,Corbally
3. Lulla B.P & Murly S.K-“Essential of Educational Administration”
4. Mathur S.S-“Educational Administration, Principles & Practices
5. Lesten D. crow , Alice crow – “ Introduction to Education , “ sutjeet publications , Delhi
6. T. Rayment, “ The Principles of Education” , sutjeet publications , Delhi
7. Dr. R.S. Pandey, “ principals of education”, Vinod pustak mandar, Agra-2
8. U.K. Singh, K. N. Sudarshan , “ Higher Education”, Discovery Publishing House, New Delhi.
9. Safaya Shaida, Shakia, “Modern Educational Administration And Management”, Dhanpat raj publishing company, New Delhi
10. Charles E. Skiners, “Elementary Educational Psychology”, Surjeet publication, Delhi.

11. डॉ. के. यु. बोरमोडे, डॉ. कला बोरमोडे, “ शिक्षकांचे शिक्षण “, विद्याप्रकाषण नागपूर
12. डॉ. मोहन जाधव, प्रा. आरती भोसले, प्रा. प्राची सरपोतदार “ भारतीय शिक्षणाचा विकास “, फडके प्रकाशन कोल्हापूर.
13. डॉ. सुरेश करंदीकर, मीना मंगरुळकर, “उद्योन्मुख भारतीय समाजातील शिक्षण “फडके प्रकाशन कोल्हापूर.
14. डॉ.शालिनी कुलकर्णी, उद्योन्मुख भारतीय समाजातील शिक्षण “नित्य नूतन प्रकाशन पुणे.
15. डॉ.अरविंद दुनाखे, “ शिक्षक प्रशिक्षण “,नित्य नूतन प्रकाशन पुणे.
16. डॉ. सौ. प्रतिभा पेंडके, “ भारतीय शिक्षण पद्धतीचा विकास”- विद्या प्रकाशन नागपूर
17. डॉ. किरण नागतोंडे, “ भारतातील शिक्षण पद्धतीचा विकास” विद्या प्रकाशन, नागपूर

**Public Administration**  
**B.A. Third Year**  
**Semester - Vth**  
**(Effective From-June 2015-16)**

PA- 111	Paper-XI	Administrative Thinkers
<b>Chapters</b>		<b>Periods</b>
<b>1. F.W. Taylor :</b>		<b>10</b>
a. Concept of Scientific Management		
b. Principles & Techniques of Scientific Management		
<b>2. Max Weber:</b>		<b>05</b>
a. Ideal model of Bureaucracy		
<b>3. Henry Fayol:</b>		<b>10</b>
a. Elements of Management		
b. Principles of Management		
<b>4. Mary Parker Follet:</b>		<b>10</b>
a. Concept of Authority		
b. Conflict and Integration		
<b>5. Elton Mayo:</b>		<b>05</b>
a. Hawthorne Experiments		
<b>6. Herbert Simon:</b>		<b>10</b>
a. Behavioral Approach		
b. Decision Making Approach		
<b>7. F.W. Riggs:</b>		<b>10</b>
a. Ecological Approach		
b. Prismatic Society		

**References/ Recommended Books**

1. Maheshwari S. R. - "Administrative Thinkers", Macmillan India Limited, Mumbai-1998.
2. Manoj Sharma- "Administrative Thinkers", Anmol Publication Pvt. Ltd, New Delhi-2004.
3. Sumsun Nisa Ali- "Eminent Administrative Thinkers" Associated Publishing House, NewDelhi-1984.
4. M.P.Sharma & B. L.Sadana - "Public Administration in Theory & Practice". Kitab Mahal Publication, Allahabad.
5. Mukhi H.R.- " Administrative Thinkers"



6. डॉ. सुरेंद्र कटारिया , “प्रशासनिक चिंतक” नेशनल पब्लिकेशन हाउस ,जयपूर दिल्ली २००७
7. डॉ. नरेंद्र थोरी,नीलिमा चौधरी,“प्रशासनिक विचारक” आर.बी.एस.ए. पब्लिशर्स जयपूर
8. डॉ. शाम सिरसाठ, वासनिक,बैनाडे, “प्रशासकीय विचारवंत” ज्ञान समिधा पब्लिशिंग वर्ड औरंगाबाद
9. जि.एच.बिरादार , “ प्रशासकीय विचारवंत” , कैलास प्रकाश औरंगाबाद
10. प्रा.के आर बंग , “प्रमुख प्रशासकीय विचारवंत” , विद्या बुक पब्लिशर्स औरंगाबाद
11. डॉ. अर्जुनराव दर्शनकर “ प्रशासकीय विचारवंत” , कैलास प्रकाश औरंगाबाद

**Public Administration**  
**B.A. Third Year**  
**Semester Vth**  
**(Effective From-June 2015-16)**

**PA- 112**

**Paper- XII**

**Project Work**

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Chairman,

  
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B.O.S., Public Administration,  
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**Dr. Babasaheb Ambedkar Marathwada University, Aurangabad**  
**Syllabus of B.A. Third Year**  
**Semester VI<sup>th</sup>**  
**(Effective From-June 2015-2016)**

**VIth Semester**

**PA-113 (XIII)- Public Policy and Development**

**PA-114 (XIV)- Health Administration in India**

**PA-115 (XV)- Recent Trends in Public Administration and Important Laws**

**PA-116 (XVI)- Project Work**

Chairman



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**Public Administration**  
**B.A. Third Year**  
**Semester-- VI th**  
**(Effective From-June 2015-16)**

**PA- 113 Paper- XIII**

**Public Policy and Development**

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1. Public Policy: Meaning, objectives, types & process
2. Public Policy Formulation:
  - a. Executive
  - b. Legislature
  - c. Judiciary
  - d. Media
  - e. Civil society
3. Public Policy Implementation:
  - a. Executive
  - b. Bureaucracy
4. Public Policies in India
  - a) Disinvestment Policy (1991)
  - b) National Water Policy-(2012)
  - c) Food Security Policy (2013)
  - d) Land Reforms Policy (2013)
- 4 Development : Meaning and Concept
  - b. Sustainable Development
  - c. Inclusive Growth
  - d. Providing Urban Amenities in Rural Areas(PURA) (24 Feb. 2012)
- 5 Challenges before Development:
  - a. Population Explosion
  - b. Unemployment
  - c. Poverty
  - d. Pollution

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**References/ Recommended Books**

1. Maeshwari S.R – Public Policy Making in India, The Indian Journal of Political Science , Vol.48 No.3,1987
2. Saigal Krishna –“Policy Making in India” Vikas, New Delhi
3. R.K Sapru-“Public Policy”, PWI Learning Private Ltd, New Delhi ,2010
4. Vineetha Menon-“Public Policy & Administration” Wisdom Press , New Delhi ,2014
5. R.K Sapru- “Public Policy”, Sterling, New Delhi,1992
6. Jones C.O-“An Introduction to the Study of Public Policy , Belmont, Prentice ,1970
7. Thomas R. Dye- “Public Policy” , Pearson Education, 2004
8. Ganpathy R.S- “Public Policy & Policy Analysis in India” , New Delhi, 1985
9. Dunn,Willam. N- “Public Policy Analysis: An Introduction” ,Englewood Clifts,1981

10. Maeshwari Shriram- Administrative Theory An Introduction, Macmillan India Ltd, Delhi, 2013
11. Arvind Shrivaram Krishanan , "public policy and citizenship", sage publication, Delhi
12. Ashutoshkumar , "Development Administration", Anmol publications, Delhi.
13. प्रा.के.आर. बंग , "विकास प्रशासन", विद्याबूक्स पब्लिशर्स औरंगाबाद

<b>Public Administration</b>	
<b>B.A. Third Year</b>	
<b>Semester- VIth</b>	
<b>(Effective From-June 2015-16)</b>	
<b>PA-114</b>	<b>Health Administration in India</b>
<b>Paper- XIV</b>	
<b>Chapters</b>	<b>Periods</b>
<b>1. Indian Health Care system:</b>	<b>15</b>
a) Health Care Administration- Scope and Importance	
b) Indian National Health Policy (2002)-Important Features	
1. Status of Public Health Infrastructure	
2. Information, Education and Communication in Health.	
<b>2. Health and Family Welfare Ministry</b>	<b>10</b>
1. Organization	
2. Major Programs:-	
a. National Aids Control Program (NACO)	
b. Revised National TB Control Program (RNTCP)	
c. Immunization Program	
<b>3. National Rural Health Mission:</b>	<b>10</b>
1. Aims of NRHM	
2. Institutional Machinery of NRHM	
3. Importance of NRHM	
<b>4 Determinants of Health:</b>	<b>15</b>
1. Safe Drinking Water	
2. Nutrition	
3. Sanitation and Hygiene	
4. Health Education	
5. Access for Health Care Services	

**5. Challenges before Indian Health Care System:**

10

1. Financial Resources
2. Shortage of Manpower
3. Community Participation

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**References/ Recommended Books**

1. S.L Goel-"Right to Information & Good Governance", Deep & Deep Publication Pvt.Ltd.New Delhi 2007
2. S.L Goel-"Advanced Public Administration", Deep & Deep Publication Pvt.Ltd.New Delhi 2008
3. Rameshwaram -"Health Administration in India", Ashis Publication, New Delhi
4. K. Balan. " Health for all by 2000 Ad, Ashish pub. House, New Delhi,1989
5. Sumedha Gupta, " A text Book of Helth care Managemwnt," Kalyani publishers , Ludhiyana, New Delhi.
6. Supru R.K., " Health Care policy and Administration in India." Indian Journal of public Administration , Jully Sept. 1997
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**Public Administration**  
**B.A. Third Year**  
**Semester – VI th**  
**(Effective From-June 2015-16)**

**PA-115 Paper-XV Recent Trends in Public Administration and Important Laws**

Chapters	Periods
<b>1. Recent Trends in Public Administration :</b>	<b>40</b>
a. New Public Administration Concept and Elements	
b. New Public Management - Meaning and Characteristics	
c. Public Choice Approach - Meaning and Characteristics	
d. Civil Society - Role and Importance	
e. Citizens Charter - Meaning and Importance	
f. Good Governance - Concept and Application	
g. E-Governance - Opportunities and Challenges	
h. Disaster Management	
<b>2. Important Laws:</b>	<b>20</b>
a. Civil Rights Protection Act-1955 Objectives, Machinery and Implications	
b. Consumer Protection Act- 1986 Definition, Machinery and Implications	
c. Environment Protection Act-1986 Objectives, Machinery and Implications	
d. Right to Public Services Act-2013 Objectives and Importance	

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**PA- 116**

**Paper- XVI**

**Project Work**

<b>Paper No.</b>	<b>Title of the Paper</b>	<b>Periods Allotted</b>	<b>Marks</b>
<b>PA-116 (XVI)</b>	<b>Project Work</b> <b>1.Administrative Corruption</b> <b>2. Peoples Participation</b> <b>3. Women Empowerment</b> <b>4.Swacch Bharat Abhiyan</b> <b>5. Regional Imbalance &amp; Development</b> <b>6. Disaster Management</b> <b>7.Visits to Administrative Offices</b> <b>8. Good Governance</b> <b>9.Student Absenteeism in classes</b> <b>10.Health Problems</b> <b>11.Water Problems</b> <b>12. Global Warming</b>	<b>120</b>	<b>100</b> <b>Project Writing- 80</b> <b>Oral Exam-20</b>

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