



॥ सा विद्या या विमुक्तये ॥

स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठ, नांदेड

‘ज्ञानतीर्थ’, विष्णुपुरी, नांदेड - ४३१ ६०६ (महाराष्ट्र राज्य) भारत

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

‘Dnyanteerth’, Vishnupuri, Nanded - 431 606 (Maharashtra State) INDIA

Established on 17th September, 1994, Recognized By the UGC U/s 2(f) and 12(B), NAAC Re-accredited with 'B++' grade

Fax : (02462) 215572

Academic-1 (BOS) Section

website: srtmun.ac.

Phone: (02462)215542

E-mail: bos@srtmun.ac.

मानवविज्ञान विद्याशाखे अंतर्गत राष्ट्रीय
शैक्षणिक धोरण २०२० नुसार पदवी प्रथम
वर्षाचे अभ्यासक्रम (Syllabus) शैक्षणिक
वर्ष २०२४-२५ पासून लागू करण्याबाबत.

प रि प त्र क

या परिपत्रकान्वये सर्व संबंधितांना कळविण्यात येते की, या विद्यापीठा अंतर्गत येणा-या सर्व संलग्नित महाविद्यालयांमध्ये शैक्षणिक वर्ष २०२४-२५ पासून पदवीस्तरावर राष्ट्रीय शैक्षणिक धोरण -२०२० लागू करण्याच्या दृष्टीकोनातून मानवविज्ञान विद्याशाखे अंतर्गत येणा-या अभ्यासमंडळांनी तयार केलेल्या पदवी प्रथम वर्षाचे अभ्यासक्रमांना मा. विद्यापरिषदेने दिनांक १५ मे २०२४ रोजी संपन्न झालेल्या बैठकीतील विषय क्रमांक १६/५९-२०२४ च्या ठरावाअन्वये मान्यता प्रदान केली आहे. त्यानुसार मानवविज्ञान विद्याशाखेतील खालील बी. ए. प्रथम वर्षाचे अभ्यासक्रम (Syllabus) लागू करण्यात येत आहेत.

- 1) B. A. I year English
- 2) B. A. I year - History
- 3) B. A. I year - Economics
- 4) B. A. I year - Sociology
- 5) B. A. I year - Public Administration
- 6) B. A. I year - Geography and Applied Geography
- 7) B. A. I year - Pali
- 8) B. A. I year - Sanskrit
- 9) B. A. I year - Philosophy
- 10) B. A. I year - Military Science
- 11) B. A. I year - NCC
- 12) B. A. I year - Political Science
- 13) B. A. I year - History (NMD College Hingoli)
- 14) B. Sc. I year - Political Science (NMD College Hingoli)
- 15) B. Sc. I year - Economics (NMD College Hingoli)

सदरील परिपत्रक व अभ्यासक्रम प्रस्तुत विद्यापीठाच्या www.srtmun.ac.in या संकेतस्थळावर उपलब्ध आहेत. तरी सदरील बाब ही सर्व संबंधितांच्या निदर्शनास आणून द्यावी, ही विनंती.

‘ज्ञानतीर्थ’ परिसर,

विष्णुपुरी, नांदेड - ४३१ ६०६.

जा.क्र.:शै-१/एनइपी/विवत्रविपदवी/२०२४-२५/१०६

दिनांक १०.०६.२०२४

प्रत : १) मा. आधिष्ठाता, मानवविज्ञान विद्याशाखा, प्रस्तुत विद्यापीठ.

२) मा. संचालक, परीक्षा व मूल्यमापन मंडळ, प्रस्तुत विद्यापीठ.

३) मा. प्राचार्य, सर्व संबंधित संलग्नित महाविद्यालये, प्रस्तुत विद्यापीठ.

४) मा. संचालक, सर्व संकुले परिसर व उपपरिसर, प्रस्तुत विद्यापीठ

५) मा. प्राचार्य, न्यू मॉडल डिग्री कॉलेज हिंगोली.

६) सिस्टीम एक्सपर्ट, शैक्षणिक विभाग, प्रस्तुत विद्यापीठ. याना देवून कळविण्यात येते की, सदर परिपत्रक संकेतस्थळावर प्रसिध्द करण्यात यावे.

C. J. J.

डॉ. सरिता लोसरवार

सहा.कुलसचिव

शैक्षणिक (१-अभ्यासमंडळ) विभाग

Swami Ramanand Teerth Marathwada University,

Nanded-431 606



**(Structure and Syllabus of Four Year Multidisciplinary under Graduate
Degree Program in Humanities with Multiple Entry and Exit option)**

Under Graduate Program of Humanities

Major in Public Administration

Under the Faculty of Humanities

B.A. First Year

Effective from Academic Year -2024-2025

(As per NEP-2020)

Forward by the Dean, Faculty of Humanities.....

National Education Policy 2020 has been announced on 29.07.2020. NEP 2020 proposes a new and forward-looking vision for India's Higher Education System through quality universities and colleges. Its key is in the curriculum and its practical implementation.

The curriculum must be exciting, relevant, and regularly updated to align with the latest knowledge requirements and meet specified learning outcomes. High-quality pedagogy is necessary to impart the curricular material to students successfully; pedagogical practices determine the learning experiences provided to students, thus directly influencing learning outcomes. The assessment methods must be scientific, designed to improve learning continuously test the knowledge application.

The university's proper framing and development of syllabi will result in the upbringing and nourishment of multidisciplinary and holistic citizens. Emphasis is on outcome-based learning. Every course has well-defined objectives and outcomes. The assessment guidelines also provide clarity and precision to the vision behind prescribing the particular course content.

NEP foresees more vibrant, socially engaged, cooperative communities and a happier, cohesive, cultured, productive, innovative, progressive, and prosperous nation. The introduction of Research Methodology and ethics will widen the vision and broaden the perspectives of the learners.

Introducing Case Studies and Field Projects has created a unique opportunity for the higher education institute to bridge the gap between the academia, industry and the community NEP believes effective learning requires a comprehensive approach that involves an appropriate curriculum, engaging pedagogy, continuous formative assessment, and adequate student support.

We are sure that the Graduate centers of this university and its affiliated colleges will implement the course effectively and successfully, resulting in a healthy and more creative academic ambience

Prof. Dr. Parag Khadke
Dean, Faculty of Humanities,

From Desk of Chairman, Board of Studies in the Subject Public Administration

Preamble:

Education is a critical process for realizing one's full potential, creating a more just and equal community and advancing national progress. In terms of economic growth, social fairness and equality, scientific advancement, national integration, and cultural preservation, ensuring universal access to high-quality education is critical to India's continuing rise and leadership on the world arena. In this context, the politics and Public Administration is related with the life of every human being of the India. Every citizen of India must know the need, role and importance of curriculum of Public Administration. Public Administration as a discipline of Social Science, it deals with understanding the social structures and methods used to manage a government or State. It also encompasses the Historical, Philosophical, Constitutional and Legal foundation of the administrative system. It further provides scope to identify the administrative values and ideas, governing institutions and their policy making process. The subject increases the ability to address the functions and processes of administration in Local, State, National and International levels. It ensures that students acquire citizenship skills and engage as active citizens by appreciating human diversity. This subject is interdisciplinary by nature and draws upon other social disciplines or branches of knowledge and there by influenced by them in many ways.

This branch of Social Science makes able to every citizen of nation to know about the loopholes in the administrative system as well as the roles of administrator in the overall development of the nation and helps to criticize and suggest some new ideas and ways to formulate an adequate welfare administrative system.

This curriculum is helpful to make the students able to acquire the knowledge about its different streams like, Introduction to public Administration, Indian Constitution & Administration, Principles of Administrative Organization and Indian Administrative system, E-Administration, Disaster Administration, Personality Development & Communication Skills, Leadership Styles and Conflict Management.

The curriculum of Public Administration is organized in a systematic manner to facilitate students to have an understanding of administrative system, terms and terminologies, theories, practice, policies, systems, processes and behavior. The contents enrich student's writing, communication and develop knowledge about current, future and past administrative systems across the world. An earnest effort is directed towards laying the foundation for a serious engagement with the discipline and developing competencies that prepare students for higher education, learning and acquiring knowledge about constitution as well as Indian Administrative System and its role in the development of citizens.

I, as Chairman, Board of Studies in Public Administration Swami Ramanand Teerth Marathwada University, Nanded happy to state here that, Program Educational Objectives were finalized in a meeting where Ten members from different institutes were attended, who were either Heads or their representatives of Public Administration Department. The Program Educational Objectives finalized for Under Graduate in Public Administration are listed below;

Program Objectives in Public Administration

- To understand the importance of concepts and research techniques in Public Administration.
- To familiarize the students with the basic idea's thoughts and theories in Public Administration.
- To help them to understand and make distinction among Public Administration and help them to understand the importance of in the national and global contexts.
- To help them to understand the emergence and growth of modern Administration and give them an idea of their functioning and relate them to the administrative realities.
- To equip them to critically relate the theoretical aspects of Public Administration to the Socio-Economic and Administrative facts of our times.

Program Learning Outcomes in Public Administration:

At the end of the successful completion of the course, the students will be able to-

- Acquire domain interdisciplinary knowledge through the discipline of Public Administration.
- Study and analyze administrative contexts from critical and constructive perspective.
- Have a better understanding of the working of various administrative institutions and relate this functioning to the greater cause of nation building as a responsible citizen.
- To gain / achieve Critical thinking and develop the ability to make logical /rational inferences about Socio- Economic and Administrative issues, on the basis of Comparative and Contemporary Administrative discourses in India and Global.
- Thinking about National and International issues involving States having various Administrative Ideologies and historical contexts.
- Pursue higher education such as Under Graduate Studies in Public Administration and in other interdisciplinary areas to provide qualitative insights to create a better world. In addition to above more program educational objectives of their own may be added by affiliated Institutes. In addition to Program Educational Objectives, for each course of Undergraduate program, objectives and expected out comes from learner's point of view a real so included in the curriculum to support the philosophy of outcome-based education. I believe strongly that small step taken in right direction will definitely help in providing quality education to the stakeholders.

Professor (Dr.) Shaikh Mohammad Hanif Ismailsab

Chairman, Board of Studies in Public Administration

Swami Ramanand Teerth Marathwada University, Nanded



Swami Ramanand Teerth Marathwada University, Nanded
Members of the Board of Studies in the subject of
Public Administration
Under the faculty of Humanities

Sir. No	Name of the Member	Designation	Address with Mailid	ContactNo.
1	Prof (Dr.) Shaikh Mohammad Hanif Ismailsab	Chairman	Shivaji Mahavidyalaya, Renapur Dist. Latur mohmmad.hanif2003@gmail.com	(M)9763336787, (W)9421304663
2	Dr. Lekhane Shankar	Member	S.M.B.P.K. College, Shankarnagr drsklekhane69@gmail.com	9511868435
3	Dr. Somwanshi Mukta	Member	Late. Ramesh Warpudkar College, Sonpeth muktags76@gmail.com	9145451314 9420035779
4	Dr. Bhingole Balasaheb	Member	Yoganand College, Vasmat bbingolebs@gmail.com	9423537209 8668914909
5	Dr. Kahalekar Chandoba	Member	M.J.P.College, Mukhed c.m.kahalekar@gmail.com	9860327738
6	Dr. Kale Amol	Member	Peoples College, Nanded amolkalepen@gmail.com	9890438990
7	Dr. Katturwar Balaji	Member	Degloor College, Degloor brkattruwar@gmail.com	9423305870
8	Dr. Debade Sanjay	Member	Degloor College, Degloor smdebde@gmail.com	9922724292
9	Miss. Sathe Pooja Vilas	Invitee Member	Dayanand Art's College, Latur avnipatil029@gmail.com	8468860207
10	Miss. Panchal Sapna Dilip	Invitee Member	Maharashtra Mahavidyalaya, Nilanga sapnapanchal841@gmail.com	9579281158



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Structure for Four Year Multidisciplinary Degree Program with Multiple Entry and Exit
(Four-year Structure as per NEP-2020)

Subject: Public Administration DSC (Major)/ DSM (Minor)

Year & Level	Semester	Optional-1	Optional-2	Optional-3	Generic Elective (GE) <i>select from Basket 3 of Faculties other than Humanities</i>	Vocational & Skill Enhancement Course	Ability Enhancement Course (AEC) (Basket 4) Value Education Courses (VEC/ Indian Knowledge System (IKS) (Basket 5) <i>(Common across all faculties)</i>	Field Work /Project/Internship/ OJT/Apprenticeship / Case Study Or Co-curricular Courses(CC) (Basket 6 for CC) <i>(Common across all faculties)</i>	Credits
1	2	3	4	5	6	7	8	9	10
1 (4.5)	I	HPUBCT1101(2Cr) Introduction to public Administration HPUBCT1102 (2Cr) Indian Constitution & Administration Total = 4 Credits	HXXXCT1101 (2 Cr) HXXXCT1102 (2 Cr) 4 Credits	HXXXCT1101 (2 Cr) HXXXCT1102 (2 Cr) 4 Credits	HPUBGE1101 E-Administration 2 Credits	HPUBSC1101 Personality Development & Communication Skills 2 Credits	AECENG1101 (2Cr) AECXXX1101(2Cr) <i>(Hin, Mar, San, Urd, Pal, Kan, etc.)</i> IKSXXX1101 (2Cr) 6 Credits	---	22
	II	Principles of Administrative Organization HPUBCT1152 (2Cr) Indian Administrative system Total = 4 Credits	HXXXCT1151 (2 Cr) HXXXCT1152 (2 Cr) 4 Credits	HXXXCT1151 (2 Cr) HXXXCT1152 (2 Cr) 4 Credits	HPUBGE1151 Administration of Non-Government Organization (NGO) 2 Credits	HPUBSC1151 Leadership Styles and Conflict Management 2 Credits	AECENG1151 (2Cr) AECXXX1151(2Cr) <i>(Hin, Mar, San, Urd, Pal, Kan, etc.)</i> VECCOI1151 (2Cr) Constitution of India 6 Credits	---	22
	Cum. Cr.	08	08	08	04	04	12	00	44

Exit option: UG Certificate in Opt.1, Opt.2 and Opt. 3 on completion of 44 credits and additional 4 credits from NSQF/Internship

Abbreviations:

1. **DSC:** Department/Discipline Specific Core (Major)
 2. **DSE:** Department/Discipline Specific Elective (Major)
 3. **DSM:** Discipline Specific Minor
 4. **GE/OE:** Generic/Open Elective
 5. **VSEC:** Vocational Skill and Skill Enhancement Course
 6. **VSC:** Vocational Skill Courses
 7. **SEC:** Skill Enhancement Courses
 8. **AEC:** Ability Enhancement courses
 9. **MIL:** Modern Indian languages
 - 10.**IKS:** Indian Knowledge System
 - 11.**VEC:** Value Education Courses
 - 12.**OJT:** On Job Training: (Internship/Apprenticeship)
 - 13.**FP:** Field Projects
 - 14.**CEP:** Community Engagement and Service
 - 15.**CC:** Co-Curricular Courses
 - 16.**RM:** Research Methodology
 - 17.**RP:** Research Project/Dissertation
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Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities

General Guidelines for course structure:

1. The Major subject is the discipline or subject of the main focus and the degree will be awarded in that discipline/subject.
2. Credits and curriculum of Major and Minor subject is same in the first year
3. In the first year Students should choose two different subjects as a Major and Minor in same faculty).
4. From the Second-year curriculum of Major and Minor subject is the different.
5. Generic /Open Elective is to be chosen compulsorily from faculty other than that of the Major. (Select from Basket)
6. Vocational and Skill Enhancement Courses (VSEC or VSC and SEC) are related to Major Course (DSC)
7. Ability Enhancement Courses (AEC):
 - a) English language may be offered Sem. I for 2 Credits and sem. III for 2 Cr. in AEC
 - b) Second languages may be offered Sem. II for 2 Credits and sem. IV for 2 Cr. in AEC
8. Column No. 7 and 8 is common for all faculties.
9. Curriculum of VEC, CI, IKS and CC will provide by university.

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Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Optional Subject: Public Administration
For Semester I and II (C): Each of 02Credits

Semester	BOS proposing (e g.)	Details of Course (M)	
		CODE	Title of the Corse
Semester I	BOS in Public Administration	HPUBCT1101 (2Cr)	Introduction to public Administration
		HPUBCT1102 (2Cr)	Indian Constitution& Administration
Semester II	BOS in Public Administration	HPUBCT1151 (2Cr)	Principles of Administrative Organization
		HPUBCT1152 (2Cr)	Indian Administrative system



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities Optional Subject: Public Administration

Basket-3: Generic/ Open Elective course (GE)

Semester	BOS proposing	CODE	Title of the Course
Sem. I	BOS in Public Administration	HPUBGE1101(2Cr.)	E-Administration
Sem. II	BOS in Public Administration	HPUBGE1151(2Cr.)	Administration of Non-Government Organization (NGO)

Note: GE is to be chosen compulsory from faculty other than that of the Major.



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities Optional Subject: Public Administration

Under Graduate First Year Programme, Semester I (Level 4.5)

Teaching Scheme

	Course Code	Course Name	Credits Assigned			Teaching Scheme (Hrs. / week 1Hrs.=60Ml.)	
			Theory	Practical	Total	Theory	Practical
Optional 1	HPUBCT1101	Introduction to public Administration	02		02	02	
	HPUBCT1102	Indian Constitution & Administration	02		02	02	
Optional 2	HXXXCT1101	--	02		02	02	
	HXXXCT1102	--	02		02	02	
Optional 3	HXXXCT1101	--	02		02	02	
	HXXXCT1102	--	02		02	02	
Generic Elective (From other Faculty)	HPUBGE1101	E-Administration	02		02	02	
Vocational & Skill Enhancement	HPUBSC1101	Personality Development & Communication Skills	02		02	02	
Ability Enhancement Course	AECENG1101	L1-Compulsory English	02		02	02	
Ability Enhancement Course (MIL)	AECMIL1101	L2- MIL (Basket-3)	02		02	02	
Indian Knowledge System (IKS) Basket 5	IKSXXX1101	Select from Basket 5	02		02	02	
Total Credits			22		22	22	



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities Optional Subject: Public Administration

Under Graduate First Year Programme, Semester II (Level 4.5)

Teaching Scheme

	Course Code	Course Name	Credits Assigned		Teaching Scheme (Hrs./week, 1Hrs.=60M.)	
			Theory	Practical	Theory	Practical
Optional -1	HPUBCT1151	Principles of Administrative Organization	02		02	
	HPUBCT1152	Indian Administrative system	02		02	
Optional -2	HXXXCT1151	-	02		02	
	HXXXCT1152	-	02		02	
Optional -3	HXXXCT1151	-	02		02	
	HXXXCT1152	-	02		02	
Generic Elective	HPUBGE1151	Administration of Non-Government Organization (NGO)	02		02	
Vocational & Skill Enhancement	HPUBSC1151	Leadership Styles and Conflict Management	02		02	
Ability Enhancement Course	AECENG1151	L1-Compulsory English	02		02	
Ability Enhancement Course (MIL)	AECMIL1151	L2- MIL (Basket-3)	02		02	
Value Education Courses (VEC) Basket 5	VECCOI1151	Constitution of India	02		02	
Total Credits			22		22	



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities Optional Subject: Public Administration
Under Graduate First Year Programme, Semester I (Level 4.5)

Examination Scheme

[20% Continuous Assessment (CA) and 80% End Semester Examination (ESE)]

Subject	Course Code	Course Name	Theory					Total Col. (7+8)	
			Continuous Assessment (CA)			Avg. of T1+T2+Assi. /3	ESE Total		
			Test I	Test II	Assignment				
			04	05	06				07
01	02	03	10	10	10	10	40	09	50
Optional-1	HPUBCT1101	Introduction to public Administration	10	10	10	10	40	50	
	HPUBCT1102	Indian Constitution& Administration	10	10	10	10	40	50	
Optional-2	HXXXCT1101	--	10	10	10	10	40	50	
	HXXXCT1102	--	10	10	10	10	40	50	
Optional-1	HXXXCT1101	--	10	10	10	10	40	50	
	HXXXCT1102	--	10	10	10	10	40	50	
Generic Elective	HPUBGE1101	E-Administration	10	10	10	10	40	50	
Vocational & Skill Enhancement	HPUBSC1101	Personality Development & Communication Skills	10	10	10	10	40	50	
Ability Enhancement Course /Languages Basket 4	AECENG1101	L1- Compulsory English	10	10	10	10	40	50	
Ability Enhancement Course MIL	AECMIL1101	L2- MIL (Basket-3)	10	10	10	10	40	50	
Indian Knowledge System (IKS) Basket 5	IKSXXX1101	Select from Basket 5	10	10	10	10	40	50	
			--	--	--	110	440	550	



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities Major in Public Administration (DSC)
Under Graduate First Year Programme, Semester II (Level 4.5)

Examination Scheme

[20% Continuous Assessment (CA) and 80% End Semester Examination (ESE)]

Subject	Course Code	Course Name	Theory					Total Col. (7+8)	
			Continuous Assessment(CA)		Avg. of T1+T2+Assi./3	ESE Total			
			Test I	Test II					
			04	05			06		07
01	02	03							09
Optional -1	HPUBCT1151	Principles of Administrative Organization	10	10	10	10	40	50	
	HPUBCT1152	Indian Administrative system	10	10	10	10	40	50	
Optional -2	HXXXCT1151	--	10	10	10	10	40	50	
	HXXXCT1152	--	10	10	10	10	40	50	
Optional -3	HXXXCT1151	--	10	10	10	10	40	50	
	HXXXCT1152	--	10	10	10	10	40	50	
Generic Elective	HPUBGE1151	Administration of Non-Government Organization (NGO)	10	10	10	10	40	50	
Vocational & Skill Enhancement	HPUBSC1151	Leadership Styles and Conflict Management	10	10	10	10	40	50	
Ability Enhancement Course Basket 4	AECENG1151	L1- Compulsory English	10	10	10	10	40	50	
Ability Enhancement Course MIL	AECMIL1151	L2- MIL (Basket-3)	10	10	10	10	40	50	
Value Education Courses (VEC) Basket 5	VECCOI1151	Constitution of India Select from Basket 4	10	10	10	10	40	50	
			--	--	--	110	440	550	



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities Major in: Public Administration

Under Graduate First Year Programme, Semester-I

Teaching Scheme

(For 2 credits)

Course Code	Course Name (Paper Title)	Teaching Scheme(Hrs.)		Credits Assigned		
		Theory	CA	Theory	CA	Total
HPUBCT1101	Introduction to public Administration	30	---	02	---	02
HPUBCT1102	Indian Constitution& Administration	30	---	02	---	02
(for2credits)						
Course Code	Course Name (Paper Title)	Teaching Scheme(Hrs.)		Credits Assigned		
		Theory	CA	Theory	CA	Total
HPUBGE1101	E-Administration	30	---	02	--	02
HPUBSC1101	Personality Development & Communication Skills	30	---	02	--	02

Assessment Scheme

Course Code	Course Name	Theory					Total [Col. 07+08]
		CA				ESE	
		Test I	Test II	Assignment	Avg. of T1+T2+Assi./3		
01	02	03	04	05	06	07	08
(For 2 credits)							
HPUBCT1101	Introduction to public Administration	10	10	10	10	40	50
HPUBCT1102	Indian Constitution& Administration	10	10	10	10	40	50
(For2credits)							
HPUBGE1101	E-Administration	10	10	10	10	40	50
HPUBSC1101	Personality Development & Communication Skills	10	10	10	10	40	50



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities Optional Subject Public Administration (DSC)

Under Graduate First Year Programme, Semester-II

Teaching Scheme

(For 2 credits)

Course Code	Course Name (Paper Title)	Teaching Scheme (Hrs.)		Credits Assigned		
		Theory	CA	Theory	CA	Total
HPUBCT1151	Principles of Administrative Organization	30	- -	02	---	02
HPUBCT1152	Indian Administrative system	30	- -	02	---	02
(for 2 credits)						
Course Code	Course Name (Paper Title)	Teaching Scheme (Hrs.)		Credits Assigned		
		Theory	CA	Theory	CA	Total
HPUBGE1151	Administration of Non-Government Organization (NGO)	30	-	02	--	02
HPUBSC1151	Leadership Styles and Conflict Management	30	-	02	--	02

Assessment Scheme

Course Code	Course Name	Theory					Total [Col 07+08]
		CA				ESE	
		Test I	Test II	Assignment	Avg. of T1+T2+Assi /3		
01	02	03	04	05	06	07	08
(For 2 credits)							
HPUBCT1151	Principles of Administrative Organization	10	10	10	10	40	50
HPUBCT1152	Indian Administrative system	10	10	10	10	40	50
(For 2 credits)							
HPUBGE1151	Administration of Non-Government Organization (NGO)	10	10	10	10	40	50
HPUBSC1151	Leadership Styles and Conflict Management	10	10	10	10	40	50



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Optional Subject: Public Administration (DSC)

Under Graduate First Year Programme, Semester-I

Paper Code: HPUBCT1101

Title: Introduction to public Administration

Curriculum Details

Course pre-requisite:

1. Any H.S.C. Passed Students from the Government Sanctioned Institutions
2. Any Students who is Eligible to entire at level 4.5

Course objectives:

- 1) The Course introduces and provides Basic knowledge of Public Administration.
- 2) To provide knowledge of the new trends in public administration
- 3) To understand the Importance and Agencies of Public Relations in Public Administration

Course outcomes:

1. Students will understand the Evolution and importance of Public Administration.
2. Students will understand the basic knowledge of discipline.
3. Students will understand new concept and roles of Public Administration.



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Optional Subject: Public Administration (DSC) Semester-I

Paper Code: HPUBCT1101

Title: Introduction to public Administration-I

Curriculum Details: (for 2 Credits)

Module No.	Unit No.	Name of Topic	Hrs. Required to cover the contents 1 Hrs.=60M.
1.0		Public Administration	08
	1.1	Meaning & Nature	
	1.2	Scope	
	1.3	Importance	
2.0		Public Administration and Private Administration	07
	2.1	Affinity	
	2.2	Difference	
	2.3	Public Private Partnership (P.P.P.)	
3.0		Public Relations	07
	3.1	Meaning	
	3.2	Importance	
	3.3	Agencies	
4.0		New Trends in Public Administration	08
	4.1	Good Governance: Meaning & Principles	
	4.2	Civil Society: Meaning & Features	
	4.3	Citizens Charter: Meaning & Importance	
		Total	30

Text Books:

1. भोगले शांताराम, लोकप्रशासन सिद्धांत व कार्य पद्धती, कैलास पब्लिकेशन, औरंगाबाद
2. पाटील बी.बी., २०१८, लोकप्रशासन, फडके प्रकाशन, कोल्हापूर
3. बोरा पारस व शिरसाट श्याम, जून २०१३, लोकप्रशासनशास्त्र, विद्या प्रकाशन, औरंगाबाद.
4. पोहेकर प्रीती, २००८, लोक प्रशासनाची मुलतत्वे, अरुणा प्रकाशन, लातूर.
5. भूताळे पी.व्ही. व वडवळे बी.सी., २००७, लोक प्रशासन, सह्याद्री प्रकाशन, नांदेड
6. खुमसे स्मिता व रेड्डी उर्मिला, २०११, लोक प्रशासनाची मुलतत्वे, अरुणा प्रकाशन, लातूर.
7. डॉ. बी.आर. कतूरवार, २०१२, लोकप्रशासन, अभंग प्रकाशन, नांदेड
8. डॉ. भूताळे पी.व्ही. व डॉ. वडवळे बी.सी., २०१४, लोकप्रशासन: परिचय व मुलतत्वे, क्रिएटिव्ह पब्लिकेशन, नांदेड
9. प्रा. बळवंत विष्णू घोरे, २०१५, लोक प्रशासनाची मुलतत्वे, ज्योतीचंद्र पब्लिकेशन, लातूर.

References

- 1) Rathod P.B., 2004, Contemporary Public Administration, ABD Publishers Jaipur
 - 2) Awasthi & Maheshwari, 1962, Public Administration, Laxminarayan Agrawal, Agra.
 - 3) A.R. Tyagi, Public Administration, 2001, Atma Ram & Sons Publication, New Delhi.
 - 4) Mohit Bhattacharya, 2018, New Horizon of public Administration, Jawahar Publishers, New Delhi.
 - 5) प्रसादसिंग बिरकेश्वर, २००३ लोकप्रशासन, ज्ञानदा प्रकाशन, नई दिल्ली
 - 6) कटारिया सुरेंद्र, २०१५, लोकप्रशासन, नॅशनल पब्लिकेशन हाऊस, नई दिल्ली.
 - 7) फाडिया बी.एल. २००१, उच्चतर लोकप्रशासन, साहित्यभवन पब्लिकेशन, नई दिल्ली.
 - 8) फाडिया बी.एल. २००१, उच्चतर लोकप्रशासन, साहित्यभवन प्रकाशन, आग्रा .
 - 9) बंग के.आर. २००४, प्रशासकीय सिद्धांत, विद्या प्रकाशन, औरंगाबाद.
 - 10) दुबे अशोककुमार, २०११, २१वी शताब्दी में लोकप्रशासन, टाटा मॅकग्राहिल पब्लिकेशन कंपनी, नई दिल्ली
 - 11) एम. लक्ष्मीकांत, २००६, लोकप्रशासन, टाटा मॅकग्राहिल पब्लिकेशन कंपनी, नई दिल्ली.
 - 12) सौ. यशोदा साहेबराव पाटील, विठ्ठल पंडितराव सांडूर, जुलै-२०१०, लोकप्रशासन, निराली प्रकाशन, पुणे
 - 13) सौ. यशोदा साहेबराव पाटील, ऑक्टोबर-२०१७, लोकप्रशासन, निराली प्रकाशन, पुणे
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Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Optional Subject: Public Administration (DSC)

Under Graduate First Year Programme, Semester-I

Paper Code: HPUBCT1102

Title: Indian Constitution & Administration-II

Curriculum Details

Course pre-requisite:

1. Any H.S.C. Passed Students from the Government Sanctioned Institutions
2. Any Students who is Eligible to entire at level 4.5

Course objectives:

- 1) To realize the significance of Indian constitution to students and understand the basic concepts of Indian constitution.
- 2) To identify the importance of fundamental rights as well as fundamental duties.
- 3) To understand Indian Judicial System.

Course Outcomes:

1. It will be Possible to understand the importance of Constitution of Indian as a fundamental law.
2. Exercise his fundamental rights in proper sense at the same time identifies his responsibilities in national building.
3. Students will become responsible Citizens of India.



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Optional Subject: Public Administration (DSC)

Paper Code: HPUBCT1102

Title: Indian Constitution & Administration-II

Curriculum Details: (for 2 Credits) Semester-I

Module No.	Unit No.	Name of Topic	Hrs. Required to cover the contents 1 Hrs.=60M.
1.0		Historical Background of Indian Constitution & Administration	08
	1.1	Ancient Period (with Special reference to Spatang Theory)	
	1.2	Medieval Period (with Special reference to Revenue Administration of Akbar)	
	1.3	British Period – Indian Government Act- 1935	
2.0		Formation of Indian Constitution	07
	2.1	Constituent Assembly: Formation	
	2.2	Drafting Committee: Structure & Contribution	
	2.3	Silent features of Indian Constitution	
3.0		Constitutional Framework	08
	3.1	Preamble of Indian Constitution	
	3.2	Fundamental Rights & Fundamental Duties	
	3.3	Directive Principles of State Policy	
4.0		Constitutional Amendment	07
	4.1	Importance	
	4.2	Types: i. Amendment by simple majority of Parliament ii. Amendment by special majority of Parliament iii. Amendment by special majority of Parliament and simple majority of half of the states	
	4.3	42 nd Constitutional Amendment	
		Total	30

Text Books

1. भोळे भा. ल., २०१५ भारतीय गणराज्याचे शासन आणि राजकारण, पिंपळापूरे पब्लिकेशन्स, नागपूर
2. बंग के.आर., २०१८ भारतीय प्रशासन, विद्या प्रकाशन, औरंगाबाद
3. डॉ. विळेगावे व्यंकट आणि डॉ. यमलवाड गोविंद, भारतीय प्रशासन, क्रिएटिव्ह पब्लिकेशन्स, नांदेड
4. डॉ. सतीश ठोंबरे, भारतीय प्रशासन, अभिजित प्रकाशन, लातूर
5. पाटील बी.बी. २००९ भारतीय शासन आणि राजकारण, फडके प्रकाशन, कोल्हापूर.
6. डॉ. प्रीती पोहेकर, भारतीय प्रशासन : विकास व व्यवस्था, अरुणा प्रकाशन, लातूर
7. डॉ. पंचशील एकंबेकर आणि डॉ. उलगडे लक्ष्मण, २०१७, भारतीय लोकशाही आणि कल्याणकारी राज्य, अरुणा प्रकाशन, लातूर
8. डॉ. उलगडे लक्ष्मण, एप्रिल-२०११, भारतीय प्रशासन, अरुणा प्रकाशन, लातूर

References

- 1) Mishra B.B., 1959, The Central Administration of the East India Company, Oxford press. Delhi
- 2) Durgadas Basu, 2019, Introduction to the constitution of India, Wadhwa, and Co., Nagpur.
- 3) Maheshwari Shriram, 1990, Indian Administration, Kitab Mahal, New Delhi.
- 4) Hoshiyar Singh, 2011, Indian Administration, Kitab Mahal, New Delhi.
- 5) Vidya Bhushan & Vishnu Bhagwan, 2011, Indian Administration, S.Chand & Com., New Delhi.
- 6) Ghai K.K., 2019, Indian Government and Politics, Kalyani Publishers, New Delhi
- 7) Gupta Jawaharlal, 2012, Union Government and Administration, Dominant Publishers, New Delhi
- 8) Ramchandran Padma (1995), Public Administration in India, National Book Trust of India, New Delhi
- 9) Arora Ramesh, 2012, Indian Public Administration, Vishwas Prakashan, New Delhi



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Generic Elective course (GE) In Public Administration

Under Graduate First Year Programme, Semester-I

Paper Code: HPUBGE1101

Title: E-Administration-I

Generic Elective course (GE)

Curriculum Details

Course pre-requisite:

1. Any H.S.C. Passed Students from the Government Sanctioned Institutions
2. Any Students who is Eligible to entire at level 4.5
3. Any Students except studying in Faculty of Humanities

Course objectives:

- 1.The Course would introduce and Provide Knowledge of E-Administration to the students.
- 2.To familiarize the students with the concept of E-Administration.
- 3.It will acquaint the students the way ICT (Information and Communication Technology) would be applied on Administration.
- 4.It would help the students understand the need & significance of E-devices in Public Administration

Course outcomes:

1. To learn students about the basic elements of E-Administration.
2. It will provide knowledge of E-devices in Public Administration.
3. Students will be Aware of the basic knowledge of E- administrative system as well as various issues in E-Administration.



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Optional Subject: Public Administration

Paper Code: HPUBGE1101

Title: E-Administration-I

Generic Elective course (GE)

Semester-I

Curriculum Details: (for 2 Credits)

Module No.	Unit No.	Name of Topic	Hrs. Required to cover the contents 1Hrs.=60M.
1.0		E-Administration	08
	1.1	Meaning & Definition	
	1.2	Importance Of E-Administration	
	1.3	Impact of E- Administration	
2.0		Applications of E-Administration	08
	2.1	Social Networking Apps: Importance & Types	
	2.2	Maha E-Seva Kendra: Importance	
	2.3	D.B.T. (Direct Benefit Transfer): Meaning & Importance	
3.0		ICT in Administration	07
	3.1	Need of ICT	
	3.2	Communication Tools in Administration	
	3.3	Efficiency of ICT in Administration	
4.0		Challenges before E-administration	07
	4.1	Lack of E-literacy	
	4.2	I.T. Security	
	4.3	Miss Use of social media	
		Total	30

Text Books

1. डॉ. उर्मिला रेड्डी, २०१९, ई-प्रशासन, विद्या बुक्स प्रकाशन, औरंगाबाद
2. डॉ. पंचशील एकंबेकर, डॉ. तरोडे विजय, डॉ. वाघमारे दीपक, २०१०, लोकप्रशासनातील नवप्रवाह, ओमसाई प्रकाशन, नायगाव
3. डॉ. प्रीती पोहेकर, लोकप्रशासनातील नवप्रवाह, अरुणा प्रकाशन, लातूर
4. डॉ. सय्यद कुरेशाबी, २०१९, लोकप्रशासनातील नवीन प्रवाह, शौर्य पब्लिकेशन, लातूर
5. डॉ. बी.आर. कत्तूरवार, लोकप्रशासनातील नवीन विचार प्रवाह, ओमसाई प्रकाशन, देगलूर
6. डॉ. उर्मिला रेड्डी, २०१८, लोकप्रशासनातील कौशल्य विकास कार्यक्रम, अरुणा प्रकाशन, लातूर
7. हेळंबे हनमंत बालाजी, २०११, लोकप्रशासनातील नविन विचारप्रवाह, चिन्मय प्रकाशन, औरंगाबाद
8. डॉ. दिपक सुभाष वाघमारे, २०१०, लोकप्रशासनातील नव विचारप्रवाह, ओमसाई प्रकाशन, नायगांव

References

1. Bhatnagar Subhash, 2004, E-Governance from Vision to Implantation, Sage Publication, New Delhi,
 2. Government of India National E-Governance Plan, www.Indian.gov.in
 3. Gupta D.N., 2008 E-Governance: A Comprehensive Framework, New Century Publication, Verlag,
 4. Pardhasardhi Y., 2009, E-Governance and Indian Society. Kanishka Prakashan, New Delhi
 5. Sinha R.P., 2006 E-Governance in India: Initiatives and Issues, Concept Publication, New Delhi
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Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities

Skill Enhancement Course (SEC) In Public Administration

Under Graduate First Year Programme, Semester-I

Paper Code: HPUBSC1101

Title: Personality Development & Communication Skills-I

Curriculum Details

Course pre-requisite:

1. Any H.S.C. Passed Students from the Government Sanctioned Institutions
2. Any Students who is Eligible to entire at level 4.5
3. Any Students except studying in Faculty of Humanities

Course objectives

1. Developing the effective communication skills among the students.
2. Inculcating the soft skills in theoretical and practical ways and also to develop the effective communication skills among the students.
3. Learning about the essential factors for personality development and bringing them in to practice.
4. Create understanding of the nonverbal forms of communication.

Course outcomes

1. Students will acquire theoretical knowledge of concepts such as personality, skills, values, communication, motivation and leadership
2. Students will develop self-understanding based on theoretical understanding of personality, skills, values, communication, motivation and leadership.
3. It will help to acquire attitude, manners and communication skills necessary for rational decision making.



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities

Skill Enhancement Course in Public Administration (SEC) Semester-I

Paper Code: HPUBSC1101

Title: Personality Development & Communication Skills-I

Curriculum Details : (for 2 Credits)

Module No.	Unit No.	Name of Topic	Hrs. Required to cover the contents 1Hrs.=60M.
1.0		Personality	08
	1.1	Definition	
	1.2	Elements	
	1.3	Determinants	
2.0		Personal Grooming	08
	2.1	Personal Hygiene	
	2.2	Social Effectiveness	
	2.3	Etiquettes	
3.0		Communication Skills	07
	3.1	Meaning and Importance	
	3.2	Formal & Informal Communication	
	3.3	Importance of Effective Communication	
4.0		Interview Preparation	07
	4.1	Resume Writing	
	4.2	Dress Code	
	4.3	Techniques of Interview	
Total			30

Text Books

1. पृथ्वीराज तौर, शैलेन्द्र लेंडे, डॉ. वंदना महाजन, २०२०, व्यक्तिमत्व विकासासाठी संभाषण व लेखन कौशल्य, अथर्व पब्लिकेशन, जळगांव
2. डॉ. आशा भागवत, २०१८, संवाद कौशल्य, डायमंड पब्लिकेशन, पुणे
3. डॉ. एकनाथ हेळगे, डॉ. जयश्री नेमाडे, प्रा. ए.पी. चौधरी, प्रा. अर्चना चौधरी, २०२२, व्यक्तिमत्व विकास आणि सॉफ्ट स्किल, प्रशांत पब्लिकेशन, जळगांव

References

1. Ajmani, J C (2012) Good English: Getting it Right. Rupa Publications: New Delhi
 2. Andrews, Sudhir (1988) How to Succeed at Interviews (21st Reprint). Tata McGraw Hill: New Delhi
 3. Baron, Robert A and Misra, Girishwar (2015) Psychology (Indian Sub-continent Edition). Pearson: New Delhi
 4. Becker, Ethan F. and Wortmann, Jon (2009) Mastering Communication at Work: How to Lead, Manage, and Influence? McGraw Hill: New Delhi
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Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities,

Optional Subject: Public Administration (DSC)

Under Graduate First Year Programme, Semester-II

Paper Code: HPUBCT1151

Title: Principles of Administrative organization-III

Curriculum Details

Course pre-requisite:

1. Any H.S.C. Passed Student from the Government Sanctioned Institutions
2. Any Student who is Eligible to entire at level 4.5

Course objectives:

- 1) To provide Basic Knowledge of administrative Organization and its principles.
- 2) To provide knowledge of the Functions and qualities of chief executive
- 3) To understand the importance of public relations in administration.

Course outcomes:

1. The importance of organization in human life will be realized.
2. Theories, approaches, concepts and principles of public administration will be studied.
3. Understand the role of the Chief Executive in public administration.
4. Understanding the functions of line and staff agencies
5. The department and its basic components can be studied.



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Optional Subject: Public Administration (DSC) Semester-II

Paper Code: HPUBCT1151

Title: Principles of Administrative organization-III

Curriculum Details: (for 2 Credits)

Module No.	Unit No.	Name of Topic	Hrs. Required to cover the contents 1 Hrs.=60M.
1.0		Organization	
	1.1	Meaning & Importance	07
		Forms of Organization ----	
	1.2	Formal Organization: Meaning & features	
	1.3	Informal Organization: Meaning & features	
2.0		Principles of Administrative Organization	
	2.1	Hierarchy – Meaning, merits and demerits	08
	2.2	Span of control - Meaning and Factors determining Span of control	
	2.3	Communication – Meaning& types	
3.0		Chief Executive	
	3.1	Types of Chief Executive	08
	3.2	Functions of Chief Executive	
	3.3	Qualities of Chief Executive	
4.0		Line and Staff Agencies	
	4.1	Meaning	07
	4.2	Types and Functions of Line Agencies	
	4.3	Types and Functions of Staff Agencies	
		Total	30

Text Books:

1. भोगले शांताराम, लोकप्रशासन सिद्धांत व कार्य पद्धती, कैलास पब्लिकेशन, औरंगाबाद
2. पाटील बी.बी., २०१८, लोकप्रशासन, फडके प्रकाशन, कोल्हापूर
3. बोरा पारस व शिरसाट श्याम, जून २०१३, लोकप्रशासनशास्त्र, विद्या प्रकाशन, औरंगाबाद.
4. पोहेकर प्रीती, २००८, लोक प्रशासनाची मुलतत्वे, अरुणा प्रकाशन, लातूर.
5. भूताळे पी.व्ही. व वडवळे बी.सी., २००७, लोक प्रशासन, सह्याद्री प्रकाशन, नांदेड
6. खुमसे स्मिता व रेड्डी उर्मिला, २०११, लोक प्रशासनाची मुलतत्वे, अरुणा प्रकाशन, लातूर.
7. डॉ. बी.आर.कतूरवार, २०१२, लोकप्रशासन, अभंग प्रकाशन, नांदेड
8. डॉ.भूताळे पी.व्ही. व डॉ. वडवळे बी.सी., २०१४, लोकप्रशासन: परिचय व मुलतत्वे, क्रिएटिव्ह पब्लिकेशन, नांदेड
9. प्रा. बळवंत विष्णू घोगरे, २०१५, लोक प्रशासनाची मुलतत्वे, ज्योतीचंद्र पब्लिकेशन, लातूर.
10. सौ. यशोदा साहेबराव पाटील, विठ्ठल पंडितराव सांडूर, जुलै-२०१०, लोकप्रशासन, निराली प्रकाशन, पुणे
11. सौ. यशोदा साहेबराव पाटील, ऑक्टोबर-२०१७, लोकप्रशासन, निराली प्रकाशन, पुणे

References

1. Rathod P.B., 2004, Contemporary Public Administration, ABD Publishers Jaipur
 2. Awasthi & Maheshwari, 1962, Public Administration, Laxminarayan Agrawal, Agra.
 3. A.R. Tyagi, Public Administration, 2001, Atma Ram & Sons Publication, New Delhi.
 4. Mohit Bhattacharya, 2018, New Horizon of public Administration, Jawahar Publishers, New Delhi.
 5. प्रसादसिंग बिरकेश्वर, २००३ लोकप्रशासन, ज्ञानदा प्रकाशन, नई दिल्ली
 6. कटारिया सुरेंद्र, २०१५, लोकप्रशासन, नॅशनल पब्लिकेशन हाऊस, नई दिल्ली.
 7. फाडिया बी.एल. २००१, उच्चतर लोकप्रशासन, साहित्य भवन पब्लिकेशन, नई दिल्ली.
 8. फाडिया बी.एल. २००१, उच्चतर लोकप्रशासन, साहित्य भवन प्रकाशन, आग्रा .
 9. बंग के.आर. २००४, प्रशासकीय सिद्धांत, विद्या प्रकाशन, औरंगाबाद.
 10. दुबे अशोककुमार, २०११, २१वी शताब्दी में लोकप्रशासन, टाटा मॅकग्राहिल पब्लिकेशन कंपनी, नई दिल्ली
 11. एम. लक्ष्मीकांत, २००६, लोकप्रशासन, टाटा मॅकग्राहिल पब्लिकेशन कंपनी, नई दिल्ली.
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Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Optional Subject: Public Administration (DSC)

Under Graduate First Year Programme, Semester-II

Paper Code: HPUBCT1152

Title: Indian Administrative system-IV

Curriculum Details

Course pre-requisite:

1. Any H.S.C. Passed Student from the Government Sanctioned Institutions
2. Any Student who is Eligible to entire at level 4.5

Course objectives:

1. To Understand the Administrative system of India
2. To identify various silent features of Indian Administration.
3. To introduce the Historical background of Indian Administration.

Course outcomes

1. Understand the form and substance of Indian Administration
2. Learn the significance of Indian Parliament.
3. Acquaint with the functioning of the Indian administration, at central levels and the responses of these systems in addressing the concerns of the people
4. Analyze the executive role of Constitutional Bodies



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Optional Subject: Public Administration (DSC) Semester-II

Paper Code: HPUBCT1152

Title: Indian Administrative system-IV

Curriculum Details: (for 2 Credits)

Module No.	Unit No.	Name of Topic	Hrs. Required to cover the contents 1 Hrs.=60M.
1.0		Indian Parliament	08
	1.1	Salient features of Indian Administration	
	1.2	Rajya Sabha: Structure & Functions	
	1.3	Lok Sabha: Structure & Functions	
2.0		Union Government and Administration	08
	2.1	President: Power & Functions	
	2.2	Prime Minister: Power & Functions	
	2.3	Council of Ministers: Structure & Functions	
3.0		Indian Judicial System	07
	3.1	Supreme Court: Structure & Functions	
	3.2	High Court: Structure & Functions	
	3.3	District & Session Court: Structure & Functions	
4.0		Constitutional & Non-Constitutional Bodies	07
	4.1	Election Commission	
	4.2	Union Public Service Commission (UPSC)	
	4.3	NITI Aayog	
		Total	30

Text Books

1. भोळे भा.ल., २०१५, भारतीय गणराज्याचे शासन आणि राजकारण, पिंपळापूरे पब्लिकेशन्स, नागपूर
2. बंग के.आर., २०१८, भारतीय प्रशासन, विद्या प्रकाशन, औरंगाबाद
3. डॉ. विळेगावे व्यंकट आणि डॉ. यमलवाड गोविंद, भारतीय प्रशासन, क्रिएटिव्ह पब्लिकेशन्स, नांदेड
4. डॉ. सतीश ठोंबरे, भारतीय प्रशासन ,अभिजित प्रकाशन ,लातूर
5. पाटील बी.बी. २००९, भारतीय शासन आणि राजकारण, फडके प्रकाशन, कोल्हापूर.
6. डॉ. प्रीती पोहेकर, भारतीय प्रशासन : विकास व व्यवस्था, अरूणा प्रकाशन, लातूर
7. डॉ. पंचशील एकंबेकर आणि डॉ.उलगडे लक्ष्मण, २०१७, भारतीय लोकशाही आणि कल्याणकारी राज्य, अरूणा प्रकाशन, लातूर
8. डॉ.उलगडे लक्ष्मण, एप्रिल-२०११, भारतीय प्रशासन, अरूणाप्र काशन, लातूर

References

- 1) Mishra B.B., 1959, The Central Administration of the East India Company, Oxford press. Delhi
- 2) Durga das Basu, 2019, Introduction to the constitution of India, Wadhwa, and Co., Nagpur.
- 3) Maheshwari Shriram, 1990, Indian Administration, Kitab Mahal, New Delhi.
- 4)Hoshiyar Singh, 2011, Indian Administration, Kitab Mahal, New Delhi.
- 5)Vidya Bhushan & Vishnu Bhagwan, 2011, Indian Administration, S.Chand& Com., New Delhi.
- 6)Ghai K.K., 2019, Indian Government and Politics, Kalyani Publishers, New Delhi
- 7) Gupta Jawaharlal, 2012, Union Government and Administration, Dominant Publishers, New Delhi
- 8) Ramchandran Padma (1995), Public Administration in India, National Book Trust of India, New Delhi
- 9) Arora Ramesh, 2012, Indian Public Administration, Vishwas Prakashan, New Delhi



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Generic Elective course (GE) In Public Administration

Under Graduate First Year Programme

Semester-II

Paper Code: HPUBGE1151

Title: Administration of Non-Government Organizations-II

Curriculum Details

Course pre-requisite:

1. Any H.S.C. Passed Student from the Government Sanctioned Institutions
2. Any Student who is Eligible to entire at level 4.5
3. Any Students except studying in Faculty of Humanities

Course objectives:

1. To Provides Knowledge of Non-Government Organization and their Administration.
2. To understand the work of N.G.Os in Nation building.
3. The ability of Students to understand the non-government organization and its works.

Course outcomes

1. Understand the concept of NGO, its types and registration procedure.
2. Ability to critically analyze challenges faced by NGOs.
3. Develop Knowledge & skills with regards to fund raise strategies.
4. Analyze the various schemes provided by the government.
5. Understand the process of projects and its management.



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Generic Elective course (GE) In Public Administration

Paper Code: HPUBGE1151

Title: Administration of Non-Government Organizations-II

Generic Elective course (GE) –

Semester-II

Curriculum Details: (for 2 Credits)

Module No.	Unit No.	Topic	Hrs. Required to cover the contents 1 Hrs. = 60M.
1.0		Non-Government Organization	
	1.1	Meaning, Importance	08
	1.2	Process of Formation of NGO	
	1.3	Role of NGO's in Development	
2.0		Administration of N.G.O.	
	2.1	Meaning, Definition	08
	2.2	Nature of NGO's administration	
	2.3	Scope of NGO's administration	
3.0		Sources of NGO Funding	
	3.1	Internal Sources	07
	3.2	External Sources	
	3.3	NGO <i>Darpan</i> Portal	
4.0		Problems and Challenges of NGO	
	4.1	Lack of credibility	07
	4.2	Poor Governance	
	4.3	Political Interference	
		Total	30

Text Books

1. प्रा.रूपाली शेठ व प्रा.नेहा पुराणिक व इतर, व्यवस्थापनाची तत्वे व कार्ये, डायमंड प्रकाशन, पुणे.
2. प्रा.डॉ. शिंदे प्रकाश, प्रा.डॉ.शेख मोहंमद हनिफ, २०१८, आपत्ती व्यवस्थापन व अशासकीय संघटनांचे व्यवस्थापन, अरुणा प्रकाशन, लातूर
3. डॉ. प्रभाकर देशमुख, व्यवसाय व्यवस्थापनाची मुलतत्वे , पिंपळापुरे पब्लिकेशन, नागपूर

References

1. Rajshekhr, D. (Ed), Decentralized Government and NGOs: Issues, strategies and ways forward” Concept Publishing company, New Delhi.
 2. Dantwala. M.L. and others, 1998, “Social change through Voluntary action” Sage Publications. New Delhi.
 3. Sangetha Natarajan (Ed.) “A reference manual on Management and Accounting systems in the Voluntary Sector” (HIVOS)
 4. Alan Fowler (Eds.): 2003, Michael Edwards and “NGOs Management”, Earthscan, New Delhi.
 5. Lawani, B.T., 1999, “NGOs in Development” Rawat Publications Jaipur and New Delhi.
 6. Chandra, Snehalatha: 2001, “Non-Governmental Organizations: Structure, relevance and function” Kanishka Publications, New Delhi.
 7. Shivani Dharmarajan: 2001, “NGOs as prime movers: Sectorial Action for Social Development” Kanishka Publications, New Delhi.
 8. Dr. L.M. Prasad, Principles of Management, Himalaya Publication New Delhi
 9. R.K. Sapru, Administrative theory and Management thought, Prentic Hall of India, New Delhi
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Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Skill Enhancement Course (SEC) In Public Administration

Under Graduate First Year Programme

Semester-II

Paper Code: HPUBSC1151

Title: Leadership Styles and Conflict Management-II

Curriculum Details

Course pre-requisite:

1. Any H.S.C. Passed Student from the Government Sanctioned Institutions
2. Any Student who is Eligible to entire at level 4.5
3. Any Students except studying in Faculty of Humanities

Course objectives

1. To Learn Role of Leader in Conflict management
2. Describe how conflict impacts individuals and teamwork.
3. Assess your own personal history and comfort level with conflict.
4. Distinguish between task and relationship conflict.

Course Outcomes:

1. Understand the different styles of leadership given by administrative thinkers.
2. They will also understand the causes and level of conflicts in an organization.
3. Students will also be able to understand the handling of inter-personal conflict
4. Describe a leader's role in managing conflict in the Organization
5. Understand how to turn conflict into an opportunity for redemption and reconciliation.



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities

Skill Enhancement Course (SEC) In Public Administration

Under Graduate First Year Programme Semester-II

Paper Code: HPUBSC1151

Title: Leadership Styles and Conflict Management-II

Curriculum Details: (for 2 Credits)

Module No.	Unit No.	Topic	Hrs. Required to cover the contents 1Hrs.=60M.
1.0		Leadership	08
	1.1	Meaning & Types of Leadership	
	1.2	Importance of Leadership.	
	1.3	Qualities of Leadership	
2.0		Leadership Styles	08
	2.1	Autocratic Style	
	2.2	Democratic Style	
	2.3	Laissez Faire Style	
3.0		Organization Conflicts	07
	3.1	Causes of Organizational Conflicts	
	3.2	Types of Conflicts	
	3.3	Criteria for Conflicts Management	
4.0		Negotiations	07
	4.1	Bargaining strategies in negotiation	
	4.2	Negotiation process stages	
	4.3	Techniques of Negotiations	
		Total	30

Text Books

1. जॉनसी. मॅक्सवेल, अनुवाद: प्रा. दिनकरबोरीकर, २०१३, लीडरशिपचे रहस्य, साकेत प्रकाशन, औरंगाबाद
2. शरू रांगणेकर, १९९७, व्यवस्थापनाची मुलतत्वे, रांगणेकर असोसिएट्स, मुंबई

References

1. Elijah Odhiambo, 2011, Leadership Styles and Conflict Management in the Anglican Church, LAMBART Academic Publication
2. A Denise Stanley, 2009, Leadership and Conflict Management Styles, VDM Verlag

Guidelines for Course Assessment:

A. Continuous Assessment (CA) (20% of the Maximum Marks):

This will form 20% of the Maximum Marks and will be carried out throughout the semester. It may be done by conducting **Two Tests and one Assignment**. Average of marks scored in these two tests and one assignment of a theory paper will make CA.

B. End Semester Assessment (80% of the Maximum Marks):

(For illustration we have considered a paper of 02 credits, 50 marks and need to be modified depending upon credits of individual paper)

1. ESE Question paper will consist of 6 questions. Each of 10 marks for 2 Cr. pattern and 15 marks for 3 Cr. pattern. (BOS may change scheme of marking.)
2. There will be 4- 5 sub questions in Question No. 1
3. Question No.1 will be compulsory and shall be based on entire syllabus.
2. Students are required to solve a total of 4 Questions.
4. Students need to solve ANY THREE of the remaining Five Question (Q.2 to Q.6) and shall be based on entire syllabus.

C. Assessment of Term Work/ Tutorial/Field Works:

At least 06 test / assignments covering entire syllabus must be given during the 'class wise tutorial'. The assignments should be students' centric and attempts be made to make assignments more meaningful, interesting and innovative.

Term work assessment must be based on overall performance of the student with every assignment graded time to time. The grades be converted to marks as per 'credit and grading system' manual and should be added and averaged.

D. Assessment of Community Engagement Services:

Students have freedom to take more than one CES/CC courses, however, marks of the best performing CES/CC be considered for final assessment. Assessment of the CES/CC courses is done by the respective course coordinators depending on the performance of the student and his participation in the international, national, state, university, college level events or camps, wherever applicable. In other cases, performance of a student be assessed depending on his/her regularity, participation in the regular activities in the semester.

Note: Number of lectures required to cover syllabus of a course depend on number of credits assigned to it. For example, for a two-credit course, 30 lectures each of one hour duration are assigned, while that for a three-credit course 45 Lectures.



SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

Faculty of Humanities

B.A. (First Year) Subject: Public Administration

End of Semester Examination (ESE)

Question Paper Pattern for 2 Credits

Semester Pattern with Effective from 2024-2025

1) Write short's note (10 Marks)

1)

2)

3)

4)

2) Descriptive Question (10 Marks)

3) Descriptive Question (10 Marks)

4) Descriptive Question (10 Marks)

5) Descriptive Question (10 Marks)

6) Descriptive Question (10 Marks)

Note: Q. No. 1 is Compulsory. Students need to solve ANY THREE of the remaining Five Questions (Q.2toQ.6) and Q. No.01 shall be based on entire syllabus. Total = 40 Marks