

Sant Gadge Baba Amravati University ,Amravati
As per National Education Policy (NEP) -2020
Syllabus
Four Years- Eight Semesters Bachelor's Degree Programme
Faculty – Humanities
Subject- Public Administration (653)

POs : 1.

- 1.The learner who completes three years of the undergraduate program with the subject Public Administration would develop the ability to be the Administrator among students .
2. On the completion of a degree level program, students will be able to demonstrate their skills and may involve in academic, behavioral and social competencies.
- 3.Local Leadership will be developed among the students .

PSOs:

1. Skills and aptitude to led and mänge the public and non-profit organization will developed.
2. Students will able to discuss, debate and communicate effectively on any issue concerning administration, politics and society.
3. Students will be able to contribute /develop/formulate a public policy response to social and economic problems.

Employability Potential of the Programme:

Public Administration is an interdisciplinary theoretical and practice oriented academic program which needs to develop general and specialized knowledge and skills among the graduates to engage themselves in Public governance and its related activities. In recent years, advances in information and communication technology, liberalization, privatization and globalization, decentralization and growing role of NGOs and the market have changed the role of the state and its agencies phenomenally. It has changed the citizens' interface with governance. Innovative best practices in governance have been adopted across the globe. The concerns for good governance and citizen centric governance have become overarching objectives in addition to the traditional narratives of efficiency, economy and effectiveness. Policy process and performance have acquired the central theme of intellectual debate and discourse. This kind of transformation, all around us, has created a need for well informed and proficient human power for discharging regulatory responsibilities and delivering a set of quality services to the citizens of the State. This human power can be available only with flexible, adaptive and progressive training programs.

Public Administration is one of the youngest branch of Faculty of Humanities. With the expansion of the activities of modern state, public administration has assumed great significance in modern society. The Public Administration and Administrative Officers playing important role in social and economic development of the Nation. Administration is as old as humankind. It has acquired all spheres of human life right from birth to death. It is very close to the daily life of any person in practical. Public Administration Studies the systematic implementation of Laws and Government policies, theories principles and its controlling system.

The subject stands as an integral element of democratic system of the nation. It is intended that the subject is introduced, as a optional subject to the students of U.G. level. The course is introduced to comprehend the importance of Principles of Public Administration, Theories of Public Administration, Indian Constitution & Administration, State Administration, District Administration, Personnel Administration, Finance Administration , Local Self government, Office Administration, Comparative Public Administration, Development Administration, Social Welfare Administration, Environment Administration, Health Administration, Disaster Management, Public Policy and Governance etc.

. The modern competitive world has given rise to a huge a requirement of specialized, educated, Public Administrators. **There are a number of jobs and career prospects-**

1.Carrier in Administration-

It is the leading subject in civil services examination like All India Services , Central Civil Services ,State civil Services ,Cabinet & Central secretariat services ,Lok Sabha & Rajya Sabha Secretariat Services . So the student having the subject Public Administration may choose careers in the government and corporate sector as Administrative Officer or Manager. .

2. Consultant

The task of a consultant ranges from budgeting and financial analysis, conducting research related to public relations or marketing, shaping organizational policy, program development and implementation, problem-solving and critical thinking and the oversight of managerial or leadership programs. They also organize certain training courses for improving quality of the employees. They may be employed in public or private sectors and their mission is to lead these organizations to the optimum benefit. They may also work for NGOs as Consultant.

3. Career in Education field

Teaching has recently been a good option for a public administrator as public Administration is one of the most taught course in many Institutes. After opting public administration at the UG and then in Post Graduation level, students may choose their career in teaching profession.

There are various National and International Research and Training institutions and organizations where a student of Public Administration can explore his/her career as Research Associate, Research Assistant, Research Consultant, Project Fellow, Teaching Associate, Teaching Assistant, Resource Person, Project Officer, Training Instructor, Assistant Editor in Journals, Freelance Writer etc. As a consultant in budget and financial analysis, conducting research related to public relations, shaping organizational policy, programme development and implementation, problem solving and critical thinking and oversight of managerial or leadership programmes etc.

4. Career in Local Politics-

The study of Public Administration will enhance Leadership qualities among the students and will enable them to participate in local Politics which may further help them to choose it as carrier.

Employability in various Institutions for Public Administration

INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT-

The Institute of Secretariat Training and Management (ISTM) formally came into being in May 1948, which was known at that time as the "Secretariat Training School"

- ❖ Research Associate – Public Administration
- ❖ Research Assistant
- ❖ Consultant Public Administration, Governance, RTI
- ❖ Faculty Public Administration
- ❖ Visiting Faculty Public Administration
- ❖ Consultant – Office Management & Personnel Administration

SPECIAL POSITIONS WITH PUBLIC ADMINISTRATION

- Labour Welfare Officer/Inspector with special qualifications in Public Administration in Haryana
- Administrative Officer in Indian Institute of Foreign Trade under Dept. of Commerce, Government of India
- Editor Class-II in Haryana Labour Department
- Electricity Ombudsman, State and Central Government
- State Project Coordinator for different Projects of Development & Panchayats Department, Haryana
- Consultant (Human Resource development) for different Projects of Development & Panchayats Department, Haryana
- Research Intern in Public Administration at Lal Bahadur Shastri National Academy of Administration, Mussoorie
- Consultant- Governance and Public Service Delivery Vertical, NITI Aayog, GOI
- Assistant Director in Quality Assurance for Higher education
- Assistant Manager in National Highways Authority of India
- Administrative Officer, ONGC • Assistant Registrar – IGNOU
- Special Officer (Admn) Zeeboombaa Manpower Pvt. Ltd
- Office Administrator in Office Service administration • Policy Advisor, Budget Analyst
- Administrative Officers in Public and Private Sector organizations
- Human Resource Managers/ Administrator in Public and Private Sectors
- Corporate Managers in Private Sector
- Associate cum Academic Director- Programme Management Chandigarh, Mohali Punjab

Thus, the Curriculum of Public Administration, is designed to provide a better learning experience to the graduates. Besides imparting disciplinary knowledge, the curriculum aims to equip the graduates with practical competencies and leadership qualities in the field of Public governance

Sant Gadge Baba Amravati University, Amravati
Faculty of Humanities
As per National Education Policy (NEP) -2020
Syllabus

Four Years- Eight Semesters Bachelor's Degree Programme
Teaching , Learning & Evaluation Scheme : For the Degree of Bachelor of Arts with the
Major Discipline / Subject - Public Administration
Subject Code -653 (Public Administration)
Effective from Academic Year -2024-2025
Board of Studies Political Science (Including Public Administration)

B.A. First Year Semester -I

Sr.No.	NEP Vertical Type	Course Code	Course
01	Major (Theory)	653200	DSC I(T)- Introduction to Public Administration
02	Generic/ Open Elective	653201	OE1- Panchayat Raj System in India
		653202	OE2- Basic Information and Preparation for Competitive Examination

B.A.First Year Semester -II

Sr.No.	NEP Vertical Type	Course Code	Course
01	Major (Theory)	653203	DSC II-District Administration
02	Generic/ Open Elective	653204	OE3- Introduction to Constitution of India
		653205	OE4- Office Administration

Sant Gadge Baba Amravati University, Amravati
FACULTY : Humanities

**Teaching and Learning Scheme: for the Degree of Bachelor of Arts with the Major Discipline / Subject-
Public Administration as Degree of Arts (Public Administration)**
(Four Years- Eight Semesters Bachelor's Degree Programme)

FIRST YEAR : SEMESTER – I

Each theory paper of Major shall be of 3 Credits comprising of 6 Units with Teaching Hours as mentioned in the table. The pattern of theory papers shall be as per following template –

Major and Minor DSC I -Th1

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	653200	DSC1-(T) -Introduction to Public Administration	3	45	3 Hrs	60

The Curriculum of any Course shall be designed as per following template:

Course Objectives:	1) To introduce the subject of Public Administration 2) To emphasize the importance of Administration 3)To inform the development of Public Administration in India. 4)Providing information to the Line & Staff agencies. 5)To introduce the functions of the Chief Executive.
Course	1) The Course introduces and provides knowledge of Public Administration. 2) To understand the Evolution of Public Administration

Outcomes:	3) To provide knowledge of the Public Administration and Private Administration 4) To understand the basic principles of Organization.. 5) Basic Knowledge of administrative Organization and its principles. 6) To understand the Functions of Line and Staff Agencies 7) To provide knowledge of the Functions and qualities of chief executive			
Unit System	Contents	Workload Allotted	Weightage of Marks Allotted	Incorporation of Pedagogies
Unit I	Public Administration :- Meaning, Nature, Scope and Importance	7 Hrs	10 Marks	Suggested Continuous Internal Evaluation Methods (40 Marks): 1.Seminar/Assignment on any topic of the above syllabus. 2.Test with multiple choice questions / short and long answer questions.
Unit II	Evolution of Public Administration, Public Administration and Private Administration – Affinity and Difference	7 Hrs	10 Marks	
Unit III	Organization : a) Meaning and Importance. b) Forms of Organization – Formal & Informal	8 Hrs	10 Marks	
Unit IV	Principals of Organization-Hierarchy, Unity of Command, Span of Control, Centralization and De-centralization, Delegation	8 Hrs	10 Marks	
Unit V	Line and Staff Agencies : Meaning, Types and Functions, Differences	8 Hrs	10 Marks	
Unit VI	Chief Executive : Types, Functions & Qualities of Chief Executive	7 Hrs	10 Marks	
Reference s:	1. Awasthi&Maheshwari, -Public Administration, Laxminarain Agrawal, Agra. 2. A.R. Tyagi - Public Administration, Atma Ram & Sons, New Delhi. 3. Bhambri C.P. - Public Administration in India, Vikas, New Delhi. 4. डॉ. कटारिया सुरेंद्र,- प्रशासनिक सिद्धांत एवं प्रबंध, नॅशनल पब्लीशिंग हाऊस, जयपुर 5. डॉ भाटीया बी.एल.- लोक प्रशासन, साहित्य भवन पब्लीकेशन, आग्रा. 6. पाटील बी. बी- लोक प्रशासन, फडके प्रकाशन, कोल्हापूर. 7. भोगले, शांताराम- लोक प्रशासनसिद्धांत एवं कार्यपद्धती, कैलाश पब्लीकेशन, औरंगाबाद. 8. बोरा पारस व शिरसाठ शाम- लोक प्रशासन शास्त्र, ज्ञान समिधा पब्लीशींग वर्ल्ड, औरंगाबाद. 9. भुताळे व वडवळे- लोक प्रशासन, सह्याद्री प्रकाशन, नांदेड 10. डॉ.पंचशील एकंबेकर, प्रा दिपक वाघमारे, पार. विजय तरोडे-"लोक प्रशासनातील नवप्रवाह, जी. कतुरवार प्रकाशन, नायगांव जि. नांदेड. 11. डॉ. पी. व्ही. भुताळे, डॉ. बी.सी. वडवळे- लोक प्रशासन, परिचय व मूलतत्वेक्रिएटिव्ह पब्लीकेशन, नांदेड. 12. डॉ. रामजाघव व प्रा. गोविंद येडले- प्रशासकीयविचारसरणी, सिरियल्स पब्लीकेशन, न्यू दिल्ली. 13. डॉ. प्रिती पोहेकर- लोकप्रशासनाची मूलतत्वे, अरुणा प्रकाशन लातूर. 14.. डॉ. एन. पी. कुडकेकर- लोकप्रशासनाची मूलतत्वे, ज्योतीचंद्र प्रकाशन लातूर 15. डॉ. बालाजी कतुरवार- - २१ व्या शतकातील लोकप्रशासन ओम साई प्रकाशनदेगलूर 16. डॉ. उर्मिला रेड्डी, लोकप्रशासनाची मूलतत्वे, अरुणा प्रकाशन लातूर,2011 17. डॉ. उर्मिला रेड्डी, ई प्रशासन, विद्या बुक्स पब्लिकेशन औरंगाबाद,2019			
Model of Questions :	1) Long answers on any Two Units out of the six Units. (Each question having 10 Marks) 2) Long answers Types questions should internal choice based. (ie. Solve any one question from following questions.) 3) Short answers on any Four Units out of the six Units. (Each question having 05 Marks) Short answers Types questions should internal choice based. (ie. Solve any Two questions from following questions.)			

Sant Gadge Baba Amravati University, Amravati

FACULTY: Humanities

**Teaching and Learning Scheme : for the Degree of Bachelor of Arts with the Major Discipline / Subject-
Public Administration as Degree of Arts (Public Administration)
(Four Years- Eight Semesters Bachelor's Degree Programme)**

FIRST YEAR : SEMESTER – I

Each theory paper of Open Elective shall be of 2 Credits comprising of 4 Units with Teaching Hours as mentioned in the table. The pattern of theory papers shall be as per following template –

Open Elective I

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	653201	OE1 Panchayat Raj System in India	2	30	2 Hrs	30

The Curriculum of any Course shall be designed as per following template:

Course Objectives:	1) To introduce the Importance of Local Self Government 2) To give the Historical information of Panchyat Raj System in India To give the Knowledge of Panchayat Raj System .			
Course Outcomes:	1. Develop a rural local leadership. 2. Awareness of the basic governing system as well as development measures. 3. It will provide knowledge of Three tier system of Panchayati Raj in Maharashtra state. 4. Understand the role of Panchyat Raj Institutes as the main instrument of State to achieve its Rural developmental goals.			
Unit System	Contents	Workload Allotted	Weightage of Marks Allotted	Incorporation of Pedagogies
Unit I	Local Government: Meaning , Features & Importance	7 Hrs	07 Marks	Suggested Continuous Internal Evaluation Methods (20 Marks): 1.Seminar /Assignment on any topic of the above syllabus. 2.Test with multiple choice questions / short and long answer questions.
Unit II	A. Historical Development of Panchayat Raj Institutions B. Community Development Programme (C. C. Balwant Rai Mehta Committee D.Vasantrao Naik Committee. E.73rd Constitutional Amendment Act;	7 Hrs	8 Marks	
Unit III	Panchayati Raj Institutions(with special reference to Maharashtra): 1.ZilaParishad – composition, functions , role & Finance 2.Panchayat Samiti– composition, functions , role & Finance	8 Hrs	07 Marks	
Unit IV	Panchayati Raj Institutions(with special reference to Maharashtra): 1.Gram Panchayat– composition, functions and role; 2.Gram Sabha– composition, functions and role;	8 Hrs	8 Marks	
References :	1. G.Palanithurai,Dynamics of New panchyaati Raj system in India , Concept Publishing Company New Delhi 2. B.S. Bhargava, Panchayatraj system & Political Parties, Ashish Publishing House New Delhi 3. D.Y.Raghava Rao :Panchyayat and Rural Development,Ashish Publishing House New Delhi 4. Ikbal Narayan, Panchayatraj Administration in Maharashtra 5.. Amal Mandal, Women in Panchayatiraj Institutions Kanishka Publishers, New Delhi 6. M. Aslam, Panchayati Raj in India, National Book Trust India, New Delhi 7. S. Dharmaraj, Panchayati Raj System in India, Abhijeet Publications, Delhi 8. M. Mary, Women Leadership in Panchayatraj Administration, The Associated Publishers, Ambala Cant.			

	<p>9. शिरसाठ, बैनाडे भारतातील स्थानिक स्वराज्य संस्था, विद्या बुक्स औरंगाबाद - २००६</p> <p>10. प्रा.गोविंद यमलवाड -स्थानिक स्वराज्य संस्था, विद्या कल्पना प्रकाशन, नांदेड- १९९८</p> <p>11. प्रा. सी.एम. कहाळेकर, प्रा. अशोक सोनकांबळे, महाराष्ट्रातील ग्रामीण आणि शहरी स्थानिक स्वशासन, अरूणा प्रकाशन, लातूर- २०१३.ISBN NO.978-93-83389-31-5</p> <p>12.प्रा.विलास गायकवाड,प्रा.डॉ. पंचशील एकंबेकर,महाराष्ट्रातील स्थानिक स्वशासन, अजिंक्य प्रकाशन, वाशिम, एप्रिल 2018,ISBN.no.978-93-87952-37-9</p>
Model of Questions :	<p>1) . Long answers on any One Units out of the Four Units. (This Question having 06 Marks)</p> <p>2) Long answers Types questions should internal choice based. (ie. Solve any one question from following questions.)</p> <p>3) Short answers on any Three Units out of the Four Units. (Each question having 04 Marks)</p> <p>Short answers Types questions should internal choice based. (ie. Solve any Two questions from following questions.)</p>

Sant Gadge Baba Amravati University, Amravati
FACULTY: Humanities
Teaching and Learning Scheme: for the Degree of Bachelor of Arts with the Major Discipline / Subject-
Public Administration as Degree of Arts (Public Administration)
(Four Years- Eight Semesters Bachelor's Degree Programme)

FIRST YEAR: SEMESTER – I

Each theory paper of Open Elective shall be of 2 Credits comprising of 4 Units with Teaching Hours as mentioned in the table. The pattern of theory papers shall be as per following template –

Open Elective II

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	653202	OE2 Basic Information and Preparation for Competitive Examination	2	30	2 Hrs	30

The Curriculum of any Course shall be designed as per following template:

Course Objective s:	1) To introduce the meaning and Basic information of Competitive Examination. 2) To give the information of civil services . To give the information of Recruitment & Training.			
Course Outcomes :	1. To eradicate fear of competitive examination. 2. To motivate and prepare for civil services examination and other competitive exams. 3. To help the students to know the basic ideas of civil services recruitment. 4. To study the methods and functions of public service commission. 5. To study the basic responsibility of administrative officers in Indian Democracy.			
Unit System	Contents	Workload Allotted	Weightage of Marks Allotted	Incorporation of Pedagogies
Unit I	1. Competitive Examination : Introduction ,Meaning, Information & Skills	7 Hrs	07 Marks	Suggested Internal Evaluation Methods (20 Marks): 1.Seminar/Assignment on any topic of the above syllabus. 2.Test with multiple choice questions / short and long answer questions.
Unit II	2.Civil Service : Meaning, Definition ,Characteristics, Functions ,Classification of services in India.	7 Hrs	8 Marks	
Unit III	Recruitment & Training Of Civil Servants Meaning, Definition , Methods Meaning and Definition of Training Objects ,Types of Training	8 Hrs	07 Marks	
Unit IV	Agencies of Recruitment of Competitive Examination 1. Union Public Service Commission 2.Maharashtra Public Service Commission 3.Staff Selection Commission, 4.Other agencies	8 Hrs	8 Marks	

Reference s:	1. Basu D.D., Introduction to the constitution of India , 2002. 2. Johari J. C. , Indian Political System , Amol Publication Pvt. Ltd. Delhi, 1996 3. Maheshwari Shiram , Indian Administration, Orient Longman, New Delhi,1968. ४. कश्यप सुभाष, संविधान, नॅशनल बुक ट्रस्ट, इंडिया, नई दिल्ली, 4. जोशी बी.आर., सामाजिक शास्त्रामधील संज्ञा- सिद्धांताचा स्पष्टीकरणात्मक कोश, डायमंड पब्लिकेशनस पुणे, २००७. ६. • जाधव तुकाराम व शिरपूरकर महेश, भारतीय राज्यघटना व घटनात्मक प्रक्रिया, युनिक अकॅडमी, पुणे, २०११. ७. भोळे भा. ल., भारतीय गणराज्याचे शासन आणि राजकारण, पिंपळापुरे अँड कं. पब्लिशर्स, नागपूर, २००३. ८. दर्शनकार अर्जुनराव, कर्मचारी प्रशासन, कैलाश पब्लिकेशनस्, औरंगाबाद. ९. वायाळ द्वारकाप्रसाद, राज्यसेवा परीक्षा भरती पद्धत, कैलाश पब्लिकेशनस्, औरंगाबाद, २०१०. १०. देशपांडे श्रीकांत, लोकप्रशासन, मंगेश प्रकाशन, रामदासपेठ, नागपूर, १९८९. ११. पाटील बी.बी., लोकप्रशासन शास्त्र, फडके प्रकाशन, कोल्हापूर, १९८६. १२. पाटील वा.भा., महाराष्ट्र प्रशासन, प्रशांत पब्लिकेशन्स, जळगांव, २०१२. १३. भोगले शांताराम, लोकप्रशासन सिद्धांत व कार्यपद्धती, कैलाश पब्लिकेशनस्, औरंगाबाद, १९९६. १४. पाटील मिलींद, चव्हाण प्रवीण, राज्यसेवा CSAT, दीपस्तंभ प्रकाशन, जळगांव, २०१३. १५. जाधवर देवा, राज्यसेवा मुख्य परीक्षा, द युनिक अकॅडमी, पुणे, २०१६.
Model Questions :	1) . Long answers on any One Units out of the Four Units. (This Question having 06 Marks) 2) Long answers Types questions should internal choice based. (ie. Solve any one question from following questions.) 3) Short answers on any Three Units out of the Four Units. (Each question having 04 Marks) Short answers Types questions should internal choice based. (ie. Solve any Two questions from following questions.)

Sant Gadge Baba Amravati University, Amravati
FACULTY: Humanities
Teaching and Learning Scheme: for the Degree of Bachelor of Arts with the Major Discipline / Subject-
Public Administration as Degree of Arts (Public Administration)
(Four Years- Eight Semesters Bachelor's Degree Programme)

FIRST YEAR: SEMESTER – II

Each theory paper of Major shall be of 3 Credits comprising of 6 Units with Teaching Hours as mentioned in the table. The pattern of theory papers shall be as per following template –

DSC II -Th2

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	II	653203	DSC II-District Administration	3	45	3 Hrs	60

The Curriculum of any Course shall be designed as per following template:

Course Objective s:	1) To explain the importance of District Administration 2) To introduce the functions & Role of District Collector 3) To introduce Revenue Administration 4)To introduce the function of District Police Administration.			
Course Outcomes :	1. To know District Administration. 2. To understand Structure and function of various Administrative offices of District Administration. 1. To provide knowledge of the Revenue Administration, Police administration at district and taluka level. 4.. Analyze the role and functions of the District Collector. 5.. Evaluate the functions of Tahsildar and Village Administrative Officer			
Unit System	Contents	Workload Allotted	Weightage of Marks Allotted	Incorporation of Pedagogies
Unit I	History ,Meaning &Importance of District Administration	7 Hrs	10 Marks	Suggested Internal Evaluation Methods (40 Marks): 1.Seminar/Assignment on any topic of the above syllabus. 2.Test with multiple choice questions / short and long answer questions.
Unit II	Composition and Functions of District Administration Elements of District Administration	7 Hrs	10 Marks	
Unit III	District Collector -Power & Functions & Changing Role	8 Hrs	10 Marks	
Unit IV	District Revenue Administration a) Sub Divisional Officer b) Tahasildar c) Mandal aadhikari d) Talathi e) Kotwal	8 Hrs	10 Marks	
Unit V	District Police Administration- District Superintendent of Police-Power Functions, Dy. Superintendent of Police ,Police Inspector , Police Patil	8 Hrs	10 Marks	
Unit VI	Law and Order –Meaning, Importance, Principles of Law & Order	7 Hrs	10 Marks	

Reference s:	1.S.S.Gadkari,Organisation of the Government in Maharashtra-Himalaya Publishing House,Bombay- 1990 2. Usha Thakkar and Mangesh Kulkarni,Politics in Maharashtra,Himalaya Publising House.Bombay 1995 3. V.M.Sirsikar,The Politics of Modern Maharashtra,Orient Longman,New Delhi,1995 4. Khera S.S., District Administration, National, New Delhi, 1977 5. Jain R. B., District Administration, Indian Institute of Public Administration, 1980 6. प्रा. के. आर. बंग, महाराष्ट्र प्रशासन विद्या बुक्स पब्लिशर्स, औरंगपूरा, औरंगाबाद, २००५. 7. डॉ. प्रिती पोहेकर, प्रा. दत्तात्रय खरटमोल, प्रा. गंगा भुतडा महाराष्ट्र प्रशासनाची रूपरेषा, अरूणा प्रकाशन, लातूर- २००९. - 8. प्रा. चि.ग. घांग्रेकर, महाराष्ट्राचे प्रशासन, विद्या प्रकाशन, नागपूर, २००२. 9. प्रा.डॉ. टी. एन. गायकवाड महाराष्ट्र व जिल्हा प्रशासन, कैलास पब्लिकेशन, औरंगाबाद, १९९८. 10. प्रा. सतिष ठोंबरे - महाराष्ट्र प्रशासन, विद्या पब्लिकेशन लातूर २००४. 11.डॉ.विलास गायकवाड, महाराष्ट्र प्रशासनाची रूपरेषा, अजिंक्य प्रकाशन, वाशिम,2018, ISBN No.978-93-87952-90-4 12.डॉ. पंचशील एकंबेकर, डॉ. श्याम सुंदर वाघमारे, प्रा सुरेश गजभारे, डॉ अशोक सोनकांबळे, महाराष्ट्र प्रशासनाची रूपरेषा, कैलास पब्लिकेशन औरंगाबाद
Model of Questions :	1) . Long answers on any Two Units out of the six Units. (Each question having 10 Marks) 2) Long answers Types questions should internal choice based. (ie. Solve any one question from following questions.) 3) Short answers on any Four Units out of the six Units. (Each question having 05 Marks) Short answers Types questions should internal choice based. (ie. Solve any Two questions from following questions.)

Sant Gadge Baba Amravati University, Amravati

FACULTY: Humanities

**Teaching and Learning Scheme: for the Degree of Bachelor of Arts with the Major Discipline / Subject-
Public Administration as Degree of Arts (Public Administration)
(Four Years- Eight Semesters Bachelor's Degree Programme)**

FIRST YEAR: SEMESTER – II

Each theory paper of Open Elective shall be of 2 Credits comprising of 4 Units with Teaching Hours as mentioned in the table. The pattern of theory papers shall be as per following template –

Open Elective III

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	II	653204	OE3- Introduction to Constitution of India	2	30	2 Hrs	30

The Curriculum of any Course shall be designed as per following template:

Course Objective s:	1)To explain the importance of Indian Constitution 2)To introduce the constitutional history of India 3)To introduce Fundamental Rights ,Fundamental Duties & Directive Principles of State Policy			
Course Outcomes :	1. To review the working of the Indian Constitution 2. To outline the main tenets of the Constitution. 3. To trace the constitutional history of India. 3. Students will become responsible Citizens of India			
Unit System	Contents	Workload Allotted	Weightage of Marks Allotted	Incorporation of Pedagogies
Unit I	Constitutional Development • Regulating Act, 1773 • Pitts India Act, 1784 • Govt. of India Act, 1909, 1919 & 1935 • Indian Independence Act, 1947	7 Hrs	07 Marks	Suggested Internal Evaluation Methods (20 Marks): 1.Seminar/Assignment on any topic of the above syllabus. 2.Test with multiple choice questions / short and long answer questions.
Unit II	Basics of the Constitution • The making of the Constitution • Salient features of the Constitution • The Preamble of the Constitution	7 Hrs	8 Marks	
Unit III	Nature of the federal System • Fundamental Rights • Fundamental Duties • Directive Principles of State Policy • Procedure of Constitution Amendment	8 Hrs	07 Marks	
Unit IV	Union-State Relations • Legislative Relations • Administrative Relations • Financial Relations • Inter-State Relations	8 Hrs	8 Marks	

Reference s:	<ol style="list-style-type: none"> 1. Basu, D. D. (2021): <i>Introduction to the Constitution of India</i>, Lexus Nexus: New Delhi. 2. Kashyap, Subhash C. (2021): <i>Our Constitution</i>, National Book Trust, New Delhi. 3. Choudhry, Khosla, et al. (2016): <i>The Oxford Handbook of the Indian Constitution</i>, Oxford University Press, New Delhi. 4. M. Laxmikant (2022): <i>Indian Polity</i>, McGraw Hill Education, New Delhi. 5. Mishra B.B., The Central Administration of the East India Company Orford press. Delhi 6. Maheshwari Shriram, Indian Administration, Kitab Mahal, New Delhi. 7. Hoshiyar Singh, Indian Administration, Kitab Mahal, New Delhi. 8. Vidya Bhushan & Vishnu Bhagwan, Indian Administration, S. Chand & Com., New Delhi. 9. Ghai K.K., Indian Government and Politics, Kalyani Publishers, Ludhiana. 10. Gupta Jawaharlal, Union Government and Administration, Dominant Publishers, New Delhi 11. Ramchandran Padma (1995), Public Administration in India, National Book Trust of India, New Delhi 12. Arora Ramesh, Indian Administration, Vishwas Prakashan, New Delhi 13. के. बंग .आर .2016): भारतीय प्रशासन व संविधानात्मक प्रक्रिया, विद्याबुक्स, औरंगाबाद
Model of Questions :	<ol style="list-style-type: none"> 4) Long answers on any One Units out of the Four Units. (This Question having 06 Marks) 5) Long answers Types questions should internal choice based. (ie. Solve any one question from following questions.) 6) Short answers on any Three Units out of the Four Units. (Each question having 04 Marks) <p>Short answers Types questions should internal choice based. (ie. Solve any Two questions from following questions.)</p>

Sant Gadge Baba Amravati University, Amravati

FACULTY: Humanities

**Teaching and Learning Scheme: for the Degree of Bachelor of Arts with the Major Discipline / Subject-
Public Administration as Degree of Arts (Public Administration)
(Four Years- Eight Semesters Bachelor's Degree Programme)**

FIRST YEAR: SEMESTER – II

Each theory paper of Open Elective shall be of 2 Credits comprising of 4 Units with Teaching Hours as mentioned in the table. The pattern of theory papers shall be as per following template –

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	II	653205	OE4 Office Administration	2	30	2 Hrs	30

Open Elective IV

The Curriculum of any Course shall be designed as per following template:

Course Objectives:	1. To understand the meaning of Office Administration. 2. To introduce the Office Procedure and Method. 3. To identify various problems in Office Administration			
Course Outcomes:	1. Evaluate the functions of Office Administration. 2. Students will become responsible Administrator 3. To understand Structure and function of office Administration. 4.To Analyze the office Problems of Office Administration			
Unit System	Contents	Workload Allotted	Weightage of Marks Allotted	Incorporation of Pedagogies
Unit I	Office Administration - Meaning, Importance & Functions	7 Hrs	07 Marks	Suggested Internal Evaluation Methods (20 Marks): 1.Seminar/Assignment on any topic of the above syllabus. 2.Test with multiple choice questions / short and long answer questions.
Unit II	Office Procedure and Method a) Head of Institute – Qualities and Function b) Establishment - Function c) Filing – Meaning and Method	7 Hrs	8 Marks	
Unit III	Working of Office Administration a) Manuals – Meaning and Type b) Reporting – Type and Importance	8 Hrs	07 Marks	
Unit IV	Problems of Office Administration a) Red tape – Meaning and Effects b) Stress - Causes and Effects c) Corruption - Causes and Effects	8 Hrs	8 Marks	
References:	1. E. C. Eyre, Med, ACIS, Office Administration, Rupa Co. New Delhi, 1983. 2. Prof. Sahai, Modern Office Management, Kitab Mahal, Allahabd. 3. Arora S.P., Office Organisation and Management. 4. Pillai & Bagavathi, Office Organization and Management S.Chand Company, New Delhi. 5. Lokhandwala A.H.,Office Management, Nirali Prakashan, Pune			
Model of Questions:	1) Long answers on any One Units out of the Four Units. (This Question having 06 Marks) 2) Long answers Types questions should internal choice based. (ie. Solve any one question from following questions.) 3) Short answers on any Three Units out of the Four Units. (Each question having 04 Marks) Short answers Types questions should internal choice based. (ie. Solve any Two questions from following questions.)			

SANT GADGE BABA AMRAVATI UNIVERSITY,
AMRAVATI

National Education Policy- 2020 (NEP)

Syllabus for Academic year 2024-2025

Faculty: - Humanities

Four Year Eight Semester Bachelor's Degree Programme

Board of Study: - Political Science



Programme :- B.A. Political Science

**Syllabus: B.A. Part I Sem 1 & II
(NEP)**