

SantGadge Baba Amravati University, Amravati

Part A

Faculty: Humanities

Programme: B.A

Subject- Public Administration

POs:

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 lead and manage the public and non-profit organization will be developed.
2. Students will be 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:

Explain in detail in about 3 to 4 pages

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 humanpower for discharging regulatory responsibilities and delivering a set of quality services to the citizens of the State. This humanpower 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 requirement of specialized, educated, Public Administrators. **There are a number of jobs and career prospects-**

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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 ,Loksabha&Rajyasabha Secretariat Services . Sothe student having the subjectPublic 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.Carrier 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,

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Haryana

- Research Intern in Public Administration at LalBahadurShastri 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, MohaliPunjab

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.

Part B

Syllabus Prescribed for 2023-2024Year UG/PG Programme

Programme:B.A.

Subject-Public Administration

Semester -III

Code of the Course/Subject	Title of the Course/Subject	(Total Number of Periods)
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PAD101 /PUBLIC ADMINISTRATION	Indian Administration and Constitution	75
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Credits - 5

Cos :

- 1) Students will get the knowledge Historical background of Indian Administration .
- 2) Students will understand the modus operandi of British administration
- 3) Students will understand the formation of Indian Constitution
- 4) Students will understand the Fundamental Rights, Fundamental Duties & Directive Principles of State Policy
- 5) Students will be able to analyze Structure ,Role & Function of Loksabha&Rajyasabha

Unit	Content
Unit I	Ancient And Medieval Administration in India a) Ancient Administration b) Medieval Administration(15 Periods)
Unit II	British Administration in India a) Indian Administration in British Period b) The Government of India Act,1935- Important Provision (15 Periods)
Unit III	Post Independence [Constitutional Set-up] Administration A] Formation of Indian Constitution. b) Salient Features of Indian Administration(15 Periods)

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Unit IV	Constitutional Framework. a) Fundamental Rights b) Fundamental Duties. c) Directive Principles of State Policy (15 Periods)
Unit V	Indian Parliament : Structure & Functions. a) Rajyasabha. b) Loksabha (15 Periods)
Unit VI- SEM	Presentation skill on the above topics through Seminar
*SEM- COs: 1: To improve knowledge and communication and presentation skill of the students. 2.To develop innovative personality 3. To encourage the students to explore new areas relevant to the topic.	
**Activities	1. Seminar -Marks -10 2. Assignment - Marks -10

Course Material/Learning Resources

Text books:

Reference Books:

- 1.BasuDurgadas - Introduction to the Constitution of India, Wadhwa and Co., Nagpur.
- 2.MaheshwariShriram - Indian Administration, KitabMahal, New Delhi.
- 3.VidyaBhushan&Vishnu Bhagwan - Indian Administration, S. Chand & Com., New Delhi.
- 4.डॉ.भा.ल.ओळे -भारतीयगणराज्याचेशासनआणिराजकारण, पिंपळापुरेप्रकाशननागपूर
5. पाटीलबी.बी.-लोकप्रशासन, फडकेप्रकाशनकोल्हापूर
- 6..डॉ.विळेगावेवडॉ.यमलवाड -भारतीयप्रशासन, क्रियेटीव्हपब्लिकेशन, नांदेड
- 7.प्रा.सतिशठोबरे -भारतीयप्रशासन, अभिजीतपब्लिकेशनलातूर.
- 8.डॉ.पी.व्ही.भुताळे, डॉ.पी.के.एकंबेकरवप्रा.बाजीराववडवळे-भारतीयप्रशासनाचीरूपरेषासहयात्रीपब्लिकेशननांदेड
- 9..डॉ.प्रितीपोहेकर -भारतीयप्रशासन: विकासव्यवस्था, अरुणाप्रकाशनलातूर
- 10..डॉ.के.आर.बंग -भारतीयप्रशासनाचीरूपरेषा, विद्याबुकसपब्लिशर्सऔरंगाबाद
- 11.डॉ.राजशेखरसोलापूरेवप्रा.डी.एच.मेहत्रे-भारतीयशासनआणिराजकारण, अरुणाप्रकाशनलातूर
- 12..डॉ.विलासगायकवाड, भारतीयप्रशासनाचीरूपरेषा, दयाधनपब्लिकेशनहिंगोली.

Weblink to Equivalent MOOC on SWAYAM if relevant:

https://onlinecourses.swayam2.ac.in/cec21_hs06/preview

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Part-B

Syllabus Prescribed for 2023-2024 Year UG/PG Programme

Programme: B.A.

Subject-Public Administration

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Semester IV

Code of the Course/Subject Title of the Course/Subject (Total Number of Periods)

PAD201 /PUBLIC ADMINISTRATION An outline of Indian Administration 75

Credits - 5

Cos :

1. Students will be able to evaluate the Role and functions of Union Government .
2. Students will get the knowledge about the structure, functions and Administration of Indian Secretariat
3. Students will understand the modus operandi of Ministries and Departments .
4. Students will be able to apply their understanding about the functioning of Indian judiciary in the justice distribution in day to day life.
5. Students will acquire the knowledge about the civil services of India.
6. Student will be able to evaluate constitutional agencies and statutory agencies of India

Course Material/Learning Resources

Text books:

Unit	Content
Unit I	Union Government : a) President of India b) Prime Minister. c) Council of Ministers (15 Periods)
Unit II	Union Administration : a) Prime Minister's Office b) Cabinet Secretariat c) Central Secretariat (15 Periods)
Unit III	Ministries and Departments: a) Home b) Finance c) External Affairs (15 Periods)
Unit IV	a) Supreme Court of India :Structure & Functions. b) Civil Services in India :All India Services and Central Services, Union Public Service Commission (15 Periods)
Unit V	Constitutional - Non Constitutional Bodies: Election Commission, National Human Rights Commission, Finance Commission, NitiAayog, National Development Council, National Women Commission, SC,ST and Minority Commission (15 Periods)
Unit VI SEM	Group discussion & Wall Paper Presentation on the above Topics (Communication Skill)
*SEM-	
COs: 1. Students will develop thinking power . 2. Communication skills among students will be improved . 3. The skill of research will be developed among the students.	
**Activities	1. Students will be divided in groups 2. Students groups will discuss on various topics 3. Students Present wall paper on the various topic.

Reference Books:

1. Basu Durgadas - Introduction to the Constitution of India, Wadhwa and Co., Nagpur.
2. Maheshwari Shriram - Indian Administration, Kitab Mahal, New Delhi.
3. Vidya Bhushan & Vishnu Bhagwan - Indian Administration, S. Chand & Com., New Delhi.
4. डॉ. भा. ल. ओळे - भारतीय गणराज्याचे शासन आणि राजकारण, पिंपळापुरे प्रकाशन नागपूर
5. पाटील बी. बी. - लोकप्रशासन, फडके प्रकाशन कोल्हापूर
6. डॉ. विठ्ठेगावे डॉ. यमलवाड - भारतीय प्रशासन, क्रियेटीव्ह पब्लिकेशन, नांदेड
7. प्रा. सतिश ठोंबरे - भारतीय प्रशासन, अभिजीत पब्लिकेशन लातूर.
8. डॉ. पी. व्ही. भुताळे, डॉ. पी. के. ए. कंबेकर व प्रा. बाजीराव वडवळे - भारतीय प्रशासनाची रूपरेषा सहयाद्री पब्लिकेशन नांदेड

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- 9..डॉ.प्रितीपोहेकर -भारतीयप्रशासन: विकासव्यवस्था, अरुणाप्रकाशनलातूर
- 10..डॉ.के.आर.बंग -भारतीयप्रशासनाचीरूपरेषा , विद्याबुक्सपब्लिशर्सऔरंगाबाद
- 11.डॉ.राजशेखरसोलापूरेवप्रा.डी.एच.मेहत्रे-भारतीयशासनआणिराजकारण, अरुणाप्रकाशनलातूर
- 12..डॉ.विलासगायकवाड, भारतीयप्रशासनाचीरूपरेषा, दयाधनपब्लिकेशनहिंगोली.

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