

Sant Gadge Baba Amravati University, Amravati
NEP – 2026-27
B.A. Part
Public Administration (653)

Open Elective

Class	Sem.	Credits	Course Code	Course Name	Teaching Hrs.	Exam Duration	Max. Mark
	I	02	653261	OE- I (Public Administration) – Panchayat Raj System in India	30	2Hrs.	Th. 30 Int. 20
		02	653262	OE- II (Public Administration) – Basic Information and Preparation for Competitive Examination	30	2Hrs.	Th. 30 Int. 20
	II	02	653263	OE- III (Public Administration) – Introduction to Constitution of India	30	2Hrs.	Th. 30 Int. 20
		02	653264	OE- IV (Public Administration) – Office Administration	30	2Hrs.	Th. 30 Int. 20
	III	02	653265	OE-V (Public Administration) – Health Administration in India	30	2Hrs.	Th. 30 Int. 20
	IV	02	653266	OE- VI (Public Administration) – E-Administration	30	2Hrs.	Th. 30 Int. 20

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B.A. Part I (Semester – I)

Public Administration (653)

Code	Title	Credit	Period	Mark
OE -I- 653261	Panchayat Raj System in India	02	30	30+20=50

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

Objectives :	1) To introduce the Importance of Local Self Government 2) To give the Historical information of Panchyat Raj System in India 3) To give the Knowledge of Panchayat Raj System			
Course Outcomes (Cos) :	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 Rural developmental goals.			
Unit	Content	Workload Allotted	Weightage of Marks Allotted	Incorporation of Pedagogies
1	Local Government: Meaning , Features & Importance	07	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.
2	A. Historical Development of Panchayat Raj Institutions B. Community Development Program (C.D.P.) C. Balwant Rai Mehta Committee D.Vasanthrao Naik Committee. E.73rd Constitutional Amendment Act;	08	8 Marks	
3	Panchayati Raj Institutions(with special reference to Maharashtra): 1.ZilaParishad – composition, functions , role & Finance 2.Panchayat Samiti– composition, functions , role & Finance	07	07 Marks	
4	Panchayati Raj Institutions(with special reference to Maharashtra): 1.Gram Panchayat– composition, functions and role; 2.Gram Sabha– composition, functions and role;	08	8 Marks	
संदर्भ ग्रंथ :	1. G.Palanithurai,Dynamics of New panchayati 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 :Panchayat and Rural Development,Ashish Publishing House New Delhi 4. Ikbāl 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. 9. शिरसाठ, बैनाडे भारतातील स्थानिक स्वराज्य संस्था, विद्या बुक्स औरंगाबाद - २००६ 10 . प्रा.गोविंद यमलवाड -स्थानिक स्वराज्य संस्था, विद्या कल्पना प्रकाशन, नांदेड- १९९८ 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 12.प्रा.विलास गायकवाड,प्रा.डॉ. पंचशील एकवेकर,महाराष्ट्रातील स्थानिक स्वशासन, अजिंक्य प्रकाशन, वाशिम, एप्रिल 2018,ISBN.no.978-93-87952-37-9
Model Questions:	1) Long answers on any Two Units out of the Four Units. (This Question having 07 Marks) (questions should internal choice based. ie. Solve any one question from following questions.) 2)Short answers on any Two 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.)

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NEP – 2026-27

B.A. Part I (Semester – I) Public Administration (653)

Code	Title	Credit	Period	Mark
OE – II- 653262	Basic Information and Preparation for Competitive Examination	02	30	30+20=50

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

Objectives :	1) To introduce the meaning and Basic information of Competitive Examination. 2) To give the information of civil services . 3) To give the information of Recruitment & Training			
Course Outcomes (Cos) :	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	Content	Workload Allotted	Weightage of Marks Allotted	Incorporation of Pedagogies
1	1. Competitive Examination : Introduction ,Meaning, Information & Skills	07	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.
2	2.Civil Service : Meaning, Definition ,Characteristics, Functions ,Classification of services in India.	08	8 Marks	
3	Recruitment & Training Of Civil Servants Meaning, Definition , Methods ,Meaning and Definition of Training Objects ,Types of Training	07	07 Marks	
4	Agencies of Recruitment of Competitive Examination 1. Union Public Service Commission 2.Maharashtra Public Service Commission 3.Staff Selection Commission, 4.Other agencies	08	8 Marks	

Reference books :	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 Two Units out of the Four Units. (This Question having 07 Marks) (questions should internal choice based. ie. Solve any one question from following questions.) 2) Short answers on any Two 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.)

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B.A. Part I (Semester – II)

Public Administration (653)

Code	Title	Credit	Period	Mark
OE -III- 653263	Introduction to Constitution of India	02	30	30+20=50

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

Objectives :	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 (Cos) :	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	Content	Workload Allotted	Weightage of Marks Allotted	Incorporation of Pedagogies
1	Constitutional Development • Regulating Act, 1773 • Pitts India Act, 1784 • Govt. of India Act, 1909, 1919 & 1935 • Indian Independence Act, 1947	07	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.
2	Basics of the Constitution • The making of the Constitution • Salient features of the Constitution • The Preamble of the Constitution	08	8 Marks	
3	Nature of the federal System • Fundamental Rights • Fundamental Duties • Directive Principles of State Policy • Procedure of Constitution Amendment	07	07 Marks	
4	Union-State Relations • Legislative Relations • Administrative Relations • Financial Relations • Inter-State Relations	08	8 Marks	
Reference books :	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 & Co., 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. आर. बंग (2016): भारतीय प्रशासन व संविधानात्मक प्रक्रिया, विद्याबुक्स, औरंगाबाद
Model Questions:	1) Long answers on any Two Units out of the Four Units. (This Question having 07 Marks) (questions should internal choice based. ie. Solve any one question from following questions.) 2) Short answers on any Two 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.)

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B.A. Part I (Semester – II)

Public Administration (653)

Code	Title	Credit	Period	Mark
OE -IV- 653264	Office Administration	02	30	30+20=50

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

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 (Cos) :	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	Content	Workload Allotted	Weightage of Marks Allotted	Incorporation of Pedagogies
1	Office Administration - Meaning, Importance & Functions	07	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.
2	Office Procedure and Method a) Head of Institute – Qualities and Function b) Establishment - Function c) Filing – Meaning and Method	08	8 Marks	
3	Working of Office Administration a) Manuals – Meaning and Type b) Reporting – Type and Importance	07	07 Marks	
4	Problems of Office Administration a) Red tape – Meaning and Effects b) Stress - Causes and Effects c) Corruption - Causes and Effects	08	8 Marks	
Reference books :	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 De 5. Lokhandwala A.H.,Office Management, Nirali Prakashan, Pune			
Model Questions:	1) Long answers on any Two Units out of the Four Units. (This Question having 07 Marks) (questions should internal choice based. ie. Solve any one question from following questions.) 2)Short answers on any Two 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.)			

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B.A. Part II (Semester – III)

Public Administration (653)

Code	Title	Credit	Period	Mark
OE -V- 653265	Health Administration in India	02	30	30+20=50

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

Objectives :	1. To introduce basic knowledge of Health Administration and its importance. 2. An understanding about Institutional framework of Health Administration 3. To understand Healthcare Facility . 4.To familiarize the student with the various Health Programs and Problems and challenges in public health in India.			
Course Outcomes (Cos) :	1. Students will understand the basic knowledge of Health Administration and its importance 2. Evaluate the functions of Health Administration. 3. Students will become responsible Administrator 4.To Analyze the Healthcare Programmes in India			
Unit	Content	Workload Allotted	Weightage of Marks Allotted	Incorporation of Pedagogies
1	Public Health Administration –Nature, Significance ,Scope & Functions	07	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.
2	Institutional Framework of Health Administration: Union Ministry of Health and Family Welfare – organization, functions and role Maharashtra State Ministry of Public Health and Family Welfare- organization, functions and role	08	8 Marks	
3	Healthcare Facilities : District Civil Hospital, Rural Hospital, Primary Health Center, Sub Center	07	07 Marks	
4	Healthcare Programmes in India – Family Welfare Programme; Pradhan Mantri Surakshit Matritva Abhiyan(PMSMA) , Pradhan Mantri Swastha Surkhsa Yojana (PMSSY) National Rural Health Mission (NRHM)	08	8 Marks	
Reference books :	1.S.LGoel, Public Health Policy & Administration, Deep & Depp Publication ,New Delhi 2.P.S.Singh, Administration of Health Education & Sports, Pacific Books Int. Delhi			

	3.Ballabh Chandra , Hospital Administration, Aifa Publication, New Delhi 4.Gopi Madaboyina ,Health Administration in India, Lambert Academic Publishing 5.Goyal S.L., Public health Administration, sterling Publisher Private Limited, New Delhi 1984. 6.Usha Banerji, health administration in a metropolis, Abhinav publication New Delhi 1976 7. डॉ. शंकर लेखने, ग्रामीण आरोग्य प्रशासन, ज्ञानार्णव प्रकाशन पुणे, 2013, 8.अरविंद गोडबोले, आरोग्य आणि समाज (आरोग्याचे सामाजिक राजकीय व आर्थिक संदर्भ), पॉप्युलर प्रकाशन मुंबई -1996
Model Questions:	1) Long answers on any Two Units out of the Four Units. (This Question having 07 Marks) (questions should internal choice based. ie. Solve any one question from following questions.) 2)Short answers on any Two 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.)

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B.A. Part II (Semester – IV)

Public Administration (653)

Code	Title	Credit	Period	Mark
OE -VI 653266	E-Administration	02	30	30+20=50

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

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 4.To identify the Various Issues of E-Administration			
Course Outcomes (Cos) :	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 Aware of the basic knowledge of E- administrative system as well as various in E-Administration.			
Unit	Content	Workload Allotted	Weightage of Marks Allotted	Incorporation of Pedagogies
1	A) Meaning , Importance of E-Administration B) Scope of E-Administration C) Challenges before E-Administration	07	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.
2	Applications of E-Administration A) Social Networking Apps B)Setu Kendra C) E- Panchayat D) E-Scholarship	08	8 Marks	
3	ICT in Administration A)Need of ICT, B)Communication Tools in Administration, C)Efficiency of ICT in Administ D)Impact of ICT on Public Administration	07	07 Marks	
4	Various Issues in E-administration A) Lack of E-literacy B) I.T. Security C) People Participation	08	8 Marks	
Reference books :	1. Bhatnagar Subhash, E-Governance from Vision to Implementation, Sage Publication, New Delhi, 2004. 2. Government of India National E-Governance Plan, www.Indian.gov.in			

	3. Gupta D.N., E-Governance: A Comprehensive Framework, New Century Publication, Verlag, 2008. 4. Pardhasardhi Y., E-Governance and Indian Society. Kanishka Prakashan, New Delhi, 2009. 5. Sinha R.P., E-Governance in India: Initiatives and Issues, Concept Publication, New Delhi, 2006. 6. डॉ. उर्मिला रेड्डी, ई प्रशासन, विद्या बुक्स पब्लिकेशन औरंगाबाद, 2019 7 . डॉ. उर्मिला रेड्डी-बददे, लोकप्रशासनातील कौशल्य विकास कार्यक्रम, अरुणा प्रकाशन लातूर, 2018
Model Questions:	1) Long answers on any Two Units out of the Four Units. (This Question having 07 Marks) (questions should internal choice based. ie. Solve any one question from following questions.) 2) Short answers on any Two 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.)