

Sant Gadge Baba Amravati University, Amravati
NEP – 2026-27
Programme : Humanities (B.A.)
Course: PUBLIC ADMINISTRATION
(Subject Code: 653)

Introduction :

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.

Why Choose the Subject Public Administration for Undergraduate (B.A) ?



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| <p>Understands How Government Works</p> | <p>Builds Leadership & Ethical Values</p> | <p>Solves Real World Problems</p> | <p>Strong Communication & People Management Skills</p> | <p>Creates Responsible & Informed Citizens</p> | <p>Wide Career Options with Job Security</p> |
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WHAT YOU LEARN

- ✓ Administrative Theory & Practice
- ✓ Indian Administration
- ✓ Public Policy & Governance
- ✓ Financial & Human Resource Management
- ✓ Rural & Urban Development
- ✓ Local Governance (Panchayati Raj)
- ✓ E-Governance & Digital Administration
- ✓ Administrative Law & Ethics
- ✓ Public Sector Management
- ✓ Research, Analysis & Decision Making

THE POWER TO
SERVE
THE SKILLS TO
LEAD
THE MINDSET TO
TRANSFORM SOCIETY



CAREER OPPORTUNITIES



GOVERNMENT SECTOR

- Civil Services (IAS/IFS/IPS)
- State PCS / Group Services
- Administrative Officer
- Development Officer
- Municipal / Panchayat Officer
- Policy Analyst
- Secretariat Services



PRIVATE SECTOR

- HR Executive / Manager
- Operations Manager
- CSR & Compliance Officer
- Project Coordinator
- Public Relations Officer



NGO & DEVELOPMENT SECTOR

- NGO Administrator
- Project Manager
- Social Development Officer
- Work with UN, UNICEF, UNDP & other International Organizations

BENEFITS FOR YOU

- ✓ Strong foundation for Civil Services & Competitive Exams
- ✓ Develops Leadership, Confidence & Public Speaking
- ✓ Sharpens Analytical, Problem Solving & Decision Making Skills
- ✓ Improves Communication, Writing & Presentation Skills
- ✓ Builds Ethical, Responsible & Transparent Thinking
- ✓ Prepares you for Real World Challenges & Crisis Management
- ✓ Enhances Adaptability for Any Career Path

HELPS IN BUSINESS & ENTREPRENEURSHIP



Understanding Policies, Laws & Regulations



Better Team Management & Leadership



Efficient Resource Management



Smart Decision Making & Risk Handling



Helpful in Startups, Digital Business & Operations

POSITIVE IMPACT ON SOCIETY



Promotes Good Governance & Social Justice



Strengthens Democracy & Public Participation



Helps in Rural & Urban Development



Supports Welfare Schemes & Public Services



Builds a Better, Inclusive & Developed India

WHY CHOOSE PUBLIC ADMINISTRATION?

- | | | | | |
|---|---|--|---|---|
| <p>Interdisciplinary & Practical</p> | <p>Evergreen Skills for Life</p> | <p>Globally Relevant & Future Ready</p> | <p>Ideal for Leaders, Thinkers & Doers</p> | <p>Make Your Career Meaningful & Impactful</p> |
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“Great administrators don't just run systems, they transform lives.”

BE THE CHANGE. THE NATION NEEDS YOU.



CHOOSE PUBLIC ADMINISTRATION

★ AS YOUR SUBJECT IN BA ★

Employability potential of the Programme :

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

1. Career 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.

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

After completing the UG and PG course, students acquire some skills. Their skills are as follows:

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|---------------------------------|--|
| A) Intellectual skills | : - Critical Analytical Synthesizing Problem-solving |
| B) Communication skills | : - Written and Oral |
| C) Organizational skills | : - Working independently Taking initiative, Time management |
| D) Inter-personal skills | : - The ability to work with others, The ability to motivate others Flexibility Adaptability |
| E) Research skills | : - A career in Public Administration offers a number of opportunities to Graduates and postgraduates. |

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 led and mange 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.

Subject codes of Public Administration: (653201 To 653300)

- a.For Major Theory** - 653201 to 653250
- b.For Minor Theory** - 653251 to 653260
- c.For Open Elective** - 653261 to 653270
- d.For VSC** - 653271 to 653275
- d.For Skill** - 653276 to 653280
- f.Filed Project** - 653286 to 653290
- f.On Job Training-** 653291 to 653295

Members of B.O.S :

- 1.Dr. Vilas. A.Gaikwad, Washim
- 2.Dr. C.I.Gitte .Nagpur
- 3.Dr. Vijay Tarode,Nanded
- 4.Dr.D.M.Daware,Washim
- 5.Dr.Vinayak Bhatkar,Warud
- 6.Dr.V.B.Chandajkar,Washim

Examination & Evaluation

Course	Mode	Marks	Number & Mark of Question /
(Major/Minor) 04 Credits	Theory papers	60	1) Long answers 02 Question on any 02 Unit. (10 Marks×2 Unit×01 Que.=20 Marks) 2) Short answers 04 Question on any 04 Unit. (5 Marks× 4 Unit× 2 Que. =40 Marks) Note: (Internal choice based. (ie. Solve any /Two question from following questions.)
	Internal Examination	20	Assignment/Seminar/ Unit Test/Paper Writing/Group Discussion/Wall paper Presentation / Govt.office visit/Participation in Public Administration Conference/ Participation in Departmental Activity.(Department / College choose Any Two for Internal Evaluation)
		20	20 Marks for MCQ Type Exam : 04 Unit × 03 MCQ = 12 02 Unit × 04 MCQ = 08 Note : 1) This MCQ's should ask on all units. 2) Mode of Exam Offline or Online
IKS VSEC SKILL 02 Credit	Theory papers	30	1) Long answers 02 Question on any 01 Unit. (07 Marks×2 Que. =14 Marks) 2) Short answers 04 Question on any 01 Unit. (4 Marks× 4 Que. = 16 Marks)
	Internal Examination	20	Assignment/Seminar/ Unit Test/Paper Writing/Group Discussion/Wall paper Presentation / Govt.office visit/Participation in Public Administration Conference/ Participation in Departmental Activity.(Department / College choose Any Two for Internal Evaluation)
(OE) 02 Credit	Theory papers	30	1) Long answers 02 Question on any 02 Unit. (7 Marks×2 Unit×1 Que. =14 Marks) 2) Short answers 04 Question on any 02 Unit. (4 Marks×2 Unit×2 Que. = 16 Marks) Note: (Internal choice based. (ie. Solve any Two question from following questions.)
	Internal Examination	20	Assignment/Seminar/ Unit Test/Paper Writing/Group Discussion/Wall paper Presentation / Govt.office visit/Participation in Public Administration Conference/ Participation in Departmental Activity.(Department / College choose Any Two for Internal Evaluation)
Filed Project			1) Student should decide the topic for FP after discuss HOD. 2) A student can seek Guidance from any Public Administration teacher working in this University area. 3) 50 marks for Project Writing

Sant Gadge Baba Amravati University, Amravati
NEP –2026-27
Faculty: Humanities Sub. : Public Administration(653)

Minor

Level	Sem.	Credits	Vertical	Course Code	Course Name	Teaching Hrs.	Exam Duration	Max. Mark
	III	04	Minor-II	653251	Administrative System of Maharashtra	60	3 Hrs.	Th. 60 Int. 40 = 100
	IV	04	Minor-II	653252	Administrative system of India	60	3 Hrs.	Th. 60 Int. 40 = 100
	V	04	Minor-5	653253	Local Self Government	60	3 Hrs.	Th. 60 Int. 40 = 100
	VI	04	Minor-6	653254	Personnel and Financial Administration	60	3 Hrs.	Th. 60 Int. 40 = 100

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B.A. Part II (Semester – III)

Public Administration (653)

Code	Title	Credit	Teaching Hrs.	Mark
Minor-DSC- III - 653251	Administrative System of Maharashtra	04	60	60+40=100

Objectives:	1) To introduce the Administration of Maharashtra 2) To emphasize the importance of State Administration 3) To inform the History of Maharashtra State 4) Providing information of State Legislature. 5) To emphasize the importance of State Judiciary. 6) To Provide information of Constitutional & Statutory Bodies in Maharashtra			
Course Outcomes (Cos) :	1. Students will be able to evaluate the functions and administration of Government of Maharashtra State and its various organs. 2. Students will analyze Structure ,Role & Function of State Legislature & State Judiciary 3. Students will get the knowledge about the structure and functions of various administrative Department of Maharashtra State. 4. Students will be able to apply their understanding about the functioning of state judiciary in the justice distribution in day to day life. 5. Students will get the ability to analyze and implement the policies & schemes of Government of Maharashtra. 6. Student will able to evaluate constitutional agencies and statutory agencies of Maharashtra state			
Unit	Content	Workload Allotted	Weightage of Marks Allotted	Incorporation of Pedagogies
1	Formation of Maharashtra State, State Legislature : Legislative Assembly, Legislative Council: Composition and function	10	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
2	State Executive: Governor-Power & Functions Chief Minister - Power,& Functions Council of Ministers – Composition and functions	10	10 Marks	
3	State secretariat-Structure and function, Chief Secretary, Directorate - Structure and function	10	10 Marks	
4	Departments – Structure and function A) Home, B) General Administration, C) Finance D) Social Welfare	10	10 Marks	

5	State Judiciary: Composition and Functions – A) High court B) District & Session court C) Loknyalaya	10	10 Marks	
6	Constitutional & Statutory Bodies in Maharashtra: A) Maharashtra Public Service Commission B) State Finance Commission C) State Election Commission D) State Planning Commission	10	10 Marks	
Reference Books:	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 Publisng House.Bombay 1995 3. V.M.Sirsikar,The Politics of Modern Maharashtra,Orient Longman,New Delhi,1995 4. प्रा. के. आर. बंग, महाराष्ट्र प्रशासन विद्याबुक्स पब्लीशर्स, औरंगपूरा, औरंगाबाद, २००५. 5. डॉ. प्रिती पोहेकर, प्रा. दत्तात्रय खरटमोल, प्रा. गंगा भुतडा महाराष्ट्र प्रशासनाची रूपरेषा, अरुणा प्रकाशन, लातूर- २००९. 6. प्रा. चि.ग. घांगेकर, महाराष्ट्राचे प्रशासन, विद्या प्रकाशन, नागपूर, २००२. 7. प्रा.डॉ. टी. एन. गायकवाड महाराष्ट्र व जिल्हाप्रशासन, कैलास पब्लीकेशन, औरंगाबाद, १९९८. 8. प्रा. सतिष ठोंबरे – महाराष्ट्र प्रशासन, विद्या पब्लीकेशन लातूर२००४. 9.डॉ.विलासगायकवाड, महाराष्ट्र प्रशासनाची रूपरेषा, अजिंक्य प्रकाशन, वाशिम,2018, 10.डॉ. पंचशील एकंबेकर, डॉ. श्यामसुंदर वाघमारे, प्रा सुरेश गजभारे, डॉ अशोक सोनकांबळे, महाराष्ट्र प्रशासनाची रूपरेषा, कैलास पब्लिकेशन औरंगाबाद 11.डॉ. चंद्रशेखर गित्ते, राज्यशासन आणि राजकारण, साईज्योती पब्लिकेशन, नागपुर,2025 12.डॉ. चंद्रशेखर गित्ते, महाराष्ट्र प्रशासन, साईज्योती पब्लिकेशन, नागपुर,2026			
Model Questions:	1.Long answers on any Two Units out of the six Units. (Each question having 10 Marks) (Long answers Types questions should internal choice based. (ie. Solve any one question from following questions.) 2.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 fromfollowing questions.)			

Sant Gadge Baba Amravati University, Amravati

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B.A. Part II (Semester – IV)

Public Administration (653)

Code	Title	Credit	Teaching Hrs.	Mark
Minor -DSC-IV - 653252	Administrative System of India	04	60	60+40=100

Objectives:	1) To realize the significance of Indian constitution to students and understand the basic concepts of Indian constitution 2) Providing information of Formation of Indian Constitution 3) To introduce the Importance, Role & function of Indian Parliament 4) To identify the importance of fundamental rights as well as fundamental duties 5) To Understand the Administrative system of India 6) To introduce the functions & Role of Ministries and Departments 7) To understand Indian Judicial System 8) Providing information constitutional agencies and statutory agencies of India			
Course Outcomes (Cos) :	1) Students will understand the formation of Indian Constitution 2) Students will understand the Fundamental Rights, Fundamental Duties & Directive Principles of State Policy 3) Students will be able to analyze Structure ,Role & Function of Lok Sabha & Rajya Sabha 4. Students will be able to evaluate the Role and functions of Union Government . 5. Students will get the knowledge about the structure, functions and Administration of Indian Secretariat 6. Students will understand the modus operandi of Ministries and Departments . 7. Students will be able to apply their understanding about the functioning of Indian judiciary in the justice distribution in day to day life. 8. Student will able to evaluate constitutional agencies and statutory agencies of India			
Unit	Content	Workload Allotted	Weightage of Marks Allotted	Incorporation of Pedagogies
1	Post Independence [Constitutional Set-up] Administration a) Formation of Indian Constitution b) Fundamental Rights c) Fundamental Duties. d) Directive Principles of State Policy	10	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
2	Indian Parliament : Structure & Functions. a) Rajya Sabha. b) Lok Sabha	10	10 Marks	

3	Union Government : a] President of India b] Prime Minister. c] Council of Ministers	10	10 Marks	
4	Union Administration : a] Prime Minister's Office b] Cabinet Secretariat c] Central Secretariat	10	10 Marks	
5	Ministries and Departments: a] Home b] Finance c] External Affairs	10	10 Marks	
6	A. Supreme Court of India-Structure & Functions B. Constitutional - Non Constitutional Bodies: Union Public Service Commission , Election Commission, Finance Commission	10	10 Marks	
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.भोळे –भारतीय गणराज्याचे शासन आणि राजकारण, पिंपळापुरे प्रकाशन नागपूर 5. पाटील बी.बी.-लोकप्रशासन, फडके प्रकाशन कोल्हापूर 6..डॉ.विठ्ठेगावे व डॉ.यमलवाड –भारतीयप्र शासन, क्रियेटीव्ह पब्लिकेशन , नांदेड 7.प्रा.सतिश ठोंबरे –भारतीय प्रशासन, अभिजीत पब्लिकेशन लातूर. 8.डॉ.पी.व्ही.भुताळे, डॉ.पी.के एकंबेकर व प्रा.बाजीराव वडवळे-भारतीय प्रशासनाची रूपरेषा सहयाद्री पब्लिकेशन नांदेड 9..डॉ.प्रिती पोहेकर –भारतीय प्रशासन: विकास व व्यवस्था, अरुणा प्रकाशन लातूर 10..डॉ.के.आर.बंग –भारतीय प्रशासनाची रूपरेषा , विद्याबुक्स पब्लिशर्स औरंगाबाद 11.डॉ.राजशेखर सोलापूरे वप्रा.डी.एच.मेहत्रे-भारतीय शासन आणि राजकारण, अरुणा प्रकाशन लातूर 12..डॉ.विलास गायकवाड, भारतीय प्रशासनाची रूपरेषा, दयाधन पब्लिकेशन हिंगोली.			
Model Questions:	1.Long answers on any Two Units out of the six Units. (Each question having 10 Marks) (Long answers Types questions should internal choice based. (ie. Solve any one question from following questions.) 2.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.)			

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B.A. Part III (Semester – V)

Public Administration (653)

Code	Title	Credit	Teaching Hrs.	Mark
Minor-DSC- V - 653253	Local Self Government	04	60	60+40=100

Objective :	1. To understand the historical evolution and constitutional framework of Local Self Government. 2. To examine the three-tier structure (Gram Panchayat, Panchayat Samiti, Zilla Parishad) and Urban Local Self Government and their powers, functions, and financial resources in Maharashtra. 3. To analyze the role of Local Self Government in Local development, democratic decentralization, and participatory governance. 4. To study the challenges, reforms, and issues related to transparency, accountability, and local governance in Maharashtra			
COs : (Course Outcome)	1. Explain the structure, composition, and functions of Local Self Government in Maharashtra. 2. Evaluate the role of Local Self in promoting grassroots democracy and rural development. 3. Analyze the financial administration, sources of revenue, and implementation of government schemes at the local level. 4. Critically assess the problems and reforms in the Local Self Government in Maharashtra State.			
Unit	Content	Workload Allotted	Weightage of Marks Allotted	Incorporation of Pedagogies
1	Local Government: Historical Background, Meaning , Features & Importance,	10	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
2	Legal Provisions and Amendments of Panchayati Raj Institution A.73 rd Amendment B.74 th Amendment	10	10 Marks	
3	Panchayati Raj Institutions(with special reference to Maharashtra): 1.ZilaParishad – composition& functions 2.Panchayat Samiti– composition& functions	10	10 Marks	
4	Panchayati Raj Institutions(with special reference to Maharashtra): 1.Gram Panchayat– composition, functions , role and Finance 2.Gram Sabha– composition, functions and Importance	10	10 Marks	
5	Urban Local Institution: Structure and Functions 1.Municipal Corporation	10	10 Marks	

	2.Municipal Council 3.Nagar panchayat 4.Cantonment Board			
6	Problems before Local Government- 1.Slum 2.Solid waste management 3.Traffic 4.Pollution	10	10 Marks	
Reference Books	१. Jitendra Wasnik (2020): Panchayats at Work, Authorspress, New Delhi. २. Kuldeep Mathur (2013): Panchayati Raj, Oxford University Press, New Delhi. ३. S. L. Goel and Shalini Rajneesh (2009): Panchayati Raj in India- Theory and Practice, Deep & Deep Publications, New Delhi. ४. M. Aslam (2007): Panchayati Raj in India, National Book Trust, New Delhi. ५. S. Dharmaraj, Panchayati Raj System in India, Abhijeet Publications, Delhi 6) बी.सी. नरूला ., पंचायती राज व्यवस्था, अर्जुन पब्लिशिंग हाउस, नवी दिल्ली 7) आर .पी .जोशी व रूपा मंगलानी, भारत मे पंचायतीराज, आरएच.जी. ए. जयपूर . 8) रवींद्र शर्मा, ग्रामीण स्थानीय प्रशासन, प्रिंटवेल पब्लिशर्स,जयपूर 9) श्याम शिरसाठ आणि भगवानसिंग बैनाडे (२०१४): पंचायतीराज आणि नागरी प्रशासन, विद्याबुक्स, औरंगाबाद. 10) सी.एम.कहाळेकर,अशोक सोनकांबळे, महाराष्ट्रातील ग्रामीण आणि शहरी स्थानिक स्वशासन, अरुणा प्रकाशन, लातूर, २०१३. 11) विलास गायकवाड, पंचशील एकंबेकर,महाराष्ट्रातील स्थानिक स्वशासन, अजिंक्य प्रकाशन, वाशिम, एप्रिल 2018 12) अर्जुनराव दर्शनकार, पंचायतराज व नागरीप्रशासन, कैलास पब्लिकेशन औरंगाबाद.			
Model Questions:	1.Long answers on any Two Units out of the six Units. (Each question having 10 Marks) (Long answers Types questions should internal choice based. (ie. Solve any one question from following questions.) 2.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

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B.A. Part III (Semester – VI)

Public Administration (653)

Code	Title	Credit	Teaching Hrs.	Mark
Minor -DSC-IV - 653254	Personnel and Financial Administration	04	60	60+40=100

Objectives:	1. To familiarise students with the fundamentals of Public Service Recruitment in Indian Administration. 2. To provide guidance on how public servants are taught, professionalised, and skilled so that they may work towards growth. 3. Inform them about the Systematic Process in Personnel Administration (Recruitment to Retirement). 4. To examine the structure, process, and significance of budgeting in government, including types of budgets and their execution. 5. To study the roles and functions of key financial institutions like the Ministry of Finance, Comptroller and Auditor General (CAG), and Finance Commission. 6. To enable students to critically analyse issues related to financial accountability, fiscal policy, and the challenges of public financial management			
Course Outcomes (Cos) :	1. Discuss the value of human resources and their effectiveness in administration. 2. Discuss recruiting concepts, including the benefits and drawbacks of direct and indirect recruitment methods. 3. Examine the major concerns of promotion, merit, and the seniority principle, among others. 4. Students will develop the ability to analyse government budgets, including revenue and expenditure patterns. 5. Students will gain insight into the roles of key financial institutions like the Finance Ministry, CAG, and Finance Commission 6. Students will be able to evaluate issues related to financial accountability, transparency, and fiscal discipline in public administration			
Unit	Content	Workload Allotted	Weightage of Marks Allotted	Incorporation of Pedagogies
1	Recruitment- Meaning, Importance, Direct & Indirect Recruitment	10	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
2	Training – Meaning, Importance, Objectives & Types of Training	10	10 Marks	
3	Promotion – Meaning, Importance ,Principles of Promotion (Merit & Seniority) Retirement- Meaning, Need of Retirement Benefits of Retirement	10	10 Marks	

4	Budget- a. Meaning and Types of Budget b. Principles of Good Budget	10	10 Marks	
5	Budgetary Process a. Preparation of Budget b. Legislation of Budget c. Execution of Budget	10	10 Marks	
6	Control on Financial Administration a. Public Accounts Committee b. Public Undertakings Committee c. Comptroller & Auditor General of India (CAG)	10	10 Marks	
Reference Books :	1. Goel, S.L., Personnel Administration and management, Sterling Publishers, New Delhi, 1993. 2. Basu Rumki, Public Administration Concept and Theories, Sterling Publishers, New Delhi, 2013. 3. Rajesh K. Jha, Public Personnel Administration, Pearson Publication, New Delhi, 2012. 4. Edwin B. Flippo, Personnel Management, Singapur, 1984 5. Glenn Stal, Personnel Administration, Oxford IBH Publication, New Delhi, 1977 6. Gosh, Personnel administration, Sudha Publication, New Delhi, 1975. 7. Gupta C.B., Human Resources Management, Sultan Chand & Sons publication, New Delhi, 2001. 8. Puri K.K., Personnel Administration and Financial Administration , Bharat Publishers, Jalandhar, 2005. 9. Arun Monappa, Managing Human Resources, Macmillan Indian Ltd. 2001 10. Sharma M.P., Public Administration : Theory and Practice, Kitab Mahal, Allahabad, 1988 11. Shina V.M., Personnel Administration, RBAS Publishers, Jaipur, 1986. 12. सिन्हा व्ही. एम., कार्मिक प्रशासन, आर बी एस ए पब्लिशर्स, जयपूर, १९८५ 13. कटारिया सुरेंद्र, कार्मिक प्रशासन, आर बी एस ए पब्लिशर्स, जयपूर, २००८ 14. पांडे असुतोष, कार्मिक प्रशासन विश्वभारती प्रकाशन, नई दिल्ली, २००९ 15. सिंह राघवेंद्र, कार्मिक प्रबंध, बिहार हिंदी ग्रंथ अकादमी, पटना, १९७३ 16. जैन सी. एम., हरिशचंद्र शर्मा, सेवी वर्गीयप्रशासन, रिसर्च पब्लिकेशन इन सोशलसायन्सेस, नवी दिल्ली. १९७८ 17. चव्हाण पी. जी., मामीडवार एस.एस., कर्मचारी व वित्तीय प्रशासन, कैलास पब्लिकेशन्स, औरंगाबाद, १९८८ 18. बंग के. आर., कर्मचारी वर्ग प्रशासन, विद्याबुक्स, पब्लिशर्स, औरंगाबाद, २०१०. 19. भिंगे सुभाष, कर्मचारी प्रकाशन, अरुणा प्रकाशन, लातूर, २००९ 20. ठोंबरे सतिष, शेख एम. आय. कर्मचारी प्रशासन, अभिजित प्रकाशनलातूर, २००९ 21. कतुरवार बी. आर., मानवी संसाधन प्रशासन, ओमसाईप्रकाशन, देगलूर, २००५ 22. पिंपळे, भूताळे, वडवळे, कर्मचारी व वित्तीय प्रशासन, सहयादी प्रकाशन, नांदेड, २००७			
Model Questions:	1. Long answers on any Two Units out of the six Units. (Each question having 10 Marks) (Long answers Types questions should internal choice based. (ie. Solve any one question from following questions.) 2. 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.)			