

**Sant Gadge Baba Amravati University, Amravati**  
**Syllabus Prescribed under Choice based Credit System 2024-25**  
**Faculty: Humanities**  
**Programme: B.A. (Subject- Public Administration)**

**Part A**

**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 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.

**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. 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, 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**

Syllabus Prescribed under Choice based Credit System (CBCS) 2024-2025

Faculty: Humanities

Programme : B.A. III (Public Administration)

**Semester: V**

Code of the Course/Subject	Title of the Course/Subject	Periods	Credits	Marks
DSC - PAD	<b>Introduction of Public Administration</b>	75	4	Th. 80 + Int.20 = 100
<b>ELECTIVE</b>				
DSE I - PAD	<b>Personnel Administration</b>	75	4	Th. 80 + Int.20 = 100
Internship/ Field work <b>SEM V</b>	<b>Note:</b> Department / College choose Any one Topic for This Internship/ Field work/Work Experience according to Political Science Course Or Regarding to semester V vacations	150 hours Vacations (120 hours mandatory 4 credit)	5 (120 hours mandatory 4 credit)	--

**Semester: VI**

Code of the Course/Subject	Title of the Course/Subject	Periods	Credits	Marks
DSC - PAD-	<b>Principles of Public Administration</b>	75	4	Th. 80 + Int.20 = 100
<b>ELECTIVE</b>				
DSE II - PAD	<b>Financial Administration</b>	75	4	Th. 80 + Int.20 = 100
Internship/ Field work <b>SEM V</b>	<b>Note:</b> Department / College choose Any one Topic for This Internship/ Field work/Work Experience and Project according to Political Science Course Or Regarding to semester V vacations	150 hours Vacations (120 hours mandatory 4 credit)	5 (120 hours mandatory 4 credit)	--

**Part B**  
**Syllabus Prescribed for 2024- 2025 Year UG/PG Programme**  
**Programme: B.A.**  
**Subject-Public Administration**  
**Semester –V- Principles of Public Administration**

Code of the Course/Subject	Title of the Course/Subject	(Total Number of Periods)
<b>PAD101 /PUBLIC ADMINISTRATION</b>	<b>Introduction of Public Administration</b>	<b>60 +15 =75</b>

**Credits - 4**

**Cos**

- 1) The Course introduces and provides knowledge of Public Administration.
- 2) Awareness about the evolution and growth of the discipline of Public Administration
- 3) To provide knowledge of the Important concept in public administration
- 4) To understand the basic principles of Organization..
- 5) Basic Knowledge of administrative Organization and its principles.

Unit	Content
Unit I	Public Administration: - Meaning, Nature, Scope and Importance (12 Periods)
Unit II	Evolution of Public Administration Public Administration and Private Administration – Affinity and Difference (12 Periods)
Unit III	Important Concept -New Public Administration, New Public Management, Good Governance, E-Governance (12 Periods)
Unit IV	Organization: a) Meaning and Importance. b) Forms of Organization – Formal & Informal (12 Periods)
Unit V	Principals of Organization-Hierarchy, Unity of Command, Span of Control, Authority and Responsibility, Centralization and De-centralization, Delegation (12 Periods)
Unit VI- SEM	-
<b>*SEM-</b>	
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. 4. . To develop the writing skill of the students on the related relevant topic..	
**Activities	1.Seminar 2. Presentation (15 Periods)

## Course Material/Learning Resources

Text books:

### Recommended Books :

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 पब्लिशिंग हाऊस, जयपुर
5. डॉ भाटीया बी.एल.- लोक प्रशासन, साहित्य भवन पब्लिकेशन, आग्रा.
6. पाटील बी. बी- लोक प्रशासन, फडके प्रकाशन, कोल्हापूर.
7. भोगले, शांताराम- लोक प्रशासनसिद्धांत एवं कार्यपद्धती, कैलाश पब्लिकेशन, औरंगाबाद.
8. बोरा पारस व शिरसाठ शाम- लोक प्रशासन शास्त्र, ज्ञान समिधा पब्लिशिंग 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. कत्तुरवार प्रकाशन, नायगांव जि. नांदेड.
11. डॉ. पी. व्ही. भुताळे, डॉ. बी.सी. वडवळे- लोक प्रशासन, परिचय व मूलतत्वे क्रिएटिव्ह पब्लिकेशन, नांदेड.
12. डॉ. रामजाघव व प्रा. गोविंद येडले- प्रशासकीय विचारसरणी, सिरियल्स पब्लिकेशन, न्यू दिल्ली.
13. डॉ. प्रिती पोहेकर- लोकप्रशासनाची मूलतत्वे, अरूणा प्रकाशन लातूर.
14. डॉ. एन. पी. कुडकेकर- लोकप्रशासनाची मूलतत्वे, ज्योतीचंद्र प्रकाशन लातूर
15. डॉ. बालाजी कत्तुरवार- - २१ व्या शतकातील लोकप्रशासन ओम साई प्रकाशन देगलूर,

\*\*\*\*\*

## **ELECTIVE- DSE I**

Syllabus Prescribed for 2024- 2025 Year UG/PG Programme

Programme: B.A.

Subject-Public Administration

Semester –V- Personnel Administration

Code of the Course/Subject	Title of the Course/Subject	(Total Number of Periods)
<b>PAD101 /PUBLIC ADMINISTRATION</b>	<b>Personnel Administration</b>	<b>60 +15 =75</b>

Credits - 4

### **Cos**

1. To familiarize the students with basic process of Civil Service Recruitment in Indian Personnel Administration.
2. To understand how to Train Civil Servants for their Better Role in Indian Governance and Administration.
3. To know the Systematic process in Personnel Administration (Recruitment to Retirement of the Personnel).

Unit	Content
Unit I	Personnel Administration- Meaning, Importance, Scope (12 Periods)
Unit II	Recruitment- Meaning, Direct & Indirect Recruitment (12 Periods)
Unit III	Training – Meaning, Objectives & Types (12 Periods)
Unit IV	Promotion – Meaning, Principles of Promotion (Merit & Seniority) (12 Periods)
Unit V	Retirement- Meaning, Need of Retirement Benefits of Retirement (Pension, Gratuity, Provident funds, NCPS) (12 Periods)
Unit VI- SEM	-
<b>*SEM-</b>	
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. 4.To Develop of Thinking power.	
**Activities	1.Group Discussion 2.Seminar (15 Periods)

## Suggested Reading-

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, आरबीएसए पब्लिशर्स, जयपूर, १९८५
13. कटारिया सुरेंद्र, कार्मिक प्रशासन, आरबीएसए 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., हरिश्चंद्र शर्मा, सेवीवर्गीय प्रशासन, रिसर्च पब्लिकेशन इन सोशल सायन्सेस, नवी दिल्ली. १९७८
17. चव्हाण पी. जी., मामीडवार एस.एस., कर्मचारी व वित्तीय प्रशासन, कैलास पब्लिकेशनस, औरंगाबाद, १९८८
18. बंग के. आर., कर्मचारीवर्ग प्रशासन, विद्या बुक्स, पब्लिशर्स, औरंगाबाद, २०१०.
19. भिंगे सुभाष, कर्मचारी प्रकाशन, अरुणा प्रकाशन, लातूर, २००९
20. ठोंबरे सतिष, शेख एम. आय. कर्मचारी प्रशासन, अभिजित प्रकाशन लातूर, २००९
21. कत्तुरवार बी. आर., मानवी संसाधन प्रशासन, ओमसाई प्रकाशन, देगलूर, २००५
22. पिंपळे, भूताळे, वडवळे, कर्मचारी व वित्तीय प्रशासन, सहायादी प्रकाशन, नांदेड, २००७

\*\*\*\*\*

**Part B**  
**Syllabus Prescribed for 2024- 2025 Year UG/PG Programme**  
**Programme: B.A.**  
**Subject-Public Administration**  
**Semester –VI- Principles of Public Administration**

Code of the Course/Subject	Title of the Course/Subject	(Total Number of Periods)
<b>PAD101 /PUBLIC ADMINISTRATION</b>	<b>Principles of Public Administration</b>	<b>60 +15 =75</b>

**Credits - 4**

**Cos**

- 1) The Course introduces and provides knowledge Administrative Structure.
- 2) To provide knowledge of the management
- 3) To understand the basic principles of Management
- 4) Acquiring the knowledge of the important theories of Public Administration

Unit	Content
Unit I	Types of Administrative Organization.. a) Department – Meaning and Types. b) Public Corporation – Meaning and Characteristics. c)Independent Regulatory Commission (12 Periods)
Unit II	Line and Staff Agencies : Meaning, Types and Functions, Differences (12 Periods)
Unit III	A. Chief Executive : Types, Functions & Qualities of Chief Executive B. Management-Meaning and Functions (12 Periods)
Unit IV	Principles of Management - Planning, Leadership , Motivation, Decision-making, Communication , Co-ordination, Public-Relation (12 Periods)
Unit V	Issues in Public Administration – a). Service Guaranty Act. b) Citizens’ Charter c) Public – Private Partnership (P.P.P.) d) Ethics in Administration (12 Periods)
Unit VI- SEM	-

<b>*SEM-</b>	
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. 4.To Develop of Thinking power.	
**Activities	1.Group Discussion 2.Seminar (15 Periods)

### Course Material/Learning Resources

#### Text books:

#### Reference Books:

- 1.Awasthi&Maheshwari, -Public Administration, Laxminarain Agrawal, Agra.
- 2.A.R. Tyagi - Public Administration, Atma Ram & Sons, New Delhi.
- 3.BhambriC.P. - Public Administration in India, Vikas, New Delhi.
4. डॉ. कटारिया सुरेंद्र,- प्रशासनिक सिद्धांत एवं प्रबंध, नॅशनल पब्लिशिंग हाऊस, जयपुर
5. डॉ भाटीया बी.एल.- लोक प्रशासन, साहित्य भवन पब्लिकेशन, आग्रा.
6. पाटील बी. बी- लोक प्रशासन, फडके प्रकाशन, कोल्हापूर.
7. भोगले, शांताराम- लोक प्रशासनसिद्धांत एवं कार्यपद्धती, कैलाश पब्लिकेशन, औरंगाबाद.
8. बोरा पारस व शिरसाठ शाम- लोक प्रशासन शास्त्र, ज्ञान समिधा पब्लिशींग 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 मुलतत्वेक्रिएटिव्ह पब्लिकेशन, नांदेड.
12. डॉ. रामजाधव व प्रा. गोविंद येडले- प्रशासकीयविचारसरणी, सिरियल्स पब्लिकेशन, न्यू दिल्ली.
13. डॉ. प्रिती पोहेकर- लोकप्रशासनाची मुलतत्वे, अरूणा प्रकाशन लातूर.
- 14.. डॉ. एन. पी. कुडकेकर- लोकप्रशासनाची मुलतत्वे, ज्योतीचंद्र प्रकाशन लातूर
15. डॉ. बालाजी कतुरवार- - २१ व्या शतकातील लोकप्रशासन ओम साई प्रकाशनदेगलूर,

## Elective DSE II

**Sant Gadge Baba University Amravati**

**Syllabus Prescribed under Choice based Credit System (CBCS) 2024-2025**

**Faculty : Humanities**

**Programme : B.A. III (Public Administration)**

**SEMESTER: VI**

**Syllabus Prescribed for 2024- 2025 Year UG/PG Programme**

**Programme: B.A.**

**Subject-Public Administration**

**Semester –VI- Financial Administration**

Code of the Course/Subject	Title of the Course/Subject	(Total Number of Periods)
<b>PAD101 /PUBLIC ADMINISTRATION</b>	<b>Financial Administration</b>	<b>60 +15 =75</b>

**Credits - 4**

### **Cos:**

1. Awareness of the basic financial system as well as development Measures.
2. Explain the importance of Budget and Financial Administration.
3. Analyze the various issues related to Indian Budget.
4. Understand the role of Finance Administration as the main source of development.

<b>Unit</b>	<b>Content</b>
Unit I	Financial Administration- Meaning , Elements and Importance (12 Periods)
Unit II	Budget- a. Meaning and Types of Budget b. Principles of Good Budget (12 Periods)
Unit III	Budgetary Process a. Preparation of Budget b. Legislation of Budget c. Execution of Budget (12 Periods)
Unit IV	Ministry of Finance, Finance Commission, & NITI Aayog- Composition and Functions (12 Periods)

Unit V	Control on Financial Administration a. Public Accounts Committee b. Public Undertakings Committee c. C.A.G. (12 Periods)
SEM	-
<b>*SEM-</b>	
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. 4. To develop the writing skill of the students on the related relevant topic.	
**Activities	1. Seminar 2. Wall paper Presentation (15 Periods)

**Recommended Books :**

1. M.J.Thavaraj, Financial Administration of India, Sultan Chand & Sons, New Delhi
2. B.J. Reed & Jahn Swain , Public Finance Administration , SAGE Publication New Delhi
3. Anupama Mahajan & Sanjeev Mahajan , Financial Administration in India ,P.H.I Learning private limited New Delhi
4. डॉ. सुरेश मामीडवार व प्रा. चव्हाण, कर्मचारी व वित्तीय प्रशासन कल्पना प्रकाशन नांदेड
5. प्रा. के.आर.बंग, कर्मचारी व वित्तीय प्रशासन, विद्या प्रकाशन औरंगाबाद
6. डॉ. बी. एस. पिंपळे, डॉ. पी.व्ही. भूताळे व डॉ. बाजीराव वडवळे, कर्मचारी व वित्तीय प्रशासन संह्याद्री प्रकाशन नांदेड
- 7 डॉ. पंचशील एकम्बेकर, डॉ. अशोक सोनकांबळे डॉ. कहाळेकर, वित्तीय प्रशासन व सार्वजनिक धोरण अरुणा प्रकाशन लातूर
- 8 डॉ. राऊतराये एम.एफ., वित्तीय प्रशासन, साधना प्रकाशन, परभणी

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 III Sem V & VI (CBCS)**