|| सा विद्या या विमुक्तये ||

स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठ, नांदेड
"ज्ञानतीर्थ" परिसर, विष्णुपुरी, नांदेड - ४३१६०६ (महाराष्ट्र)
SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED
"Dnyanteerth", Vishnupuri, Nanded - 431606 Maharashtra State (INDIA)
Established on 17th September 1994 – Recognized by the UGC U/s 2(f) and 12(B), NAAC Re-accredited with 'A' Grade

ACADEMIC (1-BOARD OF STUDIES) SECTION

Phone: (02462) 229542
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Website: www.srtmun.ac.in
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संलग्नित महाविद्यालयांतील मानवविज्ञान विद्याशाखेतील पदवी स्तरावरील द्वितीय वर्षांचे CBCS Pattern नुसारचे अभ्यासक्रम शैक्षणिक वर्ष २०२०-२१ पासून लागू करण्याबाबत.

परिपत्रक

या परिपत्रकान्वये सर्व संबंधितांना कळविण्यात येते की, **दिनांक २० जून २०२० रोजी संपन्न झालेल्या ४७व्या मा. विद्या परिषद बैठकीतील विषय क्र.१३/४७–२०२०च्या ठरावानुसार प्रस्तुत विद्यापीठाच्या संलग्नित महाविद्यालयांतील मानवविज्ञान विद्याशाखेतील पदवी स्तरावरील द्वितीय वर्षांचे** खालील विषयांचे **C.B.C.S. (Choice Based Credit System) Pattern** नुसारचे अभ्यासक्रम शैक्षणिक वर्ष २०२०-२१ पासून लागू करण्यात येत आहेत.

१) बी.ए./बी.एस्सी./बी.कॉम./बी.एस.डब्ल्यू./फाईन आर्ट्स–द्वितीय वर्ष–इंग्रजी (अनिवार्य, अतिरिक्त (द्वितीय भाषा), फंक्शनल इंग्रजी, ऐच्छिक)

२) बी.ए./बी.एस्सी./बी.कॉम./बी.एस.डब्ल्यू./फाईन आर्ट्स–द्वितीय वर्ष–हिंदी (द्वितीय भाषा, ऐच्छिक)

३) बी.ए./बी.एस्सी./बी.कॉम./बी.एस.डब्ल्यू./फाईन आर्ट्स–द्वितीय वर्ष–कन्नड (द्वितीय भाषा, ऐच्छिक)

४) बी.ए./बी.एस्सी./बी.कॉम./बी.एस.डब्ल्यू./फाईन आर्ट्स–द्वितीय वर्ष–मराठी (द्वितीय भाषा, ऐच्छिक)

५) बी.ए./बी.एस्सी./बी.कॉम./बी.एस.डब्ल्यू./फाईन आर्ट्स–द्वितीय वर्ष–पाली (द्वितीय भाषा, ऐच्छिक)

६) बी.ए./बी.एस्सी./बी.कॉम./बी.एस.डब्ल्यू./फाईन आर्ट्स–द्वितीय–संस्कृत (द्वितीय भाषा, ऐच्छिक)

७) बी.ए./बी.एस्सी./बी.कॉम./बी.एस.डब्ल्यू./फाईन आर्ट्स–द्वितीय वर्ष–उर्दू (द्वितीय भाषा, ऐच्छिक)

८) बी.ए.–द्वितीय वर्ष–अर्थशास्त्र

९) बी.ए.–द्वितीय वर्ष–भूगोल

१०) बी.ए.–द्वितीय वर्ष–इतिहास

११) बी.ए.–द्वितीय वर्ष–सैनिकशास्त्र

१२) बी.ए.–द्वितीय वर्ष–तत्त्वज्ञान

१३) बी.ए.–द्वितीय वर्ष–राज्यशास्त्र

१४) बी.ए.–द्वितीय वर्ष–मानसशास्त्र

१५) बी.ए.–द्वितीय वर्ष–लोकप्रशासन

१६) बी.ए.–द्वितीय वर्ष–समाजशास्त्र

१७) बी.ए.–द्वितीय वर्ष–ॲडमिनिस्ट्रेटीव्ह सर्व्हिस

सदरील परिपत्रक व अभ्यासक्रम प्रस्तुत विद्यापीठाच्या **www.srtmun.ac.in** या संकेतस्थळावर उपलब्ध आहेत. तरी सदरील बाब ही सर्व संबंधितांच्या निदर्शनास आणून द्यावी.

'ज्ञानतीर्थ' परिसर,
विष्णुपुरी, नांदेड – ४३१ ६०६.
जा.क्र.: शैक्षणिक–१/परिपत्रक/पदवी–सीबीसीएस अभ्यासक्रम/
२०२०–२१/२४९
दिनांक : ०८.०७.२०२०.
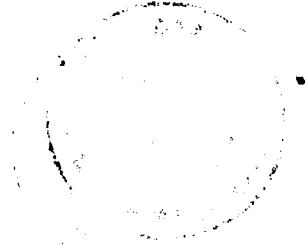
स्वाक्षरित/–
उपकुलसचिव
शैक्षणिक (१–अभ्यासमंडळ) विभाग

प्रत माहिती व पुढील कार्यवाहीस्तव :
१) मा. कुलसचिव यांचे कार्यालय, प्रस्तुत विद्यापीठ.
२) मा. संचालक, परीक्षा व मूल्यमापन मंडळ यांचे कार्यालय, प्रस्तुत विद्यापीठ.
३) प्राचार्य, सर्व संबंधित संलग्नित महाविद्यालये, प्रस्तुत विद्यापीठ.
४) साहाय्यक कुलसचिव, पदव्युत्तर विभाग, प्रस्तुत विद्यापीठ.
५) उपकुलसचिव, पात्रता विभाग, प्रस्तुत विद्यापीठ.
६) सिस्टम एक्सपर्ट, शैक्षणिक विभाग, प्रस्तुत विद्यापीठ.

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED

SYLLABUS
PUBLIC ADMINISTRATION

Semester Pattern
(Choice Base Credit System)

B. A. SECOND YEAR
Semester :- III and IV

(With Effective From 2020-21)

Swami Ramanand Teerth Marathwada University Nanded

CHOICE BASED CREDIT SYSTEM (C.B.C.S.)

SEMESTER PATTERN

B.A. Second Year (Semester :-III & IV)
Subject :- Public Administration
Under Faculty of Humanities
(For Affiliated Colleges)
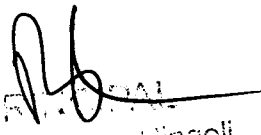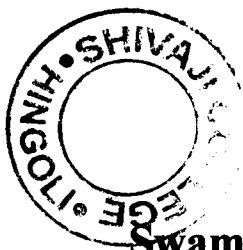**(With Effective from June 2020)**

Total Credits :16

Note :
C.A: -   Continuous Assessment
E.S.E. :- End of Semester Examination (E.S.E.)
S.E.C :- Skill Enhancement Course
Each Paper is of 3 Credits

Swami Ramanand Teerth Marathwada University Nanded
Choice Based Credit System (CBCS) Course Structure

Faculty of Humanities
B.A. Second Year Semester III & IV Syllabus
Semester Pattern Effective from 2020-21
Subject : Public Administration

Semester	Core Course	Paper No.	Name of Paper	Lectures/ Week	Total No. Of Lectures	C.A.	E.S.E.	Total Marks	Credits
Semester III	CCPA-I	V	Personnel Administration	04	55	25	50	75	03
	CCPA-II	VI	Rural Local Government	04	55	25	50	75	03
	SECPA-I	I	E-Administration	03	45	25	25	50	02
			Total Sem. III	11	155	75	125	200	08
Semester IV	CCPA-III	VII	Financial Administration	04	55	25	50	75	03
	CCPA-IV	VIII	Urban Local Government	04	55	25	50	75	03
	SECPA-II	II	Administrative Skill	03	45	25	25	50	02
			Total Sem.VI	11	155	75	125	200	08
			TOTAL SEM.III & IV	22	310	150	250	400	16

PRINCIPAL
Sh... Hingoli
... (MS.)

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B.A. Second Year Semester – III

Semester	Paper No.	Title of the Paper	Internal marks (C.A.)	End Semester Exam (ESE)	Total marks (CA+ESE)
III	V	Personnel Administration	25	50	75
III	VI	Rural Local Government	25	50	75
III	SEC- I	E-Administration	25	25	50
		Total	75	125	200

B.A. Second Year Semester – IV

Semester	Paper No.	Title of the Paper	Internal marks (C.A.)	End Semester Exam (ESE)	Total marks (CA+ESE)
IV	VII	Financial Administration	25	50	75
IV	VIII	Urban Local Government	25	50	75
IV	SEC- II	Administrative Skill	25	25	50
		Total	75	125	200

Continuous Assessment (C.A.) :- 25
End semester exam (E.S.E.)   :- 50
                   Total Marks   :- 75

4
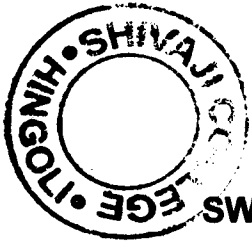
SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED
Public Administration
B.A. Second Year
Semester – III To IV
End Semester Examination
Question Paper Pattern

Time: Two Hours	Total Marks :50

Q.No.1 Descriptive Questions   10 marks
OR
Descriptive Questions

Q.No.2 Descriptive Questions   10 marks
OR
Descriptive Questions

Q.No.3 Descriptive Questions   10 marks
OR
Descriptive Questions

Q.No.4 Descriptive Questions   10 marks
OR
Descriptive Questions

Q.No.5 Descriptive Questions   10 marks
OR
Descriptive Questions

Continuous Assessment (C.A.) :- 25
End semester exam (E.S.E.)   :- 50
                Total Marks   :- 75

C.A.: Continuous Assessment : (25 marks)

Continues Assessment	Marks
Test –I	10
Home assignment	10
Seminar	05
Total Marks	25

PRINCIPAL
Sh............Hingoli
.............(M.S.)

5

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

Public Administration

B.A. II Year Semester – III

PERSONNEL ADMINISTRATION -V

(Effective from June 2020)

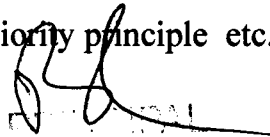| Credits : 03	Periods : 55
Marks : 75	

After studying the course students will have a capacity to understand :

Course Objectives:

1. To familiarize the students with basic process of Public Service   Recruitment in Indian Administration.

2. To throw light on how the   public Servants are trained , made professional &skilled so that they work towards development.

3. To brief them about the Systematic process in Personnel Administration (Recruitment to Retirement).

4. To acquaint the students about how the human resource planning is done.

Course Outcomes:

1. It will provide knowledge of   Personnel Administration.

2.   Explain the importance of human resources and their effective work in Administration

3. Outline the principles of recruitment and the advantages and disadvantages of Direct & Indirect Recruitment

4. Analyze the key issues related to Promotion , Merit & Seniority principle etc.

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B.A. II Year Semester – III
PERSONNEL ADMINISTRATION - Paper No. V

Course Content:	Periods

Unit-1

Personnel Administration –   10

Meaning, Importance and Scope

Unit -2

 Recruitment –   10

Meaning, Direct & Indirect Recruitment

Unit-3

Training –   15

Meaning, Objectives & Types

Unit- 4

Promotion –   10

Meaning, Principles of Promotion

(Merit & Seniority)

Unit -5

 Retirement –   10

Meaning, Need and Benefits of Retirement

Reference Books

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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.

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13. सिन्हा व्ही.एम., कार्मिक प्रशासन ,आर.बी.एस.ए. प्रकाशन जयपूर 1985

14. पांडे आशुतोष , कार्मिक प्रशासन ,विश्वभारती प्रकाशन नवी दिल्ली 2009

15. सिंह राघवेंद्र , कार्मिक प्रबंध ,बिहार हिंदी ग्रंथ अकादमी पटना 1973

16. जैन सी. एम. &हरिश्चंद्र शर्मा सेवावर्गीय प्रशासन रिसर्च पब्लिकेशन ,नवी दिल्ली1978

17. चव्हाण पी.जी.& मामीडवार एस.एस. ,कर्मचारी प्रशासन कैलास पब्लिकेशन औरंगाबाद 1988

18. बंग के.आर. ,कर्मचारी प्रशासन कैलास पब्लिकेशन औरंगाबाद 2010

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20. वाकोडकर ए.एम.& कतुरवार बी.आर. कर्मचारी प्रशासन, रजत पब्लिकेशन औरंगाबाद 2011

21. ठोंबरे सतीश& शेख एम.आय. , कर्मचारी प्रशासन अभिजित पब्लिकेशन लातूर 2009

22. कतुरवार बी.आर. ,मानव संसाधन प्रशासन ,ओमसाई प्रकाशन ,देगलूर 2013

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SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED
Public Administration
B.A. Second Year   Semester - III
Rural Local Government - VI
(Effective From June 2020)

Credits : 03   **Periods : 55**
Marks : 75

Course Objectives:

1) The students would learn about the Three tier system of Panchayati Raj Institutions in Maharashtra state.

2) It will help the students understand do the local self government   function for the overall well being .

3) It would demonstrate a basic understanding for various aspects of Three tier system of Panchayati Raj Institutions.

4) The students would be enlightened about the role of Panchayati Raj Institutions in Development of India.

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.

PRINCIPAL
Sh............ Hingoli
................(MS.)

B.A. II Year Semester – III
Rural Local Government - Paper No. VI

Course Content	**Periods**

1.
Local Government: (8 Periods)

    Meaning , Features & Importance

2. Evolution of Panchayati Raj Institutions   (12 Periods)

    A. Historical Development of Panchayat Raj Institutions

    B. Community Development Programme (C.D.P.)

    C. Balwant Rai Mehta Committee

    D. Vasantrao Naik Committee

3. Seventy Third Constitutional Amendment Act-1993   (10 Periods)

    A) Provisions

    B) Impact

4. Three Tier System –Composition & Functions   (15 Periods)

    A. Zila Parishad

    B. Panchayat   Samiti

    C. Gram Panchayat

5. Problems Before Rural Local Government   (10 Periods)

    A. Official - Non Official Relations

    B. Personnel

    C. Corruption

Reference Books

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

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9.   डॉ.अशोक शर्मा,भारत मे स्थानीय प्रशासन,आर.बी.एस.ए. पब्लिशर्स,जयपूर

10.   डॉ.बी.सी.नरूला, पंचायती राज व्यवस्था, अर्जुन पब्लिशिंग हाउस,नवी दिल्ली

11.   डॉ.आर.पी.जोशी & डॉ.रूपा मंगलानी,भारत मे पंचायती राज, आर.एच.जी.ए. जयपूर

12.   डॉ.रवींद्र शर्मा,ग्रामीण स्थानीय प्रशासन,प्रिंटवेल पब्लिशर्स जयपूर

13.   डॉ. अर्जुनराव दर्शनकार, पंचायतराज व नागरी प्रशासन,कैलास पब्लिकेशन औरंगाबाद

14.   व्ही.बी.पाटील,महाराष्ट्रातील पंचायती राज व नागरी स्थानिक स्वराज्य संस्था के.सागर प्रकाशन पुणे

15.   डॉ. शांताराम भोगले, भारतातील स्थानिक शासन,विद्या प्रकाशन, नागपूर

16.   डॉ. गोविंद यमलवाड, स्थानिक स्वराज्य संस्था,कल्पना प्रकाशन,नांदेड

17.   डॉ. श्याम शिरसाठ व बैनाडे, भारतातील स्थानिक स्वराज्य संस्था, विद्या प्रकाशन,औरंगाबाद

18.   डॉ. पाटील अजय ,पंचायती राज व महिला नेतृत्व , मैत्री प्रकाशन ,लातूर 2011

19.   डॉ.बी.आर. कतुरवार, पंचायतीराज संस्थेतील मागासवर्गीय नेतृत्व,ओमसाई प्रकाशन, देगलूर

20.   मुंबई ग्रामपंचायत अधिनियम-१९५८ , सोनादिपा पब्लिशर्स देवपूर ,धुळे

21.   डॉ. अशोक जाधव,संत गाडगे महाराज व ग्राम स्वच्छता, ज्योतीचंद्र प्रकाशन, लातूर

22.   डॉ. सोमवंशी मुक्ता, पंचायतीराज संस्थेतील महिला प्रतिनिधी व निर्णय प्रक्रिया, अरुणा प्रकाशन, लातूर

23.   डॉ. श्यामसुंदर वाघमारे ,डॉ.सुरेश गजभारे,महाराष्ट्रातील ग्रामीण व नागरी प्रशासन,अरुणा प्रकाशन, लातूर

24   डॉ.अशोक सोनकांबळे & डॉ.कहाळेकर सी.एम., महाराष्ट्रातील ग्रामीण व नागरी स्थानिक स्वशासन, अरुणा प्रकाशन, लातूर

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED

Public Administration

B.A. Second Year Semester – III

Skill Enhancement Course
E-Administration Paper No:-SECPA - I
(Effective From June 2020)

Course 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 of e-devices

   . in Public Administration

Course Outcomes:

1. The course will help to the students learn about the basic elements of E-Administration.

2. It will provide knowledge of E-devices in Public Administration.

3. Awareness of the basic E- administrative system as well as various issues in E-administration .

B.A. Second Year Semester – III
Skill Enhancement Course SECPA-I

Course Content	Periods

Unit :- I
E-Administration   15

A) Meaning and Importance Of E-Administration

B) Impact of I.C.T. on Public Administration.

Unit :- II
Applications of E-Administration

A) Social Networking Apps   15

B).Setu Kendra

C) D.B.T. (Direct Benefit Transfer)

Unit :- III
Various Issues in E-administration   15

A) Lack of E-literacy

B) I.T. Security

C) Social Media

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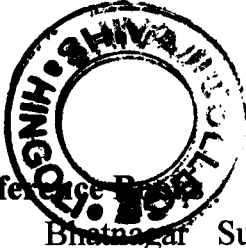
Reference Book:

1. Bhatnagar Subhash, E-Governance from Vision to Implimtaion, 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 रेडी, ई-प्रशासन विद्या बुक्स प्रकाशन औरंगाबाद 2019

7. डॉ.पंचशील एकंबेकर,डॉ.तरोडे, डॉ.वाघमारे,लोकप्रशासनातील नवप्रवाह,ओमसाई प्रकाशन नायगाव

8. डॉ.प्रीती पोहेकर, लोकप्रशासनातील नवप्रवाह,अरुणा प्रकाशन लातूर

9. डॉ.बी.आर.कतुरवार, लोकप्रशासनातील नवीन विचार प्रवाह , ओमसाई प्रकाशन देगलूर

10. डॉ. उर्मिला रेडी, लोकप्रशासनातील कौश्यल्य विकास कार्यक्रम , अरुणा प्रकाशन लातूर 2018

Note : It is obligatory to conduct 45 Periods in one semester for Skill Enhancement Course, per week 3 periods.

C.A.: Continuous Assessment : (25 marks)

- Concerned teacher should take one test of 10 mark, Home Assignment of 10 mark and One seminar for 5 mark.
-
- (Test-10 + Home Assignment -10 + Seminar - 5 = Total Marks 25)

E.S.E. :-End Semester Exam : (25 marks)

End semester exam Should be conducted as per the guidelines laid by the University.

A Study Visit to Administrative offices, Setu Kendra , Social Networking and write a Project Report on E-administration. .

Swami Ramanand Teerth Marathwada University, Nanded

CHOICE BASED CREDIT SYSTEM (CBCS)

SEMESTER PATTERN

B.A. Second Year (Semester :-IV)
Subject :- Public Administration
Under Faculty of Humanities
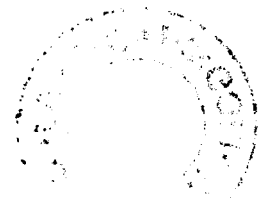### (For Affiliated Colleges)

(With Effective from Nov. 2020)

Note :
C.A: - Continuous Assessment
ESE :- End of Semester Examination
S.E.C :- Skill Enhancement Course
Each Paper is of 3 Credits

PRINCIPAL
Shivaji College,Hingoli
Hingoli.(MS.)

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

Public Administration

B.A. II Year Semester – IV
FINANCIAL ADMINISTRATION -VII

(Effective from Nov. 2020)
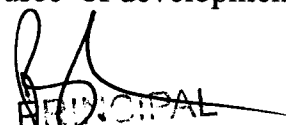
Credits : 03	**Periods : 55**
Marks : 75	

Learning Objectives:

1) To Understand the importance of Budget.

2) To provide basic Knowledge of Financial Administration.

3) To Understand the Indian Budgetary process.

4) To Familiarize the students with basic Knowledge of Budget and Financial Administration .

Course Outcomes:

1. Awareness of the basic financial system as well as development measures.

2. Explain the importance of Budget and Financial Administration.

3. Analyse the various issues related to Indian Budget.

4. Understand the role of Finance Administration as the main source of development.

PRINCIPAL
Shivaji College,Hingoli
Ta.Dist.Hingoli.(MG.)

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B.A. II Year Semester – IV FINANCIAL ADMINISTRATION –VII

Course Content	Periods

1. Financial Administration : (10 Periods)

    Meaning , Elements and Importance

2. Budget (10 Periods)

    a. Meaning and Types of Budget

    b. Principles of Good Budget

                                 (13 Periods)

3. Ministry of Finance

    Composition and Functions

4. Budgetary Process (15 Periods)

    a. Preparation of Budget

    b. Legislation of Budget

    c. Execution of Budget

5. Control on Financial Administration (12 Periods)

    a. Public Accounts Committee

    b. Public Undertakings Committee

    c. C.A.G.

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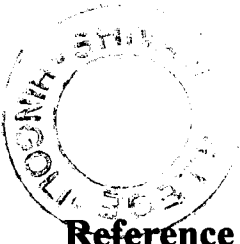
Reference Books:-

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

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SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

Public Administration

B.A. II Year Semester – IV
Urban Local Government -VIII

(Effective from Nov. 2020)

Credits : 03	Periods : 55
Marks : 75	

Course Objectives:

1) To Understand the Role of Urban Local Government in the Development of the Nation.

2) To Develop a Local Leadership in urban area.

3) To Understand the Role of urban local Institutions in urban development.

4) To acquaint the students with the basic local governing system.

Course Outcomes:

1. It help the students Conceptualize about the developmental process as nations develop cities grow, and how planning is done & implemented in a bottom – to- top approach.

2. Awareness of the basic governing system (Urban) as well as development measures.

3. Exhibit the efforts for urban development in Maharashtra state.

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B.A. II Year Semester – IV Urban Local Government in Maharashtra -VIII

Course Content	Periods
1. **Urbanization :**	(10 Periods)
Meaning, Causes and Consequences	
2. **74th Constitutional Amendment**	(10 Periods)

1. **Urbanization :**   (10 Periods)
      Meaning, Causes and Consequences
2. **74th Constitutional Amendment**   (10 Periods)
   A) Provisions
   B) Impact
3. **Urban Local Government :**
      Composition & Functions   (15 Periods)
      A. Municipal Corporation
      B. Municipal Council
      C. Nagar Panchayat
4. **Problems of Urban Local Government**   (10 Periods)
   A. Slums
   B. Pollution
   C. Solid West Management
   D. Water Management
5. **Control on Urban Local Government**   (10 Periods)
   A. Legislative Control
   B. Administrative Control
   C. Judicial Control

Reference Books

1.   S.C. Goel, Urban Local Self Govt. Deep & Deep Publications New Delhi

2.   Paradeep Sachdeva, Urban Local Govt. and Administration in India
3.   U.B. Singh, Urban Local Government, Rawat Publications Jaipur
4.   डॉ.अशोक शर्मा,भारत मे स्थानीय प्रशासन,आर.बी.एस.ए. पब्लिशर्स,जयपूर
5.   डॉ.अर्जुनराव दर्शनकार,पंचायतराज व नागरी प्रशासन,कैलास पब्लिकेशन औरंगाबाद
6.   प्रा.व्ही.बी.पाटील,महाराष्ट्रातील पंचायती राज व नागरी स्थानिक स्वराज्य संस्था,
7.   डॉ. शांताराम भोगले, भारतातील स्थानिक शासन,विद्या प्रकाशन, नागपूर
8.   डॉ. गोविंद यमलवाड, स्थानिक स्वराज्य संस्था,कल्पना प्रकाशन,नांदेड
9.   डॉ. श्याम शिरसाठ व बैनाडे, भारतातील स्थानिक स्वराज्य संस्था, विद्या प्रकाशन,औरंगाबाद
10.   डॉ. श्याम वाघमारे व डॉ.सुरेश गजभारे, महाराष्ट्रातील ग्रामीण व नागरी प्रशासन

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED
Public Administration
B.A. Second Year Semester – IV

Skill Enhancement Course
Administrative Skill Paper No:-SECPA - II
(Effective From Nov. 2020)

Credits : 02   Periods : 45
Marks : 50

Course Objectives:

1) It Introduce and Provides the students with the Knowledge of Administrative Skills.
2) The students are acquainted with the work of Good Administrator
3) The enhances the ability of the Students to understand the work of the good Administrator .

Course Outcomes:

1) The course will aid the students to develop their personality..
2) It will introduce them about the functioning of the Administrator in Public Administration.
3) It will make the students aware of the various issues in Public Administration .

Course Content

	Periods
Unit:- I Good Administrator	
A) Meaning Importance of Good Administrator	15
B) Functions of Good Administrator	
Unit :- II Qualities of Good Administrator	15
A) Communication skill	
B) Ethics and character	
C) Time management	
D) Team work	
Unit:- III Principles of Administration	15
A) Planning :- Meaning, types and importance	
B) Decision Making : – Meaning, importance	
C) Discipline :- Meaning and importance	

Reference Books :-

1) Rathod P.B., Contemporary Public Administration ABD Publishers Jaipur 2004

2) Awasthi & Maheshwari, Public Administration, Laxminarain Agrawal, Agra.

3) A.R. Tyagi, Public Administration, Atma Ram & Sons Publication New Delhi.

4) Mohit Bhattacharya, New Horizon of public Admini., Jawahar Publishers New Delhi.

5) प्रसादसिंग बिरकेश्वर,लोकप्रशासन,ज्ञानदा प्रकाशन नई दिल्ली

6) कटारिया सुरेंद्र,लोकप्रशासन,नँशनल पब्लिकेशन हाऊस, नई दिल्ली

7) फाडिया बी.एल. " लोकप्रशासन", साहित्य भवन पब्लिकेशन, नवी दिल्ली.२००१

8) फडिया बी.एल. ,उच्चतर लोकप्रशासन साहित्यभवन प्रकाशन, आग्रा-२००१.

9) बंग के.आर., प्रशासकीय सिद्धांत, विद्या प्रकाशन औरंगाबाद, २००४.

10) दुबे अशोककुमार,२१ वी शताब्दी मे लोकप्रशासन, टाटा मॅकग्राहिल पब्लिशिंग कंपन, नवी दिल्ली

11) एम. लक्ष्मीकांत, लोकप्रशासन,टाटा मँकग्रा-हील पब्लिशिंग कंपनी, नवी दिल्ली २००६

12) बोरा पारस व शिरशाट श्याम, लोकप्रशासन शास्त्रे विद्या प्रकाशन औरंगाबाद, जून २०१३.

13) पोहेकर प्रीती, लोकप्रशासनाची मुलतत्वे, अरुणा प्रकाशन, लातूर -२००८.

14) भूताळे पी.व्ही. & वडवळे बी.सी. लोकप्रशासन संह्याद्री प्रकाशन नांदेड

15) खुमसे स्मिता & रेड्डी उर्मिला, लोकप्रशासनाची मुलतत्वे अरुणा प्रकाशन २०११

16) डॉ.उर्मिला रेडी,लोकप्रशासनातील कौश्यल्य विकास कार्यक्रम अरुणा

प्रकाशन लातूर 2018

Note : It is obligatory to conduct 45 Periods in one semester for Skill Enhancement Course, per week 3 periods.

C.A.: Continuous Assessment : (25 marks)

- Concerned teacher should take one test of 10 mark, Home Assignment of 10 mark and One seminar for 5 mark.
- (Test-10 + Home Assignment -10 + Seminar - 5 = Total Marks 25)

E.S.E. :-End Semester Exam : (25 marks)
End semester exam Should be conducted as per the guidelines laid by the University.
A Study Visit Administrative offices (Municipal Council , Police Station, Post Office , Tahasil Office etc.) and write a Project Report on Administrative work.

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