

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,
AURANGABAD.**



Circular / Acad Sec./Curriculum-12(7)/HF/CBCS-BA-II Yr/ 01/2023.

It is hereby inform to all concerned that, on the recommendation of Dean, Faculty of Humanities; **the Hon'ble Vice-Chancellor has accepted the following subject wise Curriculum of Choice Based Credit & Grading System** under the faculty of Humanities in his emergency powers under Section 12 [7] of the Maharashtra Public University Act, 2016 on behalf of the Academic Council.

Sr. No.	UG Subject wise Curriculum	Semesters
01.	B. A./B.Com/ B.Sc./BFA/BSW Second Language & Optional Second Year [Marathi]	IIIrd & IVth
02.	B. A./B.Com/ B.Sc./BFA/BSW Second Language & Optional Second Year [Hindi]	IIIrd & Ivth
03.	B. A./B.Com/ B.Sc./BFA/BSW Second Language & Optional Second Year [Urdu]	IIIrd & Ivth
04.	B.A./ B.Com/ B.Sc. Second Language & Optional Second Year [Sanskrit]	IIIrd & Ivth
05.	B. A. Second Year [Political Science]	IIIrd & Ivth
06.	B. A. Second Year with Model College [Economics]	IIIrd & Ivth
07.	B. A. Second Year [History]	IIIrd & Ivth
08.	B. A. Second Year for Model College [Sociology]	IIIrd & Ivth
09.	B. A. Second Year [Public Administration]	IIIrd & Ivth
10.	B. A. Second Year [Military Science]	IIIrd & Ivth
11.	B. A. Second Year [Philosophy]	IIIrd & Ivth
12.	B.A./ B.Com/ B.Sc. Second Year Optional [National Cadet Corps (NCC)]	IIIrd & Ivth

This is effective from the Academic Year 2023-24 and Onwards as per appended herewith.

All concerned are requested to note the contents of this circular and bring notice to the students, teachers and staff for their information and necessary action.

University campus,
Aurangabad-431 004.
Ref. No. SU/Col. /UG/CBCS/ B.A.
II Yr/FH/ 2023/ 3681-91

Date: 03.07.2023.

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**Deputy Registrar,
Academic.**

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Copy forwarded with compliments to:-

- 1] **The Principal, all affiliated colleges,**
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- 2] **The Principal, Model college,**
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- 3] **The Director, University Network & Information Centre, UNIC,**
with **a request to upload this Circular on University Website.**

Copy to :-

- 1] **The Director, Board of Examinations & Evaluation,**
- 2] **The Section Officer, [B.A., B.Com, B.Sc. Unit] Exam. Branch,**
- 3] **The Section Officer, [Eligibility Unit],**
- 4] **The Programmer [Computer Unit-1] Examinations,**
- 5] **The Programmer [Computer Unit-2] Examinations,**
- 6] **The In-charge, [E-Suvidha Kendra],**
- 7] **The Public Relation Officer,**
- 8] **The Record Keeper,**
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

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DrK*030723/Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD.



**SYLLABUS
Of
PUBLIC ADMINISTRATION**

S. Y.B. A. III & IV SEMESTER

[Effective from the A.Y. 2023-24 & Onwards)


Dean
Faculty of Humanities,
Dr. Babasaheb Ambedkar Marathwada
University, Aurangabad.

Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

CHOICE BASED CREDIT SYSTEM

B.A. (Bachelor of Arts) B. A. Second Year (III Sem.)

Sem.	Subject/ Programme	Course Code	Title of the Course	Course Type	Lectures		Marks			Credits		
					Lectur es / per week	Tota l Lect ures	Theory	Tutori als / Practi cal/ Projec t	Total	Teachi ng	Tutoria ls/ Practic al/Proj ect	Total
I	English (Compulsory)	CC-ENG-1		Core Course	4/5	60	40	10	50	2	1	3
	English/MIL (SL)	AECC-1 (M/H/E)		AECC	4	60	40	10	50	2	1	3
	DSC-1	CC-- -1A	Paper-V: Public Personnel Administration	Core Course	4	60	40	10	50	2	1	3
	DSC-2	CC-- -2A		Core Course	4	60	40	10	50	2	1	3
	DSC-3 (If Student Choose Practical Subject)	CC-- -3A		Core Course	4	60	30	20	50	2	1	3
									400			24

Note: The paper 'Environment Science' a compulsory paper which credits are not included in the degree

B. A. Second Year (IV Sem.)

Sem.	Subject/ Programme	Course Code	Title of the Course	Course Type	Lectures		Marks			Credits		
					Lectures / per week	Total Lectures	Theory	Tutorials/ Practical/Project	Total	Teachi ng	Tutorials/ Practical/ Project	Tota l
I	English (Compulsory)	CC-ENG-2		Core Course	4/5	60	40	10	50	2	1	3
	English/ MIL (SL)	AECC-2 (M/H/E)		AECC	4	60	40	10	50	2	1	3
	DSC-1	CC-- -1C	Paper-VII: Public Financial Administration	Core Course	4	60	40	10	50	2	1	3
	DSC-2	CC-- -1D		Core Course	4	60	40	10	50	2	1	3
	DSC-3 (If Student Choose Practical Subject)	CC-- -1E		Core Course	4	60	30	20	50	2	1	3
									400			24

S. Y. B. A. SEMESTER - III
(COMPULSORY CORE COURSE) Credits: 6

Paper - V: Public Personnel Administration

Learning Outcomes

- a) Conceptual clarity of Public Personnel Administration, its issues, career systems and other terms covering various aspects of personnel administration.
- b) Detailed understanding of the Public personnel system of India.
- c) Critical understanding of issues like Employee associations. Adjudication institutions

UNIT - I: Introduction:

- a) Public Personnel Administration: Meaning, Nature, Scope, Objectives and functions
- b) Issues in Public Personnel Administration: Neutrality, Ethics and Accountability.

UNIT - II: Civil Services in India:

- a) Civil Service: Meaning, Features & functions
- b) Types of Civil Services in India: All India Services, Central Services, State Services & Constitutional Provisions
- c) Position Classification

UNIT - III: Public Personnel System in India-I:

- a) Recruitment: Concepts, Methods
Recruitment agencies at the Union and State levels (UPSC, MPSC)
- b) Training: Concepts, Importance & Methods Training agencies at the Union and State level:
(Lal Bahadur Shastri National Academy of Administration, Sardar Vallabhbhai Patel Police Academy, YASHADA, Maharashtra Police Training Academy)

UNIT - IV: Public Personnel System in India-II:

- a) Promotion: Meaning, Importance, Principles of Promotion, Performance Appraisal and Promotion mechanism.
- b) Retirement: Meaning & Benefits of Retirement

UNIT - V: Public Personnel system in India-III:

- a) Employer Employees Relations - Right to Form Association & Right to Strike
- b) Grievance Redressal Mechanisms in India: Central Vigilance Commission
- c) Central Administrative Tribunal

Recommended Readings:

1. Bhayana, S.S. and Singh S (2016): Public Personnel and Financial Administration (4th Edition). New Academics: Jalandhar
2. Saxena, A P (2010): Training and Development in Government, Indian Institute of Public Administration: New Delhi
3. Bhayana, S.S and Singh S (2016): Public Personnel and Financial Administration, New Academics: Jalandhar.
4. Rabin, Jack; Vocino, Thomas; Hildreth, W Bartley; and Miller, J Gerald (2008): Handbook of Public Personnel Administration, Taylor & Francis: United Kingdom.
5. Second Administrative Reforms Commission (2010): Refurbishing of Personnel Administration - Scaling New Heights - 10th Report, Government of India: New Delhi.
6. Stahl, O Glenn (1977): Public Personnel Administration, Oxford and IBH Publishing: New Delhi.
7. Goel, S. L. and Shalini Rajneesh (2002): Public Personnel Administration, Deep & Deep Publications: New Delhi.
8. S.A. Palekar (2020): Public Personnel Administration, ADB Publishers: Jaipur.
9. सुरेंद्र कटारिया (2021) "कार्मिक प्रशासन", RSBA प्रकाशन, जयपूर.
10. पी. जी. चव्हाण (1982) "कर्मचारी व वित्तीय प्रशासन", शारदा प्रकाशन, नांदेड.
11. के. आर. बंग (२०१५) "कर्मचारी वर्ग प्रशासन", विद्या बुक्स, औरंगाबाद.
12. सुभाष भिगे (२०१३) "कर्मचारी प्रशासन", कल्पना प्रकाशन, नांदेड.

S. Y. B. A. SEMESTER - III
(Skill Enhancement Course) Credits: 4
Paper - VI: Management of NGOs

Learning outcomes

1. Comprehending the theoretical conceptualization of NGOs and the Public sector
2. Critically understanding the National Policy on Voluntary Sector and Government-NGO interface
3. Knowledge of public and private funding and national and foreign financial contributions to NGOs
4. Understanding capacity building, ethical and accountability concerns
5. Acquiring the necessary skills student to plan and execute projects
6. Acquiring the skills for case study analysis

Credits: 4

Unit - I: Non-Governmental Organisations (NGOs):

- a) Concept, Rationale and Scope;
- b) National Policy on the Voluntary Sector 2007;
- c) NGO-Government Interface in India with special reference to the NITI Ayog, Ministries and Departments.

Unit - II: Organisational Forms and Governance Structures of NGOs:

- a) Trust; Society; Company;
- b) NGO-Government & NGO-Private sector partnerships: Rationale and practice;
- c) Sources of NGO Funding

Unit - III: Government and Foreign Grants:

- a) Eligibility,
- b) Requirements &
- c) Procedures with special reference to Foreign Contributions

UNIT - IV: Issues, Accountability, Mechanism & Problems:

- a) Issues of Governance; Capacity Building; Autonomy; Ethics.
- b) Accountability of NGOs: Rationale, Mechanisms and Problems;
- c) Formulation of a Welfare/Development Project Proposal including Monitoring and Evaluation arrangements.

Unit - V: Case Studies: Organisation, Functions and Working of;

- a) Self Employed Women's Association (SEWA)
- b) Red Cross Society of India

Recommended Readings:

1. Bava, N (Ed.) (1997) Non-Government Organisations in Development: Theory and Practice. Kanishka Publishers: New Delhi
2. Chandra, Suresh (2015) Non-Government Organisations. Rawat: Jaipur
3. Chatterjee, A (1998) NGOs: An Alternative Democracy in Hiranmay Karlekar Independent India: The First Fifty Years. Indian Council for Cultural Relations and Oxford University Press:New Delhi
4. Dantwala, M L; Sethi, Harsh and Pravin Visaria (Eds.) (1998) Social Change Through Voluntary Action. Sage Publications: New Delhi
5. Gangrade, K D and Jain S (1995) NGOs: Retrospect and Prospect. Friedrich Ebert Stiftung: New Delhi
6. Government of India (1994) An Action Plan to bring about Collaborative Relationship between Voluntary Organizations and Government. CAPART, Government of India: New Delhi (Available at: <http://pcserver.nic.in/ngo/reports.aspx>)
7. Government of India (2007) Report of the Steering Committee on Voluntary Sector for the Eleventh Five-Year Plan. Planning Commission: New Delhi
8. Handy, C (1990) Understanding Voluntary Organizations - How to make them Function Effectively?. Penguin Books: London

S. Y. B. A. SEMESTER - IV
(COMPULSORY CORE COURSES) Credits: 6

Paper - VII: Public Financial Administration

Learning Outcomes

Knowledge of various aspects of Public Financial Administration in general and in the Indian context in particular.

Understanding Public budgeting, Public financial institutions and financial resource mobilization strategies in the Indian context.

Deep understanding of the role of Comptroller and Auditor General in a public financial administration.

UNIT- I: Introduction:

- a) Meaning and Significance of Public Finance and Public Financial Administration.
- b) Ministry of Finance
- c) Union - State Financial Relation

UNIT- II: Financial Polices:

- a) Finance Commission: Composition, Functions and Role
- b) Monetary and Fiscal Policies and their Significance
- c) Role of Finance Minister in Fiscal Policy

UNIT - III: Budgetary Systems:

- a) Concept of Budget and Principles of Good Budgeting
- b) Types of Budgets: Traditional Budgeting, Performance Budgeting and Zero-Base Budgeting.
- c) Budgetary Process with special reference to India: Budget Preparation, Authorisation (Enactment) and Execution

UNIT - IV: Account and Audit:

- a) Concept and importance of Account and Audit
- b) Comptroller and Auditor General of India: Role, Importance & Functions

UNIT - V: Resource Mobilization, Tax Administration and Financial Control:

- a) Resource Mobilization: Tax and Non-Tax Sources, Public Borrowings and Deficit Financing.
- b) Tax Administration: Principles; Issues and Reforms.
- c) Legislative control over finances with special reference to Parliamentary Committees:

Recommended Readings:

1. Chand, P (2010) Control of Public Expenditure in India (2ndEdition). Allied Publishers: New Delhi.
2. Frank, Howard A (2006) Public Financial Management (1st Edition). CRC Press, Taylor & Francis Group: New York
3. Gupta, B N (2006) Indian Federal Finance and Budgetary Policy. Chaitanya Publishing House: Allahabad
4. Sury, M. M (1990) Government Budgeting in India. Commonwealth Publishers: New Delhi
5. Bhayana, S S and Singh S (2016): Public Personnel and Financial Administration, New Academics: Jalandhar.
6. Rabin, Jack; Vocino, Thomas; Hildreth, W Bartley; and Miller, J Gerald (2008):Handbook of Public Personnel Administration, Taylor & Francis: United Kingdom.
7. Mahajan, Sanjeev Kumar and Mahajan, Anupama Puri (2021): Financial Administration in India, PHI Learning: New Delhi.
8. Thavaraj, M J K (2001): Financial Administration in India, Sultan Chand, Delhi.
9. Goel, S. L. (2012):Public Financial Administration, Deep & Deep Publications, New Delhi.
10. के. आर. बंग (२०१५) "वित्तीय प्रशासन", विद्या बुक्स, औरंगाबाद.
11. सुधीर दिंडे (२००१३) "वित्तीय प्रशासन", निर्मल प्रकाशन, नांदेड.
12. पी. जी. चव्हाण (1982) "कर्मचारी व वित्तीय प्रशासन", शारदा प्रकाशन, नांदेड.

S. Y. B. A. Semester - IV

(Skill Enhancement Course) Credits: 4

Paper - VIII: Secretarial Practice

Learning outcomes

1. Developing an understanding of the basic concepts of office management.
2. Acquiring quality skills and competencies in office management, official correspondence and time management.

UNIT - I: Secretary

- a) Secretary: Meaning, Types & Importance (Relevance)
- b) Professional and Personal Qualities of a Secretary

UNIT - II: Duties and Responsibilities of a Personal Secretary

- a) Scheduling Appointments. Planning for Travel Arrangements for Officers on official duty;
- b) Organizing Meetings - Notice, Agenda, Quorum, Minutes; Handling of Mail;
- c) Use of Ready Reckoner, Office Manuals & Emergency Services

UNIT - III: Time Management

- a) Definition of Time Management, Importance of Time.
- b) Principles of Time Management & Setting priorities

UNIT - IV: Communication

- a) Communication: Definition, Importance, Kinds of Communication
- b) Barriers to Effective Communication
- c) Tools of Effective Communication

UNIT - V: Correspondence

- a) Correspondence: Meaning & Kinds of Correspondence (Business Correspondence, Banking Correspondence; Government Correspondence)
- b) Enquire Letter, Quotation, Order, Tender, Complaint letter, Adjustment Letter and their formats

Recommended Readings:

- 1) Bist, G. D. (2017) Officer Secretarial Practice. Shorthand House: New Delhi.
- 2) De Vires, Mary A (1995) Professional Secretary's Handbook: Guide to the Electronic and Conventional Office (3rd Edition). American Heritage: USA.
- 3) Debnath, B K (2001) A Guide to Secretarial Practice & Office Procedure. New Central Book Agency: Delhi.
- 4) France, Sue (2015) The Definitive Personal Assistant & Secretarial Handbook. Kegan Page: Delhi.
- 5) Kuchhal, M.C. (2008) Secretarial Practice (18th Edition). Vikas Publication: New Delhi.