

Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya, Latur
(Autonomous)



Structure and Curriculum of Four Year Multidisciplinary
Degree (Honors/Research) Programme with Multiple
Entry and Exit option

Undergraduate Programme of Public Administration

B.A. (Honors) Public Administration

Board of Studies

Public Administration

Rajarshi Shahu Mahavidyalaya, Latur (Autonomous)

[UG III Year]

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w.e.f. June, 2026

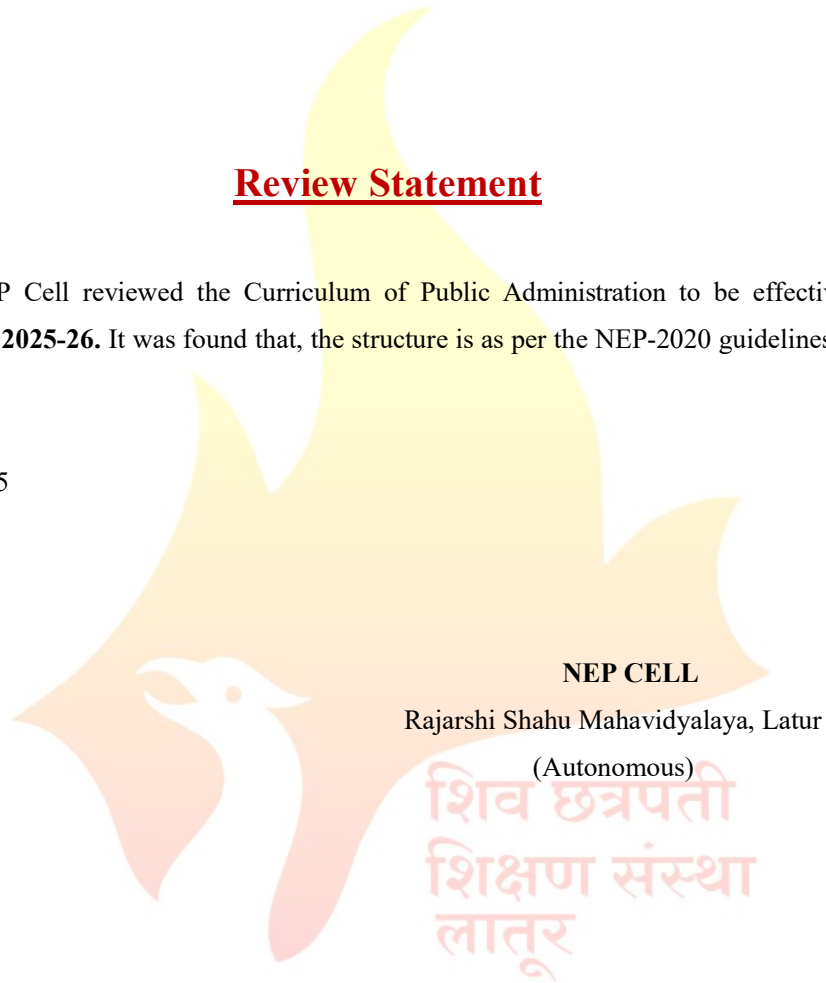
(In Accordance with NEP-2020)

Review Statement

The NEP Cell reviewed the Curriculum of Public Administration to be effective from the **Academic Year 2025-26**. It was found that, the structure is as per the NEP-2020 guidelines of Govt. of Maharashtra.

Date: 11/04/2025

Place: Latur



॥ आर्योह तमसो ज्योतिः॥

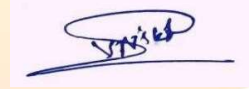
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CERTIFICATE

I hereby certify that the documents attached are the Bonafide copies of the Curriculum of **Public Administration** to be effective from the **Academic Year 2025-26**.

Date:

Place: Latur



(Dr. Vitesh Nikte. B.)

I/c Chairperson
Board of Studies in Public Administration
Rajarshi Shahu Mahavidyalaya, Latur
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Members of Board of Studies in Humanities & Social Studies Under the Faculty of Public Administration

Sr. No.	Name	Designation	In position
1	Dr. Nikte Vitesh Bharat In-charge, Department of Public Administration, Rajarshi Shahu Mahavidyalaya Latur, (Autonomous)	Chairperson	In-charge
2	Dr. Ashok Gaikwad Head, Dept. of Public Administration, Shahid Bhagatsing Mahavidyalaya, Killari, Dist- Latur Mob: 9881475289	Member	V.C. Nominee
3	Dr. Jayashri Birdavade Associate. Prof., Department of Public Administration, Arts, Comm & Sc. College, Deogoan Rangari, Aurangabad. Mob: 9823773260	Member	Academic Council Nominee
4	Dr. Vilas Gaikwad Head, Dept. of Public Administration, Matoshri Shantabai Gote Arts, Commerce & Science College, Washim Mob: 9881516115	Member	Expert from outside for Special Course
5	Mr Rajendra Dashrath Patil, Directors, Dwarkadas Shyamkumar Group, Latur 9421374478	Member	Expert from Industry
6	Miss Pratiksha More Rajarshi Shahu Mahavidyalaya Latur, (Autonomous)	Member	P.G. Alumni
7	Dr. Mahadev Jadhav	Member	Faculty Members
8	Dr. Vandana Mishra	Member	Faculty Members

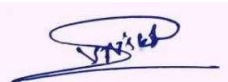
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From the Desk of the Chairperson...

B.A. (Degree) in Public Administration is a degree for those who seek leadership positions in public services. The students will learn the skills and techniques to design and implement policies, projects and programs to provide vital daily services and address important societal problems while attending day to day administrative issues in organizations. Students will be prepared for leadership and management positions in the public and non- profit sectors, at local, state and national levels with an emphasis on the development of effective and ethical management of organizations. The employment areas for (BA) Public Administration are in the field of Corporate Management, Economic Development, Indian Civil Services, Fire and Emergency Services, Public Works, Land Revenue Systems, Municipal Bodies, etc.

The curriculum of B.A. (Degree) Public Administration Program is prepared according to the Learning Outcomes Based Curriculum Framework (LOCF). It intends to help the learners in understanding the objectives of studying Public Administration. This curriculum will help them in understanding, critically engaging, analyzing and appreciating the societal and market relevance. The curriculum is prepared by considering the global, national and regional needs as well as skills required in administration of various employment sectors. Goal of the department is to prepare the students with administrative capabilities.

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(Dr. Vitesh Nikte. B.)

I/C Chairperson

Name & Signature of the Chairperson

Rajarshi Shahu Mahavidyalaya,
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Structure for Four Year Multidisciplinary Undergraduate Degree Programme Public Administration Multiple Entry and Exit (In accordance with NEP-2020)

Year & Level	Sem	Major		Minor	GE/ OE	VSC/ SEC (VSEC)	AEC/ VEC	OJT, FP, CEP, RP	Credit per Sem.	Cum./Cr. per exit
		DSC	DSE							
1	2	3		4	5	6	7	8	9	10
III 5.5	V	DSC IX: 04 Cr. DSC X: 04 Cr.	DSE-I :04 Cr	DSM III: 04 Cr. DSM IV: 02 Cr.	NA	VSC III : 02 Cr	VEC II: 02 Cr EVS	NA	22	132 Cr. UG Degree
	VI	DSC XI: 04 Cr. DSC XII: 04 Cr.	DSE-I :04 Cr	DSM V: 04 Cr.	NA	VSC IV : 02 Cr	NA Academic Project: 04 Cr.	22		
	Cum. Cr.	16	08	10	-	06	04	44		
Exit Option: Award of UG Degree in Major with 132 Credits or continue with Major and Minor										

Abbreviations:

1. DSC : Discipline Specific Core (Major)
2. DSE : Discipline Specific Elective (Major)
3. DSM : Discipline Specific Minor
4. GE/OE : Generic/Open Elective
5. VSEC : Vocational Skill and Skill Enhancement Course
6. VSC : Vocational Skill Course
7. SEC : Skill Enhancement Course
8. AEC : Ability Enhancement Course
9. MIL : Modern Indian Languages
10. IKS : Indian Knowledge System
11. FSRCE : Fostering Social Responsibility & Community Engagement
12. VEC : Value Education Course
13. OJT : On Job Training
14. FP : Field Project
15. CEP : Community Engagement Programme
16. CC : Co-Curricular Course
17. RP : Research Project/Dissertation
18. SES : Shahu Extension Services

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Public Administration

Year & Level	Semester	Course Code	Course Title	Credits	No. of Hrs.	
I 5.5	V	301PUB5101 (DSC-IX)	Administrative Theories and Thinkers	04	60	
		301PUB5102 (DSC-X)	Research Methodology	04	60	
		301PUB5201 DSE-I(a)/ 301PUB5201 DSE-I(b)	Cyber Crime Administrative Issues Disaster Administration	04	60	
		_____ (DSM-III)		04	60	
		_____ (DSM-IV)		02	30	
		301PUB5501 (VSC-III)	Budgetary Process in India	02	30	
		_____ (VEC-II)		02	30	
	Total Credits				22	
	VI	301PUB6101 (DSC-XI)	Public Policy	04	60	
		301PUB6102 (DSC-XII) IKS	Shivkalin Administration in Present Era	04	60	
		301PUB6202 DSE-II(a)/ 301PUB6202 DSE-II(b)	New Trends In Public Administration Or Office Administration	04	60	
		_____ (DSM-V)		04	60	
		301PUB6501 (VSC-IV)	Administrative Ethics	02	30	
		AIPC/OJT-I	Academic Project	04	60	
Total Credits				22		
Total Credits (Semester I & II)				44		

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Programme Outcomes (POs) for _____	
PO 1	
PO 2	
PO 3	
PO 4	
PO 5	
PO 6	

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Programme Specific Outcomes (PSOs) for B.A. (Degree) in Public Administration	
PSO No.	After completion of this programme the students will be able to -
PSO 1	Enable to use principles of Public Administration.
PSO 2	Develops the ability to create Administrative leadership quality.
PSO 3	Explain the impact of administrative reforms in Indian Administration
PSO 4	Able to recognize Law and Order in Indian Administration
PSO 5	Students will aware about Indian Judiciary System.
PSO 6	Change in view of students toward police administration.
PSO 7	Students are enable to understand compare between ancient and Modern Administration process.
PSO 8	Students will run e-centers in India through digital governance.
PSO 9	They will aware about National Digital Governance Scheme and Digital Governance development.

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Semester - V

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Faculty of Humanities & Social Sciences

Public Administration

B.A. T.Y. Sem.- V

Course Type: DSC-IX

Course Title: Administrative Theories and Thinkers

Course Code: 301PUB5101

Credits: 04

Max. Marks: 100

Lectures: 60 Hrs.

Learning Objectives:

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

- LO1 Understand the Theories of study of public administration.
- LO2 Application of the thoughts in organization.
- LO3 Practice the thoughts in modern era.
- LO4 Demonstrate the relevance of thoughts in modern organization.

Course Outcomes:

- CO1 Application of the thoughts in administrative system.
- CO2 Experiment of and on administrative systems.
- CO3 Apply the theoretical framework on administration.

Unit No.	Title of Unit & Contents	Hrs.
I	Indian Ancient Thinkers & Theories	18
	<ol style="list-style-type: none">1. Shukracharya –<ul style="list-style-type: none">• Shukraniti• State tree Theory• Theory on Kingdom2. Kautilya<ul style="list-style-type: none">• Views on Good Governance• Views on Corruption• Saptang Theory3. Shivchhatrapati- Thoughts<ul style="list-style-type: none">• Water Management• Military Administration• Central & State Administration	

Unit No.	Title of Unit & Contents	Hrs.
	Unit Outcomes: UO 1. Understand Shukrachrya Koutilya theories UO 2 know the Shivchatrapatis water management and armour policy.	
II	Indian Administrative Thinkers:	12
	1) Dr. Babasaheb Ambedkar : <ul style="list-style-type: none"> • Thoughts on Water Policy • The Civil Services 2) Mahatma Gandhi- <ul style="list-style-type: none"> • Gramswarajya • Trustship Theory 	
	Unit Outcome: UO 1. Explain the ideas of Dr. Babasaheb Ambedkar on Water Policy and the Civil Services and their relevance to public administration. UO 2 Explain Mahatma Gandhi's concepts of Gramswarajya and Trusteeship Theory and their significance in rural development and social welfare.	
III	Classical Thinkers:	18
	1) Henry Fayol: <ul style="list-style-type: none"> • Administrative Theory-Managerial Activities- POCCC • 14 Principles of Administration- • Administrative Training-Gang Plank 2) F.W. Taylor: <ul style="list-style-type: none"> • Scientific Management- • Principles of Scientific Management- • Functional Foremanship • Mental Revolution 3) Mary Parker Follett: <ul style="list-style-type: none"> • Constructive Conflict & Leadership: Understanding Conflicts- • Types of Conflict Revolution- • Bases of Integration-Giving Orders-Depersonalizing 	
	Unit Outcomes: UO1: Explain the administrative and scientific management principles of Henry Fayol and F.W. Taylor . UO2: Describe Mary Parker Follett's ideas on conflict management, leadership, and giving orders.	
IV	Motivational Theory	12
	1) Abraham Maslow <ul style="list-style-type: none"> • Motivation Hierarchy Theory 2) Duglas Mack Gragor <ul style="list-style-type: none"> • X – Theory • Y - Theory 	

Unit No.	Title of Unit & Contents	Hrs.
	3) Fredrick Herz Berg <ul style="list-style-type: none"> • Hygiene Theory • Motivation theory 	
	Unit Outcomes: UO1: Explain the motivation theories of Abraham Maslow and Douglas McGregor . UO2: Describe Frederick Herzberg's Hygiene and Motivation theories and their application in organizations.	

Learning Resources:

1. Maheshwari S.R., Administrative Thinkers, Associated Publishing House, New Delhi.
2. Prasad Ravindra & Others, Administrative Thinkers.
3. Sapru B.K., Administrative Theory & Management Thought Prentice Hall of India, New Delhi.
4. Singh B.P. & Chandra, Organization Theory & Behavior

Videos Recommended by the BoS in Public Administration

<https://www.youtube.com/watch?v=zraVCfMVpGI>

<https://www.youtube.com/watch?v=lq8u9gZ-TEE&t=869s>

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Public Administration

B.A. T.Y. Sem.- V

Course Type: DSC-X

Course Title: Research Methodology

Course Code: 301PUB5102

Credits: 04

Max. Marks: 100

Lectures: 60 Hrs.

Learning Objectives:

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

LO1 Understand the research Methodology of study of public administration.

LO2 Application of the thoughts in organization.

LO3 Practise the Research in modern era.

Course Outcomes:

CO1 Application of the Research Mythology in social sciences

CO2 To Build research ability in the Students.

Unit No.	Title of Unit & Contents	Hrs.
I	Research and Social Research	16
	a) Introduction b) Meaning of research and social research c) Characteristics of Social Research d) Objectives of Social Research e) Importance of Social Research	
	Unit Outcomes: UO 1. Explain the meaning, characteristics, objectives, and importance of social research	
II	Hypothesis	14
	a) Introduction b) Meaning of hypothesis c) Characteristics or Characteristics of Ideal Hypotheses d) Sources of Hypothesis e) Significance of Assumptions f) Types of Assumptions g) Difficulties or problems in generating hypotheses	

Unit No.	Title of Unit & Contents	Hrs.
	Unit Outcome: UO 1. know the meaning, characteristics, sources, types, significance, and problems of hypothesis in social research.	
III	Research Design	15
	a) Introduction b) Meaning of research design c) Essential elements or defining aspects of a research design d) Importance of Research Design e) Steps of research design f) Types of Research Design	
	Unit Outcomes: UO 1. Understand the meaning, importance, elements, steps, and types of research design.	
IV	Report Writing	15
	a) Types of Reports b) Research Report Format c) Principles of Writing Reports d) Steps Writing of Report e) Briefing	
	Unit Outcomes: UO 1. Explain the types, format, principles, and steps of research report writing and the concept of briefing.	

Learning Resources:

1. Kumar A. , Social Research Methods, Anmol Publication, New Delhi
2. Wilkinson and Bhandarkar, Methodology and Techniques of Social Research, Himalaya Publication, Mumbai
3. Kothari C R., Research Methodology - Methods and Techniques, Wiley Eastern Ltd., New Delhi
4. डॉ. आगलावे प्रदीप : सामाजिक संशोधन पद्धती शास्त्र व तंत्र, श्री साईनाथ प्रकाशन, नागपूर, २०१०
5. आहुजा राम : सामाजिक अनुसंधान, रावत पब्लिकेशन्स, जयपुर, २००४
6. भांडारकर पु.लं.: सामाजिक संशोधन पद्धती, महाराष्ट्र विद्यापीठ ग्रंथ निर्मिती मंडळ (तिसरी आवृत्ती), नागपूर, १९८७
7. डॉ. बोराडे रा.र. : संशोधन पद्धती शास्त्र, पुणे विद्यार्थी गृह प्रकाशन, पुणे, २००८
8. डॉ. पाटील वा.भा., २०१२, संशोधन पद्धती, प्रशांत पब्लिकेशन्स, जळगाव



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Faculty of Humanities & Social Sciences

Public Administration

B.A. T.Y. Sem.- V

Course Type: DSE-(a)

Course Title: **Cyber Crime and Administration Issues**

Course Code: 301PUB5201

Credits: 04

Max. Marks: 100

Lectures: 60 Hrs.

Learning Objectives:

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

LO1 Explain the basics of computers, their importance, stages of development, data communication, social media, and their impact on society

LO2 Explain the meaning of crime, types of crime, cybercrime, and information system threats and attacks.

LO3 Explain the meaning of security, mobile security, mobile communication, wireless communication, and the National Information Security Act

Course Outcomes:

CO1: Understand the fundamentals of computers, their development, importance, and related communication technologies.

CO2: Analyze the concepts of crime, cybercrime, and information system threats and attacks.

CO3: Apply knowledge of security concepts, mobile security, communication technologies, and information security practices to enhance cyber safety.

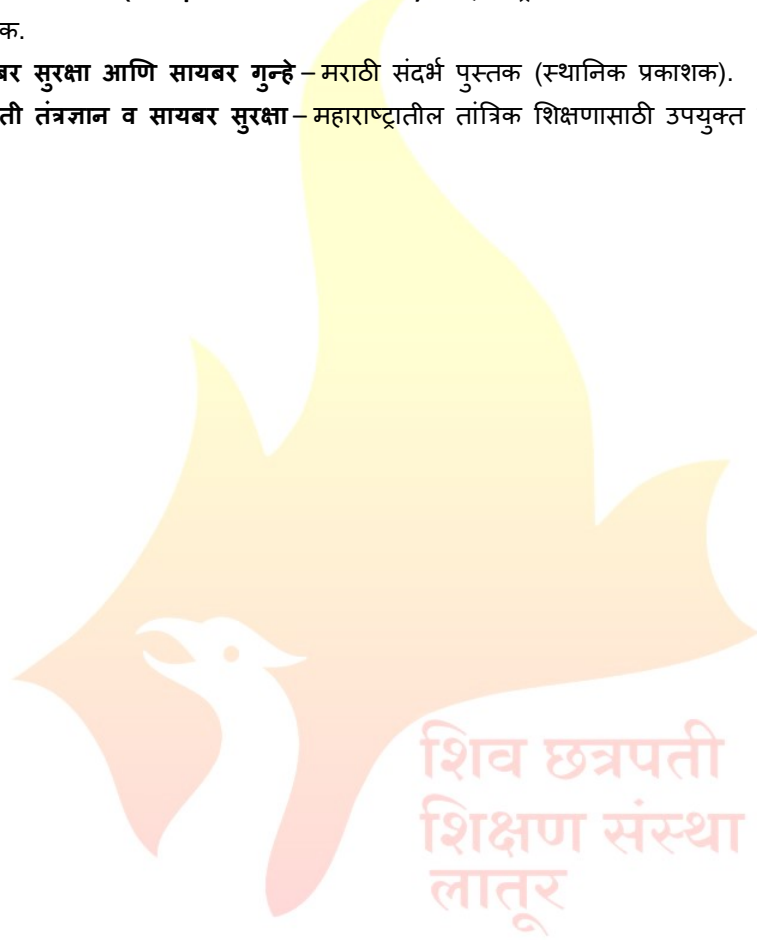
Unit No.	Title of Unit & Contents	Hrs.
I	Introduction of computer and technology	18
	Introduction of computer and technology <ul style="list-style-type: none">• Role of computer in modern society• Importance of computer• Developing stage of computer Computers related tools and concepts <ul style="list-style-type: none">• Data Communication• Social Media• Impact and awareness	
	Unit Outcomes: CO1: Understand the basics of computers, their role and importance in society, stages of development, and related concepts such as data communication, social media, and their impact.	

Unit No.	Title of Unit & Contents	Hrs.
II	Cyber crime	12
	<ul style="list-style-type: none"> • Meaning of Crime • Types of Crime • Meaning of Cyber crime • Information system threats and attacks defined 	
	Unit Outcome: UO 1. Understand the meaning and types of crime, cybercrime, and information system threats and attacks.	
III	Cyber crime and security	15
	<ul style="list-style-type: none"> • Meaning of security • Security in mobile • Mobile communication • Mobile devices wireless communication • Security National Information Act 	
	Unit Outcomes: UO1: Understand the concepts of security, mobile security, mobile communication, and wireless communication.	
IV	Crime issues in cyber crime administration	15
	<ul style="list-style-type: none"> • Cyber crime meaning • History cyber crime • Types cyber crime • Natures cyber crime systems • Cyber crime solution • Crime Administration role in Cyber Crime • Access physically security controls • AI and cyber crime administration 	
	Unit Outcomes: UO1: Understand the meaning, history, types, nature, and solutions of cybercrime. UO2: Explain the role of cybercrime administration, physical access security controls, and the use of AI in cybercrime administration.	

Learning Resources:

1. Cyber Security: Understanding Cyber Crimes, Computer Forensics and Legal Perspectives – Nina Godbole and Sunit Belapure
2. Computer Fundamentals – P. K. Sinha
3. Information Security Principles and Practice – Mark Stamp
4. Cyber Crime: Concepts, Prevention and Detection
5. कंप्यूटर का परिचय (Computer Fundamentals) – पी. के. सिन्हा (हिंदी संस्करण)
6. साइबर अपराध एवं सूचना सुरक्षा – विभिन्न हिंदी प्रकाशकों द्वारा उपलब्ध संदर्भ पुस्तकें।

7. कंप्यूटर एवं साइबर सुरक्षा – विश्वविद्यालय एवं प्रतियोगी परीक्षा हेतु हिंदी संदर्भ पुस्तक।
8. संगणक परिचय (Computer Fundamentals) – महाराष्ट्र राज्य तंत्रशिक्षण मंडळ (MSBTE) संदर्भ पुस्तक.
9. सायबर सुरक्षा आणि सायबर गुन्हे – मराठी संदर्भ पुस्तक (स्थानिक प्रकाशक).
10. माहिती तंत्रज्ञान व सायबर सुरक्षा – महाराष्ट्रातील तांत्रिक शिक्षणासाठी उपयुक्त संदर्भ पुस्तक.



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Faculty of Humanities & Social Sciences

Public Administration

B.A. T.Y. Sem.- V

Course Type: DSE-I (b)

Course Title: Disasters Administration

Course Code: 301PUB5201

Credits: 04

Max. Marks: 100

Lectures: 60 Hrs.

Learning Objectives:

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

LO1 Describe the key features and significance of the Disaster Management Act, 2005.

LO2 Analyze the major challenges and suggest solutions for effective disaster management.

LO3 Explain the roles and responsibilities of various stakeholders in disaster management.

Course Outcomes:

CO1: Understand the concepts of disaster management, the Disaster Management Act, 2005, the roles of different agencies, and the challenges in disaster management..

CO2: Studying the acts, administrative laws, policies on disaster management.

CO3: Knowing the role of a common man in disaster management

Unit No.	Title of Unit & Contents	Hrs.
I	Disaster Administration	12
	1) Disaster Administration a) Meaning and Types of Disaster b) Meaning and importance of Disaster Administration c) Phases of Disaster: Pre Disaster Management d) Phases of Disaster: Present Disaster Management e) Phases of Disaster: Post Disaster Management	
	Unit Outcomes: UO1: Understand the meaning, types, and importance of disaster administration. UO2: Explain the pre-disaster, during-disaster, and post-disaster management phases.	
II	Disaster Management Act, 2005: Overview	18
	a) Background of Disaster Act b) Provisions of Disaster Act c) Importance of Disaster Act	

Unit No.	Title of Unit & Contents	Hrs.
	Unit Outcome: UO 1. Explain the background, provisions, and importance of the Disaster Management Act, 2005.	
III	Role in Disaster Management	18
	a) National Disaster Management Authority b) State Disaster Management Authority c) District Disaster Management Cell <ul style="list-style-type: none"> • Collector • Superintendents of Police • Thashildar d) Citizen e) Media f) NGO's g) NCC & NSS	
	Unit Outcomes: UO1: Explain the roles of national, state, and district disaster management authorities. UO2: Describe the responsibilities of citizens, media, NGOs, NCC, and NSS in disaster management.	
IV	Problems of Disaster Management	12
	a) Fake News Disaster b) Corruption in Disaster c) Lack of Literacy for Disaster	
	Unit Outcomes: UO1: Identify the major problems in disaster management, including fake news, corruption, and lack of disaster literacy. UO2: Explain measures to overcome challenges in effective disaster management.	

Learning Resources:

1. Disaster Management – Harsh K. Gupta
2. Disaster Management – Anil K. Gupta
3. Introduction to International Disaster Management – Damon P. Coppola
4. Disaster Management in India
5. आपदा प्रबंधन – डॉ. हरिश्चंद्र शर्मा
6. आपदा प्रबंधन एवं आपदा न्यूनीकरण – हिंदी माध्यम के लिए संदर्भ पुस्तक।

7. आपदा प्रबंधन अधिनियम, 2005 (हिंदी संस्करण) – भारत सरकार.
8. आपत्ती व्यवस्थापन – महाराष्ट्र राज्य पाठ्यपुस्तक / तांत्रिक शिक्षण संदर्भ पुस्तक.
9. आपत्ती व्यवस्थापन आणि आपत्ती निवारण – मराठी संदर्भ पुस्तक.
10. आपत्ती व्यवस्थापन अधिनियम, 2005 (मराठी आवृत्ती) – महाराष्ट्र शासन / अधिकृत अनुवाद.
11. Disaster Management Act, 2005
12. National Disaster Management Authority Guidelines
13. National Institute of Disaster Management Training Manuals



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Faculty of Humanities & Social Sciences

Public Administration

B.A. T.Y. Sem.- V

Course Type: VSC-III

Course Title: **Budgetary Process in India**

Course Code: 301PUB5501

Credits: 02

Max. Marks: 50

Lectures: 30 Hrs.

Learning Objectives:

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

LO1 Understand the financial system.

LO2 Demonstrate various financial machineries and positions..

LO3 Demonstrate the implementation of schemes, programmes at local to national level.

LO4 Familiar with the rural local governance.

Course Outcomes:

CO1 Develop a local leadership.

CO2 Exhibit the efforts for rural development.

CO3 Apply the management and theory at local level.

CO4 Awareness of the basic governing system as well as development measures.

Unit No.	Title of Unit & Contents	Hrs.
I	Budget	14
	<ul style="list-style-type: none">• Meaning of Budget• History of Budget• Importance of Budget• Principle of Good Budget• Types of Budget	
	Unit Outcomes:	
II	Budgetary Process	08
	<ol style="list-style-type: none">a. Preparationb. Legislationc. Execution	
	Unit Outcome:	

Unit No.	Title of Unit & Contents	Hrs.
III	Budgetary Process Financial Machineries : Organization & Functions	08
	a. Finance Ministry b. Reserve Bank of India c. CAG	
	Unit Outcomes:	

Learning Resources:

1. Thavraj MJK, Financial Administration of Indian, Sultan chand & Sons, New Delhi.
2. Gadhak B.N., Financial Management of Government
3. Agraval B.N., Financial Administration
4. Sharma M.K., Financial Administration



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Semester - VI

शिक्षण संस्था
लातूर

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Faculty of Humanities & Social Sciences

Public Administration

B.A. T.Y. Sem.- VI

Course Type: DSC-IX

Course Title: Public Policy

Course Code: 301PUB6101

Credits: 04

Max. Marks: 100

Lectures: 60 Hrs.

Learning Objectives:

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

LO 1 Policy making process.

LO 2 Application and analysis of policy .

LO 3 Develop critical thinking about public policy issues.

LO 4How to conduct professional analyses of social, political, and economic structures and bureaucratic processes.

Course Outcomes:

CO 1 Students are equipped to work in development and public policy organizations.

CO 2 Preferred in the jobs as Policy Analyzer.

CO 3 Preferred in the Policy Affairs

Unit No.	Title of Unit & Contents	Hrs.
I	Public Policy	18
	a) Meaning of Public Policy b) Nature of Public Policy c) Scope of Public Policy d) Types Public Policy e) Importance Public Policy f) Need of Public Policy	
	Unit Outcomes: UO 1.	

Unit No.	Title of Unit & Contents	Hrs.
II	Public Policy Formulation	12
	a) Stages of Public Policy Formulation b) Bases Public Policy Formulation c) Elements Public Policy Formulation d) Challenges of Public Policy Formulation	
	Unit Outcome: UO 1.	
III	Implementation of Public Policy	12
	a) Meaning of Implementation of Public Policy b) Elements of Implementation of Public Policy c) Machineries Implementation of Public Policy d) Hurdles Implementation of Public Policy	
	Unit Outcomes: UO 1.	
IV	Evaluation of Public Policy & Recent Policies in India	18
	a) Objectives of Evaluation of Public Policy b) Criteria of Evaluation of Public Policy c) Machineries of Evaluation of Public Policy d) Recent Policies and Schemes in India <ul style="list-style-type: none"> • National Education Policy, 2019 • National Environment Policy, 2016 	
	Unit Outcomes: UO 1.	

Learning Resources:

- 1) Chakrabarty Bidyut & Chand Prakash, 2016, Public Policy: Concept, Theory & Practice, Sage Publications, New Delhi
- 2) Dye Thomas 1975, Understanding Public Policy, Englewood Cliffs, NJ Prentice Hall
- 3) Dror Yehezkel, 1974, Public Policy Making: Re-examined, Leonard Hill Books, Bedfordshire
- 4) पोहेकर प्रीती, 2017, भारताचे सार्वजनिक धोरण, विद्या बुक्स पब्लिशर्स, औरंगाबाद



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Faculty of Humanities & Social Sciences

Public Administration

B.A. T.Y. Sem.- VI

Course Type: DSC-IKS

Course Title: Shivkalin Administration in Present Era

Course Code: 301PUB6102

Credits: 04

Max. Marks: 100

Lectures: 60 Hrs.

Learning Objectives:

1. To Know Middle age Administrative system.
2. To Know Shivkalin Revenue, Judiciary Administrative Systems.
3. To know Women's Policy and Currents Women's policy.
4. To Know Shivkalin Agriculture Systems and Welfare Policy.

Course Outcomes :

01. Awareness about the middle age Administrative Systems.
02. He Know the Shivkalin Judiciary Systems and awareness its system need present era in India
03. He know the Shivkalin Revenue Systems and its comparisons present revenue systems.
04. He know the Shivkalin Water Management & Agriculture Policy and he prepare to its implementation of present era.

Unit No.	Title of Unit & Contents	Hrs.
I	Medieval Periods Administrative Systems	15
	01. MogulKalin Social & Administration System A. Mogulkalin Social System B. MogulKalin Revenue System C. MogulkalinJudiciary System 02. British : Social System & Administration System A. British kalin Social System B. British kalin Revenue System C. British kalinJudiciary System	
	Unit Outcomes: UO 1. To know Mogul and British kalin social , Revenue and Judiciary systems	

Unit No.	Title of Unit & Contents	Hrs.
II	Shivaklin Judiciary Administration System	14
	<ol style="list-style-type: none"> 1. AshtPradhan Mandal 2. Rural Judiciary – Gram Nayalya 3. Military Administration –Father of Indian Armaour 4. Comparison of Present Judiciary Systems 5. Women’s Policy - 6. Comparison of Present Women’s Policy- Act 	
	<p>Unit Outcome:</p> <p>UO 1. To know Shivkalin Judiciary Administrative system , comparison with present policy</p>	
III	Shivaklin Revenue System	16
	<ol style="list-style-type: none"> 01. Revenue System- Rayatwari Revenue System Mahalwari Revenue System Kayamdharma Revenue System 02. Lands - measurement System Bighavani, PikPahani & Sara Akarani Systems 03. Revenue Officers Vatandar- Pargana & Gram level – Patil, Kulkarni – Deshpande, Deshmukh . 04. Shivkalin lands Remarks, Revenue and Present era 	
	<p>Unit Outcomes:</p> <p>UO 1. To know detail information about Shivkalin Revenue system and its implementation in present era.</p>	
IV	Shivaklin Water Management & Agricultural Policy	15
	<ol style="list-style-type: none"> 1. Resource of Water 2. Techniques of Water management 3. Comparison of Present Water Management 4. Modern land Measurement Systems 5. Welfare Agriculture policy 6. Shivkalin Agriculture Policy Importance Present era 	
	<p>Unit Outcomes:</p> <p>UO 1. To know in detail Shivkalin water management and Agricultural policy</p>	

Learning Resources:

- 1) मराठ्यांचा इतिहास, रोडे सोमनाथ, (१९९८) पिंपळापुरे अँड कंपनी पब्लिशर्स, नागपूर,
- 2) मराठ्यांचा इतिहास, के. जे. शहा विनायक प्रिंटेर्स, पुणे गवळी पी. ए., (१९९९) कैलास पब्लिकेशन, औरंगाबाद
- 3) मराठ्यांचा इतिहास, गाठाळ साहेबराव, कैलास पब्लिकेशन, औरंगाबाद
- 4) भारताचा इतिहास (इ.स. ६५० ते १५५०), मर्डीकर मदन (२००२), विद्या बुक्स पब्लिशर्स, औरंगाबाद,
- 5) मराठेकालीन संस्था व विचार, गायकवाड, सरदेसाई, थोरात व हनुमाने (१९९० , फडके बुक सेलर्स, कोल्हापूर.
- 6) मध्यमुगीन भारताचा इतिहास, (१००० ते १७०७), कठारे अनिल, (२०१३), प्रशांत पब्लिकेशन, जळगाव. गायधनी र.ना, (२००५),
- 7) मध्यमुगीन भारताचा इतिहास, (इ. स .७५० ते १७६१ पर्यंत) के सागर पब्लिकेशन, पुणे.
- 8) शिवकाळ व पेशवाईतील महारांचा इतिहास, कठारे अनिल, (२०११, चौथी आवृत्ती) पुनम प्रकाशन, कंधार.
- 9) शिवकाळ व पेशवाईतील स्त्री जीवन, देशमुख शारदा, (१९१९), टिळक महाराष्ट्र विद्यापीठ, पुणे.
- 10) मध्यमुगीन भारताचा इतिहास, रोडे सोमनाथ, (१९९९), पिंपळापुरे अँड कंपनी पब्लिशर्स, नागपूर.
- 11) मराठ्यांचा इतिहास खंड पहिला, कुलकर्णी अ.रा. व खरे ग.ह. (संपा.), (२०१०), कॉन्टिनेन्टल प्रकाशन, पुणे.
- 12) मराठ्यांचा इतिहास खंड दुसरा, कुलकर्णी अ.रा. व खरे ग.ह. (संपा.), (२०१०), कॉन्टिनेन्टल प्रकाशन, पुणे.
- 13) शिवाजी कोण होता?पानसरे गोविंद (२०१६) लोकवाडमय ग्रह, मुंबई,
- 14) मोगल मराठा संघर्ष, पगडी सेतुमाधवराव (संपा.). (१९६४), चित्रशाळा प्रेस, पुणे. मराठ्यांचे
- 15) छत्रपती संभाजी महाराज यांचे चरित्र, बेंद्रे वा. सी. (१९६०), वा.सी. बेंद्रे पुणे,
- 16) मराठी रियासत, (खंड पहिला), सरदेसाई, गो.स., (१९८९), पॉप्युलर प्रकाशन, मुंबई.



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Faculty of Humanities & Social Sciences

Public Administration

B.A. T.Y. Sem.- VI

Course Type: DSE II (a)

Course Title: New Trends & Issues in Public Administration

Course Code: 301PUB6201

Credits: 04

Max. Marks: 100

Lectures: 60 Hrs.

Learning Objectives:

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

LO1 Introduce the study of public administration by exploring the role of its various branches.

LO2 Application of study branches in a our democratic country

LO3 Make an Indianization of recent and emerging trends in public administration.

LO4 Emerging trends in the discipline of public administration

Course Outcomes:

CO1 Compare the disciplines.

CO2 Application of recent trends in Indian context

Unit No.	Title of Unit & Contents	Hrs.
I	New Public Administration & New Public Management	16
	1 Meaning, of New Public Administration & NPM 2 Nature of New Public Administration & NPM 3 Characteristics New Public Administration & NPM History of New Public Administration	
	Unit Outcomes: UO 1.	
II	Development Administration	12
	1 Meaning, 2 Characteristics 3 Nature, 4 Functions	
	Unit Outcome: UO 1.	

Unit No.	Title of Unit & Contents	Hrs.
III	Environment Administration	18
	<ol style="list-style-type: none"> 1. Meaning, 2. Nature & 3. Importance 4. Sustainable Development : SDGs 5. Importance of Sustainable Development 6. Challenges of Sustainable Development in India 	
	Unit Outcomes: UO 1.	
IV	Issues in Public Administration	12
	<ol style="list-style-type: none"> 1. Citizen Participation 2. Administrative Culture 3. New Public Service 4. PPP- Public Private Partnership 5. Job Satisfaction 	
	Unit Outcomes: UO 1.	

Learning Resources:

- Chitlangi B.M., Recent Trends in Public Administration, RBSA Publishers, Jaipur.
- Bhattacharya Mohit, New Horizons of Public Administration, Jawahar Publishers, New Delhi.
- Gajanan R.P, Sharma Anoop, Problem of Public Administration, Cresnet Publishing Corporation, New Delhi.
- Pohekar Priti, Lokprashasanatil Nawprawah, Aruna Prakashan, Latur, 2009
- Subhash Bhinge Gourav Granth (Autonomous)



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Faculty of Humanities & Social Sciences

Public Administration

B.A. T.Y. Sem.- VI

Course Type: DSE- II (b)

Course Title: Office Administration

Course Code: 301PUB6201

Credits: 04

Max. Marks: 100

Lectures: 60 Hrs.

Learning Objectives:

Course Objectives:

CO1: Creating awareness for procedures and techniques for office administration.

CO2: Providing the knowledge, skills and competencies to function in the modern office environment.

CO3: Laying down the foundation for career development and further studies in the field of executing.

Unit No.	Title of Unit & Contents	Hrs.
I	Office Administration	18
	a) Meaning of Office Administration b) Nature of Office Administration c) Scope of Office Administration d) Importance of Office Administration	
	Unit Outcomes: UO 1.	
II	Office Administration in Government Organization	12
	a) Record Keeping b) Office Communication c) E-Filing d) Sanitary	
	Unit Outcome: UO 1.	
III	Private Office Administration	18
	a) Receptions	

Unit No.	Title of Unit & Contents	Hrs.
	b) Hospitality c) Goodwill Unit Outcomes: UO 1.	
IV	Problems of Office Administration	12
	a) Personnel Problems b) Lack of Work culture c) Stress Management <ul style="list-style-type: none"> • Meaning of Stress • Causes of Stress • Ways to Release Stress Unit Outcomes: UO 1.	

Learning Resources:

- S.P. Arora, Office Organisation and Management.
- Standing Ford O, Filing and Indexing.
- Standing Ford, Simplifying Office Work.
- Urwick L., The Elements of Administration.
- Vasudeven Ghosh, Personnel Management.
- Wally, Handbook of Office Management.
- Wilis, Quality Control in the Office.
- Zane K Ruible, Introduction to Administrative Office Management.
- आर.सी. भाटिया, कार्यालय प्रबंध.
- पी.पी.भार्गव, जी.एस. सुधा, कार्यालय प्रबंध.
- प्रा. सुरेश भिरुड, प्रा. भास्कर नाफडे, व्यावसायिक संज्ञापन.
- माधव शिरवलकर, ई-मेल व चॅट.
- डॉ. सुधीर बोधनकर, प्रा. विवेक अलोणी, मराठी संसाधनांचे व्यवस्थापन.
- डॉ. ब्राम्हणकर, डॉ. चोळकर, प्रा. देशमुख, कार्यालयीन व्यवस्थापन.

- मोहन आपटे, इंटरनेट - एक कल्पवृक्ष.
- डॉ. अनिल लोहार डॉ. छाया सुखदाने, आधुनिक कार्यालय व्यवस्थापन
- डॉ. वशिष्ठ बन, कार्यालय प्रशासन



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Faculty of Humanities & Social Sciences

Public Administration

B.A. T.Y. Sem.- VI

Course Type: VSC- IV

Course Title: Administrative Ethics

Course Code: 301PUB6501

Credits: 02

Max. Marks: 50

Lectures: 30 Hrs.

Learning Objectives:

LO1 Introduce the study of Ethics in public administration.

LO2 Make an Indianization of recent and emerging trends in public administration.

LO3 Emerging trends in the discipline of public administration

Course Objectives:

CO1: Creating awareness for Ethics and Values any administration.

CO2: Providing the knowledge, skills and competencies to function in the modern Society

CO3: Laying down the foundation for career development and further studies in the field of executing.

Unit No.	Title of Unit & Contents	Hrs.
I	Ethics - Concepts & Features	10
	<ul style="list-style-type: none">• Meaning of Ethics• History of Indian Value & Ethics• Importance of Ethics• Types of Ethics	
	Unit Outcomes: UO 1.	
II	Ethics in Administration	12
	<ul style="list-style-type: none">• State Philosophy of Ethics• Work Culture• Administrative Ethics• Good Governance• Administrative Ethics in India- Challenges• Administrative Ethics - Utilites	
	Unit Outcome: UO 1.	

Unit No.	Title of Unit & Contents	Hrs.
III	Important Acts for Administrative Ethics	08
	<ul style="list-style-type: none"> • Rule of All India Services-1968 • Maharashtra Civil Service Behavior Act- 179 • Maharashtra Rights of Public Service Act- 2015 	
	Unit Outcomes: UO 1.	

Learning Resources:

- १) सुब्रमण्यम भालचंद्र केळकर, २०२४, नीतिशास्त्र व संबंधित संकल्पना, चाणक्य मंडल परिवार, पुणे
- २) श्रीकांत भगत, २०२३, नीतिशास्त्र और सिविल सेवा, मायक्रो व्हील एज्युकेशन (इंडिया) प्रायव्हेट लिमिटेड
- ३) डॉ. पंचशील एकंबेकर अँड आदर, २०१०, लोकप्रशासनातील नवप्रवाह, जी. कतुरवार मारुती राजेश्वर राव, नांदेड

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Extra Credit Activities

Sr. No.	Course Title	Credits	Hours T/P
1	MOOCs	Min. of 02 credits	Min. of 30 Hrs.
2	Certificate Courses	Min. of 02 credits	Min. of 30 Hrs.
3	IIT Spoken English Courses	Min. of 02 credits	Min. of 30 Hrs.

Guidelines:

Extra -academic activities

1. All extra credits claimed under this heading will require sufficient academic input/ contribution from the students concerned.
2. Maximum 04 extra credits in each academic year will be allotted.
3. These extra academic activity credits will not be considered for calculation of SGPA/CGPA but will be indicated on the grade card.

Additional Credits for Online Courses:

1. Courses only from SWAYAM and NPTEL platform are eligible for claiming credits.
2. Students should get the consent from the concerned subject Teacher/Mentor/Vice Principal and Principal prior to starting of the course.
3. Students who complete such online courses for additional credits will be examined/verified by the concerned mentor/internal faculty member before awarding credits.
4. Credit allotted to the course by SWAYAM and NPTEL platform will be considered as it is.

Additional Credits for Other Academic Activities:

1. One credit for presentation and publication of paper in International/National/State level seminars/workshops.
2. One credit for measurable research work undertaken and field trips amounting to 30 hours of recorded work.
3. One credit for creating models in sponsored exhibitions/other exhibits, which are approved by the concerned department.
4. One credit for any voluntary social service/Nation building exercise which is in collaboration with the outreach center, equivalent to 30 hours
5. All these credits must be approved by the College Committee.

Additional Credits for Certificate Courses:

1. Students can get additional credits (number of credits will depend on the course duration) from certificate courses offered by the college.
2. The student must successfully complete the course. These credits must be approved by the Course Coordinators.
3. Students who undertake summer projects/ internships/ training in institutions of repute through a national selection process, will get 2 credits for each such activity. This must be done under the supervision of the concerned faculty/mentor.

Note:

1. The respective documents should be submitted within 10 days after completion of Semester End Examination.
2. No credits can be granted for organizing or for serving as office bearers/ volunteers for Inter-Class / Associations / Sports / Social Service activities.
3. The office bearers and volunteers may be given a letter of appreciation by the respective staff coordinators. Besides, no credits can be claimed for any services/ activities conducted or attended within the college.
4. All claims for the credits by the students should be made and approved by the mentor in the same academic year of completing the activity.
5. Any grievances of denial/rejection of credits should be addressed to Additional Credits Coordinator in the same academic year.
6. Students having a shortage of additional credits at the end of the third year can meet the Additional Credits Coordinator, who will provide the right advice on the activities that can help them earn credits required for graduation.

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Examination Framework

Theory:

40% Continuous Assessment Tests (CATs) and 60% Semester End Examination (SEE)

Practical:

50% Continuous Assessment Tests (CATs) and 50% Semester End Examination (SEE)

Course	Marks	CAT & Mid Term Theory				CAT Practical		Best Scored CAT & Mid Term	SEE	Total
		Att.	CAT I	Mid Term	CAT II	Att.	CAT			
1	2	3				4		5	6	5 + 6
DSC/DSE/ GE/OE/Minor	100	10	10	20	10	-	-	40	60	100
DSC	75	05	10	15	10	-	-	30	45	75
Lab Course/AIPC/ OJT/FP	50	-	-	-	-	05	20	-	25	50
VSC/SEC/ AEC/VEC/CC	50	05	05	10	05	-	-	20	30	50

Note:

1. All Internal Exams are compulsory
2. Out of 02 CATs best score will be considered
3. Mid Term Exam will be conducted by the Exam Section
4. Mid Term Exam is of Objective nature (MCQ)
5. Semester End Exam is of descriptive in nature (Long & Short Answer)
6. CAT Practical (20 Marks): Lab Journal (Record Book) 10 Marks, Overall Performance 10 Marks