

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]

**Rajarshi Shahu Mahavidyalaya,
Latur (Autonomous)**
w.e.f. June, 2025

(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

NEP CELL

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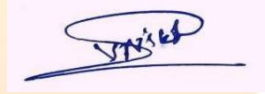
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CERTIFICATE

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

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Members of Board of Studies in Humanities & Social Studies

Under the Faculty of Public Administration

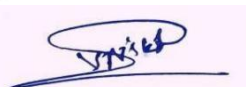
Sr. No.	Name	Designation	In position
1	Dr. Nikte Vitesh Bharat In-charge, Department of Public Administration, Rajarshi Shahu Mahavidyalaya Latur, (Autonomous)	Chairperson	In-charge
2	Dr. Ashok Gaikwad Head, Dept. of Public Administration, Shahid Bhagatsing Mahavidyalaya, Killari, Dist- Latur Mob: 9881475289	Member	V.C. Nominee
3	Dr. Jayashri Birdavade Associate. Prof., Department of Public Administration, Arts, Comm & Sc. College, Deogaoan 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

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.

॥ आरोग्यं तमसो ज्योतिर्गच्छति ॥



(Dr. Vitesh Nikte. B.)

Rajarshi Shahu Mahavidyalaya,
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I/C Chairperson

Name & Signature of the Chairperson



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Faculty of Humanities & Social Science

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

Year & Leve 1	Sem	Major		Minor	GE/ OE	VSC/ SEC (VSEC)	AEC/ VEC	OJT, FP, CEP, RP	Credi t 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. OE : Open Elective
5. VSEC : Vocational Skill and Skill Enhancement Course
6. VSC : Vocational Skill Courses
7. SEC : Skill Enhancement Course
8. AEC : Ability Enhancement Course
9. MIL : Modern Indian Languages
10. IKS : Indian Knowledge System
11. VEC : Value Education Courses
12. OJT : On Job Training
13. FP : Field Projects
14. CEP : Fostering Social Responsibility & Community Engagement (FSRCE)
15. CC : Co-Curricular Courses
16. RP : Research Project/Dissertation
17. SES : Shahu Extension Services

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Programme Outcomes (POs) for B.A. Degree Programme	
PO	Upon completion of this programme the students will be able to
PO 1	To prepare for various types of Competitive Examinations.
PO 2	To get higher education in the field of history and archaeology.
PO 3	Being a subject of social science, history has its own value in society and human life. It helps the students to develop their ethical and social value. They could gather knowledge about the heritage and traditions of their own country and the others.
PO 4	Awareness will be created in the minds of students regarding the preservation of historical, cultural and heritage sites.
PO 5	Students will be able to work in tourism industry.
PO 6	The students will become a responsible and sensible citizen after the curriculum of BA History.
PO 7	It will be helpful to the students to get government job opportunities in the government or private museums.
PO 8	The students will become employable due to the study of Modi Script.

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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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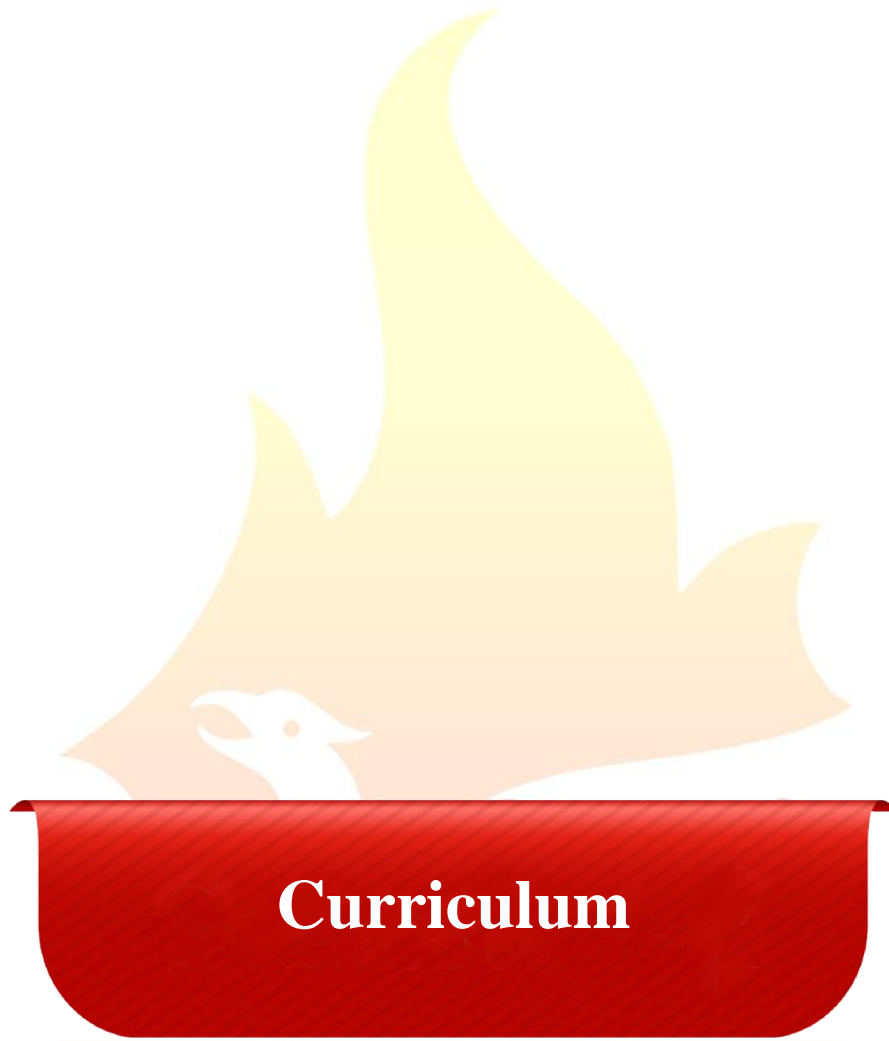
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Public Administration

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



Curriculum

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Major and VSC Courses

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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: _____

Credits: 04

Max. Marks: 100

Lectures: 60 Hrs.

Learning Objectives:

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

- LO 1. The Theories of study of public administration.
- LO 2. Application of the thoughts in organization.
- LO 3. Practicing the thoughts in modern era.
- LO 4. Demonstrate the relevance of thoughts in modern organization.

Course Outcomes:

- CO 1. Application of the thoughts in administrative system.
- CO 2. Experiment on administrative systems.
- CO 3. Application of the theoretical framework on administration.

Unit No.	Title of Unit & Contents	Hrs.
I	Indian Ancient Thinkers & Theories	18
	<ul style="list-style-type: none">1. Shukracharya –<ul style="list-style-type: none">1. Shukraniti2. State tree Theory3. Theory on Kingdom2. Kautilya<ul style="list-style-type: none">1. Views on Good Governance2. Views on Corruption3. Saptang Theory3. Shivchhatrapati- Thoughts<ul style="list-style-type: none">1. Water Management2. Military Administration3. Welfare Administration4. Central & State Administration5. Judiciary Process & Administration	
	Unit Outcomes: UO 1. Do understand the governing in ancient India.	
II	Indian Administrative Thinkers:	12

Unit No.	Title of Unit & Contents	Hrs.
	1. Dr. Babasaheb Ambedkar : <ol style="list-style-type: none"> 1. Thoughts on Water Policy 2. Thoughts on Agriculture & land reforms 3. Social Justice 4. The Indian Civil Service 2. Mahatma Gandhi- <ol style="list-style-type: none"> 1. Gram Swarajya 2. Trustship Theory 3. Good Governance (Service and self Reliance) 4. Philosophy of Ganthiyan management 	
	Unit Outcomes: UO 1. To understand the thoughts on administration Indian thinkers . UO 2 To understand the thoughts on Civil services by Dr. Ambedkar & M. Gandhi.	
III	Classical Thinkers:	18
	1. Henry Fayol: <ol style="list-style-type: none"> 1. Administrative Theory-Managerial Activities- POCCC 2. 14 Principles of Administration- 3. Administrative Training-Gang Plank 2. F.W. Taylor: <ol style="list-style-type: none"> 1. Scientific Management- 2. Development of Scientific Management 3. Principles of Scientific Management- 4. Functional Foremanship 5. Mental Revolution 3. Mary Parker Follett: <ol style="list-style-type: none"> 1. Constructive Conflict & Leadership: Understanding Conflicts- 2. Types of Conflict Revolution- 3. Bases of Integration-Giving Orders-Depersonalizing 4. Orders-Leadership 	
	Unit Outcomes: UO 1. To enlighten thoughts regarding management theories of western thinkers.	
IV	Motivational Theory	12
	1. Abraham Maslow <ol style="list-style-type: none"> 1. Motivation Hierarchy Theory 2. Douglas MacGregor <ol style="list-style-type: none"> 1. X – Theory 2. Y - Theory 3. Fredrick Herzberg <ol style="list-style-type: none"> 1. Hygiene Theory 2. Motivation theory 	
	Unit Outcomes: UO 1. To understand the theories on motivation of western political and administrative thinkers.	

Learning Resources:

Format: (Arrange on the basis of the name of the book in alphabetical order)

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: _____

Credits: 04

Max. Marks: 100

Lectures: 60 Hrs.

Learning Objectives:

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

- LO 1. Understand the research Methodology of study of public administration.
- LO 2. Application of the thoughts in organization.
- LO 3. Practise the Research in modern era.

Course Outcomes:

- CO 1. Application of the Research Mythology in social sciences
- CO 2. To Build research ability in the Students.
- CO 3. To develop skills to write clear, concise and well organized research reports

Unit No.	Title of Unit & Contents	Hrs.
I	Research and Social Research	16
	<ul style="list-style-type: none">1. Introduction2. Meaning of research and social research3. Characteristics of Social Research4. Essential / good qualities of a researcher in scientific research5. Objectives of Social Research6. Importance of Social Research7. Limitations of Classical Methodology in Social Sciences	
	Unit Outcomes: UO 1. Understand the concept, objectives and significance of research.	
II	Hypothesis	14
	<ul style="list-style-type: none">1. Introduction2. Meaning of hypothesis3. Characteristics or Characteristics of Ideal Hypotheses4. Sources of Hypothesis5. Significance of Assumptions6. Types of Assumptions7. Difficulties or problems in generating hypotheses	
	Unit Outcomes: UO 1. To Recognise the role of hypothesis in the research process and design.	
III	Research Design	15
	<ul style="list-style-type: none">1. Introduction	

Unit No.	Title of Unit & Contents	Hrs.
	2. Meaning of research design 3. Essential elements or defining aspects of a research design 4. Importance of Research Design 5. Steps of research design 6. Types of Research Design Unit Outcomes: UO 1. To develop a basic research design framework for a selected research topic.	
IV	Report Writing	15
	1. Types of Reports 2. Planning of Report Writing 3. Research Report Format 4. Principles of Writing 5. Documentation 6. Data and Data Analysis reporting in a Thesis 7. Writing of Report 8. Typing of Report 9. Briefing Unit Outcomes: UO 1. To develop skills to write clear, concise and well organized research reports.	

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. बोरडे 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: _____

Credits: 04

Max. Marks: 100

Lectures: 60 Hrs.

Learning Objectives:

- LO 1. Students will be able to recognize and categorized various types of Cyber crime
- LO 2. Recognize the impact of Cyber crime
- LO 3. Understand relevant legal framework

Course Objectives:

- CO 1. To Build Computer Awareness in his life.
- CO 2. To Build Literacy on cybercrime.

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">1. Role of computer in modern society2. Importance of computer3. Developing stage of computer4. Computer input output device Computers related tools and concepts <ul style="list-style-type: none">1. Data Communication2. Mobile Communication3. Social Media4. Impact and awareness Unit Outcomes: UO 1. Understand the fundamentals of information and communication technology.	
II	Cyber crime	12
	<ul style="list-style-type: none">1. Meaning of Crime2. Types of Crime3. Meaning of Cyber crime4. Information system threats and attacks defined Unit Outcome: UO 1. Recognize preventive measures and best practices for online safety and cyber security.	

Unit No.	Title of Unit & Contents	Hrs.
III	Cyber crime and security	15
	1. Meaning of security 2. Security in mobile 3. Mobile communication 4. Mobile devices wireless communication 5. Security National Information Act Unit Outcomes: UO 1. Understand the concept of cyber crime and cyber security and their significance in the digital world.	
IV	Crime issues in cyber crime administration	15
	1. Cyber crime meaning 2. History cyber crime 3. Types cyber crime 4. Natures cyber crime systems 5. Cyber crime solution 6. Crime administration role 7. Access physically security controls 8. AI and cyber crime administration Unit Outcomes: UO 1. Understand the administrative challenges in dealing with cybercrimes.	

Learning Resources:

1. Fundamental of Computers, E Balaguru Swamy, TataMc- Graw Hill Publishing Co. Ltd.-New Delhi
2. Computer Fundamentals, Ankita Goel, Pearson Publications
3. Fundamentals of Computer Science, V. Rajaraman and N. Adabala, Prentice Hall India Learning Private Limited Publications
4. <https://www.geeksforgeeks.org/basics-computer-networking/>
5. https://mycsvtunotes.weebly.com/uploads/1/0/1/7/10174835/computer_fundamental_complet_ei.pdf
6. Cyber Security Understanding Cyber Crimes, Computer Forensics and Legal Perspectives by Sumit Belapure and Nina Godbole, Wiley India Pvt. Ltd. (First Edition, 2011)
7. Security in the Digital Age: Social Media Security Threats and Vulnerabilities by Henry A. Oliver, Create Space Independent Publishing Platform. (Pearson , 13th November, 2001) \
8. Electronic Commerce by Elias M. Awad, Prentice Hall of India Pvt Ltd.
9. Cyber Laws: Intellectual Property & E-Commerce Security by Kumar K, Dominant Publishers.



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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: _____

Credits: 04

Max. Marks: 100

Lectures: 60 Hrs.

Learning Objectives:

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

- LO 1. To gain knowledge regarding phases of Disaster Management
- LO 2. To understand the role of government bodies, NGOs and community organization
- LO 3. To prepare for top management levels in cross border organizations in government agencies
- LO 4. To Sharpening the theoretical knowledge of international organizations administrative management
- LO 5. to know the problems of disaster management
- LO 6. to study the practical and research work of the international organization

Course Outcomes:

- CO 1. Recognizing the role of various administrative machineries work for disaster management.
- CO 2. Studying the acts, administrative laws, policies on disaster management.
- CO 3. To realise the role of a common man in disaster management

Unit No.	Title of Unit & Contents	Hrs.
I	Disaster Administration	12
	1. Disaster Administration <ul style="list-style-type: none">1. Meaning and Types of Disaster2. Meaning and importance of Disaster Administration3. Phases of Disaster: Pre Disaster Management4. Phases of Disaster: Present Disaster Management5. ePhases of Disaster: Post Disaster Management Unit Outcomes: <ul style="list-style-type: none">UO 1. To Gain knowledge regarding phases of disaster management understand the rules of government bodies, NGOs and community org.	
II	Disaster Management Act, 2005: Overview	18
	<ul style="list-style-type: none">1. Background of Disaster Act2. Provisions of Disaster Act	

Unit No.	Title of Unit & Contents	Hrs.
	3. Importance of Disaster Act	
	Unit Outcome: UO 1. You know problems of disaster management. UO 2 Understand the objective and key provisions of the disaster management act,	
III	Role in Disaster Management	18
	1. National Disaster Management Authority 2. State Disaster Management Authority 3. District Disaster Management Cell <ol style="list-style-type: none"> Collector Superintendents of Police Thashildar 4. Citizen 5. Media 6. NGO's 7. NCC & NSS	
	Unit Outcomes: UO 1. To understand the structure and components of disaster management machinery at the national, state and local levels	
IV	Problems of Disaster Management	12
	1. Fake News Disaster 2. Corruption in Disaster 3. Lack of Literacy for Disaster	
	Unit Outcomes: UO 1. Identify the key challenges and limitations in current disaster management systems.	

Learning Resources:



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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: _____

Credits: 02

Max. Marks: 50

Lectures: 30 Hrs.

Learning Objectives:

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

- LO 1. Understand the financial system.
- LO 2. Demonstrate various financial machineries and positions..
- LO 3. Demonstrate the implementation of schemes, programmes at local to national level.
- LO 4. Familiar with the rural local governance.

Course Outcomes:

- CO 1. CO1 Develop a local leadership.
- CO 2. CO2 Exhibit the efforts for rural development.
- CO 3. CO3 Apply the management and theory at local level.
- CO 4. 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">1. Meaning of Budget2. History of Budget3. Importance of Budget4. Principle of Good Budget5. Types of Budget	
	Unit Outcomes: UO 1. Understand the history, importance, types and principle of budget.	
II	Budgetary Process	08
	<ul style="list-style-type: none">1. Preparation2. Legislation3. Execution	

Unit No.	Title of Unit & Contents	Hrs.
	Unit Outcome: UO 1. Explain the stages of the budgetary process, preparation, presentation, approval, execution and evaluation	
III	Budgetary Process Financial Machineries : Organization & Functions	08
	1. Finance Ministry 2. Reserve Bank of India 3. CAG	
	Unit Outcomes: UO 1. Analyse how financial machineries ensure accountability, transparency and fiscal discipline in the budgeting process.	

Learning Resources:

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

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Rajarshi Shahu Mahavidyalaya,
Latur (Autonomous)



Semester - VI

॥ आरोह तमसो ज्योतिः॥

Rajarshi Shahu Mahavidyalaya,
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Shiv Chhatrapati Shikshan Sanstha's

Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

Faculty of Humanities & Social Sciences

Public Administration

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

Course Type: DSC-IX

Course Title: Public Policy

Course Code: _____

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 4. How 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
	<ul style="list-style-type: none">1. Meaning of Public Policy2. Nature of Public Policy3. Scope of Public Policy4. Types Public Policy5. Importance Public Policy6. Need of Public Policy	
	Unit Outcomes: UO 1. Understand meaning, Nature, scope, types and importance of public policy.	
II	Public Policy Formulation	12
	<ul style="list-style-type: none">1. Stages of Public Policy Formulation2. Bases Public Policy Formulation3. Elements Public Policy Formulation4. Challenges of Public Policy Formulation	

Unit No.	Title of Unit & Contents	Hrs.
	Unit Outcome: UO 1. Understand the policy formulation process and challenges in policy formulation.	
III	Implementation of Public Policy	12
	1. Meaning of Implementation of Public Policy 2. Elements of Implementation of Public Policy 3. Machineries Implementation of Public Policy 4. Hurdles Implementation of Public Policy Unit Outcomes: UO 1. Identify key stages, processors and hurdles of policy implementation.	
IV	Evaluation of Public Policy & Recent Policies in India	18
	1. Objectives of Evaluation of Public Policy 2. Criteria of Evaluation of Public Policy 3. Machineries of Evaluation of Public Policy 4. Recent Policies and Schemes in India <ul style="list-style-type: none"> • National Education Policy, 2019 • National Environment Policy, 2016 Unit Outcomes: UO 1. Understand objectives, criteria and machineries of public policy evaluation as well as recent policies and schemes in India.	

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 पब्लीशर्स, 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: _____

Credits: 04

Max. Marks: 100

Lectures: 60 Hrs.

Learning Objectives:

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

Course Outcomes :

- CO 1. Awareness about the middle age Administrative Systems.
- CO 2. To Know the Shivkalin Judiciary Systems and awareness its system need present era in India
- CO 3. To know the Shivkalin Revenue Systems and its comparisons present revenue systems.
- CO 4. To 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
	<ul style="list-style-type: none">1. MogulKalin Social & Administration System<ul style="list-style-type: none">A. Mogulkalin Social SystemB. MogulKalin Revenue SystemC. MogulkalinJudicary System2. British : Social System & Administration System<ul style="list-style-type: none">A. British kalin Social SystemB. British kalin Revenue SystemC. British kalinJudicary System	
	Unit Outcomes: UO 1. To know Mogul and British kalin social , Revenue and Judiciary systems	
II	Shivaklin Judiciary Administration System	14

Unit No.	Title of Unit & Contents	Hrs.
	<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 	
	Unit Outcome: UO 1. To know Shivkalin Judiciary Administrative system , comparison with present policy	
III	Shivaklin Revenue System	16
	<ol style="list-style-type: none"> 1. Revenue System- <ol style="list-style-type: none"> a. Rayatwari Revenue System b. Mahalwari Revenue System c. Kayamdhara Revenue System 2. Lands - measurement System <ol style="list-style-type: none"> a. Bighavani, PikPahani & Sara Akarani Systems 3. Revenue Officers <ol style="list-style-type: none"> a. Vatandar- Pargana & Gram level – Patil, Kulkarni – Deshpande, Deshmukh . 4. Shivkalin lands Remarks, Revenue and Present era 	
	Unit Outcomes: UO 1. To know detail information about Shivkalin Revenue system and its implementation in present era.	
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. 	
	Unit Outcomes: UO 1. To know in detail Shivkalin water management and Agricultural policy	

Learning Resources:

1. मराठ्यांचा इतिहास, रोडे सोमनाथ, (१९९८) पिंपळापुरे अँड कंपनी पब्लिशर्स, नागपूर,
2. मराठ्यांचा इतिहास, के. जे. शहा विनायक प्रिंटर्स, 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. मध्यमगीन भारताचा इतिहास, (१००० ते १७०७), कठारे अनिल, (२०१३), प्रशांत पब्लिकेशन, जळगाव. गायधनी र.ना, (२००५),
7. मध्यमगीन 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, (१९९९), टिळक महाराष्ट्र विद्यापीठ, पुणे.
10. मध्यमगीन भारताचा इतिहास, रोडे सोमनाथ, (१९९९), पिंपळापुरे अँड कं. 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: _____

Credits: 04

Max. Marks: 100

Lectures: 60 Hrs.

Learning Objectives:

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

- LO 1. LO1 Introduce the study of public administration by exploring the role of its various branches.
- LO 2. LO2 To study branches in our democratic country
- LO 3. LO3 To make an Indianization of recent and emerging trends in public administration.
- LO 4. LO4 To study emerging trends in the discipline of public administration

Course Outcomes:

- CO 1. CO1 Compare the disciplines.
- CO 2. CO2 Application of recent trends in Indian context

Unit No.	Title of Unit & Contents	Hrs.
I	New Public Administration & New Public Management	16
	<ul style="list-style-type: none">1 Meaning, of New Public Administration & NPM2 Nature of New Public Administration & NPM3 Characteristics New Public Administration & NPM History of New Public Administration	
	Unit Outcomes: UO 1. Understand meaning nature characteristics and history of New public Administration.	
II	Development Administration	12
	<ul style="list-style-type: none">1 Meaning,2 Characteristics3 Nature,4 Functions	
	Unit Outcome: UO 1. Identify the key difference between conventional administrative	

Unit No.	Title of Unit & Contents	Hrs.
	systems and those focused on development.	
III	Environment Administration	18
	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. Explain the meaning scope and significance of environmental administration in sustainable development.	
IV	Issues in Public Administration	12
	1. Citizen Participation 2. Administrative Culture 3. New Public Service 4. PPP- Public Private Partnership 5. Job Satisfaction	
	Unit Outcomes: UO 1. Identify and explain major current issue and challenges faced in the field of public administration.	

Learning Resources:

1. Chitlangi B.M., Recent Trends in Public Administration, RBSA Publishers, Jaipur.
2. Bhattacharya Mohit, New Horizons of Public Administration, Jawahar Publishers, New Delhi.
3. Gajanan R.P, Sharma Anoop, Problem of Public Administration, Crescent Publishing Corporation, New Delhi.
4. Pohekar Priti, Lokprashasanatil Nawprawah, Aruna Prakashan, Latur, 2009
5. Subhash Bhinge Gourav Granth



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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: _____

Credits: 04

Max. Marks: 100

Lectures: 60 Hrs.

Learning Objectives:

- LO 1. To familiarize students with the concept and application of Modern Office.
- LO 2. To make students acquainted with the concept of Paperless Office.
- LO 3. To familiarize students with the concept of Automated and Virtual Office.

Course Objectives:

- CO 1. Creating awareness for procedures and techniques for office administration.
- CO 2. Providing the knowledge, skills and competencies to function in the modern office environment.
- CO 3. 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
	<ul style="list-style-type: none">1. Meaning of Office Administration2. Nature of Office Administration3. Scope of Office Administration4. Importance of Office Administration	
	Unit Outcomes: UO 1. Understand the nature, importance of office administration in an organisation.	
II	Office Administration in Government Organization	12
	<ul style="list-style-type: none">1. Record Keeping2. Office Communication3. E-Filing4. d) Sanitary	
	Unit Outcome: UO 1. Develop skills in managing office resources such as record keeping, communication, E-filing and sanitary.	
III	Private Office Administration	18
	<ul style="list-style-type: none">1. Receptions2. Hospitality	

Unit No.	Title of Unit & Contents	Hrs.
	3. Goodwill	
	Unit Outcomes: UO 1. Use modern office tools and technology to enhance administrative efficiency in private organisations.	
IV	Problems of Office Administration	12
	1. Personnel Problems 2. Lack of Work culture 3. Stress Management <ul style="list-style-type: none"> • Meaning of Stress • Causes of Stress • Ways to Release Stress 	
	Unit Outcomes: UO 1. Apply problem solving and decision making skills in real world office management scenarios.	

Learning Resources:

1. S.P. Arora, Office Organisation and Management.
2. Standing Ford O, Filing and Indexing.
3. Standing Ford, Simplifying Office Work.
4. Urwick L., The Elements of Administration.
5. Vasudeven Ghosh, Personnel Management.
6. Wally, Handbook of Office Management.
7. Wilis, Quality Control in the Office.
8. Zane K Ruible, Introduction to Administrative Office Management.
9. आर.सी. भाटिया, कार्यालय प्रबंध.
10. पी.पी.भार्गव, जी.एस. सुधा, कार्यालय प्रबंध.
11. प्रा. सुरेश भिरुड, प्रा. भास्कर नाफडे, व्यावसायिक संज्ञापन.
12. माधव शिरवलकर, ई-मेल व चॅट.
13. डॉ. सुधीर बोधनकर, प्रा. विवेक अलोणी, मराठी संसाधनांचे व्यवस्थापन.
14. डॉ. ब्राम्हणकर, डॉ. चोळकर, प्रा. देशमुख, कार्यालयीन व्यवस्थापन.
15. मोहन आपटे, इंटरनेट - एक कल्पवृक्ष.
16. डॉ. अनिल लोहार डॉ. छाया सुखदाने, आधुनिक कार्यालय व्यवस्थापन
17. 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: _____

Credits: 02

Max. Marks: 50

Lectures: 30 Hrs.

Learning Objectives:

- LO 1. Introduce the study of Ethics in public administration.
- LO 2. Make an Indianization of recent and emerging trends in public administration.
- LO 3. Emerging trends in the discipline of public administration

Course Objectives:

- CO 1. Creating awareness for Ethics and Values any administration.
- CO 2. Providing the knowledge, skills and competencies to function in the modern Society
- CO 3. 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">1. Meaning of Ethics2. History of Indian Value & Ethics3. Importance of Ethics4. Types of Ethics Unit Outcomes: UO 1. Understand the concept, importance, types of ethics in public and private administration.	
II	Ethics in Administration	12
	<ul style="list-style-type: none">1. State Philosophy of Ethics2. Work Culture3. Administrative Ethics4. Good Governance5. Administrative Ethics in India- Challenges6. Administrative Ethics - Utilites Unit Outcome: UO 1. Develop critical thinking and reflective skills related to moral philosophy and ethical king.	

Unit No.	Title of Unit & Contents	Hrs.
III	Important Acts for Administrative Ethics	08
	1. Rule of All India Services-1968 2. Maharashtra Civil Service Behavior Act- 179 3. Maharashtra Rights of Public Service Act- 2015	
	Unit Outcomes: UO 1. Understand the legal framework that support ethical conduct in public administration.	

Learning Resources:

1. सुब्रमण्यम भालचंद्र केळकर, २०२४, नीतिशास्त्र व संबंधित संकल्पना, चाणक्य मंडल परिवार, पुणे
2. श्रीकांत भगत, २०२३, नीतिशास्त्र और सिविल सेवा, मायक्रो व्हील एज्युकेशन (इंडिया) प्रायव्हेट लिमिटेड
3. 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
1	2	3				4		5	6	5 + 6
		Att.	CAT I	Mid Term	CAT II	Att.	CAT			
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