



॥ सा विद्या या विमुक्तये ॥

स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठ, नांदेड

'ज्ञानतीर्थ', विष्णुपुरी, नांदेड - ४३१ ६०६ (महाराष्ट्र राज्य) भारत

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

'Dnyanteerth', Vishnupuri, Nanded - 431 606 (Maharashtra State) INDIA

स्वामी रामानंद तीर्थ
मराठवाडा विद्यापीठ, नांदेड

Established on 17th September, 1994, Recognized By the UGC U/s 2(f) and 12(B), NAAC Re-accredited with 'B++' grade

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मानवविज्ञान विद्याशाखे अंतर्गत राष्ट्रीय शैक्षणिक
धोरण २०२० नुसार पदवी द्वितीय वर्षाचे
अभ्यासक्रम (Syllabus) शैक्षणिक वर्ष
२०२५-२६ पासून लागू करण्याबाबत.

प रि प त्र क

या परिपत्रकान्वये सर्व संबंधितांना कळविण्यात येते की, दिनांक २७ मे २०२५ रोजी संपन्न झालेल्या मा. विद्यापरिषद बैठकीतील विषय क्रमांक १७/६१-२०२५ च्या ठरावानुसार मानवविज्ञान विद्याशाखेतील राष्ट्रीय शैक्षणिक धोरण-२०२० नुसारचे पदवी द्वितीय वर्षाचे अभ्यासक्रम (Syllabus) शैक्षणिक वर्ष २०२५-२६ पासून लागू करण्यास मा. विद्यापरिषदेने मान्यता प्रदान केली आहे. त्यानुसार मानवविज्ञान विद्याशाखेतील बी. ए. द्वितीय वर्षाचे खालील विषयाचे अभ्यासक्रम (Syllabus) शैक्षणिक वर्ष २०२५-२६ पासून लागू करण्यात येत आहेत.

01	B.A. English	11	B.A. N.C.C.
02	B.A. History	12	B.A. Political Science
03	B.A. Sociology	13	B.A. Administrative Service
04	B.A. Economics	14	B.A. Marathi
05	B.A. Public Administration	15	B.A. Urdu
06	B.A. Geography	16	B.A. Psychology
07	B.A. Sanskrit	17	B.A. Kannada
08	B.A. Pali	18	B.A. Hindi
09	B.A. Military Science		
10	B.A. Philosophy		

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

'ज्ञानतीर्थ' परिसर,

विष्णुपुरी, नांदेड - ४३१ ६०६.

जा.क्र.:शै-१/एनइपी/मानवविज्ञानपदवी/२०२५-२६/११७

दिनांक ०५.०६.२०२५

सहाय्यक कुलसचिव

शैक्षणिक (१-अभ्यासमंडळ) विभाग

प्रत : माहितीस्तव तथा कार्यवाहीस्तव.

१) मा. कुलगुरू महोदयांचे कार्यलय, प्रस्तुत विद्यापीठ.

२) मा. प्र. कुलगुरू महोदयांचे कार्यलय, प्रस्तुत विद्यापीठ.

३) मा. आधिष्ठाता, मानवविज्ञान विद्याशाखा, प्रस्तुत विद्यापीठ.

४) मा. संचालक, परीक्षा व मुल्यमापन मंडळ, प्रस्तुत विद्यापीठ.

५) मा. प्राचार्य, सर्व संबंधित संलग्नित महाविद्यालये, प्रस्तुत विद्यापीठ.

६) सिस्टीम एक्सपर्ट, शैक्षणिक विभाग, प्रस्तुत विद्यापीठ. याना देवून कळविण्यात येते की, परिपत्रक अभ्यासक्रम संकेतस्थळावर प्रसिध्द करण्यात यावेत.

Swami Ramanand Teerth Marathwada University,

Nanded-431 606



**(Structure and Syllabus of Four Year Multidisciplinary under Graduate
Degree Program in Humanities with Multiple Entry and Exit option)**

Under Graduate Programme of Humanities

Major in Public Administration

Under the Faculty of Humanities

B.A. Second Year

Effective from Academic Year 2025-2026

(As per NEP-2020)

Forward by the Dean, Faculty of Humanities.....

National Education Policy 2020 has been announced on 29.07.2020. NEP 2020 proposes a new and forward-looking vision for India's Higher Education System through quality universities and colleges. Its key is in the curriculum and its practical implementation.

The curriculum must be exciting, relevant, and regularly updated to align with the latest knowledge requirements and meet specified learning outcomes. High-quality pedagogy is necessary to impart the curricular material to students successfully; pedagogical practices determine the learning experiences provided to students, thus directly influencing learning outcomes. The assessment methods must be scientific, designed to improve learning continuously test the knowledge application.

The university's proper framing and development of syllabi will result in the upbringing and nourishment of multidisciplinary and holistic citizens. Emphasis is on outcome-based learning. Every course has well-defined objectives and outcomes. The assessment guidelines also provide clarity and precision to the vision behind prescribing the particular course content.

NEP foresees more vibrant, socially engaged, cooperative communities and a happier, cohesive, cultured, productive, innovative, progressive, and prosperous nation. The introduction of Research Methodology and ethics will widen the vision and broaden the perspectives of the learners.

Introducing Case Studies and Field Projects has created a unique opportunity for the higher education institute to bridge the gap between the academia, industry and the community NEP believes effective learning requires a comprehensive approach that involves an appropriate curriculum, engaging pedagogy, continuous formative assessment, and adequate student support.

We are sure that the Graduate centers of this university and its affiliated colleges will implement the course effectively and successfully, resulting in a healthy and more creative academic ambience

Prof. Dr. Parag Khadke
Dean, Faculty of Humanities

From Desk of Chairman, Board of Studies in the Subject Public Administration

Preamble:

Dear Students,

It gives me immense pleasure to welcome you to the next phase of your academic journey in the field of Public Administration. As we step into the academic year 2025–2026, we are pleased to introduce a thoughtfully restructured curriculum for the second year of the B.A. program. This change reflects our commitment to evolving with the dynamic nature of public governance and administrative needs at both state and national levels.

The newly introduced subjects ranging from Personnel Administration to Maharashtra and District-level governance, and from Public Service systems to Principles of Management and Business Administration are designed to provide you with a well-rounded, practical, and future-oriented understanding of administration. Each paper has been selected to deepen your conceptual clarity while also enhancing your ability to analyze and participate effectively in public service systems.

Our aim is to equip you not just with knowledge, but with the values and vision needed to become responsible, capable, and ethical administrators of tomorrow. This curriculum invites you to engage with the structures that govern our society and encourages you to think critically about how they can be improved for the public good.

I urge you to make the most of this opportunity immerse yourself in learning, question with curiosity, and carry forward the spirit of public service. The field of Public Administration is not just a subject; it is a responsibility and a calling.

I, as Chairman, Board of Studies in Public Administration, Swami Ramanand Teerth Marathwada University, Nanded happy to state here that, Program Educational Objectives were finalized in a meeting where Eight members from different institutes were attended, who were either heads or their representatives of Public Administration Department. The Program Educational Objectives finalized for Under Graduate in Public Administration are listed below;

Program Objectives – B.A. Second Year (Public Administration)

1. **To develop a comprehensive understanding of personnel administration**, focusing on recruitment, training, promotion, and performance appraisal within public sector organizations.
2. **To familiarize students with the administrative system of Maharashtra State**, including its structure, functioning, and role in policy implementation at the state level.
3. **To build foundational knowledge of financial administration**, including budgeting, public expenditure, financial control, and audit mechanisms in public organizations.
4. **To explore the structure and functioning of district administration**, with special emphasis on the roles and responsibilities of the District Collector and other key officials.
5. **To provide insights into district-level revenue and police administration**, highlighting their functions, challenges, and contributions to law and order and public service delivery.
6. **To introduce students to the structure, roles, and functions of Central and State Civil Services**, enhancing their understanding of recruitment mechanisms like UPSC and MPSC, service conditions, and ethics in civil services.
7. **To impart fundamental principles of management and business administration**, equipping students with practical and vocational skills relevant for both public and private sector employment.

8. **To cultivate analytical skills to evaluate administrative processes and challenges**, particularly at the local and state levels, through case studies and real-world applications.
9. **To encourage awareness of administrative reforms and good governance practices**, aims to instill values of transparency, accountability, and citizen-centric administration.
10. **To prepare students for competitive examinations and further studies in public administration and related fields**, with a solid foundation in both theoretical and applied aspects of the discipline.

Program Learning Outcomes (PLOs) – B.A. Second Year (Public Administration)

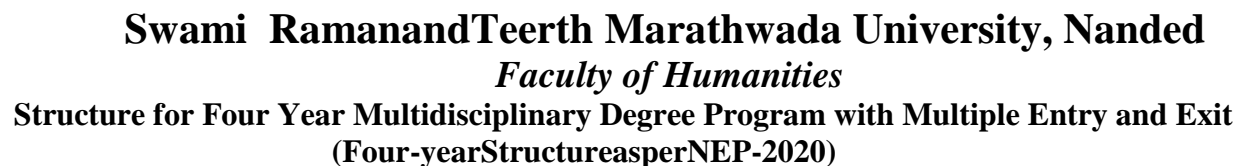
1. **Demonstrate a clear understanding of Personnel Administration** including recruitment processes, training methods, promotion policies, and employee welfare schemes in the public sector.
2. **Analyse the structure and functioning of the Administrative System of Maharashtra State**, with a focus on the role of the state government in implementing public policy and managing resources.
3. **Apply knowledge of Financial Administration** to understand budgeting, public expenditure, financial control, and auditing in government institutions.
4. **Explain the organization and functions of District Administration**, particularly the responsibilities of the District Collector and coordination among various departments at the district level.
5. **Assess the operations of District Revenue and District Police Administration**, understanding their role in maintaining law and order and delivering public services effectively at the grassroots level.
6. **Identify the structure, recruitment, and responsibilities of Central and State Civil Services**, including the role of UPSC and MPSC in selecting candidates and ensuring ethical conduct.
7. **Demonstrate foundational knowledge in Principles of Management and Business Administration**, including planning, organizing, staffing, and leadership in public and private organizations.
8. **Develop practical skills and vocational competencies** relevant to administrative and managerial roles through applied learning and real-life examples.
9. **Critically evaluate administrative practices and challenges**, suggesting reforms for effective governance, accountability, and transparency.
10. **Prepare for careers in public administration, civil services, or higher education**, with an interdisciplinary understanding of administration, management, and public policy.

Prof. (Dr.) Shaikh Mohammad Hanif Ismailsab
Chairman, Board of Studies – Public Administration
Swami Ramanand Teerth Marathwada University, Nanded



Swami Ramanand Teerth Marathwada University, Nanded
Members of the Board of Studies in the subject of
Public Administration
Under the faculty of Humanities

Sir. No	Name of theMember	Designation	Address with Mailid	ContactNo.
1	Prof (Dr.) Shaikh Mohammad Hanif Ismailsab	Chairman	Shivaji Mahavidyalaya, Renapur Dist. Latur mohmmad.hanif2003@gmail.com	(M)9763336787, (W)9421304663
2	Dr. Lekhane Shankar	Member	S.M.B.P.K. College, Shankarnagr drsklekhane69@gmail.com	9511868435
3	Dr. Somwanshi Mukta	Member	Late. Ramesh Warpudkar College, Sonpeth muktags76@gmail.com	9145451314 9420035779
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5	Dr. Kahalekar Chandoba	Member	M.J.P.College, Mukhed c.m.kahalekar@gmail.com	9860327738
6	Dr. Kale Amol	Member	Peoples College, Nanded amolkalepcn@gmail.com	9890438990
7	Dr. Katturwar Balaji	Member	Degloor College, Degloor brkattruwar@gmail.com	9423305870
8	Dr. Debade Sanjay	Member	Degloor College, Degloor smdebde@gmail.com	9922724292



Year & Level	Sem ester	Major	Minor	Generic Elective (GE) select from Basket 3 of Faculties other than Humanities	Vocational & Skill Enhancement Course	Ability Enhancement Course (AEC) (Basket 4) Value Education Courses (VEC/ Indian Knowledge System (IKS) (Basket 5) (Common across all faculties)	Field Work /Project/Internship/ OJT/Apprenticeship / Case Study Or Co-curricular Courses (CC) (Basket 6 for CC) (Common across all faculties)	Credits	Total Credits
1	2	3	4	6	7	8	9	10	11
2 (5.0)	III	HPUBCT1201 (4Cr) Personnel Administration HPUBCT1202 (4Cr) Administrative System of Maharashtra State Total = 8 Credits	HPUBMT1201 (4 Cr.) District Revenue Administration	HPUBGE1201 2 Credits Central Civil Services	HPUBSC1201 2 Credits Principles of Management	AECENG1201 (2Cr) AECXXX1201(2Cr) (Hin, Mar, San, Urd, Pal, Kan, etc.) 4 Credits	CCCXXX1201 (NCC/NSS/Sports/Culture/Health/Wellness/Yoga/Education/Fitness) (2 Cr)	22	44
	IV	HPUBCT1251(4Cr) Financial Administration HPUBCT1252 (4Cr) District Administration Total = 8 Credits	HPUBMT1251 (4 Cr.) District Police Administration	HPUBGE1251 2 Credits State Civil Services	HPUBVC1251 2 Credits Business Administration	AECENG1251(2Cr) AECXXX1251(2Cr) (Hin, Mar, Kan, Pal, Urd, San, etc) VECEVS1251 (2Cr) Environmental Studies 6 Credits	-	22	
	Cum. Cr.	16	08	04	04	10	02	44	

Exit option: UG Certificate in Opt.1, Opt.2 and Opt. 3 on completion of 44 credits and additional 4 credits from NSQF/Internship

Abbreviations:

- 1. DSC:** Department/Discipline Specific Core (Major)
 - 2. DSE:** Department/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 Courses
 - 7. SEC:** Skill Enhancement Courses
 - 8. AEC:** Ability Enhancement courses
 - 9. MIL:** Modern Indian languages
 - 10.IKS:** Indian Knowledge System
 - 11.VEC:** Value Education Courses
 - 12.OJT:** On Job Training: (Internship/Apprenticeship)
 - 13.FP:** Field Projects
 - 14.CEP:** Community Engagement and Service
 - 15.CC:** Co-Curricular Courses
 - 16.RM:** Research Methodology
 - 17.RP:** Research Project/Dissertation
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Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities

General Guidelines for course structure:

1. The Major subject is the discipline or subject of the main focus and the degree will be awarded in that discipline/subject.
2. Credits and curriculum of Major and Minor subject is same in the Second year
3. In the Second year Students should choose two different subjects as a Major and Minor in same faculty).
4. From the Second-year curriculum of Major and Minor subject is the different.
5. Generic /Open Elective is to be chosen compulsorily from faculty other than that of the Major. (Select from Basket)
6. Vocational and Skill Enhancement Courses (VSEC or VSC and SEC) are related to Major Course (DSC)
7. Ability Enhancement Courses (AEC):
 - a) English language may be offered Sem. I for 2 Credits and sem. III for 2 Cr. in AEC
 - b) Second languages may be offered Sem. II for 2 Credits and sem. IV for 2 Cr. in AEC
8. Column No. 7 and 8 is common for all faculties.
9. Curriculum of VEC, CI, IKS and CC will provide by university.

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Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Optional Subject: Public Administration For Semester III and IV(C): Each of 04 Credits

Semester	BOS Proposing(e g.)	Detailsof Course(M)	
		CODE	TitleoftheCorse
Semester III	BOS in Public Administration	HPUBCT1201 (4Cr)	Personnel Administration
		HPUBCT1202 (4Cr)	Administrative System of Maharashtra State
		HPUBMT1201(4Cr)	District Revenue Administration
SemesterIV	BOS in Public Administration	HPUBCT1251 (4Cr)	Financial Administration
		HPUBCT1252 (4Cr)	District Administration
		HPUBMT1251(4Cr)	District Police Administration



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities Optional Subject: Public Administration

Basket-3:Generic/ Open Electivecourse(GE)

Semester	BOS proposing	CODE	TitleoftheCorse
Sem.III	BOS in Public Administration	HPUBGE1201(2Cr.)	Central Civil Services
Sem. IV	BOS in Public Administration	HPUBGE1251(2Cr.)	State Civil Services

Note: GE is to be chosen compulsory from faculty other than that of the Major.

Vocational &Skill Enhancement Course

Semester	BOS proposing	CODE	TitleoftheCorse
Sem.III	BOS in Public Administration	HPUBSC1201 (2Cr.)	Principles of Management
Sem. IV	BOS in Public Administration	HPUBVC1251 (2Cr.)	Business Administration



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities Optional Subject: Public Administration

Under Graduate Second Year Programme, Semester III (Level 5.0)

Teaching Scheme

Subject	CourseCode	CourseName	CreditsAssigned			TeachingScheme (Hrs. / week 1Hrs.=60M.)	
			Theory	Practical	Total	Theory	Practical
Mejor	HPUBCT1201	Personnel Administration	04		04	04	
	HPUBCT1202	Administrative System of Maharashtra State	04		04	04	
Minor	HPUBMT1201	District Revenue Administration	04		04	04	
Generic Elective (From other Faculty)	HPUBGE1201	Central Civil Services	02		02	02	
Vocational & Skill Enhancement	HPUBSC1201	Principles of Management	02		02	02	
Ability Enhancement Course	AECENG1201	L1-Compulsory English	02		02	02	
Ability Enhancement Course (MIL)	AECMIL1201	L2- MIL (Basket-3)	02		02	02	
Co-curricular Courses (CC)	CCCXXX1201	(NCC/NSS/Sports/Culture/ HealthWellness/YogaEducation/Fitness)	02		02	02	
TotalCredits			22		22	22	



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities Optional Subject: Public Administration

Under Graduate Second Year Programme, Semester IV (Level 5.0)

Teaching Scheme

Subject	Course Code	Course Name	Credits Assigned			Teaching Scheme (Hrs. / week 1Hrs.=60M.)	
			Theory	Practical	Total	Theory	Practical
Mejor	HPUBCT1251	Financial Administration	04		04	04	
	HPUBCT1252	District Administration	04		04	04	
Minor	HPUBMT1251	District Police Administration	04		04	04	
Generic Elective (From other Faculty)	HPUBGE1251	State Civil Services	02		02	02	
Vocational & Skill Enhancement	HPUBVC1251	Business Administration	02		02	02	
Ability Enhancement Course	AECENG1251	L1-Compulsory English	02		02	02	
Ability Enhancement Course (MIL)	AECMIL1251	L2- MIL (Basket-3)	02		02	02	
Value Education Courses (VEC)	VECEVS1251	Environmental Studies	02		02	02	
Total Credits			22		22	22	



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities Optional Subject: Public Administration
Under Graduate Second Year Programme, Semester III (Level5.0)
Examination Scheme

[20% Continuous Assessment (CA) and 80% End Semester Examination (ESE)]

Subject	Course Code	Course Name	Theory					Total Col. (7+8)
			ContinuousAssessment (CA)			Avg. of T1+T2+Assi. /3	ESE Total	
			Test I	Test II	Assignment			
01	02	03	04	05	06	07	08	09
Mejor	HPUBCT1201	Personnel Administration	20	20	20	20	80	100
	HPUBCT1202	Administrative System of Maharashtra State	20	20	20	20	80	100
Minor	HPUBMT1201	District Revenue Administration	20	20	20	20	80	100
Generic Elective <i>(From other Faculty)</i>	HPUBGE1201	Central Civil Services	10	10	10	10	40	50
Vocational & Skill Enhancement	HPUBSC1201	Principles of Management	10	10	10	10	40	50
Ability Enhancement Course	AECENG1201	L1-Compulsory English	10	10	10	10	40	50
Ability Enhancement Course (MIL)	AECMIL1201	L2- MIL (Basket-3)	10	10	10	10	40	50
Co-curricular Courses (CC)	CCCXXX1201	(NCC/NSS/Sports/Culture/HealthW ellness/YogaEducation/Fitness)	10	10	10	10	40	50
			--	--	--	110	440	550



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities Major in Public Administration (DSC)

Under Graduate Second Year Programme, Semester IV (Level 5.0)

Examination Scheme

[20% Continuous Assessment (CA) and 80% End Semester Examination (ESE)]

Subject	Course Code	Course Name	Theory					Total Col. (7+8)
			Continuous Assessment(CA)			Avg. of T1+T2+Assi./3	ESE Total	
			Test I	Test II	Assignment			
01	02	03	04	05	06	07	08	09
Mejor	HPUBCT1251	Financial Administration	20	20	20	20	80	100
	HPUBCT1252	District Administration	20	20	20	20	80	100
Minor	HPUBMT1251	District Police Administration	20	20	20	20	80	100
Generic Elective <i>(From other Faculty)</i>	HPUBGE1251	State Civil Services	10	10	10	10	40	50
Vocational & Skill Enhancement	HPUBVC1251	Business Administration	10	10	10	10	40	50
Ability Enhancement Course	AECENG1251	L1-Compulsory English	10	10	10	10	40	50
Ability Enhancement Course (MIL)	AECMIL1251	L2- MIL (Basket-3)	10	10	10	10	40	50
Value Education Courses (VEC)	VECEVS1251	<i>EnvironmentalStudies</i>	10	10	10	10	40	50
			--	--	--	110	440	550



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities Major in: Public Administration

Under Graduate Second Year Programme, Semester-III

Teaching Scheme

(For 4 credits)

Course Code	Course Name (Paper Title)	Teaching Scheme (Hrs.)		Credits Assigned		
		Theory	CA	Theory	CA	Total
HPUBCT1201	Personnel Administration	60	---	04	---	04
HPUBCT1202	Administrative System of Maharashtra State	60	---	04	---	04
HPUBMT1201	District Revenue Administration	60	---	04	---	04
(for 2 credits)						
Course Code	Course Name (Paper Title)	Teaching Scheme (Hrs.)		Credits Assigned		
		Theory	CA	Theory	CA	Total
HPUBGE1201	Central Civil Services	30	---	02	--	02
HPUBSC1201	Principles of Management	30	---	02	--	02

Assessment Scheme

Course Code	Course Name	Theory					Total [Col. 07+08]
		CA				ESE	
		Test I	Test II	Assignment	Avg. of T1+T2+Assi./3		
01	02	03	04	05	06	07	08
(For4credits)							
HPUBCT1201	Personnel Administration	20	20	20	20	80	100
HPUBCT1202	Administrative System of Maharashtra State	20	20	20	20	80	100
HPUBMT1201	District Revenue Administration						
(For2credits)							
HPUBGE1201	Central Civil Services	10	10	10	10	40	50
HPUBSC1201	Principles of Management	10	10	10	10	40	50



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities Optional Subject Public Administration (DSC)

Under Graduate Second Year Programme, Semester-IV

Teaching Scheme
(For 4 credits)

Course Code	Course Name (Paper Title)	Teaching Scheme (Hrs.)		Credits Assigned		
		Theory	CA	Theory	CA	Total
HPUBCT1251	Financial Administration	60	--	04	---	04
HPUBCT1252	District Administration	60	--	04	---	04
HPUBMT1251	District Police Administration	60	--	04	---	04
(for 2 credits)						
Course Code	Course Name (Paper Title)	Teaching Scheme (Hrs.)		Credits Assigned		
		Theory	CA	Theory	CA	Total
HPUBGE1251	State Civil Services	30	-	02	--	02
HPUBVC1251	Business Administration	30	-	02	--	02

Assessment Scheme

Course Code	Course Name	Theory					Total [Col 07+08]
		CA				ESE	
		Test I	Test II	Assignment	Avg. of T1+T2+Assi. /3		
01	02	03	04	05	06	07	08
(For4credits)							
HPUBCT1251	Financial Administration	20	20	20	20	80	100
HPUBCT1252	District Administration	20	20	20	20	80	100
HPUBMT1251	District Police Administration	20	20	20	20	80	100
(For2credits)							
HPUBGE1251	State Civil Services	10	10	10	10	40	50
HPUBVC1251	Business Administration	10	10	10	10	40	50



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Optional Subject: Public Administration (Major)

Under Graduate Second Year Programme, Semester-III

Paper Code: HPUBCT1201

Title: Personnel Administration

Curriculum Details

Course pre-requisite:

1. Completion of First Year B.A. in Public Administration

Course objectives:

1. Understanding Personnel Functions.
2. To familiarise students with the fundamentals of Public Service Recruitment in Indian Administration.
3. To provide guidance on how public servants are taught, professionalised, and skilled so that they may work towards growth.
4. Inform them about the Systematic Process in Personnel Administration (Recruitment to Retirement).
5. To educate students on how human resource planning is done.

Course outcomes:

1. It will offer information about Personnel Administration.
2. Discuss the value of human resources and their effectiveness in administration.
3. Discuss recruiting concepts, including the benefits and drawbacks of direct and indirect recruitment methods.
4. Examine the major concerns of promotion, merit, and the seniority principle, among others.



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Optional Subject: Public Administration (Major)

Paper Code: HPUBCT1201

Title: Personnel Administration

Curriculum Details: (for 4 Credits)

Module No.	Unit No.	Topic	Hrs. Required to cover the contents 1 Hrs.=60M.
1.0		Personnel Administration	
	1.1	Introduction	15
	1.2	Meaning of Personnel Administration	
	1.3	Importance of Personnel Administration	
	1.4	Objectives of Personnel Administration	
2.0		Recruitment and Training	
	2.1	Recruitment: Meaning & Importance	15
	2.2	Types Of Recruitment (Direct & Indirect Recruitment)	
	2.3	Training: Meaning & Objectives	
	2.4	Types of Training	
3.0		Promotion and Retirement	
	3.1	Meaning & Importance of Promotion	15
	3.2	Principles of Promotion (Principle of Seniority, Principle of Merit)	
	3.3	Meaning & Need of Retirement	
	3.4	Benefits of Retirement	
4.0		Problems of Personnel	
	4.1	Stress in administration :Causes and solutions	15
	4.2	Political interference in administration: Causes and solutions	
	4.3	Problems of Administrative Ethics :Causes and solutions	
	4.4	Lack of administrative work culture : Causes and solutions	
Total			60

TextBooks:

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2. बंग के.आर.,2010, कर्मचारीप्रशासन कैलासपब्लिकेशन, औरंगाबाद
3. भिंगे सुभाष, 2009, कर्मचारीप्रशासन, अरुणा प्रकाशन, लातूर
4. डॉ. बी.आर.कतुरवार, 2009, कर्मचारीप्रशासन, रजत प्रकाशन,औरंगाबाद
5. Dr. B.R. Katturwar&Dr.KopolluSaideepti, 2020, Personnel Administration, Harshwardhan Publication, Beed
6. Dr. BajiraoWadwale, 2007, Personnel and Financial Administration, Sahyadri Publication,Nanded
7. प्रा.डॉ सुरेखा सदाशिवराव शिंदे,2024, कर्मचारीप्रशासन, अरुणा प्रकाशन, लातूर
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9. डॉ. श्यामसुंदर वाघमारे आणि डॉ. सुरेश गजभारे, 2019, कर्मचारी व वित्तीय प्रशासन, अरुणाप्रकाशन, लातूर
10. प्रा.(डॉ.) शेख मोहम्मद हनिफ, 2020,कर्मचारीप्रशासन, प्रवर्तन पब्लिकेशन, लातूर
11. प्रा.(डॉ.)ठोंबरे सतीश, प्रा.(डॉ.) शेख मोहम्मदहनिफ, 2008, कर्मचारीप्रशासन व वित्तीयप्रशासन,कैलासपब्लिकेशन, औरंगाबाद
12. पिंपळे बी.एस, भूताळे पी. व्ही. आणि वडवळे बाजीराव, कर्मचारीप्रशासन व वित्तीय प्रशासन, सह्याद्री प्रकाशन, नांदेड

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1. Goel, S.L.,1993, Personnel Administration and management, Sterling Publishers, New Delhi,
2. Basu Rumki,2013, Public Administration Concept and Theories, Sterling Publishers, New Delhi,
3. Rajesh K. Jha, 2012, Public Personnel Administration, Pearson Publication, New Delhi,
4. Edwin B. Flippo, 1984, Personnel Management, Singapur
5. ArunMonappa, 2001, Managing Human Resources, Macmillan Indian Ltd.
6. Sharma M.P., 1988, PublicAdministration: Theory and Practice, Kitab Mahal, Allahabad
7. Shina V.M., 1986, Personnel Administration, RBAS Publishers, Jaipur
8. जगदीशचंद्रजैन,2018, कार्मिक प्रशासन, नवीन प्रकाशन,जनपथ, दिल्ली –110001
9. डॉ. एस. आर. महेश्वरी, 2017,कर्मचारी प्रशासन एवं मानव संसाधन प्रबंधन,स्टर्लिंग पब्लिशर्स,दरिया गंज, नई दिल्ली
10. डॉ. ए. एन. श्रीवास्तव, 2019,कार्मिक प्रशासन और विकास,जय प्रकाशन,वाराणसी-221001
11. डॉ. कृष्ण कुमार, 2020, कर्मचारी प्रशासन के सिद्धांत और प्रथा, भारत पुस्तकालय, लखनऊ -226001



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Optional Subject: Public Administration (DSC)

Under Graduate Second Year Programme, Semester-III

Paper Code: HPUBCT1102

Title: Administrative System of Maharashtra State

Course pre-requisite:

1. Completion of First Year B.A. in Public Administration

Course objectives:

1. Understanding the Structure and Functioning of Administrative System of Maharashtra State.
2. To Analyzing State Governance and Policy Implementation.
3. To study the unique administrative challenges specific to Maharashtra.

Course Outcomes:

1. Enhanced Knowledge of Maharashtra State Administration.
2. Students will be able to critically analyze the processes of policy formulation, Decisionmaking and governance in Maharashtra.
3. Students will empower to understand the implications of governance at the grassroots level.



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities

Optional Subject: Public Administration (DSC)

Paper Code: HPUBCT1202

Title: Indian Administrative System of Maharashtra State

Curriculum Details : (for 4 Credits) Semester-III

Module No.	Unit No.	Topic	Hrs. Required to cover the contents 1 Hrs.=60M.
1.0		History and Structure of Maharashtra Administration	
	1.1	Historical background of Evolution of Maharashtra state	15
	1.2	Formation of Maharashtra State: Bombay Reorganization Act (1960), State Reorganization Act (1956), Establishment of Maharashtra State (1 May 1960)	
	1.3	Salient Features of Maharashtra Administration	
	1.4	Administrative Division of Maharashtra	
2.0		Legislature of Maharashtra State	
	2.1	Legislative Council: Composition and Functions	15
	2.2	Legislative Council: Functions	
	2.3	Legislative Assembly: Composition	
	2.4	Legislative Assembly: Functions	
3.0		Executive of Maharashtra State	
	3.1	Governor: Powers and Functions	15
	3.2	Chief Minister: Powers and Functions	
	3.3	Council of Ministers: Composition and Functions	
	3.4	State Secretariat: Structure and Functions	
4.0		Constitutional & Non-Constitutional Bodies in Maharashtra Administration	
	4.1	State Election Commission: Structure & Functions	15
	4.2	State Finance Commission: Structure & Functions	
	4.3	State Pollution Control Board: Structure & Functions	
	4.4	State Women Commission: Structure & Functions	
Total			60

References

1. Dr. V.D. Jadhav, 2008, Maharashtra: Governance and Administration, Vidya Prakashan, Pune
2. N.G. Deshpande, 2009, Maharashtra Politics and Government, Popular Prakashan, Mumbai
3. Dr. K. B. Joshi, 2011, Governance in Maharashtra, Maharashtra University Press, Pune
4. डॉ.आर.सी. अग्रवाल, 2009, महाराष्ट्र की राजनैतिक व्यवस्था, राजस्थान हिंदी ग्रंथ अकादमी, जयपूर
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10. डॉ. अ. ह. पटवर्धन, २०१०, महाराष्ट्रातील शासन आणि प्रशासन, गटप्रकाशन, पुणे
11. डॉ. श्रीकांत जोशी, २००८, राज्य शासन आणि प्रशासन, महाराष्ट्र राज्य लेखिका संघ, नाशिक
12. डॉ. शं. ना. नवरे, २०१५, महाराष्ट्र राज्याची प्रशासकीय रचना, वर्धा प्रकाशन, वर्धा
13. डॉ. आर. एच. काले, २००७, महाराष्ट्र राजकारण व प्रशासन, ज्ञान प्रकाशन, नागपूर
14. डॉ. सुषमा गायकवाड, २०११, महाराष्ट्रातील सरकारी यंत्रणा, कर्वे प्रकाशन, पुणे
15. डॉ. शिंदे प्रकाश रावसाहेब, डॉ. अशोक जाधव, डॉ. विठ्ठल सांडूर आणि डॉ. वितेश निकते, २०१९, महाराष्ट्र राज्य प्रशासन व्यवस्था, शौर्य पब्लिकेशन, लातूर
16. डॉ. लोणारकर प्रवीण पांडुरंग, २०२१, राज्य प्रशासन, यशवंतराव चव्हाण मुक्त विद्यापीठ, नाशिक
17. डॉ. सय्यद कुरेशाबी, २०२०, महाराष्ट्र राज्य आणि जिल्हा प्रशासन, शौर्य पब्लिकेशन, लातूर
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19. डॉ. श्यामसुंदर वाघमारे, २०१४, महाराष्ट्राचे राज्य आणि जिल्हा प्रशासन, अरुणा प्रकाशन, लातूर



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Optional Subject: Public Administration (DSM)

Under Graduate Second Year Programme, Semester-III

Paper Code:HPUBMT1201

Title: District Revenue Administration

Coursepre-requisite:

1. Completion of B.A. First Year

Courseobjectives:

1. Understanding the Structure and Functions of Revenue Administration.
2. Examining the Role of Revenue Officers.
3. Exploring Revenue Administration Challenges and Reforms.

Course Outcomes:

2. Enhanced Knowledge of Maharashtra State Administration.
3. Students will be able to critically analyze the processes of policy formulation, Decisionmaking and governance in Maharashtra.
4. Students will empower to understand the implications of governance at the grassroots level.



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities

Optional Subject: Public Administration (DSM)

Paper Code: HPUBMT1201

Title: District Revenue Administration

Curriculum Details : (for 4 Credits) Semester-III

Module No.	Unit No.	Topic	Hrs. Required to cover the contents 1 Hrs.=60M.
1.0		District Revenue Administration	
	1.1	Introduction	15
	1.2	Characteristics	
	1.3	Importance	
	1.4	Functions	
2.0		Officers in District Revenue Administration	
	2.1	District Collector: Role and Responsibilities	15
	2.2	Sub Divisional Magistrate(SDM): Role and Responsibilities	
	2.3	Tahsildar: Role and Responsibilities	
	2.4	Talathi: Role and Responsibilities	
3.0		Departments of District Revenue Administration	
	3.1	Revenue Department: Composition and Functions	15
	3.2	Treasury Department: Composition and Functions	
	3.3	Land Records Department: Composition and Functions	
	3.4	Revenue Tribunal: Composition and Functions	
4.0		Challenges Before District Revenue Administration	
	4.1	Corruption	15
	4.2	Transparency	
	4.3	Digital Record	
	4.4	Government Royalty	
Total			60

References

1. Dr. K. B. Joshi, 2011, District Revenue Administration in Maharashtra, Maharashtra University Press, Pune
2. Dr. V.S. Sukhdev, 2014, Revenue Administration and Governance, Vidya Prakashan, Pune
3. M.P. Sharma, 2012, Public Administration and Revenue Management, Lakshmi Narain Agarwal & Co., Agra
4. N.G. Deshpande, 2009, Maharashtra Revenue System, Popular Prakashan, Mumbai
5. Dr. S. B. Hinge, 2008, Revenue Administration in Maharashtra: A Historical Perspective, Maharashtra State Publications, Mumbai
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8. डॉ. महेन्द्र सिंह, २०११, राजस्व प्रशासन और व्यवस्था, रमेश बुक डेपो, आग्रा
9. डॉ. राकेश शर्मा, २००९, महाराष्ट्र के राजस्व प्रशासन का विकास, एस. चांद एन्ड कंपनी, नई दिल्ली
10. डॉ. रामकृष्ण यादव, २०१२, जिला राजस्व प्रशासन, हिंदी ग्रंथ अकादमी, नई दिल्ली
11. डॉ. गिरिजा देवी, २०१०, महाराष्ट्र में भू राजस्व व्यवस्था, पिशाल पब्लिकेशन, आग्रा
12. डॉ. प्रवीण कुमार, २०१४, महाराष्ट्र में भूमि व्यवस्था और राजस्व प्रशासन, प्रभात प्रकाशन, नई दिल्ली
13. डॉ. अनंत किणे, २०१५, महाराष्ट्र राज्यातील जिल्हा राजस्व प्रशासन, महाराष्ट्र राज्य सार्वजनिक संस्था, पुणे
14. डॉ. स. म. कांदळे, २०११, राजस्व प्रशासन व जिल्हा शासकीय यंत्रणा, पुणे विश्वविद्यालय प्रकाशन, पुणे
15. डॉ. माधव जोशी, २०१२, महाराष्ट्रातील भू-राजस्व प्रशासन, महाराष्ट्र लेखिका संघ, मुंबई
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17. डॉ. शं. ना. नवरे, २०१०, राजस्व व प्रशासनातील सुधारणा, वर्धा प्रकाशन, वर्धा
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Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Generic Elective course (GE) In Public Administration

Under Graduate Second Year Programme, Semester-III

Paper Code: HPUBGE1201

Title: Central Civil Services-III

Generic Elective course (GE)

Curriculum Details

Course pre-requisite:

1. Completion of B.A. First Year

Course objectives:

1. Equip civil servants with the skills and knowledge required for efficient public administration, policy implementation, and governance at the central level.
2. Focus on contributing to the socio-economic development of the nation by ensuring effective implementation of government schemes, maintaining law and order, and fostering economic growth.
3. Instill a strong understanding of the Indian Constitution, ethics in governance, and a commitment to the principles of justice, equality, and fairness in serving the public.

Course outcomes:

1. Students are equipped to effectively manage government functions, ensuring the smooth delivery of public services and implementation of policies for national development.
2. Civil servants develop strong leadership, problem-solving, and decision-making capabilities, enabling them to handle complex administrative challenges and lead teams effectively.
3. The course instills a deep understanding of ethical governance, ensuring that civil servants uphold integrity, accountability, and transparency in their duties, fostering trust in public institutions. issues in E-Administration.



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Optional Subject: Public Administration

Paper Code: HPUBGE1201

Title: Central Civil Services-III

Generic Elective course (GE)

Semester-I

Curriculum Details: (for 2 Credits)

Module No.	Unit No.	Name of Topic	Hrs. Required to cover the contents 1Hrs.=60M.
1.0		Civil Services	08
	1.1	Meaning & Historical Background	
	1.2	Characteristics	
	1.3	Functions	
2.0		Recruitment Agencies of Civil Services	08
	2.1	Union Public Service Commission (UPSC): Composition & Functions	
	2.2	Railway Recruitment Board (RRB): Composition & Functions	
	2.3	Staff Selection Commission (SSC): Composition & Functions	
3.0		Structure of Competitive Examination	07
	3.1	Structure of Civil Service Exam	
	3.2	Structure of Railway Recruitment Exam	
	3.3	Structure of Staff Selection Commission Exam	
4.0		Central Training Institutes: Structure and Functions	07
	4.1	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	
	4.2	Sardar Vallabhbhai Patel National Police Academy (SVPNPA), Hyderabad	
	4.3	Indian Institute of Public Administration (IIPA), New Delhi	
		Total	30

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1. M. Laxmikant, 2020, Introduction to Indian Administration and Civil Services, McGraw-Hill Education, New Delhi
2. R.K. Arora, 2020, Indian Administrative System: Structure and Functioning, and Processes, Sage Publications, New Delhi
3. P. N. Roy Chowdhury, 2017, Role of Union Public Service Commission (UPSC) in Civil Services, Tata McGraw-Hill, New Delhi, India
4. G. R. Madan, 2019, Governance and Civil Services in India, Orient Black swan, New Delhi
5. एम.एच. अन्सारी, २०१९, सिविल सर्विस परीक्षा: संरचना, रणनीति और पाठ्यक्रम, टाटा मकग्रॉव-हिल एज्युकेशन, नई दिल्ली
6. के.के. अज़ीज, २०२१, केंद्रीय प्रशिक्षण संस्थान: संरचना और कार्य, कनिष्क पब्लिशर्स, नई दिल्ली
7. एम.पी. शर्मा, २०२०, लोक प्रशासन और भारतीय सिविल सेवाएँ, किताब महल, इलाहाबाद
8. डॉ. बी.आर. कतुवर, २०२२, भारतातील लोकसेवेचा इतिहास, य.च.म.मु. विद्यापीठनाशिक
9. डॉ. बी.आर. कतुवर & डॉ. सुधाकर श्रीरामे, २०२२, भारतातील लोकसेवा नियमवकायदे, य.च.म.मु. विद्यापीठनाशिक



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities

Skill Enhancement Course (VSEC) InPublic Administration

Under Graduate Second Year Programme, Semester-III

Paper Code: HPUBSC1201

Title: Principles of Management-III

Curriculum Details

Coursepre-requisite:

1. Completion of B.A. First Year

Course objectives

1. Understanding Management Fundamentals.
2. Developing Analytical and Decision-Making Skills.
3. Enhancing Leadership and Organizational Behaviour Knowledge.

Course outcomes

1. Understand the fundamental concepts and functions of management.
2. Analyse the role and responsibilities of managers in different organizational structures.
3. Apply planning and decision-making techniques in hypothetical business scenarios.
4. Examine the importance of leadership and motivation in achieving organizational goals.
5. Evaluate communication processes and teamwork dynamics within organizations.
6. Develop a basic understanding of contemporary issues in management.



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Skill Enhancement Course in Public Administration (SEC) Semester-III

Paper Code: HPUBSC1201

Title: Principles of Management

Curriculum Details :(for 2 Credits)

Module No.	Unit No.	Name of Topic	Hrs. Required to cover the contents 1Hrs.=60M.
1.0		Management	
	1.1	Meaning & Nature of Management	08
	1.2	Importance of Management	
	1.3	Functions of Management	
2.0		Planning & Organization	
	2.1	Meaning of Planning & Organization	08
	2.2	Importance and Types of Planning	
	2.3	Importance and Types of Organization	
3.0		Staffing & Leadership	
	3.1	Meaning of Staffing & Leadership	07
	3.2	Nature of Staffing	
	3.3	Qualities of Leadership	
4.0		Communication & Control	
	4.1	Meaning of Communication & Control	07
	4.2	Importance of Communication	
	4.3	Need of Control	
Total			30

References:

1. P.C. Tripathi, P.N. Reddy, Ashish Bajpai, 2021, Principles of Management, McGraw Hill Education India, Gurgaon, Haryana, India
2. J.K. Mitra, 2018, Principles of Management, Oxford University Press India, New Delhi
3. Dr. Khushpat S. Jain, Dr. Senjuti Goswami, 2023, Principles of Management, Himalaya Publishing House, Mumbai
4. डॉ. विश्वकर्मा आचार्य, २०१२, प्रबंधन के सिद्धांत, श्री विनायक पब्लिशर्स, इलाहाबाद
5. आर. सी. अग्रवाल, संजय अग्रवाल, २०२१, प्रबंधन के सिद्धांत, एस. बी. पी. डी. पब्लिकेशन, आगरा
6. डॉ. एस. सी. सक्सेना, २०२१, प्रबंधन के सिद्धांत, साहित्य भवन पब्लिकेशंस, इलाहाबाद
7. डॉ. एकनाथ हेळगे ., डॉ. तिमर्णवार .नागलक्ष्मी एन ., डॉ. गिरसे .पी .एस ., २०२२, व्यवसाय व्यवस्थापनाची मूलतत्वे, प्रशांत पब्लिकेशन्स, पुणे
8. निनाद बेडेकर, शिवप्रसाद मंत्री, डॉ. सुनील डोके, २०१५, कालातीत व्यवस्थापन तत्वे, कॉन्टिनेंटल प्रकाशन, पुणे
9. डॉ. मोहन गोविंद काळे, २००५, व्यवस्थापनाची मूलतत्वे, वरदा प्रकाशन, प्रा.लि., पुणे
10. शरू रांगणेकर, १९९८, व्यवस्थापनाची मूलतत्वे, इंद्र पब्लिशिंग हाऊस, पुणे



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities,

Optional Subject: Public Administration (DSC)

Under Graduate Second Year Programme, Semester-IV

Paper Code: HPUBCT1251

Title: Financial Administration

Curriculum Details

Course pre-requisite:

1. Completion of B.A. First Year

Course objectives:

1. **Understand the Fundamentals:** To provide students with a clear understanding of the principles and concepts of financial administration in the public sector.
2. **Explore Budgetary Processes:** To examine the structure, process, and significance of budgeting in government, including types of budgets and their execution.
3. **Analyse Financial Institutions and Agencies:** To study the roles and functions of key financial institutions like the Ministry of Finance, Comptroller and Auditor General (CAG), and Finance Commission.
4. **Develop Critical Thinking:** To enable students to critically analyse issues related to financial accountability, fiscal policy, and the challenges of public financial management.

Course outcomes:

1. **Grasp of Public Financial Systems:** Students will be able to understand the structure and functioning of public financial administration in India.
2. **Budget Analysis Skills:** Students will develop the ability to analyse government budgets, including revenue and expenditure patterns.
3. **Knowledge of Financial Institutions:** Students will gain insight into the roles of key financial institutions like the Finance Ministry, CAG, and Finance Commission.
4. **Awareness of Fiscal Responsibility:** Students will be able to evaluate issues related to financial accountability, transparency, and fiscal discipline in public administration.



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Optional Subject: Public Administration (DSC) Semester-IV

Paper Code: HPUBCT1251

Title: Financial Administration

Curriculum Details: (for 4 Credits)

Module No.	Unit No.	Name of Topic	Hrs. Required to cover the contents 1 Hrs.=60M.
1.0		Financial Administration	
	1.1	Meaning of Financial Administration	15
	1.2	Importance of Financial Administration	
	1.3	Agencies of Financial Administration	
	1.4	Ministry of Finance - composition & Functions	
2.0		Budget	
	2.1	Meaning of Budget	15
	2.2	Types of Budgets	
	2.3	Principles of good Budgeting	
	2.4	Utility of Budget	
3.0		Budgetary Process	
	3.1	Preparation of Budget	15
	3.2	Enactment of Budget	
	3.3	Execution of Budget	
	3.4	Social Impact of Budget	
4.0		Control on financial Administration	
	4.1	Estimate Committee	15
	4.2	Public Account Committee	
	4.3	Public undertaking committee	
	4.4	Comptroller and Auditor General of India (C.A.G.)	
		Total	60

TextBooks:

1. डॉ.सुरेश मामीडवार व प्रा.पृथ्वीराज चव्हाण, कर्मचारी व वित्तीय प्रशासन, कल्पना प्रकाशन नांदेड
2. के.आर. बंग , कर्मचारी व वित्तीय प्रशासन, विद्या प्रकाशन, औरंगाबाद
3. डॉ.बी.एस. पिंपळे,डॉ.पी.व्ही.भूताळ व डॉ.बाजीराव वडवळे,२००७,कर्मचारी व वित्तीय प्रशासन, सहाद्री प्रकाशन, नांदेड
4. डॉ.पंचशील एकंबकर,डॉ.अशोक सोनकांबळे डॉ.कहाळेकर सी.एम., २०१०,वित्तीय प्रशासन आणि सार्वजनिक धोरण, अरुणा प्रकाशन, लातूर
5. प्रा.डॉ. मधुकरफकिराराऊतराहे, २०१५, वित्तीय प्रशासन,साधनाप्रकाशन,परभणी
6. प्रा.(डॉ.)ठोंबरे सतीश, प्रा.(डॉ.) शेख मोहम्मदहनिफ, 2008, कर्मचारीप्रशासन व वित्तीयप्रशासन,कैलासपब्लिकेशन, औरंगाबाद

References

1. डॉ. एच.एल. भाटिया,२०२४, लोक वित्त,विकास प्रकाशन, नई दिल्ली
2. डॉ. एस.पी. गुप्ता, २०२२,वित्तीय प्रबंधन, साहित्यभवन प्रकाशन, इलाहाबाद
3. डॉ. एस.पी. गुप्ता, २०२२,उच्च वित्तीय प्रबंधन, साहित्यभवन प्रकाशन, इलाहाबाद
4. हरि गोपाल परांजपे, १९८०,भारत की वित्तीय शासन-व्यवस्था, साहित्यभवन प्रकाशन, इलाहाबाद
5. Dr. Sanjeev Kumar Mahajan & Dr. Anupama Puri Mahajan, 2021, Financial Administration in India, PHI Learning Pvt. Ltd., New Delhi – 110060
6. Arindam Banerjee, 2016, Financial Management, Oxford University, Ahmedabad
7. Dr. H.L. Bhatia, 2009, Public Finance, Vikas Publishing House Pvt. Ltd., Masjid Road, Jangpura, New Delhi – 110014
8. S.K. Singh, 1982, Public Finance in Theory and Practice, S. Chand Publishing, New Delhi
9. Dr. J.V.M. Sarma, 2018, Public Finance, Oxford University Press, Ahmedabad



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Optional Subject: Public Administration (DSC)

Under Graduate Second Year Programme, Semester-IV

Paper Code: HPUBCT1252

Title: District Administration

Curriculum Details

Course pre-requisite:

1. Completion of B.A. First Year

Course objectives:

1. **Understanding District Administration:** To provide students with a foundational knowledge of the structure and functions of district administration.
2. **Exploring Administrative Offices:** To familiarize students with the various administrative offices at the district level and their roles in governance.
3. **Examining Revenue Administration:** To impart knowledge about the revenue administration system at the district and taluka levels.
4. **Studying Police and Judiciary Systems:** To offer insights into the functioning of the police administration and judiciary system within the district framework.

Course outcomes

1. **Comprehension of District Administrative Structure:**
Students will be able to understand the hierarchical structure of district administration, its components, and the roles of key officials like the District Collector, Revenue Officers, and Police Officers.
2. **Knowledge of District Revenue Administration:**
Students will gain knowledge about the revenue management system in the district, including land records, revenue collection, and related legal procedures.
3. **Insight into Law-and-Order Administration:**
Students will learn how law and order are maintained at the district level, with an emphasis on the role of district police and the judiciary in maintaining peace and security.
4. **Awareness of Public Services and Welfare Programs:**
Students will understand the implementation of government welfare programs at the district level, covering sectors like education, health, rural development, and poverty alleviation.
5. **Critical Understanding of Administrative Reforms and Challenges:**
Students will develop an understanding of the current challenges faced by district administration and explore reforms in governance, administrative efficiency, and citizen services.



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Optional Subject: Public Administration (DSC) Semester-IV

Paper Code: HPUBCT1252

Title: District Administration

Curriculum Details: (for 4 Credits)

Module No.	Unit No.	Name of Topic	Hrs. Required to cover the contents 1 Hrs.=60M.
1.0		District Administration	
	1.1	Introduction	15
	1.2	Historical background of District Administration	
	1.3	Importance of District Administration	
	1.4	Elements of District Administration	
2.0		Law and Order	
	2.1	Meaning of Law and order	15
	2.2	Importance of law and order	
	2.3	Principles of law and order	
	2.4	Agencies of law and order	
3.0		District Collector	
	3.1	Introduction	15
	3.2	Powers and Functions of Collector	
	3.3	Role of District Magistrate in Law and Order	
	3.4	Changing role of District Collector	
4.0		District Planning and Development Council (DPDC)	
	4.1	Establishment of District Planning and Development Council	15
	4.2	Composition of District Planning and Development Council	
	4.3	Functions of District Planning and Development Council	
	4.4	Challenges and Limitations of District Planning and Development Council	
		Total	60

TextBooks

1. प्रा.डॉ. प्रविण लोणारकर, २०२०, जिल्हा प्रशासन, नित्यापब्लिकेशन, भोपाल
2. डॉ. उलगडे लक्ष्मण काशिनाथ, २०२३, जिल्हा प्रशासन, विकासपब्लिशिंगहाऊस, नोएडा, उत्तरप्रदेश
3. प्रा.डॉ.मधुकर फकिरा राऊतराहे, २०१९, जिल्हा प्रशासन, न्युमनप्रकाशन,परभणी.
4. प्रा.डॉ. सय्यद कुरेशाबी, २०२०, महाराष्ट्रराज्यआणिजिल्हाप्रशासन, शौर्यपब्लिकेशन, लातूर
5. डॉ. शिंदे प्रकाश रावसाहेब, डॉ.अशोक जाधव, डॉ.विठ्ठल सांडूर , डॉ. वितेश निकते,२०१९, जिल्हा प्रशासन, शौर्य पब्लिकेशन, लातूर
6. Dr. Jijabai kangane, 2015, District administration, Aruna Prakashan, Latur
7. Dr. Banjara Dilip Lalu, 2013, The Role and Function of Tahsil office in Taluka Administration, Shaurya Publication Latur
8. डॉ. शं. ना. नवरे, २०१५, जिल्हा प्रशासन, ज्ञान महल प्रकाशन, पुणे-४११००१
9. डॉ. एस. आर. शंकर, २०१८, भारतीय प्रशासन व जिल्हा प्रशासन, वर्धमान प्रकाशन, नागपूर-४४१२०१
10. प्रा. रमेश महाजन, २०२०, जिल्हा प्रशासन: कार्यपद्धती आणि यशस्वीता, स्वराज्य प्रकाशन, औरंगाबाद- ४२१०१०
11. डॉ. के. जे. कुलकर्णी, २०१७, राजकीय प्रशासन आणि जिल्हा प्रशासन, म. गांधी प्रकाशन, नाशिक
12. डॉ. सुलोचना पाटील, २०१६, जिल्हा प्रशासन: एक प्रशासनिक दृष्टिकोन, भारतीय विद्यापीठ प्रकाशन, मुंबई
13. डॉ. पं. तात्याजी राठोड, २०१५, जिल्हा प्रशासन व शासन प्रक्रिया, महात्मा गांधी प्रकाशन, कोल्हापूर

References

1. S.S. Khera, 1979, District Administration in India, National Publishing House, New Delhi – 110002
2. Surendra Singh, 2007, District Administration: A Profile, Indian Institute of Public Administration (IIPA), New Delhi – 110002
3. Ramesh K. Arora, 2000, District Administration and Field Officials, Aalekh Publishers, Jodhpur– 342001
4. राजेंद्रकुमार शर्मा, २०१२, जिला प्रशासन, अटलांटिक पब्लिशर्स, नई दिल्ली
5. डॉ. एस.आर. महेश्वरी, भारतीय प्रशासन में जिला प्रशासन, लक्ष्मीनारायण अग्रवाल, आगरा



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities
Minor In Public Administration
Under Graduate Second Year Programme
Semester-IV
Paper Code: HPUBMT1251
Title: District Police Administration

Curriculum Details

Course pre-requisite:

1. Completion of B.A. First Year

Course objectives:

1. To understand the structure and role of the district police system
Gain comprehensive knowledge of the hierarchy, powers, and functions of the police at the district level, especially the role of the Superintendent of Police (SP).
2. To analyse the coordination between district police and civil administration
Examine how the police work alongside the District Magistrate and other departments for maintaining law and order, handling crises, and ensuring effective governance.
3. To study crime control and investigative mechanisms at the district level
Learn about crime prevention strategies, investigation procedures, law enforcement techniques, and the use of technology in policing.
4. To evaluate reforms, challenges, and accountability in district policing

Course outcomes

1. Students will be able to explain the organizational structure and functions of district police administration. They will gain clarity on the hierarchy, roles, and responsibilities of various police officers at the district level.
2. Students will develop the ability to analyse law and order issues in a district context.
This includes understanding how police handle public unrest, crime trends, and emergency situations in coordination with other administrative bodies.
3. Students will be able to critically evaluate the challenges and limitations in district-level policing. They will explore issues like political interference, resource constraints, and lack of accountability in the system.
4. Students will be equipped to recommend reforms and suggest improvements for better policing and public service delivery.
They will be familiar with models of community policing, police modernization, and legal frameworks guiding police conduct.



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Minor In Public Administration

Under Graduate Second Year Programme

Semester-IV

Paper Code: HPUBMT1251

Title: District Police Administration

Curriculum Details:(for 4 Credits)

Module No.	UnitNo.	Topic	Hrs. Required to cover the contents 1Hrs.=60M.
1.0		District Police Administration	
	1.1	Introduction and meaning	15
	1.2	Historical Background of Police administration in Maharashtra.	
	1.3	Importance of District Police administration	
	1.4	Functions and Responsibilities of District Police	
2.0		Structure of District Police Administration	
	2.1	District Superintendent of Police office: Powers and Functions	15
	2.2	Subdivisional Police office: Powers and Functions	
	2.3	Police Station: Powers and Functions	
	2.4	Police Patil: Powers and Functions	
3.0		District Prison Administration	
	3.1	Introduction	15
	3.2	Importance of District Prison Administration	
	3.3	Composition and Functions of District Prison Administration	
	3.4	Superintendent of Prison: Powers and Functions	
4.0		Challenges before District Police Administration	
	4.1	Corruption	15
	4.2	Image building	
	4.3	Training	
	4.4	Cybercrime	
		Total	60

TextBooks

1. डॉ. शं. ना. नवरे, २०१५, पोलीस प्रशासन: सिद्धांत आणि व्यवहार, साहित्य प्रसार केंद्र, पुणे
2. सुरेश खोपडे, २००७, महानगरातील पोलीस प्रशासन नॉर्थ रिजन मुंबई प्रयोग, स्नेह प्रकाशन, मुंबई
3. खेमसिंह जाधव, मुंबई पोलीस अधिनियम, १९५१, नवचैतन्य प्रकाशन, बोरीवली
4. डॉ. बी.आर. कतुरवार&डॉ. जी. एम. सूर्यवंशी, २०२०, पोलीस, जनता व प्रसारमाध्यमे, सव्यंदीप प्रकाशन, पुणे
5. डॉ. मधुकर मोकाशी, पोलीस : समाज आणि शासन, स्नेहवर्धन प्रकाशन

References

1. Dr. S.R. Kaps, 2022, Police Administration, Himalaya Publishing House
2. Dr. B. Roja, 2015, Police Administration Under the British Rule: In the Northern Range of the Madras Presidency 1924–1947, Gyan Publishing House
3. संजीव रंजन, २०२०, पुलिस प्रशासन: विचार और अभ्यास, रेगल पब्लिकेशंस
4. राहुल रोजर्स, २०११, भारत में पुलिस प्रशासन (संरचना एवं कार्यशैली), हिमांशु पब्लिकेशंस
5. अॅड. जयंत यशवंत शृंगारपूरे, अॅड. स्वाती जयंत शृंगारपूरे, २०१८, पोलीस तपास: माहिती, अधिकार व सामान्यज्ञान, साहित्य प्रसार केंद्र
6. Dr. B.V. Trivedi, 1987, Prison Administration in India: Model-Prison Programmes in U.P., Uppal Publishing House
7. J.G. Roy, 2024, Prisons and Society: A Study of the Indian Jail System, Gyan Publishing House
8. डॉ. विजय पाटील, २०१८, भारतीय कारागृह व्यवस्थापन, राजहंस प्रकाशन, मुंबई,
9. महाराष्ट्र शासन, २०२०, महाराष्ट्र कारागृह कायदा आणि नियमावली, शासन मुद्रणालय, मुंबई
10. डॉ. रवींद्र जोशी, २०१७, जिल्हा कारागृह: संरचना आणि कार्यप्रणाली, वर्धा प्रकाशन, नागपूर
11. डॉ. शं. ना. नवरे, २०१५, कारागृह प्रशासन: सिद्धांत आणि व्यवहार, साहित्य प्रसार केंद्र, पुणे



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Humanities

Generic Elective (GE) In Public Administration

Under Graduate Second Year Programme Semester-IV

Paper Code: HPUBGE1251

Title: State Civil Services

CurriculumDetails

Coursepre-requisite:

1. Completion of B.A. First Year

Courseobjectives

1. To understand the structure and composition of State Civil Services
2. To study the recruitment, training, and functions of civil servants
3. To examine the role of civil services in state governance and development
4. To analyse the challenges and reforms in the state civil services

CourseOutcomes:

1. In-depth understanding of the state administrative framework
2. Knowledge of civil services recruitment and career progression
3. Ability to analyse the role of civil servants in governance
4. Awareness of contemporary challenges and reforms in civil services



Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities

Generic Elective (GE) In Public Administration

Under Graduate Second Year Programme Semester-IV

Paper Code: HPUBGE1251

Title: State Civil Services

Curriculum Details: (for 2 Credits)

Module No.	UnitNo.	Topic	Hrs. Required to cover the contents 1Hrs.=60M.
1.0		Civil Services	08
	1.1	Meaning & Importance	
	1.2	Types of State Civil Services	
	1.3	Features of State Civil Service	
2.0		State Public Service Commission	08
	2.1	Constitutional Provision of State Public Service Commission	
	2.2	Structure of M.P.S.C.	
	2.3	Powers & Functions of M.P.S.C.	
3.0		Structure of State Public Service Commission Examination	07
	3.1	Syllabus of State services Preliminary Examination	
	3.2	Syllabus of State services Main Examination	
	3.3	Question paper & Evaluation process	
4.0		State Training Institutes: Structure and Functions	07
	4.1	Yashwantrao Chavan Academy of Development Administration (YASHADA)	
	4.2	Maharashtra Police Academy (MPA)	
	4.3	Water & Land Management Institute (WALMI)	
		Total	30

TextBooks

1. डॉ. व्ही.आर. रेड्डी, महाराष्ट्र लोकसेवा आयोग: कार्यप्रणाली आणि संरचना, ग्लोबल पब्लिकेशन, नवी दिल्ली
2. डॉ.शुभदा फडके, २०१९, महाराष्ट्र लोकसेवा आयोगाची संरचना आणि कार्य, ओरिएण्ट ब्लॅकस्वॅन, हैद्राबाद
3. डॉ. एस. पी. देशमुख, २०१८, महाराष्ट्र लोकसेवा आयोग: संरचना आणि कार्यप्रणाली, महाराष्ट्र ग्रंथ निर्माण मंडळ, पुणे
4. डॉ. के. पी. तिवारी, २०२०, महाराष्ट्र लोकसेवा आयोग: प्रशासनिक संरचना, टारगेट पब्लिकेशन्स, नवी मुंबई
5. डॉ. आर. एन. मेहता, २०२१, महाराष्ट्र लोकसेवा आयोग: प्रशासनिक यंत्रणा आणि संरचनात्मक माहिती, दीपस्तंभ प्रकाशन, पुणे

References

1. Dr. R. N. Mehta, 2021, Maharashtra Public Service Commission: Administrative Mechanism and Structural Insights, Deepstambh Prakashan, Pune
2. K. K. Aziz, 2019, Training for Public Administration, Sage Publications, New Delhi
3. Rajeev Kumar, 2018, Civil Services Training and Development, Prentice Hall, New Delhi

Swami Ramanand Teerth Marathwada University, Nanded
Faculty of Humanities

Vocational & Skill Enhancement Course (VEC) In Public Administration
Under Graduate Second Year Programme Semester-IV

PaperCode:HPUVC1251

Title: Business Administration

CurriculumDetails

Coursepre-requisite:

2. Completion of B.A. First Year

Courseobjectives

1. Understanding Core Business Concepts
2. Developing Management Skills
3. Encouraging Entrepreneurial Thinking
4. Cultivating Ethical and Social Responsibility

CourseOutcomes:

1. Proficiency in Business Management
2. Decision-Making and Problem-Solving Skills
3. Leadership and Communication Skills
4. Ethical and Socially Responsible Practices



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Under Graduate Second Year Programme Semester-IV

Paper Code: HPUVC1251

Title: Business Administration

Curriculum Details: (for 2 Credits)

Module No.	UnitNo.	Topic	Hrs. Required to cover the contents 1Hrs.=60M.
1.0		Business Administration	08
	1.1	Meaning	
	1.2	Importance of Business Administration	
	1.3	Types of Businesses (Sole Proprietorship, Partnership, Company)	
2.0		Business Environment	08
	2.1	Meaning	
	2.2	Types of Business Environment (Internal, External)	
	2.3	Economic Environment (Market, Competition)	
3.0		Marketing and Sales	07
	3.1	Introduction to Marketing	
	3.2	Marketing Strategies and Planning	
	3.3	Sales Techniques and Customer Relationship Management	
4.0		Business Training Institutions: Structure and Functions	07
	4.1	Maharashtra Centre for Entrepreneurship Development (MCED)	
	4.2	Maharashtra State Board of Skill, Vocational Education and Training (MSBSVET)	
	4.3	National Skill Training Institute (NSTI) Mumbai	
		Total	30

TextBooks

1. डॉ. एस. के. शुक्ला, २०१९, व्यवसाय प्रशासन: सिद्धांत आणि कार्य, सागर प्रकाशन, पुणे
2. डॉ. पी. के. गोविंद, २०१८, व्यवसाय व्यवस्थापन: एक ओळख, महाराष्ट्र ग्रंथ निर्माण मंडळ, पुणे
3. डॉ. राजेंद्र यादव, २०२०, व्यवसाय प्रशासनाचा अभ्यास, पॉप्युलर प्रकाशन, पुणे
4. डॉ. ए. आर. धुरंधर, २०२१, व्यवसाय प्रशासनातील तत्त्वे आणि पद्धती, शुभद्रिका पब्लिकेशन्स, पुणे
5. डॉ. आनंद कुमावत, २०२१, व्यवसाय प्रशासनाच्या मूलभूत तत्त्वांचा अभ्यास, सर्वोत्तम प्रकाशन, नागपूर
6. डॉ. नम्रता पाटील, २०१९, व्यवसाय प्रशासनाच्या प्रक्रियांचा अभ्यास, नाशिक

References

1. डॉ. वी. एन. शर्मा, २०२०, प्रबंध के सिद्धांत और तकनीक, किताब महल, दरियागंज, नई दिल्ली
2. डॉ. ए. पी. मिश्रा, २०१८, आधुनिक व्यवसाय प्रशासन, लक्ष्मी नारायण अग्रवाल, आगरा
3. डॉ. एस.एन. महेश्वरी, 2020, व्यवसायिक संगठन और प्रबंधन, सहिता प्रकाशन, मेरठ
4. Dr. C.B. Gupta, 2020, Principles of Business Management, Sultan Chand & Sons, New Delhi
5. Dr. Harold Koontz & Dr. Heinz Weihrich (Indian adaptation by Prof. Jit S. Chandan), 2019, Essentials of Management, Tata McGraw Hill Education Pvt. Ltd., New Delhi
6. Dr. M.C. Shukla, S.C. Gupta & P.C. Tripathi, 2018, Business Organisation and Management, Sultan Chand & Sons, Daryaganj, New Delhi
7. Dr. S.A. Sherlekar, 2021, Modern Business Organisation and Management, Himalaya Publishing House Pvt. Ltd, Mumbai
8. Dr. P.C. Tulsian & Dr. Vishal Pandey, 2022, Business Management, Pearson Education India, Noida
9. Y.K. Bhushan, 2019, Fundamentals of Business Organisation and Management, Sultan Chand & Sons, New Delhi

Guidelines for Course Assessment:

A. Continuous Assessment (CA) (20% of the Maximum Marks):

This will form 20% of the Maximum Marks and will be carried out throughout the semester. It may be done by conducting **Two Tests and one Assignment**. Average of marks scored in these two tests and one assignment of a theory paper will make CA.

B. End Semester Assessment (80% of the Maximum Marks):

(For illustration we have considered a paper of 02 credits, 50 marks and need to be modified depending upon credits of individual paper)

1. ESE Question paper will consist of 6 questions. Each of 10 marks for 2 Cr. pattern and 15 marks for 3 Cr. pattern. (BOS may change scheme of marking.)
2. There will be 4- 5 sub questions in Question No. 1
3. Question No.1 will be compulsory and shall be based on entire syllabus.
2. Students are required to solve a total of 4 Questions.
4. Students need to solve ANY THREE of the remaining Five Question (Q.2 to Q.6) and shall be based on entire syllabus.

C. Assessment of Term Work/ Tutorial/Field Works:

At least 06 test / assignments covering entire syllabus must be given during the 'class wise tutorial'. The assignments should be students' centric and attempts be made to make assignments more meaningful, interesting and innovative.

Term work assessment must be based on overall performance of the student with every assignment graded time to time. The grades be converted to marks as per 'credit and grading system' manual and should be added and averaged.

D. Assessment of Community Engagement Services:

Students have freedom to take more than one CES/CC courses, however, marks of the best performing CES/CC be considered for final assessment. Assessment of the CES/CC courses is done by the respective course coordinators depending on the performance of the student and his participation in the international, national, state, university, college level events or camps, wherever applicable. In other cases, performance of a student be assessed depending on his/her regularity, participation in the regular activities in the semester.

Note: Number of lectures required to cover syllabus of a course depend on number of credits assigned to it. For example, for a two-credit course, 30 lectures each of one-hour duration are assigned, while that for a four-credit course 60 Lectures.



SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

Faculty of Humanities

B.A. (Second Year) Subject: Public Administration

End of Semester Examination (ESE)

Question Paper Pattern for 4 Credits

Semester Pattern with Effective from 2025-2026

Time: 03 Hrs.

Marks: 80

- | | |
|-------------------------|------------|
| 1) Writeshortnote | (20 Marks) |
| 1) | |
| 2) | |
| 3) | |
| 4) | |
| 2) Descriptive Question | (20 Marks) |
| 3) Descriptive Question | (20 Marks) |
| 4) Descriptive Question | (20 Marks) |
| 5) Descriptive Question | (20 Marks) |
| 6) Descriptive Question | (20 Marks) |

Note:Q. No. 1 is Compulsory. Students need to solve ANY THREE of the remaining Five Questions (Q.2toQ.6) and Q. No.01 shall be based on entire syllabus. Total =80Marks



SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

Faculty of Humanities

B.A. (Second Year) Subject: Public Administration

End of Semester Examination (ESE)

Question Paper Pattern for 2 Credits

Semester Pattern with Effective from 2025-2026

Time: 02 Hrs.

Marks: 40

1) Writeshortnote (10Marks)

1)

2)

3)

4)

2) Descriptive Question (10 Marks)

3) Descriptive Question (10 Marks)

4) Descriptive Question (10 Marks)

5) Descriptive Question (10 Marks)

6) Descriptive Question (10 Marks)

Note:Q. No. 1 is Compulsory. Students need to solve ANY THREE of the remaining Five Questions (Q.2 to Q.6) and Q. No.01 shall be based on entire syllabus.Total= 40Marks