



॥ 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

Fax : (02462) 215572

Academic-1 (BOS) Section

website: srtmun.ac.in

Phone: (02462)215542

E-mail: bos@srtmun.ac.in

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](http://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- 431606**



**(Structure and Syllabus of Four Years Multidisciplinary Degree  
Program with Multiple Entry and Exit Option)**

**BACHELOR OF Humanities**  
**Major in Administrative Services (DSC)**

**Under the Faculty of Humanities**

**Syllabus**  
**B.A. S.Y. Administrative Services \_ Sem. III & IV**

**Effective from Academic Year 2025-2026**  
**(As per NEP -2020)**

**Forward by the Dean, Faculty of Humanities**  
**From the Desk of the Dean:**

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 Khadake**  
Dean, Faculty of Humanities,

**Prof. Dr. Shailaja Wadikar**  
Asso. Dean, Faculty of Humanities,

**Swami Ramanand Teerth Marathwada University, Nanded**  
**From Desk of Chairman, Board of Studies of the Subject**  
**Administrative Services**

## **Program Objectives In Administrative Services**

The objective of administrative services and studies is to provide students with the necessary knowledge and skills to manage and lead organizations effectively, whether in the public or private sector. Students in this field should be able to apply theories and concepts to real- world scenarios, make informed decisions, and implement best practices.

## **Program Learning Outcomes in Administrative Services**

**Knowledge and Understanding:** Students should have a solid understanding of the key concepts, theories, and practices in administrative services and studies.

**Analytical and Critical Thinking:** Students should be able to analyze and evaluate complex situations and problems, identify appropriate solutions, and make sound decisions based on available evidence.

**Communication Skills:** Students should be able to communicate effectively, both verbally and in writing, with a variety of stakeholders, including employees, clients, customers, and other external parties.

**Leadership and Management:** Students should be able to demonstrate effective leadership and management skills, including the ability to motivate and inspire others, delegate tasks, and manage conflicts.

**Technical Skills:** Students should be proficient in the use of various tools and technologies commonly used in administrative services and studies, such as project management software, financial management systems, and data analytic tools.

**Ethical and Professional Behavior:** Students should be able to adhere to high ethical and professional standards, including principles of integrity, honesty, transparency, and accountability.

**Dr. Kalpana Manikrao Kadam**

Chairman,

Board of Studies of the Administrative Services

Swami Ramanand Teerth Marathwada University, Nanded.



## Swami Ramanand Teerth Marathwada University, Nanded

**Members of the Board of Studies in the subject of Administrative Services Under the faculty of Humanities**

Sr No	NameoftheMember	Designation	Addresswithmailid	ContactNo.
1	<i>Dr. Kalpana Manikrao Kadam</i>	<i>Chairman</i>	<i>N.S.B.College ,Nanded Kmbedre091@gmail.com</i>	<b>9823791999</b>
2	<i>Dr. Balwant Vishnu Ghogare</i>	<i>Member</i>	<i>Shri.KumarswamiCollege ,Ausa <a href="mailto:Balvantghogare001@gmail.com">Balvantghogare001@gmail.com</a></i>	<b>8830723928</b>
3	<i>Dr. Santosh Gunwantrao Patil</i>	<i>Member</i>	<i>Dayanand College of Arts, LaturSpatil2212@gmail.com</i>	<b>9421363056</b>
4	<i>Dr . B.C. Wadwale</i>	<i>Member</i>	<i>PeoplesCollege ,Nanded</i>	<b>7588581808</b>
5	<i>Dr. Sanjay M. Debade</i>	<i>Member</i>	<i>DegloorCollege,Degloor smdebde@gmail.com</i>	<b>9922724292</b>

Year & Level	Semester	Optional-1	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 faculty)	Field Work / Project/ Internship/ OJT/ Apprenticeship / Case Study Or Co-curricular Courses (CC) (Basket 6 for CC) (Common across all faculty)	Credits	Total Credits	
1	2	3	4	5	6	7	8	9	10	
02 (5.0)	III	HADMCT1201(4Cr) <b>Political Economy</b> HADMCT1202(4Cr) <b>History &amp; Geography Of India ( 04 cr )</b> 08 Credits	HADMCT1201 (4 Cr) <b>Basic Chemistry</b> 04 Cr.	HADMGE1201 (2Cr) <b>Rural Local Government</b> 2 Credits	HADMSC1201 (2Cr) <b>Mental Ability I</b> 2 Credits	<b>AECASE 1201 Skill Of English(2Cr)</b> <b>AECASM1201 Skill of Marathi (2Cr)</b> 04 Cr.	CCCXXX1201 (NCC/NSS/Sports/Culture/Health Wellness/Yoga Education /Fitness ) 02 Credits	22	44	
	IV	HADMCT1251(4Cr) <b>Constitutional Commission In india</b> HADMCT252(4Cr) <b>Agricultural &amp; Social Welfare</b> 08 Credits	HADMCT1251 (4 Cr) <b>Everyday Chemistry</b>	HADMGE 1251 (2Cr) <b>Urban Local Government</b> 02 Credits	HADMSC1251 (2Cr) <b>Mental Ability II</b> 2 Credits	<b>AECASE1251(2Cr)</b> <b>Writing Skill In ENGLISH</b>  <b>AECSM 1251(2Cr)</b> <b>Writing Skill In Marathi</b> VECEVS1251 (2Cr) 06 Credits	----	22		
	Cum.C r.	16	08	04	02+02=04	04+04=08	04	44		
		Exit option: UG Diploma in Major DSC AND Minor DSM on completion of 88 Credits and additional 04 Credits NSQF /Internship in DSC								



**Swami Ramanand Teerth Marathwada University,  
Nanded**

***Faculty of Humanities***

**General Guide lines for course structure:**

- The Major subject is the discipline or subject of the main focus and the degree will be awarded in that discipline/subject
- Credits and curriculum for optional subjects are same in the first year.
- In the first year students should choose three different subjects as optional subject in the same faculty.
- From the second-year curriculum of major and minor subject is the different and student have to select major and minor from three optional subjects.
- Generic/Open Elective is to be chosen compulsorily from faculty other than that of the Major.(SelectfromBasket)
- Vocational and Skill Enhancement Courses (VSEC or VSC and SEC) are related to Major Course (DSC)
- Ability Enhancement Courses(AEC): English language may be offered Sem.I for 2 Credits and sem.III for 2Cr.in AEC Column No.8 and 9 is common for all faculties.
- Curriculum of VEC,COI,IKS and CCC will provide by university.

## **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





**Swami Ramanand Teerth Marathwada University,  
Nanded**

***Faculty of Humanities* Major in Administrative Services**  
**Optional: Major & Minor course for Semester III and IV (C)**  
**Each of 04 Credits**

Semester	BOS proposing Major (e g.)	Details of Optional course (M)	
		CODE	Title of the Course
<b>Semester III</b>	<b>1. BOS in Administrative Services</b>	<b>HADMCT1201</b>	<b>Political Economy</b>
		<b>HADMCT1202</b>	<b>History &amp; Geography Of India</b>
		<b>HADMCT1201</b>	<b>Basic Chemistry</b>
<b>Semester IV</b>	<b>2. BOS in Administrative Services</b>	<b>HADMCT1251</b>	<b>Constitutional Commission In India</b>
		<b>HADMCT1252</b>	<b>Agricultural &amp; Social Welfare</b>
		<b>HADMCT1251</b>	<b>Everyday Chemistry</b>



**Swami Ramanand Teerth Marathwada University, Nanded**

***Faculty of Humanities Major in Administrative Services***

**Basket 1: Generic/Open Elective course (GE)**

Each BOS will suggest Generic Elective Courses (Minimum one and maximum four) for semester III and IV

		CODE	Title of the Course
<b>Sem. III</b>	<b>BOS in Administrative Services</b>	<b>HADMGE1201</b>	<b>Rural Local Government</b>
<b>Sem. IV</b>	<b>BOS in Administrative Services</b>	<b>HADMGE1251</b>	<b>Urban Local Government</b>

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



**Swami Ramanand Teerth Marathwada University, Nanded**

***Faculty of Humanities Major in Administrative Services***

**Vocational Course (VC)**

**Each BOS will suggest Vocational Course**

**For semester III and IV**

		<b>CODE</b>	<b>Title of the Course</b>
<b>Sem. III</b>	<b>BOS in Administrative Services</b>	<b>HADMSC1201</b>	<b>Mental Ability -I</b>
<b>Sem. IV</b>	<b>BOS in Administrative Services</b>	<b>HADMSC1251</b>	<b>Mental Ability- II</b>



**Swami Ramanand Teerth Marathwada University, Nanded**

***Faculty of Humanities***

**Basket4:** Languages (AEC and MIL) (Each of 02Credits for Sem.III and IV)

Semester	Name of the Languages	Details of Second Language (L2)	
		CODE	Title of theCorse (Paper)
SemesterI	English (AEC)	AEC1201	Skill Of English
	Marathi (AEC)	AEC1201	Skill Of Marathi
SemesterII	English (AEC)	AEC1251	Writing Skill In English
	Marathi (AEC)	AEC1251	Writing Skill In Marathi



**Swami Ramanand Teerth Marathwada University, Nanded**

**Faculty of Humanities Major in Administrative Services**

**Under Graduate B.A.Second Year Programme, Semester III (Level 5.0 ) Teaching Scheme**

	Course Code	Course Name	Credits Assigned			Teaching Scheme (Hrs./ week 1 Hrs. =60 M.)	
			Theory	Practical	Total	Theory	Practical
<b>Major</b>	HADMCT1201	Political Economy	04		<b>04</b>	04	
	HADMCT1202	History And Geography Of India	04		<b>04</b>	04	
<b>Minor</b>	HADMCT1201	Basic Chemistry	04		<b>04</b>	04	
<b>Generic Electives</b>	HADMGE1201	Rural Local Government	02		<b>02</b>	02	
<b>Vocational &amp; Skill Enhancement Course</b>	HADMSC1201	Mental Ability -I	02		<b>02</b>	02	
<b>Ability Enhancement Course /Languages</b>	AECASE1201Skill Of ENGLISH (02Cr)	<i>Skill Of English</i> Skill Of Marathi	02		<b>02</b>	02	
	AECASM1201Skill Of Marathi (02Cr)		02		<b>02</b>	02	
<b>Co-curricular Courses/Community Engagement Services (CC) (Basket 6)</b>	HXXXC1201	Any one of NCC/ NSS /Sports/ Culture /Health Wellness /Yoga Education / Fitness	02		<b>02</b>	02	
<b>Total Credits</b>			<b>22</b>		<b>22</b>	<b>22</b>	



**Swami Ramanand Teerth Marathwada University, Nanded**

***Faculty of Humanities Major in Administrative Services***

**Under Graduate B.A.Second Year Programme, Semester IV (Level 5.0 ) Teaching Scheme**

	Course Code	Course Name	Credits Assigned			Teaching Scheme (Hrs./ week 1 Hrs.=60 M.)	
			Theory	Practical	Total	Theory	Practical
<b>Major</b>	HADMCT1251	Constitutional Commission In India	04		04	04	
	HADMCT1252	Agricultural And Social Welfare	04		04	04	
<b>Minor</b>	HADMCT1251	Everyday Chemistry	04		04	04	
<b>Generic Electives</b>	HADMGE1251	Urban Local Government	02		02	02	
<b>Vocational &amp; Skill Enhancement Course</b>	HADMSC1251	Mental Ability II	02		02	02	
<b>Ability Enhancement Course /Languages</b>	AECASE1251 (02Cr)	Writing Skill In English	02		02	02	
	AECASM1251 (02Cr)	Writing Skill In Marathi	02		02	02	
<b>Value Education Courses</b>	VECEVS1251	Environmental Studies	02		02	02	
<b>Total Credits</b>			<b>22</b>		<b>22</b>	<b>22</b>	



# Swami Ramanand Teerth Marathwada University, Nanded

*Faculty of Humanities Major in Administrative Services*

**Under Graduate B.A.Second Year Programme, Semester III (Level 5.0)**

## **Examination Scheme**

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

Subject (1)	Course Code (2)	Course Name (3)		Theory				Total Col. (6+7) / (09)
			Continuous Assessment (CA)				ESE	
			Test I (4)	Test II (5)	Assignment (6)	Avg of T1+T2+Assi . /3 (7)	Tota l (8)	
Major	HADMCT1201	Political Economy	10	10	10	10	40	50
	HADMCT1202	History And Geography Of India	10	10	10	10	40	50
Minor	HADMCT1201	Basic Chemistry	10	10	10	10	40	50
Generic Electives	HADMGE1201	Rural Local Government	10	10	10	10	40	50
Vocational & Skill Enhancement Course	HADMSC1201	Mental Ability -I	10	10	10	10	40	50
Ability Enhancement Course /Languages	AECASE1201 ( 2Cr)	Skill Of English	10	10	10	10	40	50
	AECASM1201 ( 2Cr)	Skill Of Marathi						
Co-curricular Courses/Community Engagement Services (CC) (Basket 5)	CCCXXX1201 ( 2Cr)	Any one of NCC/ NSS /Sports/ Culture /Health Wellness /Yoga Education / Fitness	10	10	10	10	40	50



**Swami Ramanand Teerth Marathwada University, Nanded**  
**Faculty of Humanities. Major in Administrative Services**  
**Under Graduate B.A. Second Year Programme, Semester IV (Level 5.0 )**  
**Examination Scheme**

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

Subject (1)	Course Code (2)	Course Name (3)	Theory					Total Col (7+8)] (9)
			Continuous Assessment (CA)				ESE	
			Test I (4)	Test II (5)	Assignment (6)	Avg of T1+T2+Assi. /3 (7)	Total (8)	
Major	HADMCT1251	Major Constitutional Commission In India	10	10	10	10	40	50
	HADMCT1252	Agricultural And Social Welfare	10	10	10	10	40	50
Minor	HADMCT1251	EVERYDAY CHEMISTRY	10	10	10	10	40	50
Generic Electives	HADMGE1251	Urban Local Government	10	10	10	10	40	50
Vocational & Skill Enhancement Course	HADMSC1251	Mental Ability II	10	10	10	10	40	50
Ability Enhancement Course/ Languages	AECADME1251(2Cr)	Writing Skill In English	10	10	10	10	40	50
	AECADM1251(2Cr)	Writing Skill In Marathi						
Value Education Course (VEC)	VECEVS1251(2Cr)	Environmental Studies	10	10	10	10	40	50





**Swami Ramanand Teerth Marathwada University, Nanded**  
***Faculty of Humanities Major in Administrative Services***  
**Under Graduate B.A.Second Year Programme Semester-III**

**Paper Code : HADMCT1201**

**Title – Political Economy**  
***Curriculum Details***

**Course Objectives :**

1. To introduce students the concept and trends of political economy of India.
2. To understand the objectives, types, importance and changing method of central budget.
3. To understand Parliamentary control over finance in India.
4. To understanding the roll of Comptroller and Auditor General (CAG) in ensuring fiscal transparency and accountability in central finance .
5. To understanding the relationship between Central and States government regarding distribution of financial resources.
6. To understanding the amendment of 101(CGST)
7. Laws are to understand how the lows represent different categories of legal and financial framework in India, with the political economy.

**Course Outcomes :**

1. Students will be introduced to the political economy of India.
2. Students Understand the objectives, significance and types of central Budget.
3. Students gain knowledge about the changing nature of central budget.
4. Students will be able to understand the strategies of the budget and financial resurces.
5. Students understand the roll of the Comptroller and Auditor General (CAG) of the central finance.
6. Students get knowledge of financial relations between the Central and States governments regarding distribution of financial resources.
7. There is a deep knowledge of the role and mechanism of Parliamentary control over the finance of India.
8. Students understand legal and financial concepts.



# Swami Ramanand Teerth Marathwada University, Nanded

*Faculty of Humanities, Major in Administrative Services*

**PaperCode :HADMCT1201**

**Title : Political Economy**

Module No.	Unit No.	Topic	Hrs. Required to cover the contents 1Hrs.=60 M.
<b>1.0</b>		Central Budget (Union)	<b>8</b>
	<b>1.1</b>	Introduction	
	<b>1.2</b>	Objective of Budget	
	<b>1.3</b>	Types of Budgets	
	<b>1.4</b>	Changing Nature & Importance of Budget	
<b>2.0</b>		Parliamentary Control & Public Expenditure	<b>8</b>
	<b>2.1</b>	Introduction	
	<b>2.2</b>	Legislature Control	
	<b>2.3</b>	Audit	
	<b>2.4</b>	Auditor General of India (CAG)	
<b>3.0</b>		Centre State Economic Relation	<b>7</b>
	<b>3.1</b>	Nature	
	<b>3.2</b>	Issues Of Conflict	
	<b>3.3</b>	Amendment of 101/Central Goods & Services Tax	
	<b>3.4</b>	Importance	
<b>4.0</b>		Laws	<b>7</b>
	<b>4.1</b>	Civil Right Security Act 1955	
	<b>4.2</b>	Environment Security Act 1986	
	<b>4.3</b>	Anti-corruption Act 1988	
	<b>4.4</b>	Information Rights 2005	
		<b>Total</b>	<b>30</b>

**Reference :**

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**Swami Ramanand Teerth Marathwada University, Nanded**  
***Faculty of Humanities* Major in **Administrative Services****  
**Under Graduate B.A.Second Year Programme, Semester III**

**Paper Code: HADMCT 1202**

**Title –History And Geography Of India**

**Curriculum Details**

**Course Objectives:**

1. To understand the concept and development of Indian Nationalism.
2. To understand history of the establishment of Indian National Assembly.
3. To getting information about period of Liberalism.
4. To understand a distinguished between Jahal and Maval thought of Indian History.
5. To understand the reasons and impact of Partition of Bengal.
6. To understand the historical movement of indigenous.
7. To understand Geographical boundaries of India
8. To understand land features of India.
9. To understand water bodies and island features of India.

**Course Outcomes:**

1. Students understand the development of Nationalism.
2. Students learn about establishment of Indian National Assembly.
3. Students gain knowledge about liberalism.
4. Students gain knowledge about Jahal and Maval thought
5. Students understand the contribution of indigenous movement in the development of Indian nationalism.
6. Students can introduce with Indian Geographical boundaries.
7. Students can understand the situation of water bodies in the country.
8. Students can understand the features of islands of India.



**Swami Ramanand Teerth Marathwada University, Nanded**  
**Faculty of Humanities, Major in Administrative Services**

**Paper Code: HADMCT1202**

**Title –History And Geography Of India**

**Curriculum Details: (for 04 Credits)**

Module No.	Unit No.	Topic	Hrs. Required to cover the contents 1Hrs.=60 M.
<b>1.0</b>		History of India Nationalism	<b>8</b>
	<b>1.1</b>	Introduction	
	<b>1.2</b>	Development of Nationalism	
	<b>1.3</b>	Establishment of National Assembly	
	<b>1.4</b>	Period of Liberalism	
<b>2.0</b>		Jahal / Maval Period	<b>8</b>
	<b>2.1</b>	Introduction	
	<b>2.2</b>	Difference Between Jahal & Maval	
	<b>2.3</b>	Patriation Of Bengal	
	<b>2.4</b>	Swadeshi Movement	
<b>3.0</b>		Indian Geography	<b>7</b>
	<b>3.1</b>	Land Boundaries of India	
	<b>3.2</b>	Features of Land Boundaries	
	<b>3.3</b>	Water Boundaries Of India	
	<b>3.4</b>	Features of Water Boundaries	
<b>4.0</b>		Indian I-Land	<b>7</b>
	<b>4.1</b>	Andaman Nicobar	
	<b>4.2</b>	Lakshadweep	
	<b>4.3</b>	Heat Island	
	<b>4.4</b>	Importance of Indian I-land	
		<b>Total</b>	<b>30</b>

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**Swami Ramanand Teerth Marathwada University, Nanded**

***Faculty of Humanities* Minor in Administrative Services**

**Under Graduate B.A. Second Year Programme, Semester III**

**Paper Code: HADMCT1201**

**Title- Basic Chemistry**

**Course Objectives:**

1. The student will understand the importance of the Periodic Table of the Elements, how it came to be, its role in organizing chemical information, and its relationship to the natural world and natural resources.
2. The student will learn the laboratory skills needed to design, safely conduct and interpret chemical experiments, and will learn proper ways of disposing of chemical waste.
3. The student will develop the ability to effectively communicate scientific information and research results in written and oral formats with a diverse range of audiences.

**Outcomes-**

1. Explain the postulates of Dalton's atomic theory
2. Apply the results of early atomic experiments to define the three subatomic particles and isotopes
3. Interpret the atomic structure and determine atomic mass
4. Express chemical formulas in molecular, empirical, and structural form
5. Interpret the periodic table
6. Recognize and predict ionic and covalent compounds
7. Derive names for common types of inorganic compounds using a systematic approach



**Swami Ramanand Teerth Marathwada University, Nanded**

***Faculty of Humanities* Minor in Administrative Services**

**Under Graduate B.A.Second Year Programme, Semester III**

**Paper Code: HADMCT1201**

**Title- Basic Chemistry**

	Unit No.	Topic	Hrs. Required to cover the contents 1Hrs.=60 M.
<b>1.0</b>		<b>Nature And Behavior</b>	<b>8</b>
	<b>1.1</b>	Nature of Matter	
	<b>1.2</b>	Practical Nature And Their Basic Units	
	<b>1.3</b>	Structure of Atoms	
<b>2.0</b>		<b>Physical And Chemical Changes</b>	<b>8</b>
	<b>2.1</b>	Introduction	
	<b>2.2</b>	Classification	
	<b>2.3</b>	Examples	
<b>3.0</b>		<b>Elements, Compounds And Mixtures</b>	<b>7</b>
	<b>3.1</b>	Introduction	
	<b>3.2</b>	Classification	
	<b>3.3</b>	Separation Of Components Of Mixtures	
<b>4.0</b>		<b>Atomic Structure</b>	<b>7</b>
	<b>4.1</b>	Fundamental Subatomic Particles	
	<b>4.2</b>	Nucleus And Extranuclear Parts	
	<b>4.3</b>	Atomic Number And Mass Number	
		<b>Total</b>	<b>30</b>

**References- 8<sup>th</sup>, TO 12<sup>th</sup> NCERT Chemistry Text Books**





# **Swami Ramanand Teerth Marathwada University, Nanded**

***Faculty of Humanities Minor in Administrative Services***

**Paper Code : HPOLMT1201**

**Title- Rural Local Government**

**Curriculum Details: (for 02 Credits)**

## **Course Objectives:**

1. To provide an understanding of the structure, functions, and significance of rural local governance in India.
2. To familiarize students with the evolution and legal framework of the Panchayati Raj system.
3. To examine the roles and responsibilities of various institutions and officials in rural local government.
4. To assess the impact of rural local governance on development, service delivery, and community participation.
5. To analyze the challenges and opportunities in strengthening grassroots democracy and decentralization.

## **Course Outcomes:**

Upon successful completion of the course, students will be able to:

1. Explain the historical background and constitutional provisions related to rural local governance in India.
2. Identify the roles, powers, and functions of Gram Panchayats, Panchayat Samitis, and Zila Parishads.
3. Evaluate the effectiveness of rural local bodies in implementing development schemes and ensuring public service delivery.

Demonstrate an understanding of participatory governance and the role of community involvement in decision-making.



# Swami Ramanand Teerth Marathwada University, Nanded

*Faculty of Humanities Minor in Political Science*

**Paper Code : HPOLMT1201**

**Title- Rural Local Government**

**Curriculum Details: (for 04 Credits)**

Module No.	UnitNo.	Topic	Hrs. Required to cover the contents 1Hrs.=60 M.
	<b>1.0</b>	<b>73<sup>rd</sup> Constitutional Amendment</b>	<b>08</b>
	<b>1.1</b>	Background of 73 <sup>rd</sup> Constitutional Amendment	
	<b>1.2</b>	Provisions of 73 <sup>rd</sup> Constitutional Amendment	
	<b>1.3</b>	Challenges to Rural Self Government	
	<b>2.0</b>	<b>Gram panchayat</b>	
	<b>2.1</b>	Structure Power & Function	<b>08</b>
	<b>2.2</b>	Sarpanch/ up sarpanch	
	<b>2.3</b>	Gram Sevak, Gram Sabha	
	<b>3.0</b>	<b>Panchayat Samiti</b>	
	<b>3.1</b>	Structure Power & Function	
	<b>3.2</b>	<b>Sabhapati/ Up Sahaptin</b>	<b>07</b>
	<b>3.3</b>	Various Committee Of Panchayat Samiti	
	<b>4.0</b>	<b>Zillha parishad</b>	
	<b>4.1</b>	Structure, Power, Function	
	<b>4.2</b>	Addhyksh ,Up addhyksh & CEO	<b>07</b>
	<b>4.3</b>	Various Comittee Of Zillha Parishad	
		Total	<b>30</b>

## References :

1. Basu, D.D, Introduction to Constitution of India, Nagpur, Lexis Nexis Butterworths, 2018
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**Swami Ramanand Teerth Marathwada University, Nanded**  
***Faculty of Humanities Major in Administrative Services.***

Under Graduate B.A.Second Year Programme, Semester III

## **GENERIC ELECTIVES**

**Paper Code: HADMSC1201**

**Title- Mental Ability I**  
**Curriculum Details**

### **Objectives of the Course:**

- 1.To develop logical reasoning and critical thinking among students.
- 2.To enhance problem-solving and decision-making abilities.
- 3.To prepare students for competitive exams requiring mental aptitude.
- 4.To build speed and accuracy in solving puzzles and mental calculations.
- 5.To train students in pattern recognition, coding-decoding, and analytical reasoning.

### **Course Outcomes:**

After completing the course, students will be able to:

- 1.Apply logical reasoning techniques to solve analytical problems.
- 2.Demonstrate enhanced numerical and verbal aptitude.
- 3.Solve puzzles, series, and pattern-based questions with improved accuracy and speed.
- 4.Analyze complex problems using mental ability strategies.
- 5.Confidently approach competitive exam questions related to mental aptitude.



**Swami Ramanand Teerth Marathwada University, Nanded**  
***Faculty of Humanities Major in Administrative Services.***

**Paper Code : HADMSC1201**  
**Title- MENTAL ABILITY I Skills-III**  
**Curriculum Details: (for 2 Credits)**

Module No.	UnitNo.	NameofTopic	Hrs. Requiredto cover the contents 1Hrs.=60 M.
<b>1.0</b>		Quantitative Aptitude -I	<b>8</b>
	<b>1.1</b>	Avarage	
	<b>1.2</b>	Problem on Numbers	
	<b>1.3</b>	Problems On Ages	
<b>2.0</b>		Quantitative Aptitude -II	<b>8</b>
	<b>2.1</b>	Partnership	
	<b>2.2</b>	Time & Work	
	<b>2.3</b>	Time & Distance	
<b>3.0</b>		Quantitative Aptitude -III	<b>7</b>
	<b>3.1</b>	Simple Interest	
	<b>3.2</b>	Problems On Trains	
	<b>3.3</b>	Area	
<b>4.0</b>		Logical Reasoning	<b>7</b>
	<b>4.1</b>	Blood Relation	
	<b>4.2</b>	Venn Diagram	
	<b>4.3</b>	Direction	
		<b>Total</b>	<b>30</b>

### Reference -

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**Swami Ramanand Teerth Marathwada University, Nanded**  
***Faculty of Humanities. Major in Administrative Services***

**Under Graduate First Year Programme**

**PaperCode:AECASE1201,**

**Title: Skill Of English**

**02 Credit. *Curriculum Details***

**Cours epre-requisite:**

3. All faculties H.S.C. Passed Students
4. Any Students who is Eligible to entire at level 4.5

**Courseobjectives:**

- It helps to use the language effectively
- To develop students in sight in to the structure of English language
- Todevelopstudentssensibilitytowardscorrectnessandappropriateoflanguage
- To prepare them for competitive exams

**Course outcomes:**

- Write an effective introduction and conclusion
- Product a well–Organized academy necessary
- Produce appropriate vocabulary and correct word form
- Use a variety of accurate sentence structures



**Swami Ramanand Teerth Marathwada University, Nanded.**

***Faculty of Humanities Major in Administrative Services.***

**Paper Code: AECASE1201,**

**Title: English (*Ability Enhancement Course*)**

**Curriculum Details: (for 2 Credits)**

Module No.	Unit No.	Topic	Hrs. Required to cover the contents 1Hrs.=60 M.
<b>1.0</b>		<b>Correct Spelling</b>	<b>8</b>
	<b>1.1</b>	English Words & Meaning	
	<b>1.2</b>	Correct Order	
	<b>1.3</b>	Modules	
<b>2.0</b>		<b>Phrases</b>	<b>8</b>
	<b>2.1</b>	Cries Of Animal	
	<b>2.2</b>	Off Springs Of Animals	
	<b>2.3</b>	Homes Of Animals	
<b>3.0</b>		<b>Nouns</b>	<b>7</b>
	<b>3.1</b>	Gender	
	<b>3.2</b>	Number	
	<b>3.3</b>	Cases Of Nouns	
<b>4.0</b>		<b>Writing Skills</b>	<b>7</b>
	<b>4.1</b>	Letter Writing	
	<b>4.2</b>	Essay Writing	
	<b>4.3</b>	Applications	
			<b>30</b>

**References- 8<sup>th</sup> TO 12<sup>th</sup> NCERT English Text Books.**





# **Swami Ramanand Teerth Marathwada University, Nanded**

*Faculty of Humanities. Major in Administrative Services*

**Under Graduate First Year program, Semester-II**

**Paper Code: AECASM1101,**

**Title: Skill Of Marathi**

*Curriculum Details (for 2 credits)*

## **Course objectives:**

- १.भाषेतील व्याकरण ाचे महत्व समजून घेई.
- २.संधीचे स्वरूप समजून घेई.
- ३.नामाचा वलंगर्चनांनुसार अभ्यास करई.
- ४.नामाची वर्भक्तीसामान्यरूप समजून घेई.
- ५.मराठी भाषे वर्षी आडवन मार्क करई.

## **Course outcomes:**

- १.संधीचे प्रकार सांगता येईल.
  - २.जोडाक्षरे आवर्जोडरी फोड करून दाखता येईल.
  - ३.नामाच्या प्रकारांचा पररचय होईल.
  - ४.नामाचे वलंगर्चन सांगता येईल.
  - ५.वर्धार्थ ांमध्ये भाषेतील लेखन, रचन भाषाकौशल्य वर्कवसत होईल .
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# Swami Ramanand Teerth Marathwada University, Nanded

*Faculty of Humanities, Major in Administrative Services*

**Paper Code : AECASM1201**

**Title – Skill Of Marathi Language**

**Curriculum Details: (for 02 Credits)**

Module No.	Unit No.	Name of Topic	Hrs. Required to cover the contents 1Hrs.=60 M.
1.0		मराठी भाषेचे ज्ञान	8
	1.1	भाषेची उत्पत्ती	
	1.2	भाषेचा विकास	
	1.3	भाषेची वैशिष्ट्य	
2.0		मराठी साहित्य	8
	2.1	कविता	
	2.2	कथा	
	2.3	कादंबरी	
3.0		मराठी साहित्याची स्थूल ओळख	7
	3.1	साहित्य म्हणजे काय	
	3.2	प्राचीन मराठी साहित्य	
	3.3	आधुनिक मराठी साहित्य	
4.0		मराठी भाषा कौशल्य	7
	4.1	वाचन	
	4.2	लेखन	
	4.3	संभाषण	
		<b>Total</b>	<b>30</b>

## References:

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३. ग ह केळकर – मराठी व्याकरणाची मुलतत्वे
४. मो रा वाळांबे-सुगम मराठी व्याकरण व लेर्न
५. बाळासाहेबशांदे-पररपूणमराठीव्याकरण
६. डॉ. आशालता गुट्टेमडॅम-अद्यावतमराठीव्याकरणवशब्दपूण
७. कृष्णश्रीशनवासअर्ुखावाडकर-मराठीव्याकरणवादआशणप्रवाद
८. मोरे केशवदामले-शास्त्रीयव्याकरण



# **Swami Ramanand Teerth Marathwada University, Nanded**

***Faculty of Humanities Major in Administrative Services***

**Under Graduate B.A.Second Year Program, Semester IV**

**Paper Code: HADMCT1251**

**Title- Constitutional Commission In India**

**Curriculum Details**

## **Course Objectives:**

1. To introduce students to the concept, need, and significance of constitutional commissions in a democratic setup.
2. To examine the origin, constitutional basis, and functions of key constitutional commissions in India.
3. To analyze the role of these commissions in promoting justice, equality, and good governance.
4. To study the effectiveness of commissions in protecting the rights of marginalized and vulnerable groups.
5. To explore the challenges faced by these commissions in fulfilling their mandates.

## **Course Outcomes:**

Upon successful completion of the course, students will be able to:

1. Describe the constitutional provisions and legal framework related to major commissions such as the Election Commission, NITI AYOJ, Finance Commission, NHRC, and others.
2. Understand the composition, powers, functions, and duties of various constitutional commissions.
3. Critically evaluate the performance and limitations of these commissions in safeguarding democratic values.
4. Analyze case studies to understand the impact of commissions on policy-making and governance.
5. Suggest measures for strengthening the autonomy, accountability, and effectiveness of constitutional commissions



# Swami Ramanand Teerth Marathwada University, Nanded

*Faculty of Humanities, Major in Administrative Services*

**Paper Code: HADMCT1251**

**Title- Constitutional Commission In India**

**Curriculum Details: (for 04 Credits)**

Module No.	Unit No.	Topic	Hrs. Required to cover the contents1 Hrs.=60 M.
<b>1.0</b>		Niti Aayog	<b>8</b>
	<b>1.1</b>	Objectives	
	<b>1.2</b>	Nature	
	<b>1.3</b>	Power & Functions	
	<b>1.4</b>	Limitations	
<b>2.0</b>		Human Right Commission	<b>8</b>
	<b>2.1</b>	Introduction	
	<b>2.2</b>	Structure	
	<b>2.3</b>	Power & Function	
	<b>2.4</b>	Merits & Demerits	
<b>3.0</b>		Election Commission	<b>7</b>
	<b>3.1</b>	Structure	
	<b>3.2</b>	Power & Function	
	<b>3.3</b>	Election Reforms	
	<b>3.4</b>	Merits & Demerits	
<b>4.0</b>		Finance Commission Of India	<b>7</b>
	<b>4.1</b>	Objectives of Finance Commission	
	<b>4.2</b>	Structure	
	<b>4.3</b>	Power & Function	
	<b>4.4</b>	Merits & Demerits	
		<b>Total</b>	<b>30</b>

## References

1. Basu, D. D. (2016). Introduction to the Constitution of India (23rd ed.). LexisNexis.
2. Bakshi, P. M. (2020). The Constitution of India (16th ed.). Universal Law Publishing.
3. Jain, M. P. (2021). Indian Constitutional Law (8th ed.). LexisNexis.
4. Kashyap, S. C. (2009). Our Constitution (5th ed.) National Book Trust
5. Austin, G. (1999). Working a Democratic Constitution: The Indian Experience. Oxford University Press.
6. Government of India. (2023). The Constitution of India. Ministry of Law and Justice.
7. Election Commission of India. (n.d.). About ECI. Retrieved from [<https://eci.gov.in>](<https://eci.gov.in>).
8. जाधव तुकाराम व शिरापूरकर महेश, (२०२२) भारतीय राज्यघटना व घटनात्मक प्रक्रिया, युनिक अकॅडमी पब्लिकेशन पुणे.
9. कोळंबे रंजन (२०२२), भारतीय राज्यघटना व प्रशासन, भगीरथ प्रकाशन, पुणे



**Swami Ramanand Teerth Marathwada University, Nanded**

*Faculty of Humanities* Major in Administrative Services

Under Graduate B.A.Second Year Programme, Semester IV

**Paper Code: HADMCT1252**

**Title- Agricultural and Social Welfare**

**Curriculum Details**

**Course Objectives:**

- Ensuring adequate food supply for the nation and addressing food security concerns.
- Increasing agricultural productivity and profitability to uplift the economic status of farmers.
- Providing livelihood opportunities and economic support to reduce poverty in rural areas.

**Course Outcomes:**

At the end of the course the students shall understand –

- Improved agricultural practices, supported by social protection, can lead to higher incomes and better access to food, reducing hunger and malnutrition.
- Social protection programs and agricultural interventions can contribute to better diets and improved health outcomes, particularly for children and women.
- By providing a safety net and promoting agricultural growth, these two areas can work together to reduce poverty and make people less vulnerable to shocks.



**Swami Ramanand Teerth Marathwada University, Nanded**

***Faculty of Humanities Major in Administrative Services***

**Paper Code : HADMCT1252**

**Title-Agricultural And Social Welfare**

**Curriculum Details: (for 04 Credits)**

Module No.	Unit No.	Topic	Hrs. Required to cover the contents 1Hrs.=60 M.
<b>1.0</b>		<b>Agriculture</b>	<b>8</b>
	<b>1.1</b>	Department Of Meteorology in Agriculture	
	<b>1.2</b>	Types of Land	
	<b>1.3</b>	Fertility & Productivity of Lands	
	<b>1.4</b>	Classification of Crops	
<b>2.0</b>		<b>Revolutions in agriculture</b>	<b>8</b>
	<b>2.1</b>	Introduction	
	<b>2.2</b>	Green Revolution	
	<b>2.3</b>	White Revolution	
	<b>2.4</b>	Importance of Revolution	
<b>3.0</b>		<b>Agricultural</b>	<b>7</b>
	<b>3.1</b>	Poultry Farming	
	<b>3.2</b>	Dairy	
	<b>3.3</b>	Fishery	
	<b>3.4</b>	Horticulture	
<b>4.0</b>		<b>Agricultural Credit Supply</b>	<b>7</b>
	<b>4.1</b>	Introduction	
	<b>4.2</b>	Rular Credit Provision Tools	
	<b>4.3</b>	Agriculture cooperatives & Development	
	<b>4.4</b>	Nabard	
			<b>60</b>

**References- 8<sup>th</sup>, TO 12<sup>th</sup> NCERT Agricultural And Social Welfare Text Books.**





**Swami Ramanand Teerth Marathwada University, Nanded**

***Faculty of Humanities*** Major in Administrative Services

**Under Graduate B.A. Second Year Programme, Semester IV**

**Paper Code: HADMCT1251**

**Title- Everyday Chemistry ( MINOR )  
Curriculum Details**

**Course Objectives:**

- Learn about the chemical reactions involved in cooking, such as the Maillard reaction (browning of food) and the transformation of starches.
- Understand how soaps and detergents work to remove dirt and stains, and the principles behind different cleaning products.
- Learn about the chemical structures and mechanisms of action of various drugs, including antibiotics, pain relievers, and antihistamines.
- Understand the chemistry of plastics, metals, and other materials used in everyday products.

**Course Outcomes:**

- Chemistry helps us understand the properties of matter, chemical reactions, and the processes that occur in our environment.
- Knowledge of chemistry can help us evaluate the safety and effectiveness of products like cleaning agents, personal care items, and food preservatives.
- Chemistry provides insights into processes like photosynthesis, digestion, and combustion, which are essential for life and energy production.



**Swami Ramanand Teerth Marathwada University, Nanded**

***Faculty of Humanities*** Major in Administrative Services

**Paper Code : HADMCT1251**

**Title- Everyday Chemistry**

**(Minor) Curriculum Details: (for 04 Credits)**

<b>Module No.</b>	<b>UnitNo.</b>	<b>Topic</b>	<b>Hrs. Required to cover the contents 1Hrs.=60 M.</b>
<b>1.0</b>		<b>Soaps, Detergents And Cosmetics</b>	<b>8</b>
	<b>1.1</b>	Introduction	
	<b>1.2</b>	Classification	
	<b>1.3</b>	Uses	
<b>2.0</b>		<b>Food Additives And Flavoring Agents</b>	<b>8</b>
	<b>2.1</b>	Introduction	
	<b>2.2</b>	Ingredients	
	<b>2.3</b>	Government Regulations	
<b>3.0</b>		<b>Chemistry Of Plastics</b>	<b>7</b>
	<b>3.1</b>	Introduction	
	<b>3.2</b>	Classification	
	<b>3.3</b>	Applications	
<b>4.0</b>		<b>Drugs Chemistry</b>	<b>7</b>
	<b>4.1</b>	Introduction	
	<b>4.2</b>	Classification	
	<b>4.3</b>	Structure And Uses	
		<b>TOTAL</b>	<b>8</b>

**References- 8<sup>th</sup>, TO 12<sup>th</sup> Ncert Everyday Chemistry Text Books**



# **Swami Ramanand Teerth Marathwada University, Nanded**

*Faculty of Humanities Major in Administrative Services*

## **Under Graduate B.A.Second Year Program, Semester IV**

**Generic Electives**

**Paper Code: HADMGE1251**

**Title- Urban Local Government**

### **Curriculum Detail**

#### **Course Objectives:**

6. To provide an understanding of the structure, functions, and significance of rural local governance in India.
7. To familiarize students with the evolution and legal framework of the Panchayati Raj system.
8. To examine the roles and responsibilities of various institutions and officials in rural local government.
9. To assess the impact of rural local governance on development, service delivery, and community participation.
10. To analyze the challenges and opportunities in strengthening grassroots democracy and decentralization.

#### **Course Outcomes:**

Upon successful completion of the course, students will be able to:

4. Explain the historical background and constitutional provisions related to rural local governance in India.
5. Identify the roles, powers, and functions of Gram Panchayats, Panchayat Samitis, and Zila Parishads.
6. Evaluate the effectiveness of rural local bodies in implementing development schemes and ensuring public service delivery.
7. Demonstrate an understanding of participatory governance and the role of community involvement in decision-making.



# Swami Ramanand Teerth Marathwada University, Nanded

*Faculty of Humanities Major in Administrative Services*

Generic Electives

**Paper Code : HADMGE1251**

**Title - Urban Local Government**

**Curriculum Details: (for 02 Credits)**

Module No.	Unit No.	Topic	Hrs. Required to cover the contents 1Hrs.=60 M.
1.0		74 <sup>rd</sup> Constitutional Amendment	8
	1.1	Background of 74 <sup>rd</sup> Constitutional Amendment	
	1.2	Provisions of 74 <sup>rd</sup> Constitutional Amendment	
	1.3	Challenges to Rural Self Government	
2.0		Municipal corporation	8
	2.1	Structure Power & Function	
	2.2	Political & Administrative Chief	
	2.3	Various Committee Of Municipal corporation	
3.0		Municipal Council & Panchayat	7
	3.1	Structure Power & Function	
	3.2	Sabhapati/ Up Sabhapti	
	3.3	Various Committee Of Municipal Council	
4.0		Urban Develop Program	7
	4.1	Pradhan Mantri Awas Yojana	
	4.2	Ayushman Bharat Yojana	
	4.3	Road Development Program	
		<b>Total</b>	<b>30</b>

## References :

1. G. Palanithurai, Dynamics aap new Panchayat Raj system in India ,concept publication company, New Delhi
2. M. Aslam, Panchayat Raj in India National, Book trust of India, New Delhi
3. Dharmaraj, Panchayat Raj system in India Abhijeet publication Delhi
4. डॉ. अशोक शर्मा, भारत मे स्थानीय प्रशासन, आरबीएसए पब्लिकेशन, जयपुर
5. डॉ.बी सी नरुला, पंचायती राज व्यवस्था, अर्जुन पब्लिकेशन हाउस, नई दिल्ली.
6. डॉ. रवींद्र शर्मा, ग्रामीण स्थानिय प्रशासन, प्रिंटवेल पब्लिशर्स, जयपुर
7. डॉ. दर्शनकार अर्जुन राव, पंचायत राज व नागरी प्रशासन कैलास पब्लिकेशन औरंगाबाद
8. प्रा.व्ही बी पाटील, महाराष्ट्रातील पंचायत राज व नागरी स्थानिक स्वराज्य संस्था ,के सागर पब्लिकेशन, पुणे
9. डॉ. श्याम शिरसाट व डॉ. भगवान सिंग बैनाडे, (२०१४) पंचायती राज आणि नागरी प्रशासन, विद्या बुक्स पब्लिकेशन औरंगाबाद.



**Swami Ramanand Teerth Marathwada University, Nanded**  
***Faculty of Humanities Major in Administrative Services*** Under Graduate B.A. Second  
Year Programme, Semester IV

**Paper Code: HADMSC1251**

**Title- Mental Ability II**  
**Curriculum Details**

**Course Objectives:**

1. To develop logical reasoning and critical thinking among students.
2. To enhance problem-solving and decision-making abilities.
3. To prepare students for competitive exams requiring mental aptitude.
4. To build speed and accuracy in solving puzzles and mental calculations.
5. To train students in pattern recognition, coding-decoding, and analytical reasoning.

**Course Outcomes:**

After completing the course, students will be able to:

1. Apply logical reasoning techniques to solve analytical problems.
2. Demonstrate enhanced numerical and verbal aptitude.
3. Solve puzzles, series, and pattern-based questions with improved accuracy and speed.
4. Analyze complex problems using mental ability strategies.
5. Confidently approach competitive exam questions related to mental aptitude.



# Swami Ramanand Teerth Marathwada University, Nanded

*Faculty of Humanities Major in Administrative Services*

**Paper Code : HADMSC1251**

**Title-Mental Ability II**

**Curriculum Details: (for 02 Credits)**

Module No.	Unit No.	Name of Topic	Hrs. Required to cover the contents 1Hrs.=60 M.
1.0		Logical Reasoning	8
	1.1	Paper Folding & Cutting	
	1.2	Coding & Decoding	
	1.3	Direction	
2.0		Data Interpretation	8
	2.1	Tabulation	
	2.2	Bar Graphs	
	2.3	Line Graphs	
3.0		Arithmetical Ability-I	7
	3.1	Profit & Loss	
	3.2	Problems On Numbers	
	3.3	Simplification	
4.0		Arithmetical Ability-II	7
	4.1	Simple interest	
	4.2	Compound interest	
	4.3	Analogy	
		<b>Total</b>	<b>30</b>

### ***References:***

1. Rani, S. (2018). Mental ability and logical reasoning. New Delhi: Arihant Publications.
2. Verma, R. (2021). Mental ability for competitive exams.
3. Kumar, A. (2020). Mental ability and reasoning skills. In R. Sharma (Ed.), Aptitude skills for students New Delhi: Academic Press.
4. Aggarwal, R. S. (2017). A modern approach to logical reasoning. S. Chand Publishing, New Delhi
5. Chadha, N. K. (2009). Aptitude and foundational skills, Sage Publications, New Delhi
6. Gupta, A. (2019). Quantitative aptitude and mental ability. Mumbai: Tata McGraw-Hill Education.
7. Aggarwal R. S. ((2010) Quantitative aptitude S.Chand publication ,New Delhi
8. Aggarwal R.S. (2010) Verbal and Nonverbal Reasoning, S.Chand Publication, New Delhi
9. दांडेकर वा.ना.(२००९) मानसिक क्षमता कसोटी ,प्रोफिशन्ट पब्लिशिंग हाऊस, पुणे
10. राणी पंढरीनाथ ( 2010 ) क्लृप्त्या आणि सूत्रे, नर्मदा प्रकाशन, मु





# **Swami Ramanand Teerth Marathwada University, Nanded**

*Faculty of Humanities Major in Administrative Services*

Under Graduate B.A.Second Year Programme, Semester IV

Generic Electives

**Paper Code: AECASE1251**

**Title- Writing Skill In English**

**Curriculum Detail**

## **Coursepre-requisite:**

1. All faculties H.S.C. Passed Students
2. Any Students who is Eligible to entire at level 4.5 Course objectives:
3. To introduce the elements of central Government Indian Parliament Judiciary and State Government etc. in the Constitution.
4. To introduce the system of government in the constitution.
5. To understand the elements of central Government ,Parliament ,Judiciary and state Government etc. in the Constitution.
6. To develop interest in the elements of the constitution, Central Government parliament, Judiciary and State Government etc.

## **Course outcomes:**

1. There will be an introduction to the central government, parliament judiciary and state government in India.
2. Central Government ,Parliament ,Judiciary ,State Government in India will be understood as a component of the administrative system.
3. The students will develop an interest in the Indian administrative system of the Central Government, Parliament, Judiciary, State Government etc.
4. The students will develop competencies in India's Central Government, Parliament, Justice, Administration State Government etc.



# Swami Ramanand Teerth Marathwada University, Nanded

*Faculty of Humanities* Major in Administrative Services

Under Graduate B.A.Second Year Programme, Semester IV

Generic Electives

**Paper Code: AECASE1251**

**Title- Writing Skill In English**

**Curriculum Detail**

Module No.	Unit No.	Name of Topic	Hrs. Required to cover the contents 1Hrs.=60 M.
1.0		English Speaking	8
	1.1		
	1.2		
	1.3		
2.0		English Reading	8
	2.1		
	2.2		
	2.3		
3.0		English Lessoning	7
	3.1		
	3.2		
	3.3		
4.0		English Vocabulary	7
	4.1	-----	
	4.2	-----	
	4.3	-----	
		<b>Total</b>	<b>30</b>



**Swami Ramanand Teerth Marathwada University, Nanded**

*Faculty of Humanities* Major in Administrative Services

Under Graduate B.A. Second Year Programme, Semester IV

Generic Electives

**Paper Code: AECASM1251**

**Title- Writing Skill In Marathi  
Curriculum Detail**

**Course Objectives:**

**Course Outcomes:**

After completing the course, students will be able to:



# Swami Ramanand Teerth Marathwada University, Nanded

*Faculty of Humanities Major in Administrative Services*

Under Graduate B.A. Second Year Programme, Semester IV

Generic Electives

**Paper Code: HADMM1251**

**Title- Writing Skill In Marathi  
Curriculum Detail**

Module No.	Unit No.	Name of Topic	Hrs. Required to cover the contents 1Hrs.=60 M.
1.0		मराठीतील लेखन प्रकार	8
	1.1	निबंध	
	1.2	पत्रलेखन	
	1.3	सारांश लेखन	
2.0		मराठी भाषेचे सौंदर्य I	8
	2.1	वाक्प्रचार	
	2.2	म्हणी	
	2.3	शब्द संपत्ती	
3.0		मराठी भाषेचे सौंदर्य II	7
	3.1	कथाकथन	
	3.2	जात्यावरच्या ओव्या	
	3.3	लोकगीत	
4.0		व्यक्तिमत्व विकास व मुलाखत	7
	4.1	व्यक्तिमत्व विकास म्हणजे काय	
	4.2	मुलाखत	
	4.3	मुलाखतीचे प्रकार	
		<b>Total</b>	<b>30</b>

**References- Competitive Exam Study Material ( Unique, Chankya Mandal etc.)**



SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

OPTIONAL THIRD End Semester Exam (ESE)

FACULTY OF HUMANITIES

B.A.SECOND YEAR Administrative Services

Question Paper Pattern

Note:

With effect from 2025-26

Time: 02 Hrs.

Marks: 40

- 
1. Question No.1 will be Compulsory
  2. Students are required to solve a total of 04 questions
  3. Students need to solve ANY THREE of the remaining Five questions (Q.02 to 06 )

Q.1 Write Short Notes (ANY TWO) 10 Marks

- A)  
B)

Q.2	Descriptive question	10 Marks
Q.3	Descriptive question	10 Marks
Q.4	Descriptive question	10 Marks
Q.5	Descriptive question	10 Marks
Q.6	Descriptive question	10 Marks



SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

MINOR End Semester Exam (ESE)

FACULTY OF HUMANITIES

B.A.SECOND YEAR

Administrative Services

Question Paper Pattern

With effect from 2025-26

Time: 02 Hrs.

Marks: 40

Note:-----

1. Question No.1 will be Compulsory
2. Students are required to solve a total of 04 questions
3. Students need to solve ANY THREE of the remaining Five questions (Q.02 to 06 )

Q.1                      Write Short Notes (ANY TWO)                      10 Marks

A)  
B)

Q.2                      Descriptive question                      10 Marks

Q.3                      Descriptive question                      10 Marks

Q.4                      Descriptive question                      10 Marks

Q.5                      Descriptive question                      10 Marks

Q.6                      Descriptive question                      10 Marks

## **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 04 credits, 50 marks and need to be modified depending upon credits of individual paper)*

1. ESE Question paper will consists of 6 questions. Each of 10 marks for 04 Cr. pattern and 10 marks for 04 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.
4. Students are required to solve a total of 4 Questions
5. 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 assignments 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 CC courses, however, marks of the best performing CC be considered for final assessment. Assessment of the CC courses be 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 credit assigned to it. For example, for a two credit course, 30 lectures each of one hour duration are assigned, while that for a three credit course 45 Lectures.

