

S-25 March, 2013 AC after Circulars from Circular No.153 & onwards

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DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY**CIRCULAR NO.ACAD/NP/Social Sciences/Syllabus/159/2013**

It is hereby notified for information of all concerned that, on the recommendations of the Boards of Studies, Ad-hoc Boards, and Faculty of Social Sciences, the **Academic Council at its meeting held on 25-03-2013** has accepted the **following revised syllabi for B.A. First & Second Year and with minor changes in the syllabus of B.A. Third Year Home Science under the Faculty of Social Sciences :-**

| Sr. No. | Revised Syllabus |
|----------------|--|
| [1] | B.A. [Public Administration] Semester- I & II, |
| [2] | B.A. [Political Science] Semester- I & II, |
| [3] | B.A. [History] Semester- I & II, |
| [4] | B.A. [Economics] Semester- I & II, |
| [5] | B.A. [Sociology] Semester- I & II, |
| [6] | B.A. [Philosophy] Semester- I & II, |
| [7] | B.A. [Home Science] Semester- I to IV, |
| [8] | B.A. [Psychology] Semester-III & IV, Second Year. |
| [9] | B.A. [Home Science] Semester- V & VI, Third Year Minor Changes, |

This is effective from the Academic Year 2013-2014 and onwards.

These syllabi are available on the University Website **www.bamu.net**

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

University Campus,
Aurangabad-431 004.
REF.NO.ACAD/NP/SOCIAL SCI./
SYLLABUS /Semester/2013/
5979-6382
A.C.M.A.I.No.21.

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[Signature]
13/03
Director,
Board of College and
University Development.

Date:- 08-05-2013.

S-25 March, 2013 AC after Circulars from Circular No.153 & onwards

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Copy forwarded with compliments to :-

- 1] **The Principals, affiliated concerned Colleges,
Dr. Babasaheb Ambedkar Marathwada University.**
- 2] The Director, University Network & Information Centre, UNIC, with
a request to upload the above all syllabi on University Website
[www.bamu.net].

Copy to :-

- 1] The Controller of Examinations,
- 2] The Superintendent, [B.A. Unit],
- 3] The Superintendent, [Eligibility Unit],
- 4] The Programmer [Computer Unit-1] Examinations,
- 5] The Programmer [Computer Unit-2] Examinations,
- 6] The Director, [E-Suvidha Kendra], in-front of Registrar's Quarter,
Dr. Babasaheb Ambedkar Marathwada University,
- 7] The Public Relation Officer,
- 8] The Record Keeper,
Dr. Babasaheb Ambedkar Marathwada University.

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



Revised Syllabus of

B.A. 1ST YEAR

PUBLIC ADMINISTRATION

SEMESTER-I & II

[Effective from 2013-14 & onwards]

**Dr.Babasaheb Ambedkar Marathwada University
Aurangabad**

Public Administration

**Revised Syllabus of B.A.First Year
(Effective from June 2013)**

Semester-I

- Paper-I : Principles and concepts of public
administration**
- Paper-II : Public Administration In India.**

Semester-II

- Paper-III : Maharashtra Administration.**
- Paper-IV : District Administration.**



Chairman

B.O.S.in Pub.Adm.

Prof.Dr.Satish Thombre

**B.A. First Year
Public Administration
Semester-I**

Paper-I : Principles and concepts of public administration

Unit – I - Public Administration :-

1. Meaning, Nature and Scope
2. Importance of Public Administration
3. Public and private administration
(Similarities and Differences)

Unit – II - Organization :-

1. Meaning of organization
2. Bases of organization
3. Forms of organization (Formal & Informal)
4. Line and Staff Agency
5. Chief Executive

Unit – III - Principles of organization :-

1. Hierarchy
2. Span of Control
3. Unity of command
4. Coordination
5. Decision Making

Unit –IV - Concepts of Public Administration :-

1. Administrative Planning
2. Administrative Leadership
3. Administrative supervision
4. Communication
5. Public Relations

Recommended Books

- **C.P. Bhambri** - Public Administration
- **Mohit Bhattacharya** - Public Administration – World Press, Kolkatta
- **S.R.Maheswari** - Theories and concepts in public

- **Adminstraion** – Allide publishers, New Delhi.
- **Awasti and Maheshwari** - Public Administration - Laxminarain Agarwal , Agra.
- **Sharma and Sadana B.L.**- Public Administration : Theour and practice, kitabl metal , Allahabad.
- **अनिल कुमार शर्मा** - लोकप्रशासन सिध्दांत एवं व्यवहार
- **डॉ.शांताराम भोगले** - लोकप्रशासनाचे सिध्दांत व कार्यपध्दती - कैलास पब्लीकेशन औरंगाबाद.
- **प्रा.के.आर.बंग** - लोकप्रशासनाची तत्वे- विद्या बुक्स, औरंगाबाद
- **डॉ.अशोक जैन** - लोकप्रशासन , शेठ पब्लीशर्स, मुंबई
- **प्रा.बी.बी.पाटील** - लोकप्रशासन-फडके प्रकाशन, कोल्हापूर
- **डॉ.भुताळे व प्रा.वडवळे** - लोकप्रशासन , सहयाद्री प्रकाशन नांदेड



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**B.A. First Year
Public Administration
Semester-I**

Paper-II : Public Administration In India.

Unit – I - Evolution of Indian Administration :-

1. Ancient, Medieval and Modern India.
2. Salient Features of Indian Administration.

Unit – II - constitutional Frame work :-

1. Preamble
2. Fundamental Rights
3. Directive Principles of State Policy
6. Fundamental Duties

Unit – III - Union Government :-

1. President – Power and Functions.
2. Prime Minister-Power and Functions
3. Council of Ministers-Composition & functions.

Unit –IV - Union Legislature :-

1. Loksabha- Composition & functions
2. Rajyasabha- Composition & functions

Unit –V - Union Judiciary:-

1. Supreme Court –Structure & Jurisdiction
2. Judicial Activism
3. Attorney General of India

Unit –VI - Statutory and Non statutory bodies

1. Union Public Service commission
2. Election commission of India
3. Comptroller and Auditor General of India.

4. National minorities , S.C. & S.T. commission
5. National Commission on women.
6. National Human Rights commission.
7. Planning commission of India
8. National Development council.

Unit –VII - Act of 2005.

1. Meaning , objects, process and limitations of right to Information Act- 2005.

Recommended Books

- **D.D.Basu** – Introduction to the constitution of India
Prentice Hall, New Delhi.
- **Subhash Kashyap** – Our constitution – National Book trust, New Delhi.
- **Austin G** – The Indian constitution
- **Agarwal** – Our Judiciary-National Book trust, New Delhi.
- **B.P.Puri** – History of Indian Administration (vol.I,II,III)
- **C.P.Berthwal** – Public Administration in India
- **Ramesh Arora and Rajani Goyal** – Indian Public Administration – Vishwas Prakashan New Delhi.
- **Awasti and Maheshwari** – Indian Administration – Laxminaryan Agrawal, Agra.
- **भारताचे संविधान** - भारत सरकार - विधि, न्याय व कंपनी कार्य मंत्रालय.
- **श्रीराम माहेश्वरी** - भारती प्रशासन
- **डॉ.पारस बोरा** - भारतीय प्रशासकीय व्यवस्था- विद्या बुक्स पब्लिशर्स, औरंगाबाद.

- प्रा.के.आर .बंग - भारतीय प्रशासन - विद्या बुक पब्लिशर्स ,
औरंगाबाद
- प्रा.बी.बी.पाटील - भारतीय शासन व राजकारण - फडके प्रकाशन,
कोल्हापूर.
- प्रल्हाद कचरे व शेखर गायकवाड - कायदा माहितीचा अन
अभिव्यक्ती स्वातंत्र्याचा- यशदा,पुणे.



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**B.A. First Year
Public Administration
Semester-II**

Paper-III : Maharashtra Administration.

Unit – I - Maharashtra State :-

1. Formation of Maharashtra State
2. Salient features of Maharashtra Administration.

Unit – II - State Executive :-

1. Governor
2. Chief Minister
3. Council of Ministers
4. Chief secretary
5. State Secretariat
6. State Directorate

Unit – III - State Legislature :-

1. Legislative Assembly – Composition , Power & Functions
2. Legislative Council- Composition , Powers & Functions.
3. Legislative Committee-Public Account Committee and Estimate committee.

Unit –IV - State Judiciary :-

1. High Court
2. Public Litigation Writ , (Jan hit Yachika)
3. District and Session Court.
4. Advocate General.

Unit –V - Constitutional & statutory bodies :-

1. Maharashtra Public service Commission
2. Maharashtra Election Commission
3. Maharashtra Finance Commission
4. Lok Ayukta
5. State Planning Commission.
6. Vaidhanik Vikas Mandal

Recommended Books

- **Gadkari** - Organization of Maharashtra
- **Shukla J.D.** – State Administration
- **डॉ. हरिश्चंद्र शर्मा** - भारत में लोकप्रशासन-कॉलेज बुक डेपो, जयपुर.
- **डॉ. बी.एल. फडि या** - उच्चतर लोकप्रशासन-साहित्यभवन पब्लिकेशन , आगरा.
- **प्रा.चि.ग.घांगरेसर** - महाराष्ट्राचे प्रशासन-विद्या प्रकाशन-नागपुर.
- **प्रा.के.आर.बंग** - महाराष्ट्र प्रशासन-विद्या बुक पब्लिशर्स, औरंगाबाद
- **प्रा.लक्ष्मण कोतापल्ले** - महाराष्ट्र प्रशासन
- **डॉ. व्यंकट विळेगावे** - महाराष्ट्र प्रशासन व जिल्हा प्रशासन-अरुणा प्रकाशन , लातूर.
- **डॉ.एखंबेकर, डॉ.वाघमारे** - महाराष्ट्र प्रशासनाची रुपरेखा -कैलास प्रकाशन , औरंगाबाद.



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**B.A. First Year
Public Administration
Semester-II**

Paper-IV : District Administration.

Unit – I - District Administration :-

1. Evolution of District Administration
2. Meaning & Importance of District Administration.

Unit – II - District Collector :-

1. Power and Function of District Collector.
2. Changing Role of District Collector.

Unit – III - Law and Order :-

1. Meaning, Principles and Machinery of Law & Order.

Unit –IV - Key posts in District Administration:-

1. Sub-Divisional Officer.
2. Tahsildar
3. Talathi
4. Police Patil
5. District Information & Publicity Officer.

Unit –V - District Police Administration :-

1. Importance of Police Administration.
2. District Superintendent Police- Power function and Role.
3. Criminal Investigation Department (C.I.D)

4. Local Crime Branch (L.C.B.)
7. Issues and challenges in Police Administration.

Recommended Books

- **Dr.S.S.Khera** - District Administration
- डॉ.अर्जुनराव दर्शनकर - जिल्हा प्रशासन
- डॉ.रमेश ऐरवलीकर - जिल्हा प्रशासन
- डॉ.टी.एन.गायकवाड-जिल्हा प्रशासन
- डॉ.व्यंकट विळेगावे - महाराष्ट्र प्रशासन व जिल्हा प्रशासन-अरुणा प्रकाशन , लातूर.
- प्रा.सलंगरे ^{डी.के.} ~~स~~ - जिल्हा प्रशासन



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