

S-29 Nov., 2013 AC after Circulars from Circular No.55 & onwards

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DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY**CIRCULAR NO.ACAD/SU/Social Sci./Syllabus/70/2014**

It is hereby notified for information of all concerned that, on the recommendations of the Faculty of Social Sciences, the **Hon'ble Vice-Chancellor** has accepted the following **revised syllabi** on behalf of the Academic Council Under Section-14(7) of the Maharashtra Universities Act, 1994 **under the Faculty of Social Sciences :-**

Sr. No.	Revised Syllabus
[1]	B.A. [Sociology] Semester-III & IV,
[2]	B.A. [Philosophy] Semester-III & IV,
[3]	B.A. [Public Administration] Semester-III & IV,
[4]	B.A. [Economics] Semester-III & IV,
[5]	B.A. [Political Science] Semester-III & IV,
[6]	B.A. [History] Semester-III & IV,
[7]	B.A. [Thoughts of Mahatama Phule & Dr. Ambedkar], Semester-I to IV
[8]	B.A. [Psychology] Semester-V & VI,
[9]	Post Graduate Diploma in Psychological Counseling run at University Psychology Department,
[10]	B.A. [Travel & Tourism Management]. Semester-I & II

This is effective from the **Academic Year 2014-2015** and onwards as appended herewith.

These syllabi are available on the University Website.

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/SU/SOCIAL SCI./
SYLLABUS /2014/3646-4045

Date:- 03-05-2014.

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(Signature)
Director,
Board of College and
University Development.

S-29 Nov., 2013 AC after Circulars from Circular No.55 & 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.**

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**



**SYLLABUS OF
B. A. SECOND YEAR
PUBLIC ADMINISTRATION
[SEMESTER-III & IV]**

[Effective From June – 2014-15 & Onwards]

A. Ambekar
Chairman B.A.S.
Pub. Administration
A. Ambekar

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

PUBLIC ADMINISTRATION

B.A. II YEAR

Semester IIIrd & IVth

REVISED SYLLABUS - EFFECTIVE FROM 2014-2015

Paper No.	Title of the Paper	Periods Allotted	Marks
Semester IIIrd			
PA-105 (V)	Personnel Administration	60	50
PA-106 (VI)	Panchayati Raj and Rural Development	60	50
Semester IVth			
PA-107 (VII)	Financial Administration	60	50
PA-108 (VIII)	Urban Local Self Government and Urban Development	60	50

Chairman,



(Dr. Satish Thombre)

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Aurangabad.

PUBLIC ADMINISTRATION

B.A. Second Year

IIIrd Semester

Paper: PA-105 (V)

Personnel Administration

(Revised Syllabus, Effective From June 2014-15)

Max. Marks: 50

1. Personnel Administration: Meaning and Functions.
2. Public Services in India :
 - i. All India Services: Constitutional Status, Role & Functions.
 - ii. Central and State Services: Nature and Functions.
3. Training, Training Institutions and Promotion.
 - a) Meaning and Importance of Training.
 - b) Training Institutions .
 - i. Lal Bahadur Shastri National Academy of Administration (Mussoorie, Uttarakhand)
 - ii. Sardar Vallabhbhai Patel National Police Academy (Hyderabad)
 - iii. Yashwantrao Chavan Academy of Development Administration (YASHADA, Pune)
 - iv. Maharashtra Police Training Academy (Nashik)
 - c) Promotion
 - i. Meaning and Principles of Promotion.
4. Grievance Redressal Mechanisms in India :
 - i. Central Vigilance Commission.
 - ii. Lokpal.
5. Problems of Personnel Administration.
 - i. Morale.
 - ii. Discipline.
 - iii. Corruption.
 - iv. Neutrality in Public Services.
6. Administrative Tribunals.
 - i. Central Administrative Tribunals (CAT)
 - ii. Maharashtra Administrative Tribunals (MAT).
7. Retirement - Meaning and Benefits of Retirement.

P.T.O

References:

1. Ramesh K. Arora & Rajni Goyal, Indian Public Administration-Institutions and Issues, 2nd Revised Edition, Wishwa Prakashan, New Delhi.
2. Radhey Sham, Public Personnel Administration, King Books, Delhi.
3. C.P. Bhardwaj, Civil Service Administration.
4. S. L. Goel, Personnel Administration.
5. सुरेंद्र कटारिया, कार्मिक प्रशासन, आर. बी. एस. ए. पब्लिशर्स, जयपूर.
6. सी. एम. जैन व हरिश्चंद्र शर्मा, सेवा वर्गीय प्रशासन, रिसर्च पब्लिशर्स, जयपूर.
7. एस.एस. मामीडवार व चव्हाण, कर्मचारी व वित्तीय प्रशासन, कैलास प्रकाशन, औरंगाबाद.
8. के. आर. बंग, कर्मचारी प्रशासन, विद्या बुक्स पब्लिशर्स, औरंगाबाद.
9. सुभाष भिंगे, कर्मचारी प्रशासन, कल्पना प्रकाशन, नांदेड,

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PUBLIC ADMINISTRATION
B.A. Second Year
IIIrd Semester
Paper: PA-106 (VI)
Panchayati Raj and Rural Development
(Revised Syllabus, Effective From June 2014-15)

Max. Marks: 50

1. Evolution of Panchayati Raj in India.
 - i. Lord Mayo's Resolution
 - ii. Lord Ripon's Resolution
 - iii. Community Development Program
 - iv. Balwantraji Mehta Committee
 - v. 73rd Constitutional Amendment
2. Panchayati Raj System in Maharashtra
 - i. Vasantao Naik Committee
 - ii. Zilla Parishad, Panchayat Samiti, Gram Panchayat & Gram Sabha - Composition and Functions
3. Rural Development - Concept and Programs
 - i. Meaning and Concept of Rural Development
 - ii. Role of Panchayati Raj in Rural Development
 - iii. Sant Gadge Baba Gram Swachhata Abhiyan
 - iv. Indira Awas Yojna.
4. Ministry of State Rural Development – Composition and Functions
5. Rural Development Agencies
 - i. District Rural Development Agency.
 - ii. District Planning Committee.
6. Financial Resources of Panchayati Raj Institution.
 - i. Local Taxes
 - ii. Government Grants
 - iii. Self Income Sources

P.T.O.

References:

1. D, Sundar Ram, Role of Panchayati Raj Institution in 60 Years of Independent India, Kanishka Publisher and Distributor, New Delhi,
2. M. P. Sharma, Local Self Government in India.
3. Ram Reddy, Patterns of Local Government in India.
4. G. Satyanarayan & Madhu Sudhan, Rural Development and Poverty Alleviation in India- Policies & Programs, New Century Publications, New Delhi, 2012.
5. Ram Sakalsingh, Rural Development Administration, Anmol Publication Ltd., New Delhi.
6. Mukta Mittal, Rural Development in India, Anmol Publication Ltd. New Delhi.
7. B.L. Mathur, Rural Management R.B.S.A. Publishers Jaipur, 2008.
8. Bhatnagar, Rural Local Government in India.
9. अशोक शर्मा, भारत में स्थानिय प्रशासन, आर बी. एस.ए. पब्लिशर्स, जयपूर.
10. बामेश्वर सिंह, भारत में स्थानिय स्वशासन, राधा पब्लिकेशन, नई दिल्ली.
11. हरिश्चंद्र शर्मा, भारत में स्थानिय प्रशासन, कॉलेज बुक डेपो, जयपूर.
12. के. आर. बंग, भारतातील स्थानिक स्वशासन, श्री. मंगेश प्रकाशन, नागपूर, २००७.
13. एस.टी. शिरसाठ, बैनाडे, भारतातील स्थानिक स्वराज्य संस्था, विद्या बुक पब्लिशर्स, औरंगाबाद,
14. गोविंद यमलवाड, भारतातील स्थानिक स्वराज्य संस्था, कल्पना प्रकाशन, नांदेड.
15. मुंबई ग्रामपंचायत अधिनियम, १९५८.
16. महाराष्ट्र जिल्हा परिषद व पंचायत समिती अधिनियम १९६१.

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PUBLIC ADMINISTRATION

B.A. Second Year

IVth Semester

Paper: PA-107 (VII)

Financial Administration

(Revised Syllabus, Effective From June 2014-15)

Max. Marks: 50

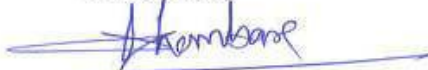
1. Financial Administration - Meaning and Importance
2. Finance Ministry - Composition and Functions
3. Budget :
 - i. Meaning and Principles of Good Budgeting.
 - ii. Preparation, Enactment and Execution of Budget
4. Accounts and Audit :
 - i. Meaning and Importance
 - ii. Comptroller and Auditor General of India (CAG) - Powers and Functions
5. Parliamentary Control :
 - i. Public Accounts Committee.
 - ii. Estimates Committee
6. New Economic Policy
 - i. Liberalization
 - ii. Privatization
 - iii. Globalization

P.T.O.

References:

1. B.L. Mathur, Economic Policy & Administration, Deepak Parnami RBSA, Publishers, Jaipur.
2. Dutta & Sudaram, Indian Economy, S. Chand Publishing Company Ltd. New Delhi.
3. R.N. Agrawal, Financial Administration,.
4. Radhesham, Financial Administration & Management
5. A.G. Ghosh, Indian Financial System
6. S.L. Goel, Financial Administration in India.
7. Rajiv Sharma & Ramesh K. Arora, Globalization and Development- Premises and Perspectives, Aalekh Publishers, Jaipur.
8. एस.एस. मामीडवार व चव्हाण, कर्मचारी व वित्तीय प्रशासन, कैलास प्रकाशन, औरंगाबाद.
9. के. आर. बंग, वित्तीय प्रशासन, विद्या बुक्स पब्लिशर्स, औरंगाबाद, २००९.
10. सुधीर दिंडे, वित्तीय प्रशासन, निर्मल प्रकाशन, नांदेड, २००६.

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PUBLIC ADMINISTRATION

B. A. Second Year

IVth Semester

Paper: PA-108 (VIII)

Urban Local Self Government and Urban Development

(Revised Syllabus, Effective From June 2014-15)

Max. Marks: 50

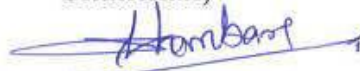
1. Urbanization – Meaning, Causes and Consequences
2. Urban Local Self Government in Maharashtra
 - i. Municipal Corporation
 - ii. Municipal Council
 - iii. Nagar Panchayat
 - iv. Cantonment Boards
 - v. Provisions in 74th Constitutional Amendment.
3. Ministry of Urban Development - Composition and Functions
4. Urban Development Agencies
 - i. City and Industrial Development Corporation (CIDCO)
 - ii. Housing and Urban Development Corporation (HUDCO)
 - iii. Maharashtra Housing and Area Development Authority (MHADA)
5. Problems of Urbanization
 - i. Slums
 - ii. Pollution
 - iii. Transport and Traffic
 - iv. Water Supply
6. Major Urban Development Programs
 - i. Town Planning
 - ii. Slum Improvement Programs

P.T.O.

References:

1. M. P. Sharma, Local Self Government in India.
2. Ram Reddy, Patterns of Local Government in India.
3. S.R. Maheshwari, Local Government in India, Laxmi Narayan Agarwal Educational Publisher, Agra, 2008.
4. Nigam S. R., Local Government
5. Bharadwaj R.K., Municipal Administration in India.
6. Datta Abhijit, Municipal Executives in India.
7. Khan H. Z., Leadership in Municipal Government.
8. बामेश्वर सिंह, भारत मे स्थानिय स्वशासन, सधा पब्लिकेशन, नई दिल्ली.
9. हरिश्चंद्र शर्मा, भारत में स्थानिय प्रशासन, कॉलेज बुक डेपो, जयपूर.
10. के. आर. बंग, भारतातील स्थानिक स्वशासन, श्री. मंगेश प्रकाशन, नागपूर, २००७.
11. एस.टी. शिरसाठ, बैनाडे, भारतातील स्थानिक स्वराज्य संस्था, विद्या बुक पब्लिशर्स, औरंगाबाद,
12. गोविंद यमलवाड, भारतातील स्थानिक स्वराज्य संस्था, कल्पना प्रकाशन, नांदेड.
13. कुलकर्णी अ. ना., भारतातील स्थानिक स्वशासन.
14. मुंबई प्रांतिक महानगरपालिका अधिनियम, १९४९.
15. महाराष्ट्र नगरपालिका अधिनियम, १९६७.

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