

Shiv Chhatrapati Shikshan Sanstha's

Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)



**Structure and Curriculum of Four Year Multidisciplinary
Degree (Honors/Research) Programme with Multiple
Entry and Exit option**

**Undergraduate Programme of Humanities and Social
Sciences**

B.A. (Degree) in Public Administration

**Board of Studies
in**

Public Administration

Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

**Rajarshi Shahu Mahavidyalaya,
Latur (Autonomous)**

w.e.f. June, 2023

(In Accordance with NEP-2020)

Review Statement

The NEP Cell reviewed the Curriculum of **B. A. (Degree) in Public Administration** Programme to be effective from the **Academic Year 2023-24**. It was found that, the structure is as per the NEP-2020 guidelines of Govt. of Maharashtra.

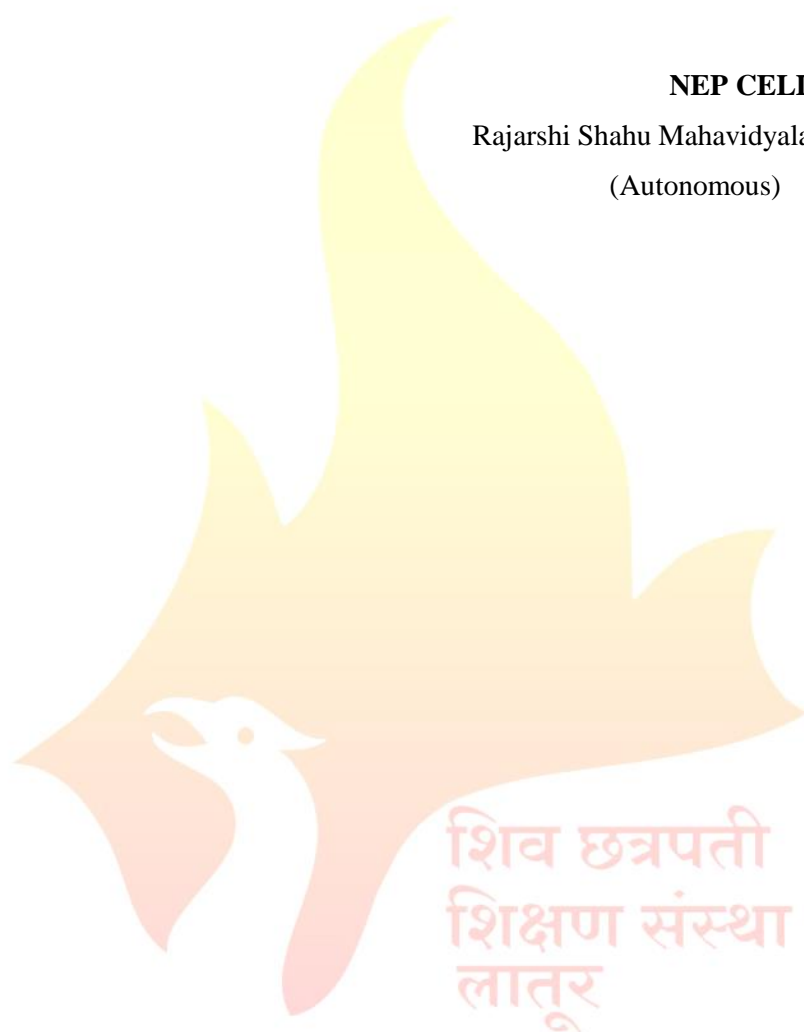
Date: 09/08/2023

Place: Latur

NEP CELL

Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)



॥ आरोह तमसो ज्योतिः॥

Rajarshi Shahu Mahavidyalaya,
Latur (Autonomous)

CERTIFICATE

I hereby certify that the documents attached are the Bonafide copies of the Curriculum of **B. A. (Degree) in Public Administration** Programme to be effective from the **Academic Year 2023-24**.

Date:08/08/2023

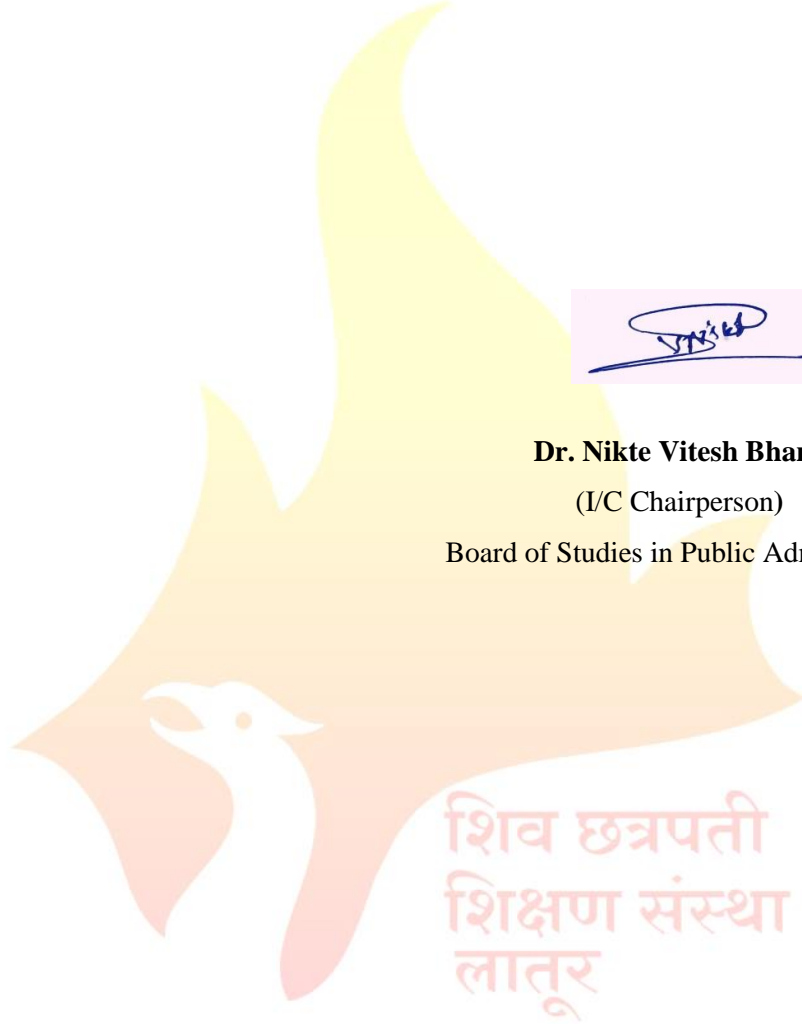
Place:Latur



Dr. Nikte Vitesh Bharat

(I/C Chairperson)

Board of Studies in Public Administration



॥ आरोह तमसो ज्योतिः ॥

**Rajarshi Shahu Mahavidyalaya,
Latur (Autonomous)**



Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

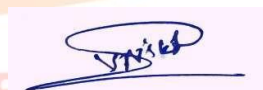
**Members of Board of Studies in Public Administration
Under the Faculty of Arts**

Sr. No.	Name	Designation	In position
1	Dr. Nikte Vitesh Bharat In-charge, Department of Public Administration, Rajarshi Shahu Mahavidyalaya Latur, (Autonomous)	Chairperson	In-charge
2	Dr. Ashok Gaikwad Head, Dept. of Public Administration, Shahid Bhagatsing Mahavidyalaya, Killari, Dist- Latur Mob: 9881475289	Member	V.C. Nominee
3	Dr. Jayashri Birdavade Associate. Prof., Department of Public Administration, Arts, Comm & Sc. College, Deogoan Rangari, Aurangabad. Mob: 9823773260	Member	Academic Council Nominee
4	Dr. Vilas Gaikwad Head, Dept. of Public Administration, Matoshri Shantabai Gote Arts, Commerce & Science College, Washim Mob: 9881516115	Member	Expert from outside for Special Course
5	Mr Rajendra Dashrath Patil, Directors, Dwarkadas Shyamkumar Group, Latur 9421374478	Member	Expert from Industry
6	Miss Pratiksha More Rajarshi Shahu Mahavidyalaya Latur, (Autonomous)	Member	P.G. Alumni
7	Dr. Mahadev Jadhav	Member	Faculty Members
8	Dr. Vandana Mishra	Member	Faculty Members
9	Prof. Dr. Omprakash Shahapurkar , Department of Geography, Rajarshi Shahu Mahavidyalaya Latur, (Autonomous)	Member	Member from same Department

From the Desk of the Chairperson...

B.A. (Degree) in Public Administration is a degree for those who seek leadership positions in public services. The students will learn the skills and techniques to design and implement policies, projects and programs to provide vital daily services and address important societal problems while attending day to day administrative issues in organizations. Students will be prepared for leadership and management positions in the public and non- profit sectors, at local, state and national levels with an emphasis on the development of effective and ethical management of organizations. The employment areas for (BA) Public Administration are in the field of Corporate Management, Economic Development, Indian Civil Services, Fire and Emergency Services, Public Works, Land Revenue Systems, Municipal Bodies, etc.

The curriculum of B.A. (Degree) Public Administration Program is prepared according to the Learning Outcomes Based Curriculum Framework (LOCF). It intends to help the learners in understanding the objectives of studying Public Administration. This curriculum will help them in understanding, critically engaging, analyzing and appreciating the societal and market relevance. The curriculum is prepared by considering the global, national and regional needs as well as skills required in administration of various employment sectors. Goal of the department is to prepare the students with administrative capabilities.



(Dr. Vitesh Nikte. B.)

I/C Chairperson

Board of Studies in Public Administration

॥ आरोह तमसो ज्योतिः ॥

Rajarshi Shahu Mahavidyalaya,
Latur (Autonomous)



Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

Index

Sr. No.	Content	Page No.
1	Structure for Four Year Multidisciplinary UG Programme	1
2	Abbreviations	2
3	Courses and Credits	3
4	UG Program Outcomes	4
5	Curriculum: Semester - I	5
6	DSC I : Introduction to Public Administration	6
7	DSC II : Central & State Administration	9
8	VSC-I: Youth Welfare Administration	12
9	Curriculum: Semester – II	14
10	DSC-III : Principles of Public Administration	15
11	DSC-IV: Law & Order Administration	18
12	VSC-II : Digital Governance	21
13	Basket I: Generic/Open Elective (GE/OE)	23
14	Basket II: Skill Enhancement Courses (SEC)	24
15	Basket III: Ability Enhancement Courses (AEC)	25
16	Extra Credit Activities	26
17	Examination Framework	28

शिव छत्रपती
शिक्षण संस्था
लातूर

॥ आरोह तमसो ज्योतिः॥

Rajarshi Shahu Mahavidyalaya,
Latur (Autonomous)



**Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya, Latur**

(Autonomous)

Faculty of Arts

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

Year & Level	Sem	Major		Minor	GE/OE	VSC/ SEC (VSEC)	AEC/ VEC	OJT,FP,CEP, RP	Credit per Sem.	Cum./Cr. per exit
		DSC	DSE							
1	2	3		4	5	6	7	8	9	10
I 4.5	I	DSC I: 04 Cr. DSC II: 04 Cr.	NA	NA	GE-I: 04 Cr.	VSC-I: 02 Cr. SEC-I: 02 Cr.	AEC-I MIL: 02 Cr. VEC-I: 02 Cr.	CC-I: 02 Cr. (NSS, NCC, Sports, Cultural)/ CEP-I: 02 Cr. (SES-I)/ OJT: 02 Cr. / Mini Project: 02 Cr.	22	44 Cr. UG Certificate
	II	DSCIII: 04 Cr. DSC IV: 04 Cr.	NA	NA	GE-II: 04 Cr.	VSC-II: 02 Cr. SEC-II: 02 Cr.	AEC-II MIL: 02 Cr. VEC-II: 02 Cr.	Generic IKS: 02 Cr.	22	
	Cum. Cr.	16	-	-	08	04+04= 08	04+02 +02=0 8	04	44	
Exit Option: Award of UG Certificate in Major with 44 Credits and Additional 04 Credits Core NSQF Course/Internship or continue with Major and Minor										

Abbreviations:

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



॥ आरोह तमसो ज्योतिः ॥

Rajarshi Shahu Mahavidyalaya,
Latur (Autonomous)



**Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya, Latur**

(Autonomous)

Department of Public Administration

B.A. (Honors) in Public Administration

Year & Level	Semester	Course Code	Course Title	Credits	No. of Hrs.
I 4.5	I	101PBA1101 (DSC-I)	Introduction to Public Administration	04	60
		101PBA1102 (DSC-II)	Central & State Administration	04	60
		GE-I	From Basket	04	60
		101PBA1501 (VSC-I)	Youth Welfare Administration	02	30
		(SEC-I)	From Basket	02	30
		(AEC-I)	From Basket	02	30
		(VEC-I)	Constitution of India	02	30
		AIPC/OJT-I	Field project	02	30
	Total Credits			22	
	II	101PBA2101 (DSC-III)	Principles of Public Administration	04	60
		101PBA2102 (DSC-IV)	Ancient Law & Order Administration	04	60
		GE-II	From Basket	04	60
		101PBA2501 (VSC-II)	Digital Governance	02	30
		(SEC-II)	From Basket	02	30
		(AEC-II)	From Basket	02	30
		(VEC-II)	FSRCE (CBPR)	02	30
		Generic IKS	Introduction to Indian Knowledge System	02	60
	Total Credits			22	
	Total Credits (Semester I & II)				44



Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya, Latur
(Autonomous)

Programme Outcomes (POs) for -----Programme	
PO No.	After completion of this programme the students will be able to -
PO 1	Enable to use principles of Public Administration.
PO 2	Develops the ability to create Administrative leadership quality.
PO 3	Explain the impact of administrative reforms in Indian Administration
PO 4	Able to recognize Law and Order in Indian Administration
PO 5	Students will aware about Indian Judiciary System.
PO 6	Change in view of students toward police administration.
PO 7	Students are enable to understand compare between ancient and Modern Administration process.
PO 8	Students will run e-centers in India through digital governance.
PO 9	They will aware about National Digital Governance Scheme and Digital Governance development.

शिव छत्रपती
शिक्षण संस्था
लातूर

॥ आरोह तमसो ज्योतिः॥

Rajarshi Shahu Mahavidyalaya,
Latur (Autonomous)

Semester - I



शिव छत्रपती
शिक्षण संस्था
लातूर

॥ आरोह तमसो ज्योतिः॥

Rajarshi Shahu Mahavidyalaya,
Latur (Autonomous)



Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya, Latur
(Autonomous)

Department of Public Administration

Course Type: DSC-I

Course Title: **Introduction to Public Administration**

Course Code: 101PBA1101

Credits: 04

Max. Marks: 100

Lectures: 60 Hrs.

Learning Objectives:

- LO 1. To understand the basic principles and approaches of Public Administration.
- LO 2. To know basic concepts and dynamics (both ecological and others) relating to Public organizations.
- LO 3. To understand the historical development of public administration
- LO 4. To aware about modern public organizational theories.
- LO 5. To analyze and critique the complexity of public administration in terms of mixes of values, interests, competing orientations, and other factors.

Course Outcomes:

After completion of course the student will be able to-

- CO 1 Recognize the basic principles and approaches of Public Administration.
- CO 2 Enable to differentiate between public and private organizations.
- CO 3 Develops the ability to create Public relations Skills.
- CO 4 Explain the major values that Public Administration and illustrate how those affect the work of government.

Unit No.	Title of Unit & Contents	Hrs.
I	Introduction of Public Administration	16
	<ul style="list-style-type: none">1. Meaning & Definition of Public Administration.2. Nature of Public Administration View – Integral View & Managerial View,3. Scope of Public Administration – 3 Ms, POCCC, POSDCoRB theory & Walkar's Theory4. Importance of Public Administration.5. Relationship of Public Administration with other Social Sciences - Political Science, Economics & Sociology	
	Unit Outcomes:	

Unit No.	Title of Unit & Contents	Hrs.
	<p>UO 1. Understand definition of public administration, its scope & Nature.</p> <p>UO 2. Students able to know relation between Public Administration and social sciences along with its importance.</p>	
II	Evolution of Public Administration as a Discipline	15
	<ol style="list-style-type: none"> 1. Period of Dichotomy -1887-1926 2. Theory Building in Public Administration-1927- 1937 3. Behavioral Movement -1938-1947 4. Post World War Phase -1948 - 1970 5. Period of Theoretical Development -1971 Onwards 6. Evolution of Public Administration in India - As Subject and Institutions -IIPA 7. Public Administration& Private Administration- Differences and Similarities <p>Unit Outcome:</p> <p>UO 1. Understand evolution of Public Administration.</p> <p>UO 2. Identify the similarity and differences between Public and Private Organizations.</p>	
III	Organization and Public Relations	14
	<ol style="list-style-type: none"> 1. Meaning of Organization 2. Types of Organization Formal and Informal 3. Meaning & definitions of Public Relation 4. Importance of organization of Public Relation 5. Agencies of Public Relation. 6. Challenges before Public Relation <p>Unit Outcomes:</p> <p>UO 1. Familiar with Public relation Importance, Agencies and Challenges before Public Relations.</p> <p>UO 2. Know how Public Relation work</p>	
IV	Structure of Organization	16
	<ol style="list-style-type: none"> 1. Chief Executive- Meaning, Types of Chief Executive - Functions 	

Unit No.	Title of Unit & Contents	Hrs.
	<p>2. Line & Staff agencies – Meaning and Definitions, Types & Merits and Demerits</p> <p>3. Department- Meaning and Definitions, Types</p> <p>4. Public Corporation - Meaning and Importance</p> <p>5. Independent Regulatory Commission- Meaning and Definitions, Types</p>	
	<p>Unit Outcomes:</p> <p>UO 1. Understand Chief Executive types along with its functions.</p> <p>UO2 .Understand details about Line and staff agencies, Department, Public corporation and Independent Regulatory Commission.</p>	

Learning Resources:

1. Public Administration, Fadia & Fadia, (2009), Sahitya bhavan Publication. Delhi.
2. Public Administration, Laxmikant M., (New Ed. 2015), Tata MagCraw Hill Pub. Pvt. Ltd.
3. New Horizons of Public Administration, Bhattacharya Mohit, (1999),
4. Public Administration, Awasthi & Maheshwari, (1977), Laxminarayan Agrawal, Agra
5. Modern Public Administration, Nigro Felix & Nigro Liyod, Harper & Row Publications, New York
6. Public Administration & Responsible Governance, Bhandari Anant, (1998) Lahishka Ref. Dist., New Delhi
7. लोकप्रशासनाची मुलतत्वे, पोहेकर प्रीती (२००८), अरुणा प्रकाशन, लातूर
8. आधुनिक लोकप्रशासन, दुबे अशोक (२००३), टाटा मॅकग्राहिल पब्लिशिंग लिमिटेड. नवी दिल्ली
9. लोकप्रशासनाची मुलतत्वे, Urmila Reddy, Smita Khumse (2012), अरुणा प्रकाशन, लातूर
10. 21 वी शताब्दी में लोकप्रशासन, दुबे अशोक (२००३), टाटा मॅकग्राहिल पब्लिशिंग लिमिटेड. नवी दिल्ली
11. लोकप्रशासनाची तत्वे, बंग के. आर. (२०१४), विद्या प्रकाशन, औरंगाबाद
12. अखिल भारतीय लोकप्रशासन संस्थेचे सर्व मुखपत्र अंक

Rajarshi Shahu Mahavidyalaya,
Latur (Autonomous)



Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

Department of Public Administration

Course Type: DSC-II

Course Title: Central & State Administration

Course Code: 101PBA1102

Credits: 04

Max. Marks: 100

Lectures: 60 Hrs.

Learning Objectives

- LO 1. To knowledge about the Evolution and Development Indian Administration
- LO 2. Familiar with the salient features of Indian Administration.
- LO 3. To know the role of Central and State Government and Administration.
- LO 4. Clarity of key concepts and knowledge of theoretical perspectives relating to regulation, regulatory governance and independent regulatory commissions

Course outcomes

After completion of course the student will be able to-

- CO 1 Understands the evolution and salient features of the Indian Administration.
- CO 2 Familiar various Civil Services in India.
- CO 3 Understand the Central and State administrative system in India.
- CO 4 Know the constitutional and regulatory bodies in India.

Unit No.	Title of Unit & Contents	Hrs.
I	Salient Features of Indian Administration	15
	<ul style="list-style-type: none">1. Evolution and Development of Indian Administration<ul style="list-style-type: none">Aitchison Commission-1886Act- Morley-Minto Act -1909Montague-Chemls ford Act -1919Indian Federal act-1935Appleby Reports- on Indian Administration-1954 & 19562. Salient Features of Indian Administration.3. Salient Features of Maharashtra Administration.	
	Unit Outcome: UO 1. Know the evolution and development of Indian Administration	

Unit No.	Title of Unit & Contents	Hrs.
	along with its salient features.	
II	Classification of Civil Services	15
	<ol style="list-style-type: none"> 1. Evolution of Indian Civil Services 2. Classification of Indian Services <ul style="list-style-type: none"> • Indian Administrative service • Indian Police service • Indian Foreign service • Indian Forest Services 3. Union Public Service Commission Structure & Functions 4. State Public Service Commission Structure & Functions 	
	Unit Outcome: UO 1. Understand the evolution of Indian Civil Services (UPSC and MPSC)	
III	Central & State Governments & Administration	15
	<ol style="list-style-type: none"> 1. President – Power & Functions. 2. Prime Minister–Power & Functions. 3. Parliament- Structure & Functions 4. Governor& Chief Minister –Power & Functions. 5. Prime Minister’s Office - Structure & Functions 6. Cabinet Secretariat - Structure & Functions 	
	Unit Outcomes: UO 1. Understand the structure, functions and role of Prime minister, President and Governor. UO 2. Familiar with the structure and functions of PM office , cabinet Secretariat.	
IV	Constitutional & Regularity bodies	15
	<ol style="list-style-type: none"> 1. Election Commission - Organization & Functions. 2. State Election Commission - Organization & Functions 3. NITI Aayog - Structure& Functions. 4. National Human Rights Commission- Structure& Functions. 5. State Finance Commission- Organization & Functions. 	

Unit No.	Title of Unit & Contents	Hrs.
	<p>6. National Women's Commission: Organization & Functions.</p> <p>7. State Women's Commission: Organization & Functions.</p>	
	<p>Unit Outcome:</p> <p>UO 1. Know the organization and function of National and State Election Commission and Niti Ayog.</p> <p>UO 2. Awareness about National and State Human Rights Commission and Women's Commission.</p>	

Learning Resources:

1. An Introduction to Indian Constitution, Basu D. D., (1994), Prentice Hall, New Delhi
2. Indian Administration, Singh Hoshiyar, Kitsan Mahal, New Delhi
3. Public Administration in India, Ramchandran Padma (1995), National Book Trust of India, New Delhi
4. Indian Administration, Arora Ramesh, Vishwas Prakashan, New Delhi
5. Indian Administration, Maheshwari Shriram, Orient Longman, New Delhi
6. भारतीय प्रशासन: विकास व व्यवस्था, पोहेकर प्रीती, (२०१३), अरुणा प्रकाशन, लातूर
7. भारतमें लोकप्रशासन, कटारिया सुरेंद्र, (२००६), आरबीएसए पुब्लिशर्स, जयपूर
8. भारत में प्रशासन शर्माअशोक, (१९९९), आरबीएसए पुब्लिशर्स, जयपूर
9. <https://youtu.be/FgqJl39ull4>
10. <https://youtu.be/9ZuKCAeXwJE>
11. भारतीय प्रशासन, बोरा पारस, विद्या बुक्स पब्लिशर्स, औरंगाबाद
12. भारतीय प्रशासन आणि सैद्धांतिक प्रक्रिया, बंग के. आर., (२०१६), विद्याबुक्स पब्लिशर्स, औरंगाबाद
13. www.gov.in

॥ आरोह तमसो ज्योतिः॥

Rajarshi Shahu Mahavidyalaya,
Latur (Autonomous)



Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

Department of Public Administration

Course Type: VSC-I

Course Title: Youth Welfare Administration

Course Code: 101PBA1501

Credits: 02

Max. Marks: 50

Lectures: 30 Hrs.

Learning Objectives:

- LO 1. To summarize the knowledge about Youth Development through the Youth welfare administration.
- LO 2. To know the government policies of Youth Development.
- LO 3. To understand the governmental Institutions for Youth Development.
- LO 4. To give knowledge on Youth welfare Development Programmes.

Course Outcomes:

After completion, of course the student will be able to-

- CO 1. Understand the concepts, Nature and Importance of Youth welfare Administration
- CO 2. Analyze the emergence and case studies of various institutions under the Government of India & Maharashtra.
- CO 3. Apply the knowledge of the structure, powers and functions of Youth Welfare Administration.
- CO 4. Awareness about government schemes Youth welfare.
- CO 5. Knowledge about problems and solutions in Youth welfare.

Unit No.	Title of Unit & Contents	Hrs.
I	Introduction of Youth Welfare Administration	10
	<ul style="list-style-type: none">1. Meaning, Nature & Scope of Welfare Administration.2. Meaning of Youth Welfare Administration3. Nature of Youth Welfare Administration4. Importance of Youth Welfare Administration	
	Unit Outcomes: UO 1. Understands meaning, nature and Scope about Social Welfare	

	Administration UO 2. Understands meaning, nature and Importance about Youth Welfare Administration.	
II	Youth Welfare in India	12
	<ol style="list-style-type: none"> National Youth Advisory Council Organization and Function Role of Youth development National Youth Policy-2014 Objects of national youth policy Role of Youth development Neharu Yuva Kendra Organization and Function Role of Youth development Pradhan Mantri Yuva Yojana Objects & BARTI -Dr. Babasaheb Ambedkar Research and Training Institute (SARTHI) Chhatrapati Shahu Maharaj Research, Training and Human Development Institute 	
	Unit Outcomes: UO 1. Awareness about National Youth Welfare Schemes Government and its development.	
III	Issues & Policy of Youth welfare in India	08
	<ol style="list-style-type: none"> Unemployment Crime Lack of Need based Education Stand up India-2016 Unit Outcomes: UO 1. know different issues & Policies of Youth welfare in India	

Learning Resources:

- मानवसंसाधन विकास आणि मानवीहक्क, खाटेकर दिलीप, स्.अप.अप. अकादमी, पुणे 2022
- भारतातील सामाजिक कल्याण प्रशासन, डॉ. लक्ष्मण कोतापल्ले, विद्या बुक्स पब्लिकेशनस, औरंगाबाद, 2009
- समाजिक कल्याणप्रशासन, डॉ. सुरेद कठरिया, आरबीएस पब्लिकेशनस, जयपूर
- भारतमें समाजकल्याण प्रशासन, डॉ. आर. डी. सचदेव, साहित्यभवन पब्लिकेशन, दिल्ली
- मानवसंसाधन व्यवस्थापन, डॉ. बी. आर. कतुरवार, ओमसाई प्रकाशन, नांदेड, 2012
- भारतातील मानवसंसाधन विकास, अमोल घोडके, युनिक पब्लिकेशनस, पुणे, 201
- मानवसंसाधन विकास, केसागर पब्लिकेशन, पुणे.

Semester - II

शिव छत्रपती
शिक्षण संस्था
लातूर

॥ आरोह तमसो ज्योतिः ॥

Rajarshi Shahu Mahavidyalaya,
Latur (Autonomous)



Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

Department of Public Administration

Course Type: DSC-III

Course Title: **Principle of Public Administration**

Course Code: 101PBA2101

Credits: 04

Max. Marks: 100

Lectures: 60 Hrs.

Learning Objectives:

- LO 1. To understand the basic principles and Theories of Public Administration.
- LO2 To understand the role of Leadership & Motivation in Administration.
- LO3 To develop knowledge of Principles in Management.
- LO4 To understand various administrative reforms.

Course Outcomes:

After completion of course the student will be able to-

- CO 1 Recognize the basic principles and approaches of Public Administration.
- CO 2 Enable to use principles of Public Administration.
- CO 3 Develops the ability to create Administrative leadership.
- CO 4 Explain the impact of administrative reforms in Indian Administration

a

Unit No.	Title of Unit & Contents	Hrs.
I	Administration and Management	14
	<ul style="list-style-type: none">1. Meaning and Definition of Management2. Salient features of Management3. Principle of Management4. Functions of Management5. Theories of Management –<ul style="list-style-type: none">a. Scientific Management Theoryb. X Y Management theory6. Management and Administration difference7. Similarity	
	Unit Outcomes: UO 1. Understand Management Theory, scope & Nature.	

Unit No.	Title of Unit & Contents	Hrs.
II	Principles of Organization	16
	<ol style="list-style-type: none"> Hierarchy Meaning, Merit & Demerit Span of Control Meaning, Elements, Graquula's Theory & Problems Unity of Command Meaning, Needs of unity of command, Merit and Demerit Co-ordination Meaning, Need of Co-ordination and Merit and Demerit 	
	Unit Outcome: UO 1. Understand Principles of Organization.	
III	Management concepts in Administration	17
	<ol style="list-style-type: none"> Leadership <ol style="list-style-type: none"> Meaning, Importance, Types of Leadership and Good Leader's Quality Delegation of Authority <ol style="list-style-type: none"> Meaning of Delegation of Authority Needs of Delegation of Authority Types of Delegation of Authority Motivation <ol style="list-style-type: none"> Meaning of Motivation Importance of Motivation Types of Motivation Communication <ol style="list-style-type: none"> Meaning of Communication Importance of Communication Types of Communication 	
	Unit Outcome: UO 1. Understand Management concepts in Administration.	
IV	Administrative Law & Reforms	13
	<ol style="list-style-type: none"> Meaning of Administrative Law Scope of Administrative law 	

Unit No.	Title of Unit & Contents	Hrs.
	3. Significance of Administrative law 4. Administrative Reforms – a) Meaning of Administrative Reforms b) First Administrative Reforms -1966 c) Second Administrative Reforms - 2005	
	Unit Outcome: UO 1. Understand Administrative Law & Indian Administrative Reforms	

Learning Resources:

1. Public Administration, Fadia & Fadia, (2009), Sahitya bhavan Publication. Delhi.
2. Public Administration, Laxmikant M., (New Ed. 2015), Tata MagCraw Hill Pub. Pvt. Ltd.
3. New Horizons of Public Administration, Bhattacharya Mohit, (1999),
4. Public Administration, Awasthi & Maheshwari, (1977), Laxminarayan Agrawal, Agra
5. Modern Public Administration, Nigro Felix & Nigro Liyod, Harper & Row Publications, New York
6. Public Administration & Responsible Governance, Bhandari Anant, (1998) Lahishka Ref. Dist., New Delhi
7. लोकप्रशासनाची मुलतत्वे, पोहेकर प्रीती (२००८), अरुणा प्रकाशन, लातूर
8. आधुनिक लोकप्रशासन, दुबे अशोक (२००३), टाटा मॅकग्राहिल पब्लिशिंग लिमिटेड, नवी दिल्ली
9. लोकप्रशासनाची मुलतत्वे, Urmila Reddy, Smita Khumse (2012), अरुणा प्रकाशन, लातूर
10. 21 वी शताब्दी में लोकप्रशासन, दुबे अशोक (२००३), टाटा मॅकग्राहिल पब्लिशिंग लिमिटेड, नवी दिल्ली
11. लोकप्रशासनाची तत्वे, बंग के. आर. (२०१४), विद्या प्रकाशन, औरंगाबाद

॥ आरोह तमसो ज्योतिः॥

Rajarshi Shahu Mahavidyalaya,
Latur (Autonomous)



Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

Department of Public Administration

Course Type: DSC-IV

Course Title: Law & Order Administration

Course Code: 101PBA2102

Credits: 04

Max. Marks: 100

Lectures: 60 Hrs.

Learning Objectives:

- LO 1. To understand Principles and Agencies of Law and Order Administration.
- LO 2. To understand history of Indian Law and Order Administration.
- LO 3. To develop knowledge of Indian Judiciary System.
- LO 4. To know Revenue and Police Administration in India.

Course Outcomes:

After completion of course the student will be able to-

- CO 1. Able to recognize Law and Order Administration in India.
- CO 2. Students are develop knowledge of Indian Judiciary System.
- CO 3. Change the view of students toward police System.
- CO 4. Students are enable to understand compare of ancient and Modern System.

Unit No.	Title of Unit & Contents	Hrs.
I	Indian Law and Order Administration	14
	<ul style="list-style-type: none">1. Law & Order :Meaning2. Principals of Law and Order3. Rule of law -Prof. Dayasi4. Central , State, District Level Law and Order5. Agencies of Law and Order6. Challenges of Law and Order	
	Unit Outcome: UO 1.To understand Principles and Agencies of Law and Order Administration.	
II	Law & Order in Various Periods	14
	<ul style="list-style-type: none">1. Sindhu Period: Civilization2. Veda Period: Judiciary System3. Maurya: Period of Administrative Set-up	

Unit No.	Title of Unit & Contents	Hrs.
	<p>4. Mugal Period: Revenue System</p> <p>5. Shivkalin Period: Justice & Revenue System</p> <p>6. British Legacy: Modern Administrative Set-up</p> <p>Unit Outcome:</p> <p>UO 1. To understand history of Indian Law and Order Administration.</p>	
III	Judiciary System in India	16
	<p>1. Supreme Court of India</p> <p>a. Structure</p> <p>b. Power & Functions</p> <p>c. Role of Protection of Fundamental Rights</p> <p>2. High Court</p> <p>a. Structure</p> <p>b. Power & Functions</p> <p>3. District Court</p> <p>a. Structure</p> <p>b. Power & Functions</p> <p>4 Judicial Review</p> <p>History, Meaning and Importance</p> <p>5 Judicial Activism</p> <p>History, Meaning, Importance & Challenges</p> <p>Unit Outcomes:</p> <p>UO 1. Understand the structure, functions and role of Judiciary systems in India.</p>	
IV	Revenue and Police Administration	16
	<p>1. The Department of Revenue</p> <p>2. District Collector</p> <p>3. Tahasildar</p> <p>4. Talathi</p> <p>5. Home Affairs Ministry</p> <p>6. Central Bureau of Investigation & Crime Investigation Department</p> <p>7. Director of Police, Maharashtra: Structure, Functions</p> <p>8. District Superintendent of Police</p> <p>Unit Outcome:</p> <p>UO -1 To know Revenue and Police Administration in India.</p>	

Learning Resources:

15. An Introduction to Indian Constitution, Basu D. D., (1994), Prentice Hall, New Delhi
16. Indian Administration, Singh Hoshiyar, Kitsan Mahal, New Delhi
17. Public Administration in India, Ramchandran Padma (1995), National Book Trust of India, New Delhi
18. Indian Administration, Arora Ramesh, Vishwas Prakashan, New Delhi
19. Indian Administration, Maheshwari Shriram, Orient Longman, New Delhi
20. भारतीय प्रशासन: विकास व व्यवस्था, पोहेकर प्रीती, (२०१३), अरुणा प्रकाशन, लातूर
21. भारतमें लोकप्रशासन, कटारिया सुरेंद्र, (२००६), आरबीएसए पुब्लिशर्स, जयपूर
22. भारत में प्रशासन शर्माअशोक, (१९९९), आरबीएसए पब्लिशर्स, जयपूर
23. भारतीय प्रशासन, बोरा पारस, विद्या बुक्स पब्लिशर्स, औरंगाबाद
24. भारतीय प्रशासन आणि सैद्धांतिक प्रक्रिया, बंग के. आर., (२०१६), विद्याबुक्स पब्लिशर्स, औरंगाबाद
25. www.gov.in
26. <https://youtu.be/FggJl39u1l4>
27. <https://youtu.be/9ZuKCAeXwJE>



॥ आरोह तमसो ज्योतिः॥

Rajarshi Shahu Mahavidyalaya,
Latur (Autonomous)



Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

Department of Public Administration

Course Type: VSC-II

Course Title: Digital Governance

Course Code: 101PBA 2501

Credits: 02

Max. Marks: 50

Lectures: 30 Hrs.

Learning Objectives:

- LO 1. To understand meaning, nature and Scope about IT & Digital Governance.
- LO 2. To know Evolution of Digital Governance & Models.
- LO 3. To Understand Challenges in digital governance and administrative reforms.

Course Outcomes:

After completion of course the student will be able to-

- CO 1. Enable to digital governance in India.
- CO 2. Students will be able to run e-center.
- CO 3. Awareness about National Digital Governance Scheme and Digital Governance development.

Unit No.	Title of Unit & Contents	Hrs.
I	Introduction of Digital Governance	10
	<ul style="list-style-type: none">1. Information Technology : Meaning & Nature2. Digital Governance : : Meaning & Nature3. Goal of Digital Governance4. Scope of Digital Governance5. Importance of Digital Governance	
	Unit Outcomes: UO1. Understands meaning, nature and Importance about Digital Governance	
II	Evolution of Digital Governance & Model	12

	<ol style="list-style-type: none"> 1. Stages in Evolutions 2. Difference between Traditional and Digital Governance 3. Models of Digital Governance 4. National Digital Governance Scheme 5. E-Seva Kendra- Structure and function 6. E- Bhumi - Structure and function 7. Setu Suvidha Kendra in Local Bodies - Structure and function 	
	Unit Outcomes: UO 1. Awareness about National Digital Governance Scheme and Digital Governance development.	
III	Digital Governance in India & Challenges	08
	<ol style="list-style-type: none"> 1. Digital India 2. Cashless Transaction 3. Challenges in India of Digital Governance 4. Administrative Reforms and Digital Governance Unit Outcomes: UO 1. know different challenges of Digital Governance in India	

Learning Resources:

1. Public Administration in India, Ramchandran Padma (1995), National Book Trust of India, New Delhi
2. Indian Administration, Arora Ramesh, Vishwas Prakashan, New Delhi
3. Indian Administration, Maheshwari Shriram, Orient Longman, New Delhi
4. New Horizons of Public Administration, Bhattacharya Mohit, (1999),
5. Public Administration, Awasthi & Maheshwari, (1977), Laxminarayan Agrawal, Agra
6. Modern Public Administration, Nigro Felix & Nigro Liyod, Harper & Row Publications, New York
7. Public Administration & Responsible Governance, Bhandari Anant, (1998) Lahishka Ref. Dist., New Delhi
8. लोकप्रशासनाची मुलतत्वे, पोहेकर प्रीती (२००८), अरुणा प्रकाशन, लातूर
9. आधुनिक लोकप्रशासन, दुबे अशोक (२००३), टाटा मॅकग्राहिल पब्लिशिंग लिमिटेड. नवी दिल्ली
10. लोकप्रशासनाची मुलतत्वे, Urmila Reddy, Smita Khumse (2012), अरुणा प्रकाशन, लातूर
11. 21 वी शताब्दी में लोकप्रशासन, दुबे अशोक (२००३), टाटा मॅकग्राहिल पब्लिशिंग लिमिटेड. नवी दिल्ली
12. भारतीय प्रशासन: विकास व व्यवस्था, पोहेकर प्रीती, (२०१३), अरुणा प्रकाशन, लातूर
13. भारतमें लोकप्रशासन, कटारिया सुरेंद्र, (२००६), आरबीएसए पुब्लिशर्स, जयपूर
14. भारत में प्रशासन शर्मा अशोक, (१९९९), आरबीएसए पब्लिशर्स, जयपूर



Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

UG First Year

Basket I: Generic/Open Elective (GE/OE)

(GEs offered to the Commerce and Management students in Sem.-I/II)

Sr. No.	BoS Proposing GE/OE	Code	Course Title	Credits	Hrs.
1	English	101ENG1401	Business Communication & Grammar	04	60
2	Computer Science	101COS1401	Fundamentals of Computers	04	60
3	Information Technology	101COA1401	Web Designing	04	60
4	Marathi	101MAR1401	स्पर्धापरीक्षा आणि मराठी भाषा	04	60
5	Mathematics	101MAT1401	Fundamentals of Mathematics	04	60
6	Political Science	101POL1401	Human Rights	04	60
7	Biotechnology	101BIO1401	Nutrition, Health and Hygiene	04	60
8	Information Technology	101COM1401	MS-Office	04	60
9	Music	101MUS1401	Indian Vocal Classical & Light Music	04	60
10	NCC Studies	101NCC1401	Introduction to NCC	04	60
11	Sports	101SPO1401	Counseling and Psychotherapy	04	60

Note: Student can choose any one GE from the basket

॥ आरोह तमसो ज्योतिः॥

Rajarshi Shahu Mahavidyalaya,
Latur (Autonomous)



Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

UG First Year

Basket II: Skill Enhancement Courses (SEC)

(SEC offered to the Commerce and Management students in Sem.-I/II)

Sr. No.	BoS Proposing SEC	Code	Course Title	Credits	Hrs.
1	Commerce	101MAE1601	Office Management	02	30
2	Computer Science	101COS1601	Data Analysis and Computer Application	02	30-45
3	English	101ENG1601	Proof Reading and Editing	02	30
4	English	101ENG1602	Communication Skills	02	30
5	Geography	101GEO1601	Tourism & Travel Management	02	30-45
6	Information Technology	101COA1601	PC Assemble and Installation	02	30-45
7	Marathi	101MAR1601	कथा/पटकथालेखन	02	30
8	English	101ENG1603	Leadership and Personality Development	02	30
9	Zoology	101ZOO1601	Bee Keeping	02	30-45

Note: Student can choose any one SEC from the basket

शिव छत्रपती
शिक्षण संस्था
लातूर

॥ आरोह तमसो ज्योतिः ॥

Rajarshi Shahu Mahavidyalaya,
Latur (Autonomous)



Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

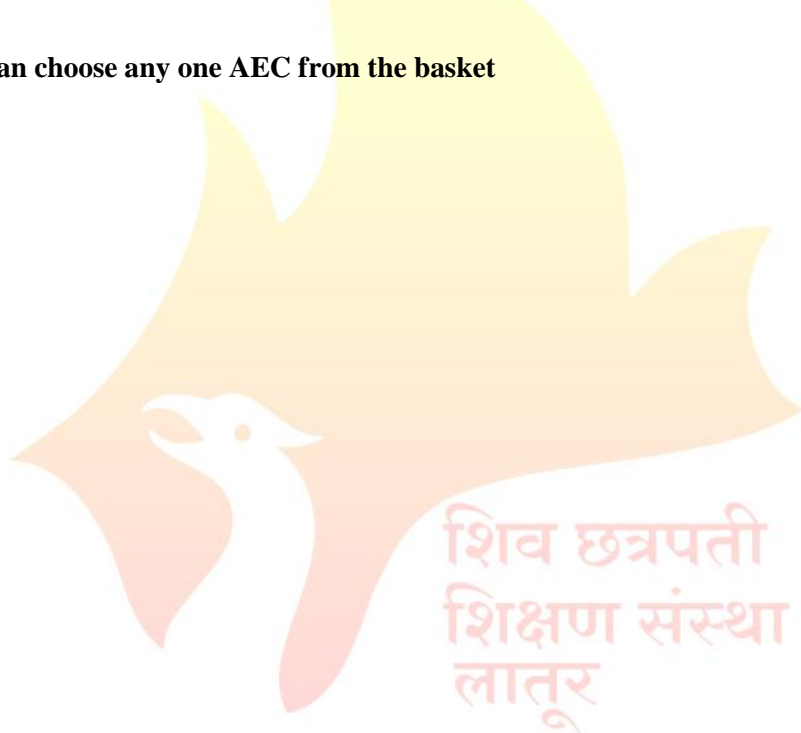
UG First Year

Basket III: Ability Enhancement Courses (AEC)

(AEC offered to the Science & Technology students in Sem.-I/II)

Sr. No.	BoS Proposing AEC	Code	Course Title	Credits	Hrs.
1	Marathi	101MAR7101	भाषिक कौशल्य भाग – १	02	30
2	Hindi	101HIN7101	हिंदी भाषा शिक्षण भाग – १	02	30
3	Sanskrit	101SAN7101	व्यावहारिक व्याकरण व नितिसुभाषिते	02	30
4	Pali	101PAL7101	उपयोजित व्याकरण	02	30

Note: Student can choose any one AEC from the basket



॥ आरोह तमसो ज्योतिः ॥

Rajarshi Shahu Mahavidyalaya,
Latur (Autonomous)



Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

UG First Year

Extra Credit Activities

Sr. No.	Course Title	Credits	Hours T/P
1	MOOCs	Min. of 02 credits	Min. of 30 Hrs.
2	Certificate Courses	Min. of 02 credits	Min. of 30 Hrs.
3	IIT Spoken English Courses	Min. of 02 credits	Min. of 30 Hrs.

Guidelines:

Extra -academic activities

1. All extra credits claimed under this heading will require sufficient academic input/contribution from the students concerned.
2. Maximum 04 extra credits in each academic year will be allotted.
3. These extra academic activity credits will not be considered for calculation of SGPA/CGPA but will be indicated on the grade card.

Additional Credits for Online Courses:

1. Courses only from SWAYAM and NPTEL platform are eligible for claiming credits.
2. Students should get the consent from the concerned subject Teacher/Mentor/Vice Principal and Principal prior to starting of the course.
3. Students who complete such online courses for additional credits will be examined/verified by the concerned mentor/internal faculty member before awarding credits.
4. Credit allotted to the course by SWAYAM and NPTEL platform will be considered as it is.

Additional Credits for Other Academic Activities:

1. One credit for presentation and publication of paper in International/National/State level seminars/workshops.
2. One credit for measurable research work undertaken and field trips amounting to 30 hours of recorded work.
3. One credit for creating models in sponsored exhibitions/other exhibits, which are approved by the concerned department.
4. One credit for any voluntary social service/Nation building exercise which is in collaboration with the outreach center, equivalent to 30 hours
5. All these credits must be approved by the College Committee.

Additional Credits for Certificate Courses:

1. Students can get additional credits (number of credits will depend on the course duration) from certificate courses offered by the college.
2. The student must successfully complete the course. These credits must be approved by the Course Coordinators.
3. Students who undertake summer projects/ internships/ training in institutions of repute through a national selection process, will get 2 credits for each such activity. This must be done under the supervision of the concerned faculty/mentor.

Note:

1. The respective documents should be submitted within 10 days after completion of Semester End Examination.
2. No credits can be granted for organizing or for serving as office bearers/ volunteers for Inter-Class / Associations / Sports / Social Service activities.
3. The office bearers and volunteers may be given a letter of appreciation by the respective staff coordinators. Besides, no credits can be claimed for any services/activities conducted or attended within the college.
4. All claims for the credits by the students should be made and approved by the mentor in the same academic year of completing the activity.
5. Any grievances of denial/rejection of credits should be addressed to Additional Credits Coordinator in the same academic year.
6. Students having a shortage of additional credits at the end of the third year can meet the Additional Credits Coordinator, who will provide the right advice on the activities that can help them earn credits required for graduation.

शिव छत्रपती
शिक्षण संस्था
लातूर

॥ आरोह तमसो ज्योतिः॥

Rajarshi Shahu Mahavidyalaya,
Latur (Autonomous)



**Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya, Latur**

(Autonomous)

Examination Framework

Theory:

40% Continuous Assessment Tests (CATs) and 60% Semester End Examination (SEE)

Practical:

50% Continuous Assessment Tests (CATs) and 50% Semester End Examination (SEE)

Course	Marks	CAT & Mid Term Theory				CAT Practical		Best Scored CAT & Mid Term	SEE	Total
1	2	3				4		5	6	5 + 6
		Att.	CAT I	Mid Term	CAT II	Att.	CAT			
DSC/DSE/GE/OE/Minor	100	10	10	20	10	-	-	40	60	100
DSC	75	05	10	15	10	-	-	30	45	75
Lab Course/AIPC/OJT/FP	50	-	-	-	-	05	20	-	25	50
VSC/SEC/AEC/VEC/CC	50	05	05	10	05	-	-	20	30	50

Note:

1. All Internal Exams are compulsory
2. Out of 02 CATs best score will be considered
3. Mid Term Exam will be conducted by the Exam Section
4. Mid Term Exam is of Objective nature (MCQ)
5. Semester End Exam is of descriptive in nature (Long & Short Answer)
6. CAT Practical (20 Marks): Lab Journal (Record Book) 10 Marks, Overall Performance 10 Marks