



S-25 March, 2013 AC after Circulars from Circular No.153 & onwards - 21 -  
**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] Second Year.	Semester-III & IV,
[9]	B.A. [Home Science] Third Year Minor Changes,	Semester- V & VI,

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

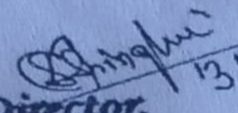
These syllabi are available on the University Website **www.bamu.net**

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.

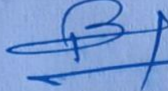
University Campus,  
Aurangabad-431 004.  
REF.NO.ACAD/NP/SOCIAL SCI./  
SYLLABUS /Semester/2013/  
5979-6382  
**A.C.M.A.I.No.21.**

Date:- 08-05-2013.


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**Director,**  
**Board of College and**  
**University Development.**

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

- 22 -

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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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AURANGABAD.**



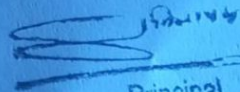
**Revised Syllabus of**

**B.A. 1ST YEAR**

**PUBLIC ADMINISTRATION**

**SEMESTER-I & II**

*[ Effective from 2013-14 & onwards ]*

  
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**Dr. Babasaheb Ambedkar Marathwada University  
Aurangabad**

**Public Administration**

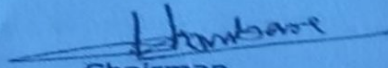
**Revised Syllabus of B.A. First Year  
(Effective from June 2013)**

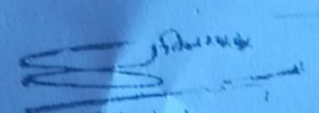
**Semester-I**

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

**Semester-II**

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

  
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**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**

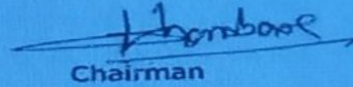
- **C.P. Bhambri** - Public Administration
- **Mohit Bhattacharya** - Public Administration - World Press, Kolkatta
- **S.R.Maheswari** - Theories and concepts in public

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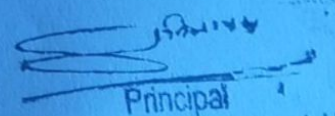
- **Adminstration** – Allide publishers, New Delhi.
- **Awasti and Maheshwari** - Public Administration - Laxminarain Agarwal , Agra.
- **Sharma and Sadana B.L.**- Public Administration : Theour and practice, kitabl metal , Allahabad.
- **अनिल कुमार शर्मा** - लोकप्रशासन सिध्दांत एवं व्यवहार
- **डॉ.शांताराम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



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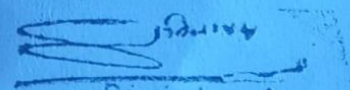
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**B.A. First Year  
Public Administration  
Semester-I**

- 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.

  
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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.

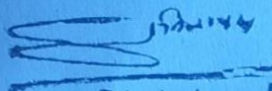
**Unit -VII -**

**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.

  
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- प्रा.के.आर .बंग - भारतीय प्रशासन - विद्या बुक पब्लिशर्स , औरंगाबाद
- प्रा.वी.वी.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 :-**

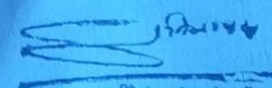
1. Governor
2. Chief Minister
3. Council of Ministers
4. Chief secretary
5. State Secretariat
6. State Directorate

**Unit – III - State Legislature :-**

1. Legislative Assembly – Composition , Power & Functions
2. Legislative Council- Composition , Power & 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.

  
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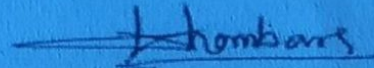


**Unit –V - Constitutional & statutory bodies :-**

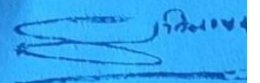
1. Maharashtra Public service Commission
2. Maharashtra Election Commission
3. Maharashtra Finance Commission
4. Lok Ayukta
5. State Planning Commission.
6. Vaidhanik Vikas Mandal

**Recommended Books**

- **Gadkari** - Organization of Maharashtra
- **Shukla J.D.** – State Administration
- डॉ.हरिश्चंद्र शर्मा - भारत में लोकप्रशासन-कॉलेज बुक डेपो, जयपूर.
- डॉ.बी.एल.फडि या - उच्चतर लोकप्रशासन-साहित्यमवन 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 :-**

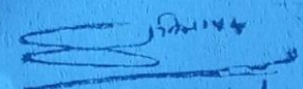
1. Meaning, Principles and Machinery of Law & Order.

**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)

  
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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.सलगरे ~~सह~~ <sup>डॉ.के.</sup> जिल्हा प्रशासन

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