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ARTS, SCIENCE AND COMMERCE COLLEGE, BEED

DEPARTMENT OF PUBLIC ADMINISTRATION

B.A. PUBLIC ADMINISTRATION CURRICULUM SYLLABUS & COURSE OUTCOMES

BA 1st Year – Semester I			
Course Code	Course Title & Category	CO No.	Course Outcomes (CO) Description
DSC 1	INTRODUCTION TO PUBLIC ADMINISTRATION <i>(Discipline Specific Course)</i>	CO-1	Gain a broad conceptual understanding of Public Administration and trace its historical evolution as an academic discipline.
		CO-2	Explain the fundamental principles and operational dynamics of formal and informal organizations.
		CO-3	Distinguish between line, staff, and auxiliary agencies and analyze their functional relationships in governance.
		CO-4	Apply organizational principles (hierarchy, span of control, unity of command, coordination, and communication) to design and analyze departmental structures.
		CO-5	Evaluate administrative real-world cases and demonstrate analytical skills through practical field studies and institutional observation.
GE / OE 1	THEORIES AND PRINCIPLES OF MANAGEMENT AND ADMINISTRATION <i>(Generic Elective / Open Elective)</i>	CO-1	Understand and explain foundational theories and evolutionary stages of management and administrative thought.
		CO-2	Distinguish between administrative and management concepts and their modern institutional applications.
		CO-3	Demonstrate working knowledge of structural principles including hierarchy and span of control.
		CO-4	Analyze the vital significance of coordination and communication channels in organizational efficiency.
SEC 1	PUBLIC RELATIONS AND SKILL DEVELOPMENT <i>(Skill Enhancement Course)</i>	CO-1	Explain the concept, nature, scope, tools, and strategic role of Public Relations in public administration.
		CO-2	Draft professional PR communications including press releases, news reports, official pitch letters, and media articles.
		CO-3	Deliver effective public speeches and presentations using refined

			interpersonal and verbal communication skills.
		CO-4	Demonstrate leadership, team-building, and digital communication capabilities for social media and media relations management.
BA 1 st Year — Semester II			
DSC 4	INDIAN ADMINISTRATIVE SYSTEM (Discipline Specific Course)	CO-1	Critically analyze the historical development, constitutional foundations, and salient features of the Indian administrative system.
		CO-2	Examine the structure, powers, and operational dynamics of the Union Legislature and Union Executive.
		CO-3	Evaluate the role, powers, and significance of the Union Judiciary, Judicial Review, Judicial Activism, and Central Administrative Tribunals (CAT).
		CO-4	Demonstrate comprehensive knowledge of core central administrative bodies: President's Secretariat, Cabinet Secretariat, Central Secretariat, and Prime Minister's Office (PMO).
		CO-5	Conduct empirical case studies and field observations on central administrative agencies and institutional processes.
GE / OE 2	MANAGEMENT AND ADMINISTRATIVE THINKERS (Generic Elective / Open Elective)	CO-1	Explain F.W. Taylor's Scientific Management Theory, its core principles, and managerial objectives.
		CO-2	Analyze Henri Fayol's 14 principles of management and the fundamental functional elements of administration
		CO-3	Evaluate Elton Mayo's Hawthorne Studies and the significance of human relations and informal groups in organizations.
		CO-4	Relate classical and behavioural theories to modern organizational and workplace management.
VSC 1	OFFICE ADMINISTRATION AND RECORD MANAGEMENT (Vocational Skill Course)	CO-1	Demonstrate practical understanding of office administration, layout planning, and standard operational procedures.
		CO-2	Apply standard filing methods, indexing systems, and document classification techniques for efficient record retention.
		CO-3	Manage official mailing routines, dispatch systems, and office correspondence procedures.
		CO-4	Select and operate modern office equipment and assess the benefits and limitations of administrative automation.
BA 2 nd Year — Semester III			
DSC 7	PUBLIC PERSONNEL ADMINISTRATION - I (Discipline Specific Course)	CO-1	Explain the conceptual framework, scope, objectives, and strategic importance of personnel administration in modern governance.
		CO-2	Analyze the structural hierarchy, roles, and functions of All India Services, Central Services, and State Civil Services..
		CO-3	Critically evaluate recruitment policies, examination systems, and selection techniques utilized by UPSC and State PSCs.
DSC 8	RURAL LOCAL	CO-1	Trace the historical development of rural local self-governance from

	SELF GOVERNMENT IN INDIA <i>(Discipline Specific Course)</i>		ancient community traditions to modern constitutional setups.
		CO-2	Analyze the provisions, impact, and constitutional significance of the 73rd Constitutional Amendment Act.
		CO-3	Evaluate the administrative structure, composition, powers, and functions of Zilla Parishads, Panchayat Samitis, and Gram Panchayats / Gram Sabhas in Maharashtra.
		CO-4	Examine rural local finance, including local taxation, central/state financial transfers, grants-in-aid, and own-source revenue mobilization.
Minor 1 (M1)	LOCAL SELF GOVERNMENT <i>(Minor Course)</i>	CO-1	Define the concept and constitutional significance of decentralized democratic governance at the local level.
		CO-2	Explain the key features, schedules, and governance reforms introduced by the 73rd and 74th Constitutional Amendments.
		CO-3	Describe the composition and functioning of rural local bodies (Zilla Parishad, Panchayat Samiti, Gram Panchayat).
		CO-4	Analyze urban local bodies including Municipal Corporations, Municipal Councils, Nagar Panchayats, and Cantonment Boards.
Minor 2 (M2)	FINANCIAL ADMINISTRATION <i>(Minor Course)</i>	CO-1	Analyze the foundational significance of financial administration in economic development and public policy execution.
		CO-2	Explain the institutional organization and functions of India's Ministry of Finance and constitutional Union-State financial relations.
		CO-3	Examine the constitutional role of the Finance Commission and the formulation of fiscal and monetary policies.
		CO-4	Evaluate accounting and auditing frameworks in India and analyze the constitutional powers, functions, and reports of the Comptroller and Auditor General (CAG).
GE / OE 3	GOOD GOVERNANCE <i>(Generic Elective / Open Elective)</i>	CO-1	Define and conceptualize Good Governance, tracing its evolution from New Public Management and multilateral frameworks.
		CO-2	Distinguish between conventional administration and citizen-centric Good Governance across democratic indicators.
		CO-3	Assess the role, mechanisms, and legal impact of the Right to Information (RTI) Act 2005 in promoting administrative transparency.
		CO-4	Evaluate citizen empowerment tools such as Citizen's Charters and the Maharashtra Public Service Delivery Guarantee Act.
VSC 2	SECRETARIAL PRACTICE <i>(Vocational Skill Course)</i>	CO-1	Define the professional role, duties, personal attributes, and ethical standards of an Executive Secretary.
		CO-2	Coordinate executive schedules, plan official travel itineraries, and manage administrative office manuals and emergency services.

		CO-3	Organize formal meetings by preparing valid notices, drafting structured agendas, ensuring quorum, and recording accurate minutes of proceedings.
		CO-4	Draft professional business communications including inquiries, quotations, purchase orders, tenders, and adjustment letters.
BA 2nd Year — Semester IV			
DSC 9	PUBLIC PERSONNEL ADMINISTRATION - II <i>(Discipline Specific Course)</i>	CO-1	Explain the objectives, types, modern methods, and institutional architecture of civil service training in India (LBSNAA, SVPNPA, YASHADA, MPA).
		CO-2	Analyze promotion principles (merit vs. seniority) and evaluate retirement policies, pension schemes, and terminal benefits.
		CO-3	Evaluate employer-employee relations in government, collective bargaining limitations, and the right to form associations.
		CO-4	Examine institutional anti-corruption and grievance mechanisms including Central Vigilance Commission (CVC) and Administrative Tribunals (CAT and MAT).
		CO-5	Conduct practical studies and field inquiries on training methodologies and employee relations in public agencies.
DSC 10	URBAN LOCAL SELF GOVERNMENT <i>(Discipline Specific Course)</i>	CO-1	Analyze urbanization patterns, urban developmental challenges, and the historical evolution of municipal administration in India.
		CO-2	Explain the key features, functional transfer (12th Schedule), and democratic decentralization mandated by the 74th Constitutional Amendment Act.
		CO-3	Examine the organizational hierarchy, composition, executive-deliberative relations, and functions of Municipal Corporations, Municipal Councils, Nagar Panchayats, and Cantonment Boards.
		CO-4	Assess urban municipal finances, tax assessment systems, non-tax revenue streams, government grants, and urban infrastructure financing.
		CO-5	Conduct urban field surveys and institutional project work evaluating municipal civic service delivery.
Minor 3 (M3)	PERSONNEL ADMINISTRATION <i>(Minor Course)</i>	CO-1	Explain the foundational principles, scope, and strategic objectives of personnel administration in the public sector.
		CO-2	Analyze recruitment systems, examination procedures, and modern training methods for civil servants.
		CO-3	Describe promotion principles (seniority vs. merit) and examine retirement policies, pensionary benefits, and structural reforms.
		CO-4	Assess modern challenges in human resource management and public sector service delivery.
Minor 4 (M4)	BUDGETARY PROCESS IN INDIA	CO-1	<i>Define public budgeting and explain its multifaceted role as an instrument of financial accountability and public policy.</i>

	<i>(Minor Course)</i>	CO-2	Compare different budgeting techniques including Line-Item Budgeting, Performance Budgeting, and Zero-Base Budgeting (ZBB).
		CO-3	Trace the complete lifecycle of the Indian Union Budget through preparation, parliamentary debate, voting on demands, Appropriation/Finance Bills, and execution.
		CO-4	Analyze the constitutional framework and legislative financial control mechanisms in India.
GE / OE 4	E-GOVERNANCE <i>(Generic Elective / Open Elective)</i>	CO-1	Explain the foundational concept, evolutionary stages, and transformational benefits of E-Governance in public service delivery.
		CO-2	Differentiate between key electronic governance interaction models: G2G, G2C, G2B, and G2E.
		CO-3	Understand the institutional infrastructure provided by the National Informatics Centre (NIC) and basic cyber security protocols.
		CO-4	Evaluate the societal utility and administrative impact of Digital India initiatives, the UMANG mobile platform, and DigiLocker.
SEC 2	MANAGEMENT OF NON-GOVERNMENTAL ORGANIZATIONS (NGOs) <i>(Skill Enhancement Course)</i>	CO-1	Explain the definition, typology, and socio-economic developmental roles of Non-Governmental Organizations in India and globally.
		CO-2	Analyze internal NGO governance, leadership dynamics, voluntary HR management, and transparency standards.
		CO-3	Demonstrate working knowledge of legal compliance frameworks under the Societies Registration Act, Indian Trusts Act, and Companies Act (Section 8).
		CO-4	Apply resource mobilization strategies, proposal writing techniques, and basic non-profit financial budgeting and reporting.
		CO-5	Engage with voluntary organizations through field visits, case studies, or institutional documentation.
BA 3 rd Year – Semester V			
DSC 11	INDIAN ADMINISTRATIVE THOUGHTS <i>(Discipline Specific Course)</i>	CO-1	Explain the indigenous roots, ethical dimensions, and philosophical foundations of ancient and medieval Indian governance.
		CO-2	Analyze the social-reformist administrative contributions of Mahatma Phule, Rajarshi Shahu Maharaj, and Dr. B.R. Ambedkar regarding social justice, welfare planning, and affirmative action.
		CO-3	Evaluate the modern administrative visions of Mahatma Gandhi (Gram Swaraj), Jawaharlal Nehru (Democratic Socialism & Civil Services), and Sardar Vallabhbhai Patel (National Integration & Steel Frame Bureaucracy).
		CO-4	Apply traditional and constitutional administrative values to resolve contemporary public governance dilemmas.
		CO-5	Conduct thematic practical assignments and projects exploring Indian administrative thought in practice.

DSC 12	STATE ADMINISTRATION <i>(Discipline Specific Course)</i>	CO-1	Explain the constitutional framework, reorganization, and distinguishing features of State Administration in Maharashtra.
		CO-2	Analyze the constitutional powers, functions, and discretionary role of the Governor, Chief Minister, Council of Ministers, and Chief Secretary / State Secretariat.
		CO-3	Examine the legislative process, bicameral structure, and parliamentary control mechanisms of the State Legislature.
		CO-4	Understand the jurisdiction, powers, and administrative oversight of the High Court and subordinate judiciary.
		CO-5	Evaluate the institutional roles of State Constitutional and Statutory Agencies including MPSC, State Election Commission, and State Planning Board.
		CO-6	Undertake practical field studies and institutional visits to state-level administrative bodies.
DSE 1	INTRODUCTION TO PUBLIC POLICY <i>(Discipline Specific Elective)</i>	CO-1	Trace the historical evolution of Policy Science and conceptualize the nature, scope, and significance of public policy.
		CO-2	Analyze the stages of the public policy cycle: problem identification, agenda setting, formulation, implementation, evaluation, and feedback.
		CO-3	Examine the institutional framework and constitutional foundations of public policy making in India.
		CO-4	Evaluate the strategic influence of citizens, civil society organizations, interest groups, and mass media in shaping policy decisions.
		CO-5	Conduct practical policy analysis and field evaluation of specific government flagship schemes.
Minor 5 (M5)	MAHARASHTRA ADMINISTRATION <i>(Minor Course)</i>	CO-1	Explain the historical formation, administrative restructuring, and salient features of Maharashtra State governance.
		CO-2	Analyze the executive powers and operational relationship between the Governor, Chief Minister, Council of Ministers, and Secretariat departments.
		CO-3	Describe the composition, law-making functions, and committee systems of the Maharashtra Legislative Assembly and Legislative Council.
		CO-4	Evaluate the constitutional jurisdiction of the Bombay High Court and the functions of MPSC and State Election Commission.
Minor 6 (M6)	POLICE ADMINISTRATION <i>(Minor Course)</i>	CO-1	Trace the historical evolution and constitutional framework of Police Administration in India from colonial roots to the democratic era.
		CO-2	Analyze the organizational hierarchy, command structures, and functions of central, state, and district police machinery.
		CO-3	Evaluate key operational duties including maintaining public order, modern crime investigation techniques, and community traffic management.

		CO-4	Critically examine police modernization, National Police Commission reform recommendations, SMART policing, and police-public relations.
VSC 3	LAND RECORD MANAGEMENT (Vocational Skill Course)	CO-1	Explain the concepts, legal significance, traditional systems, and administrative importance of land record management.
		CO-2	Analyze digital modernization initiatives including Land Records Modernization Programmes, computerized land registries, and revenue e-governance.
		CO-3	Demonstrate proficiency in understanding standard land measurement units, scale conversion, and cadastral maps.
		CO-4	Identify and operate basic land surveying equipment (survey chains, measuring tapes, optical instruments) in real-world field situations.
		CO-5	Assess the heritage value of Maratha forts and discuss issues related to their conservation, management, and sustainable tourism.
		CO-6	Execute practical revenue field exercises involving land demarcation, map reading, and digital land portal navigation.
FP 2	FIELD PROJECT IN PUBLIC ADMINISTRATION - II (Field Project)	CO-1	Formulate a focused research problem in specialized administrative areas (such as public policy impact, police administration, or land governance).
		CO-2	Conduct rigorous empirical fieldwork using primary data tools (questionnaires, key informant interviews, field diaries) and secondary public records.
		CO-3	Analyze administrative datasets to diagnose operational bottlenecks and policy implementation gaps.
		CO-4	Produce an academic Field Project Report structured with literature review, data visualization, and actionable governance solutions.
		CO-5	Defend research outcomes proficiently before an academic evaluation panel in a formal viva-voce.
BA 3 rd Year — Semester VI			
DSC 13	ADMINISTRATIVE THINKERS (Discipline Specific Course)	CO-1	Critically evaluate classical administrative theories: Scientific Management (Taylor), Administrative Management (Fayol), and Ideal Bureaucracy & Authority types (Weber).
		CO-2	Analyze neo-classical and behavioural paradigms: Human Relations (Mayo), Bounded Rationality & Administrative Decision-Making (Simon), and Needs Hierarchy (Maslow).
		CO-3	Examine contemporary management models: Constructive Conflict & Authority (Follett), Acceptance Theory & Executive Functions (Barnard), and Optimal Policy Making (Dror).
		CO-4	Synthesize administrative theories to evaluate modern public sector organizational challenges.
		CO-5	Complete practical analytical assignments comparing theoretical models with contemporary administrative situations.

DSC 14	DISTRICT ADMINISTRATION <i>(Discipline Specific Course)</i>		
		CO-1	Explain the historical evolution, structural elements, and pivotal role of District Administration as the operational hub of governance.
		CO-2	Analyze the multi-dimensional powers, responsibilities, regulatory authority, developmental functions, and crisis management role of the District Collector.
		CO-3	Examine the operational hierarchy of field revenue and general administration: SDO/Sub-Divisional Magistrate, Tahsildar, Talathi, Police Patil, and District Information Officer.
		CO-4	Evaluate the structure and operational mechanisms of District Police (Superintendent of Police, CID, Local Crime Branch) and District Judiciary in maintaining Law & Order.
		CO-5	Assess the constitutional composition, planning process, resource allocation, and functioning of the District Planning and Development Council (DPDC).
		CO-6	Execute practical institutional visits to district-level collectorates, tahsil offices, and DPDC meetings.
DSC 15	SHIVKALIN PRASHASAN <i>(Administration during Shivaji Maharaj's Era)</i> <i>(Discipline Specific Course)</i>	CO-1	Explain the core principles, constitutional vision, and structural organization of Central Administration under Chhatrapati Shivaji Maharaj.
		CO-2	Analyze the ministerial portfolios, administrative responsibilities, and decision-making system of the Ashtapradhan Mandal.
		CO-3	Evaluate Shivkalin land revenue assessment, taxation methods, agricultural welfare measures, and farmer protection policies.
		CO-4	Examine the strategic organization of the Shivkalin military machinery: Infantry, Navy, Fort Administration (Gad-Kot), and local village governance (Panchayat system).
		CO-5	Draw comparative insights between Shivkalin public administration principles and modern ethical governance.
DSE 3	COMPARATIVE PUBLIC ADMINISTRATION <i>(Discipline Specific Elective)</i>	CO-1	Explain the conceptual origins, evolutionary phases, and academic significance of Comparative Public Administration and the Comparative Administration Group (CAG).
		CO-2	Critically analyze ecological models of public administration with specific focus on F.W. Riggs' Agraria-Industria model, Prismatic Society, and Sala Model.
		CO-3	Evaluate Ferrel Heady's classification of administrative systems in developed and developing countries.
		CO-4	Compare the constitutional and administrative features, bureaucratic structures, and executive systems of the UK, USA, and China.
		CO-5	Conduct comparative analytical research on cross-national administrative

			practices.
Minor 7 (M7)	MANAGEMENT OF ELECTION PROCESS <i>(Minor Course)</i>	CO-1	Explain the democratic principles, constitutional provisions (Articles 324-329), and legal provisions under the Representation of the People Acts (1950 & 1951).
		CO-2	Describe the institutional structure and field command chain: Election Commission of India, Chief Electoral Officer, District Election Officer, Returning Officer, and Booth Level Officer (BLO).
		CO-3	Examine the operational procedures of electoral roll preparation, candidate nominations, scrutiny, and Model Code of Conduct enforcement.
		CO-4	Evaluate the practical deployment of EVMs, VVPATs, polling station logistics, inter-agency security coordination, and SVEEP voter education campaigns.
Minor 8 (M8)	DISASTER MANAGEMENT <i>(Minor Course)</i>	CO-1	Define core disaster management concepts (hazard, vulnerability, risk, resilience) and explain the phases of the Disaster Management Cycle (prevention, mitigation, preparedness, response, relief, and recovery).
		CO-2	Analyze the statutory provisions and multi-level institutional framework mandated by the Disaster Management Act, 2005.
		CO-3	Examine the institutional roles of the National Disaster Management Authority (NDMA), State Disaster Management Authorities (SDMA), and District Administration as the operational crisis response hub.
		CO-4	Evaluate the operational coordination between NDRF, SDRF, armed forces, police, civil society organizations, and local community volunteers during disaster response.