

Dayanand College of Arts, Latur

B.A. in Administrative Services under the Humanities Faculty

Certificate / Value added Course

Affiliated to

Swami Ramanand Teerth Marathwada University, Nanded

B.A. in Administrative Services

Syllabus

Certificate / Value added Course

Effective from Academic Year 2025-2026

Dayanand College of Arts, Latur

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From the Desk of Chairman, Board of Studies of the Certificate and value added Course in Subject Political Science.

Preamble:

The department of administrative services provides opportunities To student of the department with theory, practical, updates of examination, field work initiatives. Hence the department started certificate/ value added course related to various competitive Exams. These courses are helps to develop analytical, dynamic, prospective skills of the student.

Objectives:

1. Student should get knowledge about various skills required in administrative service.
2. To know the update structure of various competitive examination
3. To develop analytical and logical view of the student
4. To improve essential skill of the students
5. To understand the fundamental of competitive examination

Outcomes :

1. Student gets ability to face the various examinations
2. Get the skills which essential for UPSC/MPSC/Banking etc exams
3. Get knowledge of how to crack the competitive exams
4. It helps to develop personality test skill
5. Studied competitive exam.

Dr. Santosh Gunwantrao Patil

Chairman,

Board Of Studies of the Certificate and value added Course
in Subject Political Science, Dayanand College of Arts, Latur.

Dayanand College of Arts, Latur

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Member of the Board of Studies of the Certificate and value added Course in Subject Political Science, Dayanand College of Arts,Latur.

Sr. No	Name of the Member	Designation	College Address , University	Contact No, E- mail
01	Dr. Santosh GunwantraoPatil	Chairman	Dayanand College of Arts,Latur. SRTMU, Nanded.	9421363056 Spatil2212@gmail.com
02	Dr Mahesh Sureshrao More	Assit. Lect	Dayanand College of Arts,Latur. SRTMU, Nanded.	9767943369
03	Prof. Govind Uttamrao Jadhav	Assit. Lect	Dayanand College of Arts,Latur. SRTMU, Nanded.	8668273247
04	Prof. Yashwant Balaji Jagtap	Assit. Lect	Dayanand College of Arts,Latur. SRTMU, Nanded.	9423530391
05	Prof. Uttam Vaman Dudhbate	Assit. Lect	Dayanand College of Arts,Latur. SRTMU, Nanded.	9922191797
06	Prof. Shivlimng Goge	Assit Lect	Dayanand College of Arts,Latur. SRTMU, Nanded.	8767462346
07	Mehraj Khanapure	Student	Dayanand College of Arts,Latur. SRTMU, Nanded.	9860765299

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General Guide lines for course structure:

- 1) Undergraduate and postgraduate students are eligible for admission to this course.
- 2) There is no charges for this course it is free for everyone.
- 3) Students from our college and other colleges can take admission for this course.
- 4) Admitted students will get a certificate after passing the examination with requisite marks
- 5) Courses should be taught by experienced faculty with expertise in the subject area.
- 6) Regular assessment to ensure students meet course objectives.
- 7) Duration: Typically 5 weeks to 6 weeks.
- 8) Open to students from various disciplines, including humanities, social sciences, and others.
- 9) Focused on theoretical and practical aspects of the subject.
- 10) Practical and application-oriented, focusing on skill development.
- 11) Students can acquire specialized skills and knowledge.
- 12) Students can explore subjects beyond their primary discipline.
- 13) Courses can foster personal growth and development.

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Teaching Scheme & Tenure

Course Title	Course Code	Teaching Scheme Hrs./ Weekly (1Hrs. = 60 M.)			Total Tenure (1 weekly = 6 Hrs.)
		Theory	Practical	Total	
MPSC Descriptive Pattern 2025	DACLADM301	06	--	06	30
Banking Exam Awareness	DACLADM302	06	--	06	30
Artificial Intelligence Awareness	DACLADM303	06	--	06	30
Personality Development	DACLADM304	06	--	06	30

Examination Scheme

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(25 Marks Internal and 25 Marks MCQ)

Course Name	Course Code	Internal			MCQ	Total
		Seminar	Group Discussion	Home Work		
MPSC Descriptive Pattern 2025	DACLADM301	10	10	05	25	50
Banking Exam Awareness	DACLADM302	10	10	05	25	50
Artificial Intelligence Awareness	DACLADM303	10	10	05	25	50
Personality Development	DACLADM304	10	10	05	25	50

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Course Title: MPSC Descriptive Pattern - 2025

Course Code: DAACLADM301

Syllabus

Course Objectives:

- 1) To know the students about changing pattern of MPSC Mains Examination
- 2) To know the structure of the given examination.
- 3) To develop the idea to face the examination of MPSC
- 4) To make able to Aspirants to get the success in the MPSC Examination.

Course Outcomes:

- 1) Aspirants should get information about new Descriptive structure of MPSC Mains
- 2) Aspirants get clarify their syllabus
- 3) Aspirants will able to give the Examination held by the MPSC.
- 4) The structure of examination will be cleared.

Course Title: MPSC Descriptive Pattern 2025

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Course Code : DAACLADM301

Module No	Unit No	Topic	Hrs. Required to cover the contents 1Hrs.= 60M.
01		MPSC Examination	08
	1.1	Basic structure	
	1.2	Pattern of Examination	
	1.3	Weightage of Topic	
02		MPSC Mains	07
	2.1	Mains from structure	
	2.2	paper pattern	
	2.3	Syllabus of Mains Explanation	
03		Qualifying paper	07
	3.1	structure of qualifying paper-1	
	3.2	structure of qualifying paper-2	
	3.3	qualifying cratering	
04		Optional paper	08
	4.1	syllabus of optional paper	
	4.2	Potency paper -1	
	4.3	Optional paper -2	
Total			30

Reference Books.

1. Vivek Singh Indian Economy S.CHAND 2025

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2. India Struggle for independence -1857-1947 Bipan Chandra, Penguin Random House
3. Indian Polity M Laxminat Mc Graw Hill
4. Indian and World Geography Mc Graw Hill
5. Ethics Integrity & Aptitude G subba Rao etc.

Course Title : Banking Exam Awareness

Course Code : DAACLADM302

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Syllabus

Course Objectives:

- 1) To know the banking exam structure
- 2) Aspirants should know the banking exam
- 3) To develop banking exam skills
- 4) To make insure to crack the examination held by IBPS

Course Outcomes:

- 1) Aspirants get the detail information about banking exam
- 2) Aspirants get clarify the structure of examination.
- 3) Aspirants will able to give the examination.
- 4) Aspirants should get the knowledge about the examination.

Course Title : Banking Exam Awareness

Course Code : DAACLADM302

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Module No	Unit No	Topic	Hrs. Required to cover the contents 1Hrs.= 60M.
01		Reasoning	08
	1.1	• Number Series, Puzzles	
	1.2	• Coding-Decoding	
	1.3	Odd man out, Blood Relation etc	
02		Quantitative Aptitude	07
	2.1	• Number System	
	2.2	Data Interpretation – Bar Graph, Line Graph & Pie chart	
	2.3	• Profit & Loss etc	
03		Basic English Grammar	07
	3.1	• Reading Comprehensions	
	3.2	Grammar	
	3.3	Fill in blanks etc.	
04		General Awareness	08
	4.1	General knowledge	
	4.2	General current issues	
	4.3	General Studies	
Total			30

Reference Book

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1. "Quantitative Aptitude for Competitive Examinations" by R.S. Aggarwal,
2. "A Modern Approach to Verbal & Non-Verbal Reasoning" by R.S. Aggarwal
3. Banking Awareness by Arihant Publications
4. "Magical Book on Quicker Maths" by M. Tyra is useful for learning shortcuts and tricks.
5. "Analytical Reasoning" by M.K. Pandey is also a good resource. "Banking Awareness for SBI & IBPS Bank Clerk/ PO/ RRB/ RBI/ LIC Exams" by Arihant Experts is another good option.

Course Title : Artificial Intelligence (AI) awareness

Course Code : DAACLADM303

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Syllabus

Objectives:

1. To aware student about AI
 2. To know the AI Technology
 3. To understand the use of AI in various sectors
 4. To know the role or AI in Innovation & Problem solving.
1. How AI addressing Global Challenges.

Outcomes :

- 1) Student should know the Importance of AI
- 2) Student should understand the AI Technology
- 3) It helps to know the use of AI in various sector
- 4) Student can understand the upcoming challenges
- 5) Student understands the impact of AI on various sectors.

Course Title: - Artificial Intelligence (AI) awareness

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Certificate / Value added Course

Course Code : DAACLADM303

Module No	Unit No	Topic	Hrs. Required to cover the contents 1Hrs.= 60M.
01		Basic AI	08
	1.1	What is artificial intelligence	
	1.2	Basic Information	
	1.3	Staler of AI	
02		Use of AI	07
	2.1	Use of AI in education	
	2.2	Creative content generation	
	2.3	Medical diagnostics, etc.	
03		AI in Socio-Economic	07
	3.1	AI in health care	
	3.2	AI in Agriculture	
	3.3	AI in education etc.	
04		Core AI Concept	08
	4.1	Deep learning	
	4.2	Machine learning	
	4.3	Natural Language processing (NLP)	
Total			30

Reference Books.

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- 1. "Artificial Intelligence: A Modern Approach" by Stuart Russell and Peter Norvig**
- 2. "Artificial Intelligence: A Guide for Thinking Humans" by Melanie Mitchell:**
- 3. "Life 3.0: Being Human in the Age of Artificial Intelligence" by Max Tegmark**
- 4. "Superintelligence: Paths, Dangers, Strategies" by Nick Bostrom**
- 5 "Atlas of AI: Power, Politics, and the Planetary Costs of Artificial Intelligence" by Kate Crawford**

Course Title: Personality Development

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Course Code: DAACLADM304

Syllabus

Objectives:

- 1) Know themselves better.
- 2) Identify their own potentials and accept their own limitations
- 3) Consciously overcome their limitations and move towards self esteem
- 4) Maximize their own potential in enabling a holistic development

Outcomes :

- 1) Improve Self-knowledge
- 2) Student can Learn Self management skills
- 3) Student will get Academic coping strategies
- 4) Personal Competence and Maturity
- 5) Integrated Personality Development

Course Title:- Personality Development

Course Code: DAACLADM304

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Module No	Unit No	Topic	Hrs. Required to cover the contents 1Hrs.= 60M.
01		Introduction to Personality Development	08
	1.1	Dimensions of personality	
	1.2	The concept of success and failure	
	1.3	Factors responsible for success	
02		Attitude & Motivation	08
	2.1	Attitude Concept - Significance – Factors	
	2.2	Positive attitude - Advantages- Negative attitude-Disadvantages	
	2.3	Internal and external motivation etc.	
03		Self-esteem	07
	3.1	Term self-esteem	
	3.2	Do's and Don'ts to develop positive self-esteem -	
	3.3	Positive and negative self esteemetc.	
04		Other Aspects of Personality Development	07
	4.1	Body language	
	4.2	Stress Management Decision-making skills	
	4.3	Qualities of a successful leader etc.	
Total			30

Reference Books.

"How to Win Friends & Influence People",

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"The 7 Habits of Highly Effective People", and "Think and Grow Rich"

Mindset: The New Psychology of Success by Carol S. Dweck

Man's Search for Meaning by Viktor Frankl

The Alchemist by Paulo Coelho

The Power of Now by Eckhart Tolle

MCQ Question Paper Pattern - with effect from 2025-2026

Time : 30 M

Marks : 25

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1. All Question equal Marks.
2. Total Question 25.
3. All Question will be Compulsory.

Q. 1 ----- 01 Marks A.----- B.----- C.----- D.-----	Q. 13 ----- 01 Marks A.----- B.----- C.----- D.-----
Q. 2 ----- 01 Marks A.----- B.----- C.----- D.-----	Q. 14 ----- 01 Marks A.----- B.----- C.----- D.-----
Q. 3 ----- 01 Marks A.----- B.----- C.----- D.-----	Q. 15 ----- 01 Marks A.----- B.----- C.----- D.-----
Q. 4 ----- 01 Marks A.----- B.----- C.----- D.-----	Q. 16 ----- 01 Marks A.----- B.----- C.----- D.-----
Q. 5 ----- 01 Marks A.----- B.----- C.----- D.-----	Q. 17 ----- 01 Marks A.----- B.----- C.----- D.-----
Q. 6 ----- 01 Marks A.----- B.----- C.----- D.-----	Q. 18 ----- 01 Marks A.----- B.----- C.----- D.-----
Q. 7 ----- 01 Marks A.----- B.----- C.----- D.-----	Q. 19 ----- 01 Marks A.----- B.----- C.----- D.-----
Q. 8 ----- 01 Marks A.----- B.----- C.----- D.-----	Q. 20 ----- 01 Marks A.----- B.----- C.----- D.-----
Q. 9 ----- 01 Marks A.----- B.----- C.----- D.-----	Q. 21 ----- 01 Marks A.----- B.----- C.----- D.-----
Q. 10 ----- 01 Marks A.----- B.----- C.----- D.-----	Q. 22 ----- 01 Marks A.----- B.----- C.----- D.-----
Q. 11 ----- 01 Marks A.----- B.----- C.----- D.-----	Q. 23 ----- 01 Marks A.----- B.----- C.----- D.-----
Q. 12 ----- 01 Marks A.----- B.----- C.----- D.-----	Q. 24 ----- 01 Marks A.----- B.----- C.----- D.-----
	Q. 25 ----- 01 Marks A.----- B.----- C.----- D.-----

Answer Sheet

Q. 1.		Q. 11.		Q. 21.	
Q. 2.		Q. 12.		Q. 22.	

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Q. 3.		Q. 13.		Q. 23.	
Q. 4.		Q. 14.		Q. 24.	
Q. 5.		Q. 15.		Q. 25.	
Q. 6.		Q. 16.			
Q. 7.		Q. 17.			
Q. 8.		Q. 18.			
Q. 9.		Q. 19.			
Q. 10.		Q. 20.			