

Dayanand Education Society's

Dayanand College of Arts, Latur.

Department of Public Administration under the Humanities Faculty

Certificate / Value added Course

Affiliated to

Swami Ramanand Teerth Marathwada University, Nanded.

Subjects of Public Administration

Syllabus

Certificate / Value added Courses

Effective from Academic Year - 2025-2026

Dayanand College of Arts, Latur.

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❖ Preamble: -

Public Administration stands at the heart of governance, shaping how policies are implemented and how governments interact with citizens. As societies evolve and become increasingly complex, the role of public administration becomes ever more critical in ensuring efficiency, accountability, and responsiveness in public service. Rooted in both theory and practice, this discipline bridges political decisions and real-world outcomes, guiding public institutions in serving the common good. Understanding Public Administration is therefore essential not only for students of public Administration and management but also for anyone interested in how governments function and how public value is created.

District Administration serves as the backbone of governance at the grassroots level in India. Acting as the primary interface between the government and the people, it plays a vital role in implementing laws, maintaining law and order, and delivering public services. Anchored by the District Collector or Deputy Commissioner, this level of administration coordinates various departmental activities and ensures that developmental programs reach the intended beneficiaries efficiently. Understanding district administration is key to appreciating the operational dynamics of the Indian administrative system.

Rural Administration is the foundation of governance in India's vast and diverse countryside. It is through this system that essential services, developmental schemes, and welfare programs reach the rural population. With institutions like the Panchayati Raj system at its core, rural administration ensures participatory governance, local decision-making, and accountability at the village level. As the majority of India still resides in rural areas, effective rural administration is crucial for achieving inclusive and sustainable development.

Urban Administration is central to managing the challenges and opportunities of rapidly growing towns and cities. It is responsible for providing basic services such as water supply, sanitation, housing, urban planning, transportation, and public health. Through bodies like Municipal Corporations, Municipal Councils, and Urban Development Authorities, this administration ensures orderly urban growth and citizen welfare.

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❖ **Objectives: -**

1. To ensure effective implementation of government policies and welfare schemes.
2. To coordinate and supervise activities of various departments at the district level.
3. To promote socio-economic development and disaster management.
4. To act as a link between the state government and local institutions.
5. To encourage community participation in governance and development.

❖ **Outcomes :-**

1. Improved delivery of public services and welfare programs.
2. Efficient crisis and disaster management at the local level.
3. Enhanced inter-departmental coordination.
4. Increased public trust in administration through responsive governance.
5. Strengthening of district-level governance and decentralization.

Dr. Rameshwar Madhavrao Khandare
Chairman
Member of Board Studies

Dayanand College of Arts, Latur.

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**Members of the Board of Studies in the subject of
Public Administration
Under the faculty of Humanities**

Sr. No	Name of the Member	Designation	College Address , University	Contact No, E- mail
01	Dr. Rameshwar Madhavrao Khandare	Chairman	Dayanand College of Arts, Latur. SRTMU, Nanded.	9823222238 rameshwark6@gmail.com
02	Dr.Datta Jadhav	Member	Arts,Commerce & Science College,Kille-Dharur, Dist. Beed D.B.A.M. University, Chatrapati Sambhaji Nagar.	98503 25792 dattajadhav79@gmail.com
03	Dr.Sharan Shivrudrappa Nilangekar	Member	Jai Kranti Senior College, Latur SRTMU, Nanded.	8482930630 nilangekarsharan@gmail.com
04	Prof. Chaitanya Baburao Shinde	Member	Dayanand College of Arts, Latur. SRTMU, Nanded.	8308784898 chaitanyashinde99@gmail.com
05	Mr. Vasant krushna Kulkarni (Student Member)	Member	Dayanand College of Arts, Latur. SRTMU, Nanded.	7666341525 vasantadada332@gmail.com

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General Guide lines for course structure:

- 1) Eligibility – Under graduate and postgraduate students can be eligible for admission to this course.
- 2) Course Duration- Typically ranges from 4 weeks to 6 months, depending on depth and delivery mode
- 3) Mode of Teaching – offline, Live lectures etc.
- 4) Teaching Methods- Lectures, discussions, case studies, group work, presentations, Seminar etc.
- 5) Assessment and Evaluation- assignments, project work and Final examination
- 6) Fess - There is no charges for this course it is free for everyone
- 7) Certification- certificate will be awarded to the student upon completion of the course.

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Certificate / Value added Course**Teaching Scheme & Tenure**

Course Title	Course Code	Teaching Scheme Hrs./ Weekly (1Hrs. = 60 M.)			Total Tenure (1 weekly = 6 Hrs.)
		Theory	Practical	Total	
Introduction to Public Administration	DACLPA301	06	--	06	30
District Administration	DACLPA302	06	--	06	30
Rural Administration	DACLPA303	06	--	06	30
Urban Administration	DACLPA304	06	--	06	30

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Certificate / Value added Course**Examination Scheme**

(25 Marks Internal and 25 Marks MCQ)

Course Name	Course Code	Internal			MCQ	Total
		Seminar	Group Discussion	Home Work		
Introduction to Public Administration	DACLPA301	10	10	05	25	50
District Administration	DACLPA302	10	10	05	25	50
Rural Administration	DACLPA303	10	10	05	25	50
Urban Administration	DACLPA304	10	10	05	25	50

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Certificate / Value added Course

Course Title: Introduction to Public Administration

Course Code: DACLPA301

Syllabus

Course Description:

This course offers a foundational understanding of Public Administration as an academic discipline and a practical field of governance. Students will study the principles of organization, management, and administrative processes including planning, decision-making, coordination, and control.

Emphasis is placed on the Indian administrative system while also providing comparative insights from other countries. By the end of the course, students will develop analytical skills to evaluate administrative structures and understand their impact on public service delivery and citizen welfare.

Course Objectives:

1. To introduce students to the core concepts and theories of public administration.
2. To understand the administrative machinery at different levels of government.
3. To analyze the role of public administration in policy implementation and public service.
4. To develop critical perspectives on governance, accountability, and administrative ethics.

Course Outcomes:

1. Define and explain key concepts of public administration.
2. Distinguish between different models and approaches of administration.
3. Understand the structure and functions of administrative institutions.
4. Evaluate administrative practices with a focus on efficiency, equity, and accountability.

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Certificate / Value added Course**Course Title:** Introduction to Public Administration**Course Code:** DACLPA301

Module No	Unit No	Topic	Hrs. Required to cover the contents 1Hrs.= 60M.
01		Introduction to Public Administration	5
	1.1	Meaning	
	1.2	Scope	
	1.3	Importance	
02		Public Administration & Private Administration	10
	2.1	Affinity	
	2.2	Difference	
	2.3	Public Private Partnership	
03		New Trends in Public Administration	10
	3.1	Good Governance	
	3.2	Civil Society	
	3.3	Citizens Charter	
04		Public Relations	5
	4.1	Meaning	
	4.2	Importance	
	4.3	Agencies	
Total			30

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Certificate / Value added Course

Course Title: Introduction to Public Administration

Course Code: DACLPA301

Reference Books.

- 1) Rathod P.B., Contemporary Public Administration ABD Publishers Jaipur 2004
- 2) Awasthi & Maheshwari, Public Administration, Laxminarain Agrawal, Agra.
- 3) A.R. Tyagi, Public Administration, Atma Ram & Sons Publication New Delhi.
- 4) फाडिया बी.एल." लोकप्रशासन " साहित्य भवन प्रकाशन, नवी दिल्ली.2001
- 5) बंग के.आर., प्रशासकीय सिद्धांत,विद्या प्रकाशन,औरंगाबाद,2004
- 6) पाटील बी.बी.,लोकप्रशासन,फडके प्रकाशन,औरंगाबाद.
- 7) भूताळे पी.व्ही. व वडवळे बी.सी.,लोकप्रशासन,सहयाद्री प्रकाशन,नांदेड.

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Certificate / Value added Course

Course Title: District Administration

Course Code: DACLPA302

Syllabus

Course Description:

The Certificate Course in District Administration is designed to provide participants with a comprehensive understanding of the administrative structure, roles, responsibilities, and functions at the district level in India. The course offers a blend of theoretical knowledge and practical insights into the functioning of district administration, its interaction with various government departments, and its role in implementing public policies and welfare schemes.

Course objectives

1. To provide foundational knowledge of the structure, roles, and responsibilities of district administration in India
2. To understand the role of the District Collector and other key officials in governance, development, and public service delivery.
3. To develop analytical and problem-solving skills relevant to local governance challenges.
4. To prepare learners for careers in public administration, NGOs, development agencies, or civil services.

Course Outcomes:

1. Explain the structure and functioning of district administration in India.
2. Identify and describe the responsibilities of key district officials.
3. Analyze the implementation process of government schemes and public welfare programs at the district level.
4. Demonstrate understanding of local governance mechanisms.

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Certificate / Value added Course**Course Title: District Administration****Course Code: DACLPA302**

Module No	Unit No	Topic	Hrs. Required to cover the contents 1Hrs.= 60M.
01		Introduction to District Administration	5
	1.1	Meaning	
	1.2	Importance	
	1.3	Elements	
02		District Revenue Administration	10
	2.1	District Collector	
	2.2	Tahasildar	
	2.3	Talathi	
03		District Police Administration	10
	3.1	Superintendent of Police	
	3.2	Police Inspector	
	3.3	Police Patil	
04		Law and Order	5
	4.1	Meaning	
	4.2	Importance	
	4.3	Principles	
Total			30

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Certificate / Value added Course

Course Title: District Administration

Course Code: DACLPA302

Reference Books.

1. Khera S.S., District Administration, National, New Delhi, 1977
2. Shukla J.D. ,State and District Administration in India, IIPA, New Delhi
3. ठोंबरे सतीश महाराष्ट्र व जिल्हा प्रशासन, अरुणा प्रकाशन, लातूर.
4. महाराष्ट्रातील पोलीस जनता संबध, प्रतिभा प्रकाशन, परभणी.
5. विळेगाव व्यंकट, महाराष्ट्र व जिल्हा प्रकाशन, अरुणा प्रकाशन, लातूर.
6. कुडकेकर एन. पी. व एकंबेकर पंचशील, महाराष्ट्र व जिल्हा प्रशासकीय व्यवस्था, अरुणा प्रकाशन, लातूर.

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Certificate / Value added Course

Course Title: Rural Administration

Course Code: DACLPA303

Syllabus

Course Description:

Rural administration course aim to equip students with the knowledge skills and perspectives necessary to effectively manage and contribute to the development of rural areas.

Course objectives:

1. The students would learn about the three levels system of panchayat raj in india.
2. Analyzing the intricacies of rural governcers understanding the structure and function of various administrative bodies at the rural areas.
3. Preparing students to take on leadership role in administration and make informed decisions that benefit rural community.
4. Developing research and analytical skills enabling students to conduct field work collect data and analyze rural iuess and propose evidence based solutions.

Course Outcomes:

1. develop a rural local leadership and administer.
2. It will provide knowledge of three levels system of panchayat raj in india.
3. Explore career opportunities in rural development ministry.
4. understand the importance people participation recongize the crucial role of community involvement in successful rural development initiatives.
5. Awareness of the basic governing system as well as development measures.

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Certificate / Value added Course**Course Title: Rural Administration****Course Code: DACLPA303**

Module No	Unit No	Topic	Hrs. Required to cover the contents 1Hrs.= 60M.
01		Rural local administration	08
	1.1	meaning	
	1.2	feature	
	1.3	Importance	
02		Evolution of panchayati Raj institutions	08
	2.1	Historical development of panchayat raj institutions	
	2.2	Community development program	
	2.3	Balwant rai mehta committee	
03		Seventy thrid constitutional amendments act 1993	08
	3.1	provision	
	3.2	Importance	
	3.3	Impact	
04		Structure of panchayat raj institutions	06
	4.1	Gram panchayat- compositions & functions	
	4.2	Panchayat samite- composition & function	
	4.3	Zila parishad- compositions & functions	
Total			30

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Certificate / Value added Course

Course Title: Rural Administration

Course Code: DACLPA303

Reference Books.

1. Bhatnagar Subhash, E-Governance from Vision to Implimtaion, Sage Publication, New Delhi, 2004.
2. Government of India National E-Governance Plan, www.Indian.gov.in
3. Gupta D.N., E-Governance: A Comprehensive Framework, New Century Publication, Verlag, 2008.
4. Pardhasardhi Y., E-Governance and Indian Society. Kanishka Prakashan, New Delhi,2009.
5. Sinha R.P., E-Governance in India: Initiatives and Issues, Concept
6. प्रा. के आर बंग. भारतातील स्थानिक स्वशासन, विद्या बुक पब्लिकेशन, औरंगाबाद.
7. भगवान सिंग बेनाडे, भारतातील स्थानिक स्वशासन, विद्या बुक्स पब्लिकेशन औरंगाबाद जून 2010
8. प्रा. डॉ. टी एन गायकवाड, महाराष्ट्रातील स्थानिक स्वशासन स्वप्नाली प्रकाशन अहमदपूर जून 2003

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Course Title: Urban Administration

Course Code: DACLPA304

Syllabus

Course Description:

Urban administration course aim to equip students with the knowledge skills and perspectives necessary to effectively manage and contribute to the development of urban areas.

Course objectives

1. Analysing the intricacies of urban governess understanding the structure and function of various administrative bodies at the urban area.
2. Preparing students to take on leadership role in administration and make informed decisions that benefit urban community.
3. To acquaint the students with the basic local governing system.
4. To understand the role of urban institutions in urban development.

Course Outcomes:

1. Urban theory and principal comprehend and fundamental theories planning development and governance including historical.
2. Foster an understanding of urban challenges and encourage lifelong learning and perfoessional development within the field.
3. Understand the ethical considerations and social implications of urban planning and administration decision advocating for inclusive and equitable urban development.
4. Apply critical thinking to assess urban challenges identify root cause and develop innovative and evidences based solutions.

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Certificate / Value added Course**Course Title: Urban Administration****Course Code: DACLPA304**

Module No	Unit No	Topic	Hrs. Required to cover the contents 1Hrs.= 60M.
01		Introduction to urbanization	05
	1.1	Concept of urbanization	
	1.2	Cause	
	1.3	Importance	
02		74th constitutional amendments	05
	2.1	Provision	
	2.2	Impact	
	2.3	Importance	
03		Urban local bodies and their composition.	10
	3.1	Municipal corporation- compositions & functions	
	3.2	Municipal council- compositions & functions	
	3.3	Nagar panchayat- compositions & functions	
04		Urban Development Program and Mission	10
	4.1	Smart Cities Mission	
	4.2	Atal mission for renovation and urban transformation	
	4.3	Pradhan mantri awas Yojana	
Total			30

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Certificate / Value added Course

Course Title: Urban Administration

Course Code: DACLPA304

Reference Books.

1. Padma Ramachandran,'public administration in india 'National Book Trust ,new Delhi,2006.
2. Rakesh Hooja and sunil Dutt,'Fifty year of panchayat Raj and Decentralisation Development,'Indian institutions of public administration,new Delhi,2010.
3. R.L.Panishing ,'Panchayant Raj Institutions: Issue and challenges 'Discovery publishing House.P.Ltd .New Delhi,2007
4. V. sudhakar,'New Panchayati Raj system-Local self government in community Development 'Mangal Deep publishtion, jaipur 2004
5. D .k.Das,'Dynamics of rural development 'Deep and Deep publication,Pvt Ltd,new Delhi,2007
6. गोविंद प्रसाद' पंचायती राज एव आंबेडकर गाव का विकास' डिस्कवरी पब्लिकेशन हाऊस प्रा. लि. नई दिल्ली, 2007
7. प्रा. डॉ. टी एन गायकवाड, महाराष्ट्रातील स्थानिक स्वशासन स्वप्नाली प्रकाशन अहमदपूर जून 2003
8. प्रा. के आर बंग. भारतातील स्थानिक स्वशासन, विद्या बुक पब्लिकेशन, औरंगाबाद.

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MCQ Question Paper Pattern - with effect from 2025-2026

Time : 30 M

Marks : 25

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.-----

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Certificate / Value added Course

Answer Sheet

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