

S-01 & 02 June, 2016 AC after Circulars from Circular No.100 & onwards+ - 39 -  
**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY**

**CIRCULAR NO. SU/Service Course/30/2016**

It is hereby inform to all concerned that, the Choice Based Credit and Grading System have been implemented to the affiliated colleges from the academic year 2015-16 at Post Graduate level for the all Faculties. According to the guidelines of C.B.C. & G.S. it is essential to teach the Service Course to students. The authorities of the university has decided that the service courses run at University Campus and Sub-Center, Osmanabad be apply to the college level. The concerns are inform that to instruct to the students to Choice any one Service Course as per their willingness. Where only one post graduate course they can take the service course of the concerned subject. The syllabi of the service courses are uploaded with the circular on the University website [www.bamu.ac.in](http://www.bamu.ac.in)

The service courses be teach to the students with the **syllabus of IVth-Semester for this year only and hereafter** to tech with the syllabus of III-Semester as per their relevant courses.

This is effective from the academic year 2016-17.

All concerned are requested to note the contents of this circular and bring notice to the students, teachers and staff for their information and necessary action.

University Campus,  
Aurangabad-431 004.  
REF.NO. SU/SERVICE COURSE /  
SYLLA./2016/5117-516  
Date:- 02-09-2016.

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

**Copy forwarded with compliments to:-**

**1] The Principals of concerned Colleges,  
Dr. Babasaheb Ambedkar Marathwada University.**

**Copy to :-**

- 1] The Controller of Examinations,
  - 6] The Section Officer, [ M.A. Unit ],
  - 7] The Section Officer, [ M.Sc. Unit ],
  - 8] The Section Officer, [ M.Com. Unit ],
  - 9] The Section Officer, [ Management Unit ],
  - 10] The Section Officer, [ Professional Unit ],
  - 11] The Section Officer, [ Engineering Unit ],
  - 3] The Programmer [Computer Unit-1] Examinations,
  - 4] The Programmer [Computer Unit-2] Examinations,
  - 5] The Public Relation Officer,
  - 6] The Co-ordinator, E-Suvidha Kendra, [Rajarshi Shahu Maharaj Pariksha Bhavan,
  - 7] The Record Keeper.
- Dr. Babasaheb Ambedkar Marathwada University,  
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**D.R. BABASAHEB AMBEDKAR  
MARATHWADA UNIVERSITY,  
AURANGABAD.**



**M. A. Public Administration**

**Service Course**

*[ Effective from 2016-17 & onwards ]*

**SERVICE COURSE**  
**Indian Administration ( CODE NO. PAD-SC-1)**

**Course Rational:-**

The seeds of the present Indian Administrative System, to a great extent, are rooted in the history of India under the British rule. India has a federal form of government and the central government in India has greater power in relation to its states. In fact, India's Administrative system is a symbol of ideal democratic administration. This course familiarises the students with the basic structure of Indian Administration. It enables the students to understand the structure, functions and their consequences in the larger Politico-Administrative System of India.

	No. of Periods
<b>Unit-I:-</b> British Legacies over Indian Administration, Features of Indian Administration, Role of Indian Administration in Socio- Economic Development.	12
<b>Unit - II :-</b> Union and its Territory, Union of states, Parliaments Power to Reorganize the states, Evolution of states and Union Territories, parliamentary Democracy and its aspect, The Council of Ministers.	10
<b>Unit -III:-</b> Secretariat at central level: Central Secretariat and Cabinet secretariat : Organization and Functions, Role of cabinet Secretary and Prime Minister's Office, Tenure System and Arguments.	10
<b>Unit - IV:-</b> Ministry and Departments, Finance Commission, Comptroller & Auditor General, State and District Administration.	8
<b>Unit – V:-</b> Civil Service in India: Role and significance, Union Public service commission: composition and Functions, Recruitment and training of All India and Central Services, Administrative Reforms, Accountability in Administration.	8
Continuous Assessment (Class Seminars)	12

**Books Recommended:**

- 1 Avasthi A. 1980. Central Administration: Tata Mc graw Hill: New Delhi.
- 2 Chanda Ashok: 1967. Indian Administration: Allen and Unwin: London.
- 3 Jain, R.B., 1976. Contemporary Issues in Indian Administration, Vishal Publications: New Delhi.
- 4 Johari, J.C., 1977. Indian Government and Politics: Vishal Publication; Delhi
- 5 Khera, S.S. 1975. The Central Executive: Orient Longman: New Delhi.
- 6 Maheshwari, S.R., 1984. Indian Administration
- 7 Mishra B.B., 1970. The Administrative History of India; Oxford University Press: London
- 8 Muttalib, M.A. 1967 Union Public Service Commission, I.I.P.A.: New Delhi.

- 9 Prasad. Bishwanath 1968. The Indian Administrative Service; S. Chand and Company; Delhi. Puri, K.K., 2006, Indian Administration, Bharat Prakashan, Jalandhar.
- 10 Singh Hoshiar and Singh Mohinder, 1989. Public Administration in India: Theory and Practice; Sterling Publishers Private Ltd., New Delhi.
- 11 Subramaniam, Malathi, 1987, Management of Public Administration, Deputy Publications: Delhi.
- 12 Subramaniam, V. 1971. Social Background of India's Administrators, Publication Division, Government of India: New Delhi
- 13 Indian Constitution
- १४ श्रीराम माहेश्वरी, भारतीय प्रशासन, ओरिएण्ट लॉगमन, फ्री २००२

**SERVICE COURSE**  
**Indian Constitutional Framework (CODE NO. PAD-SC-2)**

**Course Rational:-**

The Indian Constitution is detail document which takes cognizance of every aspect of the Government. The Constitution is the ground worms of legislation. The common man is the central theme of the constitution. This course focuses on some provisions of the Indian Constitution.

	No. of Periods
<b>Unit I:- Making of the Constitution</b>	12
a) Historical Background	
b) Composition of the Constituent Assembly	
c) Working of the Constituent Assembly	
d) Enactment of the Constitution	
e) Enforcement of the Constitution	
f) Criticism of the Constituent Assembly	
<b>Unit II:- Outline of Indian Constitution</b>	8
a) Salient Features of the Constitution	
b) Parts, Articles & Scheduled	
<b>Unit III:- Preamble of the Constitution</b>	
Text of the Preamble	8
Ingredient of the Preamble	
Key Words in the Preamble	
Significance of the Preamble	
Amenability of the Preamble	
<b>Unit IV:- Fundamental Rights</b>	
Features of Fundamental Rights	12
Fundamental Rights	
Exceptions of Fundamental Rights	
Criticism of Fundamental Rights	
Significance of Fundamental Rights	
<b>Unit V:- Directive Principles of State Policy &amp; Fundamental Duties</b>	8
a) Features of the Directive Principles	
Classification of the Directive Principles:	
New Directive Principles:	
Criticism of Directive Principles:	
Utility of Directive Principles:	
Conflict between Fundamental Rights and Directive Principles:	
Implementation of Directive Principles	
b) Fundamental Duties	
Swaran Singh Committee Recommendations:	
List of Fundamental Duties:	
Features of the Fundamental Duties:	
Criticism of Fundamental Duties:	
Significance of Fundamental Duties:	
Verma Committee observations	

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Continuous Assessment (Class Seminars)

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**References :**

- 1 P. Sharma, Government and politics of India Published by B.U. Gupata, 1984
  - 2 D.C. Gupta, Indian Government and Politics, Vikas publishing House PVT, LTD 1978
  - 3 P. M. Bakshi, The Constitution of India Universal Law publishing co., New Delhi, Eleven Edition 2011
  - 4 A.P. Awarti, भारतीय राजव्यवस्था (Indian Political System) Laxmi Narayan Agrawal, Aagra.
  - 5 B. N. Puri, History of Indian Administration Vol. I, II, III, Bharatiya Vidya Bhavan Bombay-7
  - 6 Dr. Babasaheb Ambedkar Writing and Speeches, Vol.13 Education Department, Government of Maharashtra 1994
  - 7 Indian Constitution
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