Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajinagar (MS)- 431001

Three Years B. A.

Four Years B. A. (Hons)

and

Four Years B. A. (Hons with Research)

Degree Programme

B.A. Second Year (III & IV- Semester)

Course Structure

(Revised)

(AS PER NEP-2020)

-:Subject:-

PUBLIC ADMINISTRATION

(Subject Code: 42)

Effective from: 2025 - 26

B. A. Second Year (III & IV- Semester)
AS PER NEP- 2020

Illustrative credit distribution Structure for B.A. (Three / Four Years Honours /Honours with Research) Degree Programme with Multiple Entry and Exit Options

III- Semester

Sr. No.	Course Type	Third Semester		Total Credits
		Course Code	Credits	
1	**Major (Core)** Mandatory (Student will be choosing one subject as a major out of 3 major subjects and one subject as a minor)	**DSC-7: Public Personnel Administration- I** (**Theory**- HAC42232003T, **Practical**- HAC42232263P)	2T+2P	4T+4P
		DSC-8: Rural Local Self Government (**Theory**- HAC42232013T, **Practical**- HAC42232273P)	2T+2P	
2	**Major Electives** (Choose any one from pool of courses)	---	---	---
3	**Minor** (Choose any two from pool of courses) **It is from different discipline ofthe same faculty**	**M-1: Local Self Government** (**Theory**- HBC42232003T)	2	4
		M-2: Financial Administration (**Theory**- HBC42232013T)	2	
4	**GE/OE** (Generic / Open Elective) (Choose any one from pool of courses) **It should be chosen compulsorilyfrom the faculty other than that of Major**	**GE/OE-3: Good Governance** (**Theory**- HC42232003T)	2	2
5	**VSC** (Vocational Skill Courses) (Choose any one from pool of courses)	**VSC-2: Secretarial Practice** (**Theory**- HC42232003T, **Practical**- HC42232263P)	1T+1P	2
6	**SEC** (Skill Enhancement Courses) (Choose any one from pool of courses)	-----	---	
7	**AEC** (Ability Enhancement Courses) (**Choose any one from pool oflanguage courses**)	**AEC-3: English**	2	4
8	**VEC** (Value Education Courses) (**Common for all faculty**)	**VEC-2: Environmental Studies**	2	
9	**IKS** (Indian Knowledge System) Courses (**Common for all faculty**)	-----	---	
10	**OJT** (On Job Training)	-----	---	2
11	**FP** (Field Project)	------	----	
12	**CEP** (Community Engagement Project) (**Common for all faculty**)	----	---	
13	**CC** (Co-curricular Courses) (**Common for all faculty**)	**CC-3**	2	
14	**RM** (Research Methodology) Course	----	---	
15	**RP** (Research Project)	------	---	
				22
Exit Option : Award of UG Diploma in Major and Minor with 88 credits and an additional 4 credits of coreNSQF course / Internship OR continue with Major and Minor				

IV- Semester

Sr. No.	Course Type	Fourth Semester		Total Credits
		Course Code	Credits	
1	**Major (Core)** Mandatory (Student will be choosing one subject as a major out of 3 major subjects and one subject as a minor)	**DSC-9: Public Personnel Administration- II** (**Theory**- HAC42232504T, **Practical**- HAC42232764P)	2T+2P	4T+4P
		DSC-10: Urban Local Self Government (**Theory**- HAC42232514T, **Practical**- HAC42232774P)	2T+2P	
2	**Major Electives** (Choose any one from pool of courses)	---	---	- -
3	**Minor** (Choose any two from pool of courses) **It is from different discipline ofthe same faculty**	**M-3: Personnel Administration** (**Theory**- HBC42232504T)	2	4
		M-4: Budgetary Process in India (**Theory**- HBC42232514T)	2	
4	**GE/OE** (Generic / Open Elective) (Choose any one from pool of courses) **It should be chosen compulsorilyfrom the faculty other than that of Major**	**GE/OE-4: E- Governance** (**Theory**- HC42232504T)	2	2
5	**VSC** (Vocational Skill Courses) (Choose any one from pool of courses)	----	----	
6	**SEC** (Skill Enhancement Courses) (Choose any one from pool of courses)	**SEC-2: Management of Non-Governmental Organizations (NGO's)** (**Theory**- HC42232504T, **Practical**- HC42232764P)	1T+1P	1T+1P
7	**AEC** (Ability Enhancement Courses)(**Choose any one from pool of language courses**)	AEC-4*	2	2
8	**VEC** (Value Education Courses) (**Common for all faculty**)	-----	---	
9	**IKS** (Indian Knowledge System) Courses (**Common for all faculty**)	---	---	
10	**OJT** (On Job Training)	---	---	
11	**FP** (Field Project)	---	---	
12	**CEP** (Community Engagement Project) (**Common for all faculty**)	**FP-1**	2	4
13	**CC** (Co-curricular Courses) (**Common for all faculty**)	**CC-4**	2	
14	**RM** (Research Methodology) Course	----	----	
15	**RP** (Research Project)	----	----	
				22
	Exit Option : Award of UG Diploma in Major and Minor with 88 credits and an additional 4 credits of core NSQF course / Internship OR continue with Major and Minor			

*AEC-2 and AEC-4: Hindi/ Marathi/ Pali & Buddhism/ Sanskrit/ Urdu/ Arabic

Courses to be designed for other Discipline / faculty

1) Minor Courses for other Discipline
   Mn-1: This is a 2 credit theory course to be designed for other discipline
   Mn-2: This is a 2 credit theory course to be designed for other discipline
   Mn-3: This is a 2 credit theory course to be designed for other discipline
   Mn-4: This is a 2 credit theory course to be designed for other discipline

2) Generic /Open Elective Courses for other faculty
   GE/OE-5: This is a 2 credit theory course to be designed for other faculty
   GE/OE-6: This is a 2 credit theory course to be designed for other faculty

Detailed Illustration of Courses included in 3rd and 4thsemester:

1) Major: (Core) subject are mandatory.

   DSC-7: This is a 4 credit theory course OR 2 credit theory and 2 credit practical course corresponding   to Major (Core) subject
   DSC-8: This is a 4 credit theory course OR 2 credit theory and 2 credit practical course corresponding to Major (Core) subject
   DSC-9: This is a 4 credit theory course OR 2 credit theory and 2 credit practical course corresponding to Major (Core) subject
   DSC-10: This is a 4 credit theory course OR 2 credit theory and 2 credit practical course corresponding to Major (Core) subject

2) Minor: (Choose any two from pool of courses) **It is from different discipline of the same faculty**
   Mn-1: This is a 2 credit course to be chosen from other discipline of the same faculty
   Mn-2: This is a 2 credit course to be chosen from other discipline of the same faculty
   Mn-3: This is a 2 credit course to be chosen from other discipline of the same faculty
   Mn-4: This is a 2 credit course to be chosen from other discipline of the same faculty

 3) Generic / Open Elective (GE/OE): (Needs to be chosen (any one) from pool of courses available at respective college). **These courses should be chosen compulsorily fromfaculty other than that of Major.**
   GE/OE -3: This is a 2 credit theory course should be chosen compulsorily from facultyother than that of Major.
   GE/OE -4: This is a 2 credit theory course should be chosen compulsorily from facultyother than that of Major.

4) VSC (Vocational Skill Courses): Choose any one from pool of courses. These courses should be based on Hands on Training corresponding to Major (core) subject.
   VSC-2: This is a 2 credit theory / practical course based Hands on Training correspondingto Major (Core) subject.

5) SEC (Skill Enhancement Courses): Choose any one from pool of courses. These courses needs to be designed to enhance the technical skills of the students in specific area.
   SEC-2: This is a 2 credit theory / practical course to enhance the technical skills of thestudents in specific area.

6) AEC (Ability Enhancement courses): The focus of these courses should be based onlinguistic and communication skills. It will be common for all the faculty.

AEC-3: English
This is a 2 credit theory course based on linguistic proficiency

AEC- 4: Modern Indian Language MIL-2(Hindi/ Marathi/ Pali & Buddhism/ Sanskrit/Urdu/ Arabic)
This is a 2 credit theory course based on linguistic proficiency. Students will have to chooseone of the above mentioned language.

7) VEC-2: Environmental Studies

This is a 2 credit theory course. It will be common for all the faculty.

8) FP-1: Field Project: This is a 2 credit course, should be corresponding to Major (Core) subject

9) CC (Curricular Courses): The courses such as Health and wellness, Yoga education, Sports and Fitness, Cultural activities, NSS/NCC, Preforming Arts.

CC-3: Cultural Activity / NSS, NCC
This is a 2 credit practical course based on Co-curricular activities. It will be common for all the faculty

CC-4: Fine/ Applied/ Visual/ Performing Arts
This is a 2 credit practical course based on Co-curricular activities. It will be common for all the faculty

B. A. Second Year, Semester - III

Major (Core) Mandatory
Discipline Specific Course (DSC)
Course Code: HAC42232003T
DSC - 7: PUBLIC PERSONNEL ADMINISTRATION - I
Total Credits: 04 (2-T + 2-P) Total Contact Hours: Theory-30 Hrs, Practical-60 Hrs Max. Marks: 100

Learning Objectives of the Course:
  i)   To give Conceptual clarity of Public Personnel Administration, its scope and importance.
  ii) To understand the Objectives and functions of Personnel in an Administration.
  iii) To familiarize the Civil Services in India.
  iv) To give the knowledge of All India Services, Central Services and State Services.
  v)   To understand the concept of recruitment, methods of recruitment, and Recruitment agencies such as UPSC and MPSC.

Course Outcomes(COs):
  i)   Conceptual clarity of Public Personnel Administration, its scope and importance.
  ii) Able to define the objectives and importance of personnel administration.
  iii) Understand various civil services in India.
  iv) Gain the knowledge of recruitment process in India.
  v)   Able to compete in various civil services by knowing recruitment process.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
	Theory	
I	**Introduction** a) Personnel Administration: Meaning & Nature Scope & Importance b) Personnel Administration: Scope & Importance c) Personnel Administration: Objectives and functions	10 Hrs
II	**Civil Services in India** a) Civil Services: Meaning, Features & functions b) All India Services c) Central Services & State Services	10 Hrs
III	**Recruitment** a) Recruitment: Meaning & Importance b) Methods of Recruitment c) Recruitment agencies (UPSC, MPSC)	10 Hrs
	Practical/Activity **Course Code:** HAC42232263P	
	Work for Students **Activities/ Project/ Field Visits/ Related to Public Personnel Administration.**	60 Hrs

Text & Reference Books:

1. Bhayana, S.S. and Singh S (2016): Public Personnel and Financial Administration (4th Edition). New Academics: Jalandhar

2. Saxena, A P (2010): Training and Development in Government, Indian Institute of Public Administration: New Delhi

3. Bhayana, S.S and Singh S (2016): Public Personnel and Financial Administration, New Academics: Jalandhar.

4. Rabin, Jack; Vocino, Thomas; Hildreth, W Bartley; and Miller, J Gerald (2008): Handbook of Public Personnel Administration, Taylor & Francis: United Kingdom.

5. Second Administrative Reforms Commission (2010): Refurbishing of Personnel Administration - Scaling New Heights - 10th Report, Government of India: New Delhi.

6. Stahl, O Glenn (1977): Public Personnel Administration, Oxford and IBH Publishing: New Delhi.

7. Goel, S. L. and Shalini Rajneesh (2002): Public Personnel Administration, Deep & Deep Publications: New Delhi.

8. S. A. Palekar (2020): Public Personnel Administration, ADB Publishers: Jaipur.

9. सुरेंद्र कटारिया (2021) "कार्मिक प्रशासन", RSBA प्रकाशन, जयपूर.

10. पी. जी. चव्हान (1982) "कर्मचारी व वित्तीय प्रशासन", शारदा प्रकाशन, नांदेड.

11. के. आर. बंग (२०१५) "कर्मचारी वर्ग प्रशासन", विद्या बुक्स, औरंगाबाद.

12. सुभाष भिंगे (२०१३) "कर्मचारी प्रशासन", कल्पना प्रकाशन, नांदेड.

Major (Core) Mandatory	

Discipline Specific Course (DSC)
Course Code: HAC42232013T

DSC - 8: RURAL LOCAL SELF GOVERNMENT IN INDIA
Total Credits: 04 (2-T + 2-P) Total Contact Hours: Theory-30 Hrs, Practical-60 Hrs Max. Marks: 100

Learning Objective of the Course:
   i)   To give the Knowledge of Rural Local Self Government in Pre and Post-independent India.
   ii) To give the Knowledge of the 73rd Constitutional Amendment.
   iii) To impart the Knowledge of the Structure and Functions of Panchayat Raj system in Maharashtra.
   iv) To give the Knowledge of Financial Resources of Rural Local Self Government.

Course Outcomes (Cos):
   i)   Able to explain the Development of Rural Local Self Government in India.
   ii) Gain the knowledge of the 73rd Constitutional Amendment.
   iii) Understand the Structure and Functions of Panchayat Raj system in Maharashtra.
   iv) Gain knowledge of financial resources of Rural Local Self Government.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	**Evolution of Panchayati Raj** a) Pre- Independence Panchayati Raj b) Post- Independence Panchayati Raj c) 73rd Constitutional Amendment	10 Hrs
II	**Panchayati Raj System in Maharashtra** a) Zilla Parishad: Composition & Functions b) Panchayat Samiti: Composition & Functions c) Gram Panchayat & Gram Sabha: Composition & Functions	10 Hrs
III	**Financial Resources of Rural Local Self Government** a) Local Taxes b) Government Grants c) Self Income Sources	10 Hrs
	Practical / Activity **Course Code:** HAC42232273P	
	Work for Students **Activities/ Project/ Field Visits Related to Rural Local Self Government in India.**	60 Hrs

Text & Reference Books:
   1. Sundar Ram, Role of Panchayati Raj (Institution in 60 Years of Independent India), Kanishka Publisher and Distributor, New Delhi.
   2. M. P. Sharma, Local Self Government in India.
   3. Ram Reddy, Patterns of Local Government in India.

4. G. Satyanarayan & Madhusudhan, Rural Development and Poverty Alleviation in India Policies & Programs. New Century Publications, New Delhi. 2012.
5. Ram Sakal Singh, Rural Development Administration, Anmol Publication Ltd. New Delhi.
6. Mukta Mittal, Rural Development in India, Anmol Publication Ltd. New Delhi.
7. B. I. Mathur. Rural Management R.B.S.A. Publishers Jaipur, 2008.
8. S.R. Maheshwari, Local Government in India, laxmi Narayan Agarwal Educational Publisher, Agra, 2008.
9. V. Venkatesan, 2002, Institutionalising Panchayati Raj in India, Concept Publishing Company, Institute of Social Science.
10. Pardeep Sachdeva, Local Government in India, Pearson, Delhi.
11. अशोक शर्मा, 'भारत मे स्थानीय प्रशासन', आर. बी. एस. ए. पब्लिशर्स, जयपुर- 2022
12. बागेश्वर सिंह, 'भारत में स्थानीय स्वशासन', राधा पब्लिकेशन्स, नई दिल्ली.
13. हरिश्चंद्र शर्मा, 'भारत मे स्थानीय प्रशासन', कॉलेज बुक डेपो, जयपुर.
14. के. आर. बंग, 'भारतातील स्थानिक स्वशसन', श्री मंगेश प्रकाशन, नागपूर- 2005
15. एस. टी, शिरसाठ, बैनाडे, 'भारतातील स्थानिक स्वराज्य संस्था', विद्या बुक पब्लिशर्स, औरंगाबाद- 2010
16. एस. टी. शिरसाठ, बैनाडे, 'पंचायती राज आणि नागरी प्रशासन', विद्या बुक्स पब्लिशर्स, औरंगाबाद- 2014
17. गोविंद यमलवाड, 'भारतातील स्थानिक स्वराज्य संस्था', कल्पना प्रकाशन, नांदेड.

Minor

(It is form different discipline of the same faculty)

Course Code: HBC42232003T

M- 1: LOCAL SELF GOVERNMENT

Total Credits: 02 Total Contact Hours: Theory-30 Hrs, Max. Marks: 50

Learning Objective of the Course:
   i) To give Knowledge of concept & importance of Local Self Government.
   ii) To give Knowledge of 73rd & 74th Constitutional Amendment.
   iii) To demonstrate the Structure and Functions of Urban and Rural Local Self Government.
   iv) To understand various rural and Urban local bodies.

Course Outcomes (Cos):
   i) Understand concept & importance of Local Self Government.
   ii) Able to describe the 73rd & 74th Constitutional Amendment.
   iii) Understand the Structure and Functions of Rural and Urban Local Self Government.
   iv) Gain Knowledge difference between Organization of Rural & Urban Local Self Government.
   v) Understand various rural and Urban local bodies.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	**Local Self Government** a) Meaning & Importance of Local Self Government b) 73rd Constitutional Amendment c) 74th Constitutional Amendment	10 Hrs
II	**Rural Local Self Government** a) Zilla Parishad: Composition & Functions b) Panchayat Samiti: Composition & Functions c) Gram Panchayat & Gram Sabha: Composition & Functions	10 Hrs
III	**Urban Local Self Government** a) Municipal Corporation: Composition & Functions b) Municipal Council & Nagar Panchayat: Composition & Functions c) Cantonment Board: Composition & Functions	10 Hrs

Text & Reference Books:

1. Sundaram, Role of Panchayati Raj (Institution in 60 Years of Independent India), Kanishka Publisher and Distributor, New Delhi,
2. Ramachandran, R (1989) Urbanization and Urban Systems in India. Oxford University Press: New Delhi
3. M. P. Sharma, Local Self Government in India.
4. Sharma, Manoj (2004) Local Government: Rural and Urban. Anmol Publishers: New Delhi.
5. Ram Reddy, Patterns of Local Government in India.
6. Prasad, R N (2006) Urban Local Self-Government in India. Mittal Publications: New Delhi.

7. G. Satyanarayan & Madhusudhan, Rural Development and Poverty Alleviation in India Policies & Programs. New Century Publications, New Delhi. 2012.
8. Ram Sakal singh, Rural Development Administration, Anmol Publication Ltd. New Delhi.
9. Mukta Mittal, Rural Development in India, Anmol Publication Ltd. New Delhi.
10. B. I. Mathur. Rural Management R.B.S.A. Publishers Jaipur, 2008.
11. S. R. Maheshwari, Local Government in India, Laxmi Narayan Agarwal Educational Publisher, Agra, 2008.
12. V. Venkatesan, 2002, Institutionalising Panchayati Raj in India, Concept Publishing Company, Institute of Social Science.
13. Pardeep Sachdeva, Local Government in India, Pearson, Delhi.
14. अशोक शर्मा, 'भारत मे स्थानीय प्रशासन', आर. बी. एस. ए. पब्लिशर्स, जयपुर- 2022
15. बागेश्वर सिंह, 'भारत में स्थानीय स्वशासन', राधा पब्लिकेशन्स, नई दिल्ली.
16. हरिश्चंद्र शर्मा, 'भारत मे स्थानीय प्रशासन', कॉलेज बुक डेपो, जयपुर.
17. के. आर. बंग, 'भारतातील स्थानिक स्वशसन', श्री मंगेश प्रकाशन, नागपूर- 2005
18. एस. टी, शिरसाठ, बैनाडे, 'भारतातील स्थानिक स्वराज्य संस्था', विद्या बुक पब्लिशर्स, औरंगाबाद- 2010
19. एस. टी. शिरसाठ, बैनाडे, 'पंचायती राज आणि नागरी प्रशासन', विद्या बुक्स पब्लिशर्स, औरंगाबाद- 2014
20. गोविंद यमलवाड, 'भारतातील स्थानिक स्वराज्य संस्था', कल्पना प्रकाशन, नांदेड.

Minor

(It is form different discipline of the same faculty)

Course Code: HBC42232013T

M- 2: FINANCIAL ADMINISTRATION

Total Credits: 02 Total Contact Hours: Theory-30 Hrs, Max. Marks: 50

Learning Objective of the Course:

i) To gain the knowledge of financial administration its meaning and significance.

ii) To familiarize about the functioning of Ministry of Finance in India.

iii) To understand Union-state financial relations.

iv) To give knowledge about the various financial policies.

v) To understand account and audit and role and importance of CAG.

ourse Outcomes (Cos):

i) Are able to analyse the significance of financial administration in public governance and economic development.

ii) Can describe the organizational structure, departments, and key functions of India's Ministry of Finance.

iii) Are able to Examine the constitutional provisions governing Union-State financial relations in India.

iv) Identify and categorize different types of financial policies (fiscal, monetary, budgetary).

v) Are able to analyse the constitutional role, powers, and functions of the Comptroller and Auditor General. (CAG)

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	**Introduction** a) Meaning and Significance of Financial Administration b) Ministry of Finance c) Union - State Financial Relation	10 Hrs
II	**Financial Polices** a) Finance Commission: Composition, Functions and Role b) Monetary and Fiscal Policies and their Significance c) Role of Finance Minister in Fiscal Policy	10 Hrs
III	**Account and Audit** a) Concept and importance of Account and Audit b) Comptroller and Auditor General of India: Role, Importance & Functions	10 Hrs

Text & Reference Books:

1. Bhayana, S.S. and Singh S (2016): Public Personnel and Financial Administration (4th Edition). New Academics: Jalandhar

2. Frank, Howard A (2006) Public Financial Management (1st Edition). CRC Press, Taylor & Francis Group: New York

3. Indian Administrative Reforms Commission (1969) Report on Finance, Accounts and Audit. Manager of Publications, Government of India, New Delhi

4. Indian Administrative Reforms Commission (1969) Report on Financial Administration. Manager of Publications, Government of India, New Delhi

5. Khan, Aman, Financial Management, Revised and Expanded (2nd Edition). Routledge: New York

6. Lall, G S (1979) Public Finance and Financial Administration in India. HPJ Kapoor: New Delhi

7. Mahajan, Sanjeev Kumar and Mahajan, Anupama Puri (2014) Financial Administration in India. PHI Learning: New Delhi

8. Rabin, Jack and Stevens, Glenn L (2001) Handbook of Fiscal Policy (1st Edition). Routledge: London

9. Thavaraj, MJK (2001) Financial Administration in India (6th Edition). Sultan Chand: Delhi

10. पी. जी. चव्हाण (1982) "कर्मचारी व वित्तीय प्रशासन", शारदा प्रकाशन, नांदेड.

Generic	

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Generic
(It is for the others faculty)
Course Code: HC42232003T

GE/OE- 3: GOOD GOVERNANCE

Total Credits: 02 Total Contact Hours: Theory-30 Hrs, Max. Marks: 50

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Learning Objective of the Course:

i)   To develop a comprehensive understanding of good governance, its concept and Meaning.

ii) To study the Evolution of Good Governance.

iii) To Understand the difference between Governance and Good Governance.

iv) To analyse the relationship between democratic institutions and governance quality.

v)   To study India's governance initiatives towards Good Governance.

Course Outcomes (Cos):

i)   Students can Define and understand the concept of Good governance.

ii) They can analyse the evolution of governance theories and their practical applications in various contexts.

iii) They can apply principles of good governance to assess administrative practices.

iv) Demonstrate critical thinking about the relationship between democratic institutions and governance quality.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	**Introduction to Good Governance** a) Concept and Meaning of Good Governance b) Evolution of Good Governance c) Importance of Good Governance	10 Hrs
II	**Attributes of Good Governance** a) Features of Good Governance b) Difference between Governance and Good Governance c) Democracy and Good Governance	10 Hrs
III	**Good governance initiatives in India** a) Public Service Guarantee Act b) Citizen Charter and good governance c) RTI (Right to Information Act)	10 Hrs

Text & Reference Books:

1. Vayunandan Etakula (Author) , Mathew Dolly (Author), Good Governance: Initiatives in India: Management Series Publisher: PHI Learning

2. S. N. Yadav Indu Baghel Good Governance: Issues, Challenges and Prospects, Edition: 2, 2017, Publisher: Global Vision Publishing House

3. Good Governance and Development, C Vinodan (Edited), Dr. C. Vinodan (Edited) Publisher: New Century Publications

4. Prof. B. L. Fadia, Dr. Kuldeep Fadia, Public Administration: Administrative Theories & Concepts, Sahitya Bhawan Pub. 2009.

5. अरुण शौरी, 'गव्हर्नन्स', मेहता पब्लिशिंग हाऊस, सदाशिव पेठ, पुणे.

6. सुरेंद्र मुंशी आणि इतर, 'सुशासन', रावत पब्लिकेशन्स, नवी दिल्ली.

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Vocational Skill Course (VSC)
Course Code: HC42232003T
VSC- 2: SECRETARIAL PRACTICE
Total Credits: 02, Total Contact Hours: Theory- 15 Hrs, Practical- 30 Hrs. Maximum Marks: 50

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Learning Objectives of the Course:
   i)   To understand the concept of Secretary its meaning & Importance.
   ii) To know the Professional and Personal Qualities of a Secretary.
   iii) To familiarize the Duties and Responsibilities of a Personal Secretary.
   iv) To understand the responsibilities of the secretary.

Course Outcomes(COs):
   i)   Are able to define the meaning and importance of Secretary.
   ii) Understand the Professional and Personal Qualities of a Secretary.
   iii) Can perform the Duties and Responsibilities of a Personal Secretary effectively in the profession.
   iv) Can effectively perform duties such as organizing meetings, scheduling appointments.
   v)   Can draft various letters like inquiry letters and understand quotations, tender.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	**Introduction to Secretarial Practice** a) Secretary: Meaning & Importance b) Professional and Personal Qualities of Secretary c) Duties and Responsibilities of a Personal Secretary	05 Hrs
II	**Responsibilities of Secretary- I** a) Scheduling Appointments. Planning for Travel Arrangements for Officers on official duty b) Organizing Meetings - Notice, Agenda, Quorum, Minutes; Handling of Mail c) Use of Ready Reckoner, Office Manuals & Emergency Services	05 Hrs
III	**Responsibilities of Secretary- II** a) Enquire Letter b) Quotation & Order c) Complaint letter & Adjustment Letter	05 Hrs
	Practical/Activity **Course Code:** HC42232263P	
	Work for Students **Activities/ Project/ Field Visits/ Related to Secretarial Practice.**	30 Hrs

Text & Reference Books:
   1) Bist, G. D. (2017) Officer Secretarial Practice. Shorthand House: New Delhi.

2) De Vires, Mary A (1995) Professional Secretary's Handbook: Guide to the Electronic and Conventional Office (3rd Edition). American Heritage: USA.
3) Debnath, B K (2001) A Guide to Secretarial Practice & Office Procedure. New Central Book Agency: Delhi.
4) France, Sue (2015) The Definitive Personal Assistant & Secretarial Handbook. Kegan Page: Delhi.
5) Kuchhal, M.C. (2008) Secretarial Practice (18th Edition). Vikas Publication: New Delhi.

B. A. Second Year, IV- Semester

Sr. No.	Course Type	Fourth Semester		Total Credits
		Course Code	**Credits**	
1	**Major (Core)** Mandatory (Student will be choosing one subject as a major out of 3 major subjects and one subject as a minor)	**DSC-9: Public Personnel Administration- II** (**Theory**- HAC42232504T, **Practical**- HAC42232764P)	2T+2P	4T+4P
		DSC-10: Urban Local Self Government (**Theory**- HAC42232514T, **Practical**- HAC42232774P)	2T+2P	
2	**Major Electives** (Choose any one from pool of courses)	---	---	- -
3	**Minor** (Choose any two from pool of courses) **It is from different discipline ofthe same faculty**	**M-3: Personnel Administration** (**Theory**- HBC42232504T)	2	4
		M-4: Budgetary Process in India (**Theory**- HBC42232514T)	2	
4	**GE/OE** (Generic / Open Elective) (Choose any one from pool of courses) **It should be chosen compulsorilyfrom the faculty other than that of Major**	**GE/OE-4: E- Governance** (**Theory**- HC42232504T)	2	2
5	**VSC** (Vocational Skill Courses) (Choose any one from pool of courses)	----	----	1T+1P
6	**SEC** (Skill Enhancement Courses) (Choose any one from pool of courses)	**SEC-2: Management of Non-Governmental Organizations (NGO's)** (**Theory**- HC42232504T, **Practical**- HC42232764P)	1T+1P	
7	**AEC** (Ability Enhancement Courses)(**Choose any one from pool of language courses**)	**AEC-4***	2	2
8	**VEC** (Value Education Courses) (**Common for all faculty**)	-----	---	
9	**IKS** (Indian Knowledge System) Courses (**Common for all faculty**)	---	---	
10	**OJT** (On Job Training)	---	---	4
11	**FP** (Field Project)	---	---	
12	**CEP** (Community Engagement Project) (**Common for all faculty**)	**FP-1**	2	
13	**CC** (Co-curricular Courses) (**Common for all faculty**)	**CC-4**	2	
14	**RM** (Research Methodology) Course	----	----	
15	**RP** (Research Project)	----	----	
				22
	Exit Option : Award of UG Diploma in Major and Minor with 88 credits and an additional 4 credits of core NSQF course / Internship OR continue with Major and Minor			

*AEC-2 and AEC-4: Hindi/ Marathi/ Pali & Buddhism/ Sanskrit/ Urdu/ Arabic

Major(Core)

Discipline Specific Course (DSC)

Course Code: HAC42232504T

DSC- 9: PUBLIC PERSONNEL ADMINISTRATION - II

Total Credits: 04 (2-T+2-P), Total Contact Hours: Theory- 30 Hrs, Practical- 60 Hrs, Max. Marks: 100

Learning Objectives of the Course:
i) To give the knowledge about the training, its importance.
ii) To familiarize about various training agencies at the union and state level.
iii) To understand the importance and principles of promotion.
iv) To give the knowledge of retirement benefits in an administration.
v) To understand employer-employee relations.
vi) To know the Administrative Tribunals at the central and state level.

Course Outcomes(COs):
i) Can define the concept of training, its importance.
ii) Understand various training agencies at the union and state level.
iii) Gain the knowledge of principles of promotion.
iv) Understand retirement benefits in an administration.
v) Gain knowledge of employer-employee relations, right to form Association.
vi) Understand Administrative Tribunals at the central and state level.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
	Theory	
I	**Training** a) Training: Meaning, Importance & Methods of Training b) Training agencies at the Union level: (Lal Bahadur Shastri National Academy of Administration, Sardar Vallabhbhai Patel Police Academy) c) Training agencies at the State level: (YASHADA, Maharashtra Police Training Academy	10 Hrs
II	**Promotion & Retirement** a) Promotion: Meaning & Importance b) Principles of Promotion c) Retirement: Meaning & Benefits of Retirement	10 Hrs
III	**Employer Employees Relations** a) Right to Form Association & Right to Strike b) Grievance Redressal Mechanisms in India: Central Vigilance Commission c) Administrative Tribunals in India: Central Administrative Tribunal & Maharashtra Administrative Tribunal	10 Hrs

	Practical/Activity **Course Code:** HAC42232764P	
	Work for Students **Activities/ Project/ Field Visits/ Related to Public Personnel Administration-II.**	60 Hrs

Text & Reference Books:
1. Bhayana, S.S. and Singh S (2016): Public Personnel and Financial Administration (4th Edition). New Academics: Jalandhar
2. Saxena, A P (2010): Training and Development in Government, Indian Institute of PublicAdministration: New Delhi
3. Bhayana, S.S and Singh S (2016): Public Personnel and Financial Administration, New Academics: Jalandhar.
4. Rabin, Jack; Vocino, Thomas; Hildreth, W Bartley; and Miller, J Gerald (2008): Handbook of Public Personnel Administration, Taylor & Francis: United Kingdom.
5. Second Administrative Reforms Commission (2010): Refurbishing of Personnel Administration - Scaling New Heights - 10th Report, Government of India: New Delhi.
6. Stahl, O Glenn (1977): Public Personnel Administration, Oxford and IBH Publishing: New Delhi.
7. Goel, S. L. and Shalini Rajneesh (2002): Public Personnel Administration, Deep & Deep Publications: New Delhi.
8. S.A. Palekar (2020): Public Personnel Administration, ADB Publishers: Jaipur.
9. सुरेंद्र कटारिया (2021) "कार्मिक प्रशासन", RSBA प्रकाशन, जयपूर.
10. पी. जी. चव्हान (1982) "कर्मचारी व वित्तीय प्रशासन", शारदा प्रकाशन, नांदेड.
11. के. आर. बंग (२०१५) "कर्मचारी वर्ग प्रशासन", विद्या बुक्स, औरंगाबाद.
12. सुभाष भिंगे (२०१३) "कर्मचारी प्रशासन", कल्पना प्रकाशन, नांदेड.

Major(Core)	

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Major(Core)

Discipline Specific Course (DSC)
Course Code: HAC42232514T

DSC- 10: URBAN LOCAL SELF GOVERNMENT

Total Credits: 04 (2-T+2-P), Total Contact Hours: Theory- 30 Hrs, Practical- 60 Hrs, Max. Marks: 100

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Learning Objectives of the Course:
   i)   To give knowledge of Urbanization its causes and consequences.
   ii) To understand the Evolution of Urban Local Self- Government.
   iii) To gain the knowledge of 74th Constitutional Amendment Act.
   iv) To know various Urban Local Self-Government institutions.
   v)   To understand the financial resources of Urban Local Self-Government.

Course Outcomes(COs):
   i)   Can understand Urbanization its causes and consequences.
   ii) Gain the knowledge of growth of urbanization and the 74th Constitutional amendment.
   iii) Get knowledge of the composition and functioning of various Urban Local Self-Government institutions.
   iv) Gain insights into the financial resources of urban local self-Government.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
	Theory	
I	**Introduction to Urban Local Self Government** a) Urbanization: causes and consequences b) Evolution of Urban Local Self Government c) 74th Constitutional Amendment Act.	10 Hrs
II	**Urban Local Self Government Institutions** a) Municipal Corporation: Composition, Powers and Functions b) Municipal Council & Nagar Panchayat: Composition, Powers and Functions c) Cantonment Boards: Composition, Powers and Functions	10 Hrs
III	**Financial Resources** (a) Local Taxes (b) Government Grants (c) Self Income Sources	10 Hrs
	Practical/Activity **Course Code:** HAC42232774P	
	Work for Students **Activities/ Project/ Field Visits/ Related to Public Personnel Administration.**	60 Hrs

Text & Reference Books:

1. Sundar Ram, Role of Panchayati Raj (Institution in 60 Years of Independent India). Kanishka Publisher and Distributor, New Delhi,
2. M. P. Sharma, Local Self Government in India.
3. Ram Reddy, Patterns of Local Government in India.
4. S. R. Maheshwari, Local Government in India, laxmi Narayan Agarwal Educational Publisher, Agra, 2008.
5. अशोक शर्मा, 'भारत मे स्थानीय प्रशासन', आर. बी. एस. ए. पब्लिशर्स, जयपुर- 2022
6. बागेश्वर सिंह, 'भारत में स्थानीय स्वशासन', राधा पब्लिकेशन्स, नई दिल्ली.
7. हरिश्चंद्र शर्मा, 'भारत मे स्थानीय प्रशासन', कॉलेज बुक डेपो, जयपुर.
8. के. आर. बंग, 'भारतातील स्थानिक स्वशासन', श्री मंगेश प्रकाशन, नागपूर- 2005
9. एस. टी, शिरसाठ, बैनाडे, 'भारतातील स्थानिक स्वराज्य संस्था', विद्या बुक पब्लिशर्स, औरंगाबाद- 2010
10. एस. टी. शिरसाठ, बैनाडे, 'पंचायती राज आणि नागरी प्रशासन', विद्या बुक्स पब्लिशर्स, औरंगाबाद- 2014
11. गोविंद यमलवाड, 'भारतातील स्थानिक स्वराज्य संस्था', कल्पना प्रकाशन, नांदेड.

Minor
(It is form different discipline of the same faculty)
Course Code: HBC42232504T
M- 3: PERSONNEL ADMINISTRATION
Total Credits: 02 Total Contact Hours: Theory-30 Hrs, Max. Marks: 50

Learning Objective of the Course:
   i)   To give Conceptual clarity of Personnel Administration, its scope and importance.
   ii) To familiarize the Civil Services in India.
   iii) To understand the concept of recruitment and Training in an administration.
   iv) To clear the concept of Promotion and retirement.

Course Outcomes (Cos):
   vi)   Conceptual clarity of Personnel Administration, its scope and importance.
   vii) Understand various civil services in India.
   viii) Gain the knowledge of recruitment and training process in India.
   ix)   Able to compete in various civil services by knowing recruitment process.
   x)   Gain the knowledge of concept of Promotion and retirement.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	**Introduction of Personnel Administration** a) Meaning & Importance of Personnel Administration b) Civil Services in India	10 Hrs
II	**Principles of Personnel Administration- I** a) Recruitment b) Training	10 Hrs
III	**Principles of Personnel Administration- II** a) Promotions b) Retirement	10 Hrs

Text & Reference Books:
   11. Bhayana, S.S. and Singh S (2016): Public Personnel and Financial Administration (4th Edition). New Academics: Jalandhar
   12. Saxena, A P (2010): Training and Development in Government, Indian Institute of PublicAdministration: New Delhi
   13. Bhayana, S.S and Singh S (2016): Public Personnel and Financial Administration, New Academics: Jalandhar.
   14. Rabin, Jack; Vocino, Thomas; Hildreth, W Bartley; and Miller, J Gerald (2008): Handbook of Public Personnel Administration, Taylor & Francis: United Kingdom.
   15. Second Administrative Reforms Commission (2010): Refurbishing of Personnel Administration - Scaling New Heights - 10th Report, Government of India: New Delhi.
   16. Stahl, O Glenn (1977): Public Personnel Administration, Oxford and IBH Publishing: New Delhi.

17. Goel, S. L. and Shalini Rajneesh (2002): Public Personnel Administration, Deep & Deep Publications: New Delhi.

18. S.A. Palekar (2020): Public Personnel Administration, ADB Publishers: Jaipur.

19. सुरेंद्र कटारिया (2021) ''कार्मिक प्रशासन'', RSBA प्रकाशन, जयपूर.

20. पी. जी. चव्हाण (1982) ''कर्मचारी व वित्तीय प्रशासन'', शारदा प्रकाशन, नांदेड.

21. के. आर. बंग (२०१५) ''कर्मचारी वर्ग प्रशासन'', विद्या बुक्स, औरंगाबाद.

22. सुभाष भिंगे (२०१३) ''कर्मचारी प्रशासन'', कल्पना प्रकाशन, नांदेड.

Minor

(It is form different discipline of the same faculty)

Course Code: HBC42232514T

M- 4: BUDGETARY PROCESS IN INDIA

Total Credits: 02 Total Contact Hours: Theory-30 Hrs, Max. Marks: 50

Learning Objective of the Course:

i) To comprehend the fundamental concept and definition of budget in public administration.

ii) To understand the core principles of budgeting.

iii) To know the types of budget.

iv) To comprehend the stages, stakeholders, and procedures involved in budget preparation.

v) To comprehend the legislative process of budget approval and authorization and understand execution process.

Course Outcomes (Cos):

i) Are able to define budget and explain its multifaceted role in public administration and governance.

ii) Can distinguish between traditional, performance, and zero-base budgeting systems with clear understanding of their core characteristics.

iii) Can explain the constitutional and legal framework governing India's budgetary process.

iv) Identify the stages, timeline, and procedures specific to Indian budget preparation, authorization, and execution.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	**Budget** a) Concept of Budget b) Principles and Budget as an Instrument of Financial Administration, c) Public Policy and Management	10 Hrs
II	**Types of Budget** a) Traditional Budgeting b) Performance Budgeting c) Zero-Base Budgeting	10 Hrs
III	**Budgetary Process** a) Budget Preparation, b) Authorization and Execution with special reference to India	10 Hrs

Text & Reference Books:

1. Burkhead, J. (1956) Government Budgeting. Wiley Sons: New York.
2. Chand, P (2010) Control of Public Expenditure in India (2nd Edition). Allied Publishers: New Delhi.
3. Chand, P (2010). Performance Budgeting (2nd Edition). Allied Publishers: New Delhi.
4. Frank, Howard A (2006) Public Financial Management (1st Edition). CRC Press, Taylor & Francis Group: New York

5. Gupta, B N (2006) Indian Federal Finance and Budgetary Policy. Chaitanya Publishing House: Allahabad

6. Indian Administrative Reforms Commission (1969) Report on Centre-State Relations. Manager of Publications, Government of India, New Delhi.

7. Indian Administrative Reforms Commission (1969) Report on Finance, Accounts and Audit. Manager of Publications, Government of India, New Delhi

8. Indian Administrative Reforms Commission (1969) Report on Financial Administration. Manager of Publications, Government of India, New Delhi

9. Khan, Aman Financial Management, Revised and Expanded (2nd Edition). Routledge: New York.

10. Lall, G S (1979) Public Finance and Financial Administration in India. HPJ Kapoor: New Delhi.

11. Mahajan, Sanjeev Kumar and Mahajan, Anupama Puri (2014) Financial Administration in India. PHI Learning: New Delhi.

12. Rabin, Jack and Stevens, Glenn L (2001) Handbook of Fiscal Policy (1st Edition). Routledge: London.

13. Sury, M. M. (1990) Government Budgeting in India. Commonwealth Publishers: New Delhi.

14. Thavaraj, MJK (2001) Financial Administration in India (6th Edition). Sultan Chand: Delhi

Generic

(It is form of the others faculty)
Course Code: HC42232504T

GE/OE- 4: E- GOVERNANCE

Total Credits: 02 Total Contact Hours: Theory-30 Hrs, Max. Marks: 50

Learning Objective of the Course:

i) To give knowledge of the foundations of E-Governance, its evolution, and its importance.
ii) To familiarize with various models of E-Governance.
iii) To introduce the cyber-security concept.
iv) To give knowledge of key initiatives in E-Governance in India like Digital India, UMANG, Digi Locker.

Course Outcomes (COs):

i) Understand the evolution and importance of E-Governance.
ii) Able to know various models of E-Governance.
iii) Become aware of the cyber-Security.
iv) Understand key initiatives in E-Governance in India.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	**Foundations of E-Governance** a) Meaning, Scope, and Objectives of E-Governance b) Evolution of E-Governance c) Importance of E-Governance	10 Hrs
II	**E-Governance Models and Infrastructure** a) Models of E-Governance: G2G, G2C, G2B, G2E b) Role of National Informatics Centre (NIC) c) Introduction to Cyber Security	10 Hrs
III	**Key Initiatives in E-Governance** a) Digital India b) UMANG c) Digi Locker	10 Hrs

Text & Reference Books:

1. Dr. Pankaj Sharma, E-Governance: The New Age Governance; Publisher: APH Publishing ISBN: 9788176489564
2. C.S.R. Prabhu, E-Governance: Concepts and Case Studies; Publisher: PHI Learning Pvt. Ltd. ISBN: 9788120327607
3. Kumar, Saurabh; E-Governance and ICT in Governance; Publisher: Lakshmi Narain Agarwal Publications
4. Rekha Srivastava & S. K. Sharma; E-Governance in India: Perspectives, Issues and Case Studies; Publisher: New Century Publications

5. Pippa Norris; Digital Divide: Civic Engagement, Information Poverty, and the Internet Worldwide; Publisher: Cambridge University Press

6. Harsh V. Verma; E-Governance: Concepts, Methodologies, Tools, and Applications Publisher: IGI Global

7. Sunil K. Muttoo & Arvind Kumar (Eds.) (2020) – E-Governance in India: Interlocking Policies and Programs – Springer

8. V. M. Rao (2018) – E-Governance in India: Concepts, Initiatives and Issues – Regal Publications

9. Government of India – National e-Governance Plan (NeGP) and Digital India Programme official documents

10. United Nations E-Government Survey (latest edition) – Department of Economic and Social Affairs, UN

11. डॉ. संजय साळुंखे, 'ई-शासन: एक अभ्यास', प्रशांत प्रकाशन, पुणे

12. डॉ. भालचंद्र कुलकर्णी, 'ई-गर्व्हर्नन्स: संकल्पना आणि व्यवहार', फडके प्रकाशन

13. प्रा. डी. बी. पाटील, 'ई-शासन आणि माहिती तंत्रज्ञान', शिवप्रभा प्रकाशन, औरंगाबाद

SEC-2: MANAGEMENT OF NON- GOVERNMENTAL ORGANIZATIONS (NGOs)

Total Credits: 02 , Total Contact Hours: Theory- 15 Hrs, Practical- 30 Hrs. Maximum Marks: 50

Learning Objectives of the Course:

i) To provide students with an understanding of the role and functions of NGOs in social development.
ii) To equip students with the necessary skills to manage NGOs efficiently.
iii) To introduce the legal, financial, and operational aspects of NGOs management.
iv) To develop critical thinking about the challenges and ethical issues faced by NGOs in diverse social contexts.
v) To encourage students to engage with real-world NGOs practices through case studies, fieldwork, or project-based learning.

Course Outcomes(COs):

i) Understand what NGOs are and how they help in the development of society.
ii) Identify different types of NGOs and their areas of work.
iii) Learn how NGOs are managed, including their structure, leadership, and planning.
iv) Know the basic laws and rules that NGOs in India must follow.
v) Gain basic skills in financial management and fundraising used in NGOs work.

Module No.	Topic/Actual Contents of the Syllabus	Contact Hours
I	**Introduction to NGOs and Their Role in Development** a) Meaning and Characteristics of NGOs b) Role of NGOs c) NGOs in India and World	05 Hrs
II	**Governance and Management of NGOs** a) Organizational Structure and Governance of NGOs b) Leadership and Human Resource Management in NGOs c) Ethics and Accountability in NGOs Management	05 Hrs
III	**Financial and Legal Aspects of NGOs Management** a) Legal Framework for NGOs in India: Societies Registration Act, Trusts Act, Companies Act (Section 8) b) Fundraising and Resource Mobilization Strategies c) Financial Management, Budgeting, and Reporting in NGOs	05 Hrs
	Practical/Activity **Course Code:** HC42232764P	
	Work for Students **Activities/ Project/ Field Visits/ Related to Management of NGOs.**	30 Hrs

Text & Reference Books:

1. M.A. Thomas, Management of Non-Governmental Organizations: Towards a Developed Civil Society, Vol. 1, 1st Edition, Rawat Publications, 2010.
2. Snehlata Chandra, Non-Governmental Organisations: Structure, Policies and Practices, Vol. 1, 1st Edition, Kanishka Publishers, 2001.
3. S. Sankaran & G. Rodrigues, Handbook for NGOs, Vol. 1, 1st Edition, Manas Publications, 2011.
4. David Lewis & Nazneen Kanji, Non-Governmental Organizations and Development, Vol. 1, 1st Edition, Routledge, 2009.
5. Rajesh Tandon, Voluntary Action, Civil Society and the State, Vol. 1, 1st Edition, PRIA, 1991.
6. N. Dhillon, NGO Management: Issues, Challenges and Remedies, Vol. 1, 1st Edition, Centrum Press, 2017.
7. M. Kandasami, Governance and Financial Management in Non-Profit Organizations, Vol. 1, 1st Edition, Caritas India, 2005.
8. Bava, N (Ed.) (1997) Non-Government Organisations in Development: Theory and Practice. Kanishka Publishers: New Delhi
9. Chandra, Suresh (2015) Non-Government Organisations. Rawat: Jaipur
10. Chatterjee, A (1998) NGOs: An Alternative Democracy in Hiranmay Karlekar Independent India: The First Fifty Years. Indian Council for Cultural Relations and Oxford University Press: New Delhi
11. Dantwala, M L; Sethi, Harsh and Pravin Visaria (Eds.) (1998) Social Change Through Voluntary Action. Sage Publications: New Delhi
12. Gangrade, K. D. and Jain S (1995) NGOs: Retrospect and Prospect. Friedrich Ebert Stiftung: New Delhi
13. Government of India (1994) An Action Plan to bring about Collaborative Relationship between Voluntary Organizations and Government. CAPART, Government of India: New Delhi (Available at: http:pcserver.nic.in/ngo/reports.aspx)
14. Government of India (2007) Report of the Steering Committee on Voluntary Sector for the Eleventh Five-Year Plan. Planning Commission: New Delhi
15. Handy, C (1990) Understanding Voluntary Organizations - How to make them Function Effectively. Penguin Books: London.
16. वाणी, 'भारत मे स्वयंसेवी सेक्टर के लिए समर्थकारी वातावरण (अध्ययन रिपोर्ट)', व्हॉलेंटरी ऑक्शन नेटवर्क इंडिया, नई दिल्ली.