

॥ सा विद्या या विमुक्तये ॥



# स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठ, नांदेड

“ज्ञानतीर्थ” परिसर, विष्णुपुरी, नांदेड - ४३१६०६ (महाराष्ट्र)

**SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED**

“Dnyanteerth”, Vishnupuri, Nanded - 431606 Maharashtra State (INDIA)

Established on 17th September 1994 – Recognized by the UGC U/s 2(f) and 12(B), NAAC Re-accredited with 'A' Grade



## ACADEMIC (1-BOARD OF STUDIES) SECTION

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संलग्नित महाविद्यालयांतील मानवविज्ञान विद्याशाखेतील पदवी स्तरावरील प्रथम वर्षाचे CBCS Pattern नुसारचे अभ्यासक्रम शैक्षणिक वर्ष २०१९-२० पासून लागू करण्याबाबत.

### प रि प त्र क

या परिपत्रकान्वये सर्व संबंधितांना कळविण्यात येते की, दिनांक ३० एप्रिल २०१९ रोजी संपन्न झालेल्या ४३व्या मा. विद्या परिषद बैठकीतील ऐनवेळचा विषय क्र.५/४३-२०१९ च्या ठरावानुसार प्रस्तुत विद्यापीठाच्या संलग्नित महाविद्यालयांतील मानवविज्ञान विद्याशाखेतील पदवी स्तरावरील प्रथम वर्षाचे खालील विषयांचे C.B.C.S. (Choice Based Credit System) Pattern नुसारचे अभ्यासक्रम शैक्षणिक वर्ष २०१९-२० पासून लागू करण्यात येत आहेत.

- १) बी.ए.—प्रथम वर्ष—इंग्रजी (अनिवार्य, अतिरिक्त (द्वितीय भाषा), फंक्शनल इंग्रजी, ऐच्छिक)
- २) बी.ए.—प्रथम वर्ष—हिंदी (द्वितीय भाषा, ऐच्छिक)
- ३) बी.ए.—प्रथम वर्ष—मराठी (द्वितीय भाषा, ऐच्छिक)
- ४) बी.ए.—प्रथम वर्ष—पाली (द्वितीय भाषा, ऐच्छिक)
- ५) बी.ए.—प्रथम वर्ष—संस्कृत (द्वितीय भाषा, ऐच्छिक)
- ६) बी.ए.—प्रथम वर्ष—उर्दू (द्वितीय भाषा, ऐच्छिक)
- ७) बी.ए.—प्रथम वर्ष—अर्थशास्त्र
- ८) बी.ए.—प्रथम वर्ष—भूगोल
- ९) बी.ए.—प्रथम वर्ष—इतिहास
- १०) बी.ए.—प्रथम वर्ष—सैनिकशास्त्र
- ११) बी.ए.—प्रथम वर्ष—तत्त्वज्ञान
- १२) बी.ए.—प्रथम वर्ष—राज्यशास्त्र
- १३) बी.ए.—प्रथम वर्ष—मानसशास्त्र
- १४) बी.ए.—प्रथम वर्ष—लोकप्रशासन
- १५) बी.ए.—प्रथम वर्ष—समाजशास्त्र
- १६) बी.ए.—प्रथम वर्ष—अॅडमिनिस्ट्रेटिव्ह सर्व्हिस

सदरील परिपत्रक व अभ्यासक्रम प्रस्तुत विद्यापीठाच्या [www.srtmun.ac.in](http://www.srtmun.ac.in) या संकेतस्थळावर उपलब्ध आहेत. तरी सदरील बाब ही सर्व संबंधितांच्या निदर्शनास आणून द्यावी.

‘ज्ञानतीर्थ’ परिसर,  
विष्णुपुरी, नांदेड — ४३१ ६०६.  
जा.क्र.: शैक्षणिक—०१/परिपत्रक/पदवी—सीबीसीएस अभ्यासक्रम/  
२०१९-२०/६६  
दिनांक : १७.०६.२०१९.

प्रत माहिती व पुढील कार्यवाहीस्तव :

- १) मा. कुलसचिव यांचे कार्यालय, प्रस्तुत विद्यापीठ.
- २) मा. संचालक, परीक्षा व मूल्यमापन मंडळ यांचे कार्यालय, प्रस्तुत विद्यापीठ.
- ३) प्राचार्य, सर्व संबंधित संलग्नित महाविद्यालये, प्रस्तुत विद्यापीठ.
- ४) उपकुलसचिव, पदव्युत्तर विभाग, प्रस्तुत विद्यापीठ.
- ५) साहाय्यक कुलसचिव, पात्रता विभाग, प्रस्तुत विद्यापीठ.
- ६) सिस्टम एक्सपर्ट, शैक्षणिक विभाग, प्रस्तुत विद्यापीठ.

स्वाक्षरित /—  
**उपकुलसचिव**  
शैक्षणिक (१-अभ्यासमंडळ) विभाग



# **SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED**

## **SYLLABUS PUBLIC ADMINISTRATION**

**Semester Pattern  
(Choice Base Credit System)**

**B. A. FIRST YEAR  
Semester :- I and II**

**( With Effective From 2019-20)**

# **Swami Ramanand Teerth Marathwada University Nanded**

**CHOICE BASED CREDIT SYSTEM (C.B.C.S.)**

## **SEMESTER PATTERN**

**B.A. First Year (Semester :-I & II )**

**Subject :- Public Administration**

**Under Faculty of Humanities**

**(For Affiliated Colleges)**

**(With Effective from June 2019 )**

**Total Credits :12**

Note :

C.A: - Continuous Assessment

E.S.E. :- End of Semester Examination (E.S.E.)

Each Paper is of 3 Credits

**Swami Ramanand Teerth Marathwada University Nanded**  
**Choice Based Credit System (CBCS) Course Structure**  
**Faculty of Humanities**

**B.A. First Year Semester I & II Syllabus**

**Semester Pattern Effective from 2019-20**

**Subject : Public Administration**

Semester	Core Course	Paper No.	Name of paper	Lectures / Week	Total No. of Lectures	CA	ESE	Total Marks	Credits
Semester I	CCPA-I	I	Basic Principles Of Public Administration	4	55	35	40	75	3
	CCPA-II	II	District Administration	4	55	35	40	75	3
			<b>Total Sem.-I</b>		<b>8</b>	<b>110</b>	<b>70</b>	<b>80</b>	<b>150</b>
Semester II	CCPA-I	III	Administrative Organization and Its Principles	4	55	35	40	75	3
	CCPA-II	IV	Administrative System of Maharashtra State	4	55	35	40	75	3
				<b>8</b>	<b>110</b>	<b>70</b>	<b>80</b>	<b>150</b>	<b>6</b>
			<b>Total Sem. I &amp; II</b>	<b>16</b>	<b>220</b>	<b>140</b>	<b>160</b>	<b>300</b>	<b>12</b>

**SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED**

**CBCS – Paper Pattern in the Subject of Public Administration**

**B.A. First Year Semester – I & II**

*(Effective from 2019-20 )*

**B.A. First Year Semester – I**

Semester	Paper No.	Title of the Paper	Internal marks (C.A.)	End Semester Exam (ESE)	Total marks (CA+ESE)
First Semester	I	Basic Principles of Public Administration	35	40	75
First Semester	II	District Administration	35	40	75
					<b>150</b>

**B.A. First Year Semester – II**

Semester	Paper No.	Title of the Paper	Internal marks (C.A.)	End Semester Exam (ESE)	Total marks (CA+ESE)
Second Semester	III	Administrative Organization and Its Principles	35	40	75
Second Semester	IV	Administrative System of Maharashtra State	35	40	75
					<b>150</b>

**Continuous Assessment (C.A.) :- 35**

**End semester exam (E.S.E.) :- 40**

**Total Marks :- 75**

**C.A.: Continuous Assessment : (35 marks)**

Continues Assessment	Marks
Test –I	10
Test-II	10
Home assignment	10
Seminar	05
<b>Total Marks</b>	<b>35 marks</b>

**SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED**  
**Public Administration**  
**B.A. First Year**  
**Semester – I and II**  
**End Semester Examination**  
**Question Paper Pattern**

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Time: 1 1/2 Hours

Total Marks :40

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Q.No.1	Descriptive Questions OR Descriptive Questions	15 marks
Q.No.2	Descriptive Questions OR Descriptive Questions	15 marks
Q.No.3	Write short notes.  Section A )  I) 05 mark (Or) II) 05 mark  Section B )  I) 05 mark (Or) II) 05 mark	10 marks

**SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED**

**Public Administration**

**B.A. First Year Semester – I**

**Basic Principles of Public Administration Paper No. – I**

**(Effective from June 2019 )**

**Credits : 03**

**Periods : 55**

**Marks : 75**

**Course Rational**

Public Administration is one of the youngest branch of Faculty of Humanities. With the expansion of the activities of modern state, public administration has assumed great significance in modern society. The Public Administration and Administrative Officers playing impartment role in social and economic development of the Nation. Administration is as old as mankind. It has acquired all spheres of human life right from birth to death. It is very close to the daily life of any person in practical. Public Administration Studies the systematic implementation of Laws and Government policies, theories principles and its controlling system. The subject stands as an integral element of democratic system of the nation.

It is intended that the subject is introduced, as a optional subject to the students of U.G. level. The subject is introduced to comprehend the importance of Administration theory and practice. as well as Public Administration and private Administration, Public Private Partnership, civil society and sustainable development .

**Course Objectives:**

- 1) The Course introduces and provides knowledge of Public Administration.
- 2) To provide knowledge of the new trends in public administration
- 3) To understand the relations of public administration with other humanities

**Course Content**

**Periods**

**Marks**

**1) Public Administration :-**

**15**

**15**

Meaning, Nature, Scope and Importance

**2) Evolution of the discipline**

**10**

**15**

**A) 1887 To 1926**

**B) 1927 To 1937**

**C) 1938 To 1947**

**D) 1948 To 1970**

**E) 1971 To till date**

<b>3) Public Administration and Private Administration –</b>	<b>10</b>	<b>15</b>
A) Affinity and Difference.		
B) Public Private Partnership (P.P.P.)		
<b>4) Relations of Public Administration with other humanities</b>	<b>13</b>	<b>15</b>
A) Public Administration and sociology		
B) Public Administration and Political Science		
C) Public Administration and Economics		
D) Public Administration and Law		
<b>5) New Trends in Public Administration</b>	<b>12</b>	<b>15</b>
A) Good Governance		
B) Sustainable development		
C) Civil Society		

**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) Mohit Bhattacharya, New Horizon of public Administration, Jawahar Publishers New Delhi.
- 5) प्रसादसिंग बिरकेश्वर, लोकप्रशासन, ज्ञानदा प्रकाशन नई दिल्ली
- 6) कटारिया सुरेंद्र, लोकप्रशासन, नॅशनल पब्लिकेशन हाऊस, नई दिल्ली
- 7) फाडिया बी.एल. “ लोकप्रशासन”, साहित्य भवन पब्लिकेशन, नवी दिल्ली. २००१
- 8) फडिया बी.एल. , उच्चतर लोकप्रशासन साहित्यभवन प्रकाशन, आग्रा-२००१.
- 9) बंग के.आर., प्रशासकीय सिद्धांत, विद्या प्रकाशन औरंगाबाद, २००४.
- 10) दुबे अशोककुमार, २१ वी शताब्दी मे लोकप्रशासन, टाटा मॅकग्रा हिल पब्लिशिंग कंपनी, नवी दिल्ली. २०११
- 11) एम. लक्ष्मीकांत, लोकप्रशासन, टाटा मॅकग्रा-हिल पब्लिशिंग कंपनी, नवी दिल्ली २००६
- 12) भोगले शांताराम, लोकप्रशासन सिद्धांत व कार्यपद्धती कैलास प्रकाशन औरंगाबाद
- 13) पाटील बी.बी., लोकप्रशासन फडके प्रकाशन औरंगाबाद
- 14) बोरा पारस व शिरशाट श्याम, लोकप्रशासन शास्त्रे विद्या प्रकाशन औरंगाबाद, जून २०१३.
- 15) पोहेकर प्रीती, लोकप्रशासनाची मुलतत्वे, अरुणा प्रकाशन, लातूर -२००८.
- 16) भूताळे पी.व्ही. & वडवळे बी.सी. लोकप्रशासन संह्याद्री प्रकाशन नांदेड
- 17) खुमसे स्मिता & रेड्डी उर्मिला, लोकप्रशासनाची मुलतत्वे अरुणा प्रकाशन २०११



**SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED**

**Public Administration**

**B.A. First Year Semester – I**

**District Administration Paper No. – II**

(Effective from June 2019 )

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**Credits : 03**

**Periods : 55**

**Marks : 75**

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**Course Rational :**

This course is introduced to B. A. first year students at second semester. The Present system of district administration owes its origin to the time of the Mauryan Empire. But modern structure of district administration in India developed in Colonial Period (1772). At that time was district administration established for collection of revenue. In the present era, district is the basic territorial unit of administration in India. District administration is the total functioning of Government in a district level. In this paper focus on providing knowledge of district administration for the Students.

**Course Objectives:**

1. To know District Administration.
2. To understand Structure and function of various Administrative offices of District Administration.
3. To provide knowledge of the Revenue Administration, Police administration and Judiciary system at district and taluka level.

**Course Content:**

	<b>Periods</b>	<b>Marks</b>
<b>Unit-1 District Administration –</b>		
Meaning, Importance	<b>10</b>	<b>15</b>
Elements of District Administration		
<b>Unit-2 District Revenue Administration</b>	<b>12</b>	<b>20</b>
a) District Collector		
b) Sub Divisional Officer		
c) Tahasildar		
d) Mandal aadhikari		
e) Talathi		
f) Kotwal		

<b>Unit-3 District Judiciary</b>	<b>10</b>	<b>15</b>
a. District Court		
b. Taluka Court		

**Unite -4 Law and Order-**

A) Meaning and Importance		
B) Principles of Law & Order	<b>10</b>	<b>10</b>

**Unit – 5 Police Administration**

a. District Magistrate		
b. Superintendent of Police		
c. Dy. Superintendent of Police	<b>13</b>	<b>15</b>
c. Police Inspector		
d. Police Patil		
e. Police-Public Relations		

**Reference Books :-**

1. Khera S.S., District Administration, National, New Delhi, 1977
2. Jain R. B., District Administration, Indian Institute of Public Administration, 1980
3. Dayal Ishwar, Mathur Kuldeep & Battacharya M., District Administration, McMillan, New Delhi, 1976
4. Misra S.C. Police Administration in India, National Police Academy, Mount Abu, 1972
5. Shrama P.D., Indian Police : A Development Approach, Delhi, 1971.
6. Shukla J.D., State and District Administration in India, IIPA, New Delhi
7. Sapru, R.K., Indian Administration, Kalyani Publishers, New Delhi, 2001.
8. Maheshwari S.R., State Government in India, Mcmillan, New Delhi, 1982.
9. Government of India, Administrative Reforms Commission-15<sup>th</sup> Report on State Administration New Delhi
10. Khandelwal R.M., State level Plan Administration in India, RBSA Publishers, Jaipur, 1985.
11. Arora R.K., Goyal Rajani, Indian Public administration, Wishwa Prakshan, New Delhi, 2009.
12. Padhi A.P., State Administration in India, Uppal Publication, New Delhi, 1998.
- 13) ठोंबरे सतीश महाराष्ट्र व जिल्हा प्रशासन अरुणा प्रकाशन लातूर
- 14) विळेगावे व्यंकट , महाराष्ट्र व जिल्हा प्रशासन अरुणा प्रकाशन लातूर
- 15) पोहेकर प्रीती व भुतडा खरटमोल महाराष्ट्र प्रशासनाची रूपरेषा अरुणा प्रकाशन लातूर
- 16) इंगळे उत्तम महाराष्ट्रातील पोलीस जनता संबंध प्रतिभास प्रकाशन परभणी
- 17) कुडकेकर एन.पी.व एकंबेकर पंचशील महाराष्ट्र व जिल्हा प्रशासकीय व्यवस्था, अरुणा प्रकाशन लातूर



**Swami Ramanand Teerth Marathwada University, Nanded**

**CHOICE BASED CREDIT SYSTEM (CBCS)  
SEMESTER PATTERN**

**B.A. First Year (Semester :-II )  
Subject :- Public Administration  
Under Faculty of Humanities  
(For Affiliated Colleges)**

**(With Effective from Nov. 2019)**

Note :

C.A: - Continuous Assessment

ESE :- End of Semester Examination

Each Paper is of 3 Credits

**SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED**

**Public Administration**

**B.A. First Year Semester – II**

**Administrative Organization and Its Principles**

**Paper No. – III**

**(Effective from Nov. 2019 )**

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**Credits : 03**

**Periods : 55**

**Marks : 75**

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**Course Rational :**

Public Administration is one of the youngest branches of Faculty of Humanities. With the expansion of the activities of modern state, public administration has assumed great significance in modern society. The course is introduced to comprehend the importance of organizations, as well as line and staff agencies and Chief Executive etc. Administrative Organization and its principles is an important part of public administration. The focus of the course is on the Hierarchy, Span of control, Moral ,Communication etc..

**Learning Objectives:**

After studying the course students will have a capacity to understand :

- 1) Basic Knowledge of administrative Organization and its principles.
- 2) To provide knowledge of the Functions and qualities of chief executive
- 3) To understand the importance of public relations in administration.

**Course Content**

**Periods**

**Marks**

**1) Organization :-**

**12**

**15**

Meaning ,nature and importance of organization

Forms of Organization –

A) Formal Organization

B) Informal Organization

<b>2) Principles of Administrative Organization :</b>	<b>15</b>	<b>20</b>
A) Hierarchy – Meaning, merits and demerits.		
B) Span of control - Meaning and importance		
C) Communication – Meaning, types		
D) Moral – Meaning and Types		
E) Delegation – Meaning, Importance.		
<b>3) Line and Staff Agencies :</b>	<b>10</b>	<b>15</b>
A) Meaning, Types and Functions.		
B) Department :Meaning and Basic Elements		
<b>4) Chief Executive :</b>		
Types, Functions & Qualities of Chief Executive	<b>10</b>	<b>15</b>
<b>5) Public Relations :</b>	<b>08</b>	<b>10</b>
Meaning, Importance and Agencies.		

**Reference Books :-**

- 1) Awasthi & Maheshwari, Public Administration, Laxminarain Agrawal, Agra.
- 2) A.R. Tyagi, Public Administration, Atma Ram & Sons Publication New Delhi.
- 3) Mohit Bhattacharya, New Horizon of public Administration, Jawahar Publishers New Delhi.
- 4) प्रसादसिंग बिरकेश्वर, लोकप्रशासन, ज्ञानदा प्रकाशन नई दिल्ली
- 5) कटारिया सुरेंद्र, लोकप्रशासन, नॅशनल पब्लिकेशन हाऊस, नई दिल्ली
- 6) फाडिया बी.एल. “ लोकप्रशासन”, साहित्य भवन पब्लिकेशन, नवी दिल्ली. २००१
- 7) बोरा पारस व शिरशाट श्याम, लोकप्रशासन शास्त्रे विद्या प्रकाशन औरंगाबाद, जून २०१३.
- 8) फडिया बी.एल. , उच्चतर लोकप्रशासन साहित्यभवन प्रकाशन, आग्रा-२००१.
- 9) बंग के.आर., प्रशासकीय सिद्धांत, विद्या प्रकाशन औरंगाबाद, २००४.
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**SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED**

**Public Administration**

**B.A. First Year Semester – II**

**Administrative System of Maharashtra State**

**Paper No. –IV**

**(Effective from Nov. 2019 )**

**Credits : 03**

**Periods : 55**

**Marks : 75**

**Course Rational :**

Maharashtra has a parliamentary system of government with two democratically elected houses, the Legislative Assembly (Vidhan Sabha) and Legislative Council (Vidhan Parishad). The Government of Maharashtra is headed by the chief Minister and the Chief Secretary is at the apex of the Administrative Hierarchy of Maharashtra state. The focus of the course is on the Administrative system of Maharashtra state. It also introduces with the various commissions in Maharashtra state.

The Course goals to inform administrative system of Maharashtra as well as Formation of Maharashtra state. The syllabus makes students to aware of the government and administration of Maharashtra state. It informs U.G. level students about the High Court , Chief Minister, Council of Ministers, M.P.S.C., state Election Commission etc.

**Course Objectives:**

After studying the course students will have a capacity to understand :

- 1) To Understand the Role of Chief Minister and State Secretariat in Maharashtra state.
- 2) To understand Structure and function of State Legislature
- 3) To provide knowledge of the state government and Administration.

<b>Course Content</b>	<b>Periods</b>	<b>Marks</b>
<b>1) Formation and reorganization of Maharashtra State.</b>	<b>10</b>	<b>10</b>
<b>2) State Legislature</b>		
A) Legislative Assembly (Vidhan sabha ) Composition &Functions	<b>10</b>	<b>20</b>
B) Legislative Council (Vidhan Parishad ) Composition &Functions		
<b>3) State Government and Administration</b>	<b>15</b>	<b>20</b>
A) Governor : Powers and Functions		

B) Chief Minister : Powers, Functions		
C) Council of Minister : Composition & Functions		
D) State Secretariat : Composition and Functions		
E) Chief Secretary : Powers and Functions		
<b>4) State Judiciary</b>	<b>08</b>	<b>10</b>
High Court – Composition & Powers		
<b>5) Constitutional and Statutory Bodies</b>	<b>12</b>	<b>15</b>
a) State Finance Commission		
b) Maharashtra Public Service Commission		
c) State Election Commission		
d) State Women Commission		

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12. ठोंबरे सतीश, महाराष्ट्र व जिल्हा प्रशासन अरुणा प्रकाशन लातूर २००२
13. विळेगावे व्यंकट, महाराष्ट्र व जिल्हा प्रशासन अरुणा प्रकाशन लातूर २००९
14. पोहेकर प्रीती व प्रा.खरटमोल, महाराष्ट्र प्रशासनाची रूपरेषा अरुणा प्रकाशन लातूर २०११

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