

Masters of Arts in Development Administration
As per Choice Based Credit System (2016-17 onwards)

SEMESTER II - CURRICULUM

Subject Code	Course Title	Credits	Number of Hours
Technical Training Subjects – Finance and Accounts Service (FAC)			
201 (FAC)	Financial and Treasury Rules	4	50
201 (FAC).1	(a) Bombay Financial Rules 1959 (b) Maharashtra Contingent Expenditure Rules-1965	1.5	18
201 (FAC).2	Maharashtra Budget Manual & Gender Budget	1	14
201 (FAC).3	Maharashtra Treasury Rules 1968; Maharashtra treasury Manual; Pay & Accounts Office Manual	1	12
201 (FAC).4	General Provident Fund Rules	0.5	6
202 (FAC)	Maharashtra Civil Services Rules (MCSR)	4	50
202 (FAC).1	MCSR: Pay	1	12
202 (FAC).2	MCSR: Leave	1	12
202 (FAC).3	MCSR: General Conditions; Joining Time; etc.	1	12
202 (FAC).4	MCSR: Pension/ DCPS/ NPS	1	14
203 (FAC)	Finance and Accounts Rules In Local Self Governments	4	50
203 (FAC).1	(a) Maharashtra Zilla Parishad and Panchayat Samiti Act 1961 (b) Introduction to ZP and PS Account Code (c) Municipal Account Code	1.5	20
203 (FAC).2	Maharashtra Grampanchayat Act and Grampanchayat Account Code	1	10
203 (FAC).3	Overview of PWD Account Code; Introduction to Indian Account & Audit; Account Code Vol. I	1	14
203 (FAC).4	Bombay Primary Education Act 1947 and Act 1949	0.25	3

203 (FAC).5	Introduction to Bombay Local Fund Audit Act 1930 and Rules 1931	0.25	3
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204 (FAC)	Commercial Laws	4	50
204 (FAC).1	Income Tax Act and TDS Related Provision	1	12
204 (FAC).2	Indian Contract Act	0.5	6
204 (FAC).3	Labour Laws	0.5	6
204 (FAC).4	Goods and Services Tax (GST)	0.5	7
204 (FAC).5	Public Private Partnership (PPP)	0.5	7
204 (FAC).6	Commercial Book Keeping	1	12
205 (FAC)	ICT in Financial and Treasury Systems	2	25
205 (FAC).1	Budget Estimation, Allocation and Monitoring System (BEAMS)	0.5	7
205 (FAC).2	SEVAARTH Application for Payroll; DCPS; NPS;	0.5	7
205 (FAC).3	Treasury Net and Bill Portal	0.5	7
205 (FAC).4	Government Receipt Accounting System (GRAS)	0.5	4
206 (FAC)	Practical Components: Financial and Treasury Rules : 201 (FAC)	2	25
206 (FAC).1	Bombay Financial Rules (BFR)	0.5	6
206 (FAC).2	Maharashtra Treasury Rules (MTR)	0.5	7
206 (FAC).3	Maharashtra Contingent Expenditure Rules (MCER)	0.5	6
206 (FAC).4	General Provident Fund Rules (GPF)	0.5	6
207 (FAC)	Practical Component: Maharashtra Civil Services Rules (MCSR) : 202 (FAC)	2	25
207 (FAC).1	General Conditions and Maintenance of Service Book	0.5	6
207	MCSR: Leave/Pay	0.5	6

(FAC).2			
207 (FAC).3	MCSR: Pension	0.5	6
207 (FAC).4	Pension Software	0.5	7

208 (FAC)	Practical Component: Audit and Account Code: 203 (FAC)	2	25
208 (FAC)	Audit Reports and Compliances	1	11
208 (FAC)	E- Tendering	0.5	7
208 (FAC)	Koshvahini/ Arthvahini/ Vetanika	0.5	7
TOTAL		24	300

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SEMESTER III - CURRICULUM

Subject Code	Course Title	Credits	Number of Hours
Technical Training Subjects – Finance and Accounts Service (FAC)			
301 (FAC)	Maharashtra Civil Services Rules	4	45
301 (FAC).1	Overview of MCSR: Leave, Pay and Pension	0.5	6
301 (FAC).2	Practical Examples of Pay Fixation, Leave Account and Pension Calculation	0.5	6
301 (FAC).3	MCSR: General Conditions and Service Book	1	12
301 (FAC).4	MCSR: Joining Time, Foreign Service and Suspension	1	11
301 (FAC).5	Commutation of Pension and Maharashtra State Service (Medical) Rules-1961	1	10
302 (FAC)	Audit and Account Codes	4	45
302 (FAC).1	Maharashtra Zilla Parishad and Panchayat Samiti Account Code	1	11
302 (FAC).2	Municipal Account Code	0.5	7
302 (FAC).3	PWD Account Code and Interpretation of Schedules of Rates (DSR)	0.5	6
302 (FAC).4	Introduction to Indian Account and Audit	1	10
302 (FAC).5	Account Code Volume-I	0.5	5
302 (FAC).6	Bombay Local Fund Audit Act 1930 and Rules 1931	0.5	6
303 (FAC)	Commercial Book Keeping	4	45
303 (FAC).1	Matters relating to Fundamentals of the Double Entry, Trading, manufacturing and Profit and Loss Accounts and Balance Sheet, Capital and Revenue, Income and Expenditure Accounts, Receipt and Payment Accounts, Bill of Exchange etc.	2	25

303 (FAC).2	Depreciation and Reserves, Double Entry System, Department and Branch Accounts	1	10
303 (FAC).3	Goodwill in Accounts, Cost Accounting	1	10
304 (FAC)	Financial and Treasury Rules	4	45
304 (FAC).1	Introduction to Maharashtra Treasury Rules (MTR) 1968	0.5	6
304 (FAC).2	Maharashtra Treasury Manual (MTM)	0.5	5
304 (FAC).3	Pay and Accounts Office Manual (Chapter I to XVI)	0.5	5
304 (FAC).4	Maharashtra Budget Manual	0.5	6
304 (FAC).5	Bombay Financial Rules 1959	0.5	6
304 (FAC).6	Maharashtra Contingent Expenditure Rule 1965	0.5	6
304 (FAC).7	Indian Constitution: Important Financial Provisions	1	11
305 (FAC)	E-Governance: Initiatives of Finance Department	4	45
305 (FAC).1	SEVAARTH	0.6	7
305 (FAC).2	BEAMS	0.6	7
305 (FAC).3	DCPS/NPS	0.6	7
305 (FAC).4	GRAS	0.6	6
305 (FAC).5	Pension Software	0.6	7
305 (FAC).6	Treasury Net & Bill Portal	0.5	6
305 (FAC).7	Koshvahini / Arthvahini / Vetanika	0.5	5
306 (FAC)	Practical Components: Military Attachment	2	20
307 (FAC)	Practical Components: Village Report	2	20
308 (FAC)	Practical Components: Judiciary Report	2	20

309 (FAC)	Practical Components: Parliamentary Appreciation Module	2	20
310 (FAC)	Practical Components: Legislative Procedures Module	2	20
TOTAL		30	325