



**SAVITRIBAI PHULE PUNE UNIVERSITY**  
(Formerly University of Pune)

**S.Y.B.A. Political Science Syllabus**  
(CREDIT & SEMESTER SYSTEM)

**Revised Syllabus will be implemented with effect from the  
academic year 2020-2021**

**Savitribai Phule Pune University**  
**POLITICAL SCIENCE**  
**Syllabus of S.Y.B.A**  
**(CBCS pattern to be implemented from 2020-2021)**

<b>PAPER NO.</b>	<b>PAPER TITLE</b>
<b>CORE COURSES (C.C.):</b>	
<b>Semester III CC-1 C (3)</b> And <b>Semester IV CC-1 D (3)</b>	AN INTRODUCTION TO POLITICAL SCIENCE  AN INTRODUCTION TO POLITICAL SCIENCE
OR	
<b>Semester III CC-1 C (3)</b> And <b>Semester IV CC-1 D (3)</b>	AN INTRODUCTION TO POLITICAL IDEOLOGIES  AN INTRODUCTION TO POLITICAL IDEOLOGIES
<b>DISCIPLINE SPECIFIC ELECTIVE COURSE (DSE)</b>	
<b>Semester III DSE-1A (3)</b> And <b>Semester IV DSE-1B (3)</b>	WESTERN POLITICAL THOUGHT  WESTERN POLITICAL THOUGHT
AND	
<b>Semester III DSE-2A (3)</b> And <b>Semester IV DSE-2B (3)</b>	POLITICAL JOURNALISM  POLITICAL JOURNALISM
<b>SKILL ENHANCEMENT COURSE (SEC)</b> <b>(Value / Skill Based Course)</b>	
<b>Semester III SEC 2A (2)</b>	BASICS OF INDIAN CONSTITUTION
<b>Semester IV SEC 2B (2)</b>	BASICS OF INDIAN CONSTITUTION

**Savitribai Phule Pune University, Pune**  
**S. Y. B. A. Political Science**  
**(CBCS pattern to be implemented from 2020-2021)**  
**Core Course (C.C.)**  
**AN INTRODUCTION TO POLITICAL SCIENCE**

**Objectives:**

This course is designed to acquaint students with the –

1. Important sub themes of Political Science as a discipline
2. Approaches to study Political Science
3. Basic Concepts and Values in Political Science

	<b>SEMESTER III</b>	<b>PERIOD</b>
	<b>CC-I C (3)</b>	
<b>Unit 1: The Study of Political Science</b>		<b>12</b>
a) Definition		
b) Nature		
c) Scope		
<b>Unit 2: Approaches to Study Political Science</b>		<b>11</b>
a) Normative		
b) Empirical		
c) Feminist		
<b>Unit 3: Basic Concepts</b>		<b>11</b>
a) The State		
b) The Market		
c) The Civil Society		
<b>Unit 4: Democracy</b>		<b>11</b>
a) Representative		
b) Deliberative		
c) Participatory		
	<b>SEMESTER IV</b>	
	<b>CC-I D (3)</b>	
<b>Unit 5: Basic Political Values</b>		<b>12</b>
a) Liberty		
b) Equality		
c) Justice		

<b>Unit 6: Rights</b>	<b>11</b>
a) Definition and Meaning	
b) Types	
c) Challenges	
<b>Unit 7: Ideologies</b>	<b>11</b>
a) Nationalism	
b) Socialism	
c) Fascism	
<b>Unit 8: International Organisations</b>	<b>11</b>
a) United Nations – Structures, Functions and Challenges	
b) Regional – EU, SAARC, OPEC, NATO	
c) MNCs	

**Readings:**

1. आवारी विलास, २०१९, *राज्यशास्त्र: बदलते प्रवाह व भूमिका*, कानपूर, गरिमा प्रकाशन.
2. Bhargava Rajeev and Ashok Acharya (eds.), 2008, *Political Theory*, Delhi, Pearson .
3. भार्गव राजीव आणि अशोक आचार्य (संपा), बनसोडे हेमंत (अनु.), *राजकीय सिद्धान्त*, नवी दिल्ली, पियरसन प्रकाशन.
4. Christiano Thomas and John Christman (eds.), 2009, *Contemporary Debates in Political Philosophy*, Malden, MA, Wiley-Blackwell.
5. Daniel R Brower, 2005, *The World Since 1945: A Brief History*, Pearson Prentice Hall .
6. गायकवाड संजय, २०१९, *मार्क्स आंबेडकर परिप्रेक्ष्यातून शिक्षण आणि रोजगार*, पुणे, शब्दसंग प्रकाशन.
7. Gaus Gerald F., 2000, *Political Concepts and Political Theories*, Boulder, Westview Press.
8. Goodin Robert, Philip Pettit and Thomas Pogge (eds.), 2007, *A Companion to Contemporary Political Philosophy*, Oxford, Blackwell.
9. Greenstein Fred I. and Pelsby Nelson W, 1975, *Handbook of Political Science*, Addison Wesley Longman.
10. Gupta Sachdeo and Singh S K, 1987, *Political Theory and Ideology*, Delhi, Ajanta Prakashan.
11. Henry D. Aiken, 1956, *The Age of Ideology*, New York, Mentor.
12. Heywood Andrew, *Political Theory – An Introduction*, 2004, Palgrave Basingstoke.
13. जाधव तुकाराम, २०१७, *राजकीय सिद्धांताची तोंड ओळख*, (Translation of O. P. Gauba, *An Introduction to Political Theory*), Pune, K'Sagar.
14. Kaviraj Sudipta and Khilnani Sunil, 2001, *Civil Society, History and Possibilities*, Cambridge, Cambridge University Press.
15. Mackenzie I, *Political Concepts*, 2005, *A Reader and Guide*, Edinburg, Edinburg University Press.
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17. पेंडसे अरुणा, सहस्रबुद्धे उत्तरा, २००८, *आंतरराष्ट्रीय संबंध: शीतयुद्धोत्तर आणि जागतिकीकरणाचे राजकारण*, Mumbai, Orient Longman Pvt Ltd .
18. रायपूरकर व्ही. आर., २००६, *आंतरराष्ट्रीय संबंध*, नागपुर, श्री मंगेश प्रकाशन.
19. रेगे मे. पु., २००५, *स्वातंत्र्य, समता आणि न्याय*, मुंबई, शांता रेगे.
20. Sheldon Garrett Ward, 2005, *Encyclopaedia of Political Thought*, New Delhi.
21. Varma S. P., 2002, *Modern Political Theory*, New Delhi, Vikas Publication.

**Savitribai Phule Pune University, Pune**  
**S. Y. B. A. Political Science**  
**(CBCS pattern to be implemented from 2020-2021)**  
**Core Course (C.C.)**  
**AN INTRODUCTION TO POLITICAL IDEOLOGIES**

**Objectives:**

This course is designed to acquaint students with the –

1. Role of different political ideologies and their impact in politics
2. Close link between an idea and its actual realization in public policy
3. Legacy of all the major ideologies

<b>SEMESTER III</b> <b>CC-1 C (3)</b>	<b>PERIOD</b>
<b>Unit 1: Ideology</b>	<b>12</b>
a) Origin, Meaning, Definition	
b) Nature	
c) Scope	
<b>Unit 2: Nationalism</b>	<b>11</b>
a) Meaning, Definitions and Elements	
b) Progressive and Reactionary	
c) Internationalism	
<b>Unit 3: Democratic Socialism</b>	<b>11</b>
a) Meaning and Nature	
b) Features	
c) Achievements and Limitations	
<b>Unit 4: Fascism</b>	<b>11</b>
a) Principles	
b) Factors responsible for the rise of Fascism	
c) Evaluation	
<b>SEMESTER IV</b> <b>CC-1 D (3)</b>	
<b>Unit 5: Marxism</b>	<b>12</b>
a) Historical Materialism	
b) Marxian State	
c) Neo Marxism	

<b>Unit 6: Phule-Ambekarism</b>	<b>11</b>
a) Equality	
b) Cast & Religion	
c) Democracy	
<b>Unit 7: Gandhism</b>	<b>11</b>
a) Truth and Non-Violence	
b) Theory of Gram Swaraj	
c) Satyagraha	
<b>Unit 8: Feminism</b>	<b>11</b>
a) Meaning and Nature	
b) Liberal Feminism	
c) Feminism in India : Caste and Patriarchy	

**Readings:**

1. D. Bell, 1960, *The End of Ideology*, New York, The Free Press.
2. देवरे सुरेश, २०२०, राजकीय विचार प्रणाली, (Semester 3, e-Book), Amazon Asia Pacific Hoardings Pvt. Ltd.
3. देवरे सुरेश, २०२०, राजकीय विचार प्रणाली, (Semester 4, e-Book), Amazon Asia Pacific Hoardings Pvt. Ltd.
4. E. Gellner, 1983, *Nations and Nationalism*, Oxford, Blackwell.
5. गायकवाड संजय, २०१९, मार्क्स आंबेडकर परिप्रेक्ष्यातून शिक्षण आणि रोजगार, पुणे, शब्दसंग प्रकाशन.
6. J. Bondurant, 1965, *Conquest of Violence: the Gandhian Philosophy of Conflict*, Berkeley, University of California Press.
7. L. P. Baradat, 1989, *Political Ideologies: Their Origins and Impact*, Englewood Cliffs NJ, Prentice Hall.
8. P. Gay, 1952, *The Dilemma of Democratic Socialism: Eduard Bernstein's challenge to Marx*, New York, Columbia University Press.
9. R. M. Christenson, et al., 1971, *Ideologies and Modern Politics*, London, Thomas Nelson and Sons.
10. R. N. Berki, 1975, *Socialism*, London, John Dent and Sons.
11. R. N. Iyer, 1973, *The Moral and Political Thought of Mahatma Gandhi*, New York, Oxford University Press.
12. Sayyad Yasinbhai Gulabbhai, 2018, *Modern Political Theory*, Kanpur, International Publication.
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**DISCIPLINE SPECIFIC ELECTIVE COURSE**  
**WESTERN POLITICAL THOUGHT**

**Objectives:**

This course is designed to acquaint students with the –

1. Major traditions of thought that have shaped political discourse in different parts of the world.
2. The great diversity of social contexts and philosophical visions.
3. The history of political thought as a series of critical, interconnected and open-ended conversations about the ends and means of the good life.

<b>SEMESTER III</b> <b>DSE-1A (3)</b>	<b>PERIOD</b>
<b>Unit 1: Plato</b>	<b>12</b>
a) Ideal State	
b) View on Education	
c) Theory of Justice	
<b>Unit 2: Aristotle</b>	<b>11</b>
a) Classification of the State	
b) Views on Slavery	
c) Theory of Revolution	
<b>Unit 3: Machiavelli</b>	<b>11</b>
a) Human Nature	
b) Attitude towards Religion and Morality	
c) Views on State	
<b>Unit 4: Locke</b>	<b>11</b>
a) State of Nature	
b) Natural Rights	
c) Theory of Social Contract	
<b>SEMESTER IV</b> <b>DSE-1B (3)</b>	
<b>Unit 5: Rousseau</b>	<b>12</b>
a) State of Nature	
b) General Will	
c) Theory of Social Contract	



<b>Unit 6: Hegel</b>	<b>11</b>
a) Idealism	
b) Theory of State	
c) Views on Freedom	
<b>Unit 7: J. S. Mill</b>	<b>11</b>
a) Views on Liberty	
b) Representative Government	
c) Views on Utilitarianism	
<b>Unit 8: Karl Marx</b>	<b>11</b>
a) Historical Materialism	
b) Class Struggle	
c) Theory of State and Revolution	

**Readings:**

1. Adams Ian and R.W.Dyson, 2004, *Fifty Great Political Thinkers*, London , Rutledge.
2. भोळे भास्कर, १९९५, *पाश्चिमात्य राजकीय विचारवंत*, नागपुर, पिंपळापुरे.
3. Deo Vijay, SharadGosavi&SanjyotApte, 2011, *Western Political Thought*,Pune , Diamond Publication.
4. देवरेसुरेश, २०२०, *पाश्चिमात्यराजकीयविचार(सेमेस्टर-३, ईपुस्तक)*, अमेझॉनएशिया-पॅसिफिक होल्लिंग्ज प्रायव्हेट लिमिटेड.
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9. Nelson Brian R. 2006, *Western Political Thought*, Second Edition, New Delhi , Pearson Education .
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11. Sabine G.H. 1971, *A History of Political Theory*, Calcutta, Oxford & I.B.H.
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**S. Y. B. A. Political Science**  
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**DISCIPLINE SPECIFIC ELECTIVE COURSE**  
**POLITICAL JOURNALISM**

**Objectives:**

This course is designed to acquaint students with the –

1. Complex relationship between the communication, media and power politics.
2. Critical appraisal of practices of political image management, campaigns, propaganda and censorship.
3. Indian context of political Journalism

<b>SEMESTER III</b> <b>DSE-2A (3)</b>	<b>PERIOD</b>
<b>Unit 1: An introduction to Political Journalism</b>	<b>12</b>
a) Definition and Meaning	
b) Nature	
c) Scope	
<b>Unit 2: Agencies of Political Journalism</b>	<b>11</b>
a) Print	
b) Electronic	
c) Web	
<b>Unit 3: History of Political Journalism</b>	<b>11</b>
a) Pre-Independence	
b) Post-Independence	
c) World History	
<b>Unit 4: Methods of Political Journalism</b>	<b>11</b>
a) Reporting of Political Events	
b) Political Interview	
c) Commentary of Legislation	

**SEMESTER IV**  
**DSE-2B (3)**

<b>Unit 5: Indian Political Process &amp; Journalism</b>	<b>12</b>
a) Role of Social Media in Political Process	
b) Election and Media: Loksabha and Maharashtra Vidhansabha 2014 and 2019 General Elections	
c) Political Parties and Social Media	
<b>Unit 6: Mediatisation of Politics</b>	<b>11</b>
a) Definition and Meaning	
b) Practices	
c) Mediums	
<b>Unit 7: Media &amp; Public Opinion</b>	<b>11</b>
a) Definition and Meaning	
b) Practices	
c) Mediums	
<b>Unit 8: Challenges before Political Journalism</b>	<b>11</b>
a) Increase of Paid News	
b) Party Spirited News Papers & Commercialization	
c) Media Saturation	

**Readings:**

1. आमलेखी, २०२०, प्रोपगंडा, पुणे, मनोविकास प्रकाशन.
2. BorhadeShekhar, 2019, *India & USA's Strategic Dilemma in a Fractured World Order*, Ahmednagar, Suvarnshilp Publications,.
3. बोरटे योगेश, २०१९, सोशल मीडिया, धुळे, अथर्व पब्लिकेशन्स.
4. बोटे पाटील बाळ, २०१७, मुद्दे आणि गुद्दे, पुणे, सकाळ प्रकाशन.
5. बोटे पाटील बाळ, २०१७, पक्ष आणि निष्पक्ष, पुणे, सकाळ प्रकाशन.
6. बोटे पाटील बाळ, २०१८, कानोकानी, पुणे, सकाळ प्रकाशन.
7. बोटे पाटील बाळ, २०१९, नेतृत्व मीमांसा, पुणे, सकाळ प्रकाशन.
8. बोटे पाटील बाळ, २०१९, राजकारण व माध्यमे, पुणे, विश्वकर्मा प्रकाशन.
9. बोटे पाटील बाळ, २०२०, राजकीय पत्रकारीता, पुणे, सकाळ प्रकाशन.
10. Carey Jams W & Cates A., 2004, *Journalism*, West Port, London, Laibraries Unlimited.
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12. Hacker, K and Van Djik J, 2000, *Digital Democracy: Issues of Theory and Practice*, Thousand Oaks, Sage.

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14. Kamath M. V., 2002, *Professional Journalism*, New Delhi, Vikas Publishing House Pvt.Ltd..
15. कुलकर्णी प्रकाश, १९८९, *माध्यम*, पुणे, श्रीविद्या प्रकाशन.
16. पवार श्रीराम, २०१७, *धुमाळी*, पुणे, सकाळ प्रकाशन.
17. पवार श्रीराम, २०१८, *जगाच्या अंगणात*, पुणे, सकाळ प्रकाशन.
18. पवार श्रीराम, २०१८, *राजपाठ*, पुणे, सकाळ प्रकाशन.
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20. सरदेसाई राजदीप, २०१५, २०१४ *देशाचा चेहरा बदलणारी निवडणूक*, मुंबई, अक्षर प्रकाशन.
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**SAVITRIBAI PHULE PUNE UNIVERSITY**  
(Formerly University of Pune)

**S.Y.B.A. Political Science Syllabus**  
(CREDIT & SEMESTER SYSTEM)

**Extra Credit syllabus will be implemented with effect from the  
academic year 2020-2021 at College Centers**

**SKILL ENHANCEMENT COURSE (SEC)**  
( Value/Skill Based Course )

**Savitribai Phule Pune University**  
**Political Science**  
**Syllabus for S. Y. B. A. (Extra Credit)**  
**BASICS OF INDIAN CONSTITUTION**

**Objectives:**

1. To acquaint students with the important features of the Constitution of India and with the basic framework of Indian government.
2. To familiarize students with the working of the Constitution of India.

**SEMESTER III**  
**SEC-2A (2)**

**UNIT – I**

**1. Making of the Indian Constitution**

- a) Historical Background
- b) Constituent Assembly
- c) Preamble
- d) Salient Features

**UNIT - II**

**2. Fundamental Rights**

Major Fundamental Rights-

- a) Right to Equality
- b) Right to Liberty
- c) Right to Freedom of Religion
- d) Cultural and Educational Rights

**References:**

1. Austin Granville, 1999, *The Indian Constitution: Cornerstone of a Nation*, Oxford, Oxford University Press.
2. Austin Granville, 2003, *Working a Democratic Constitution: The Indian Experience*, Delhi, Oxford University Press.
3. आवटे श्रीरंजन आणि राही श्रुती गणेश , २०१९ , *आपलं आयकार्ड* , पुणे , द युनिक अॅकॅडमी पब्लिकेशन .
4. Basu D.D., 2018, *Introduction to the Constitution of India*, New York, LexisNexis.
5. Brass Paul, 1994, *The Politics of Indian Since Independence*, Cambridge, Cambridge University Press,
6. भोळे भा.ल., २०१५, *भारतीयगणराज्याचे शासन आणि राजकारण*, नागपूर, पिंपळापुरे प्रकाशन.
7. चपळगावकरनरेंद्र, २००२, *राज्यघटनेचे अर्धशतक*, मुंबई, मौज प्रकाशन.

8. जाधवतुकाराम आणि विशरापूरकरमहेश, २०१२, भारतीयराज्यघटनावघटनात्मक प्रक्रिया, पुणे, द युनिक अॅकॅडमी पब्लिकेशन.
9. देवरे सुरेश, २०२०, भारतीय राज्यघटनेची ओळखअमेझॉन एशिया पॉसिफिक (पुस्तक-ई, २/१-सेमेस्टर), .होल्डींगज प्रायव्हेट लिमिटेड
10. Jha Rajesh, 2011, *Fundamentals of Indian Political System*, Delhi, Pearson.
11. कांबळेबाळ, वकीलअलिम आणिवदेवरेपी .डी., २०१२, भारताचीराज्यघटना, राजकारणवकायदा, पुणे, डायमंड प्रकाशन.
12. साठे सत्यरंजन, १९९८, भारताच्याराज्यघटनेची५० वर्षे, पुणे, कॉन्टिनेंटल प्रकाशन.
13. व्होरा राजेंद्र आणि पळशीकर सुहास, २०१०, भारतीयलोकशाही: अर्थ आणि व्यवहार, पुणे, डायमंड प्रकाशन.

**Savitribai Phule Pune University**  
**Political Science**  
**Syllabus for S. Y. B. A. (Extra Credit)**  
**BASICS OF INDIAN CONSTITUTION**

**Objectives:** This paper focuses in detail on the political processes and the actual functioning of the political system. It emphasizes on local influences that derive from social stratification of castes and jatis, from language, religion, ethic and economic determinants and critically assesses its impact on the political processes.

**SEMESTER – IV**  
**SEC 2B (2)**

**UNIT – I**

**1. Fundamental Duties**

- a) Concept of Fundamental Duties
- b) Nature of Fundamental Duties
- c) Importance of Fundamental Duties

**UNIT – II**

**2. Directive Principles of State Policy**

- a) Concept of Directive Principles of State Policy
- b) Nature of Directive Principles of State Policy
- c) Significance of Directive Principles of State Policy

**References:**

1. Austin Granville, 1999, *The Indian Constitution: Cornerstone of a Nation*, Oxford, Oxford University Press.
2. Austin Granville, 2003, *Working a Democratic Constitution: The Indian Experience*, Delhi, Oxford University Press.
3. आवटे श्रीरंजन आणि राही श्रुती गणेश , २०१९ , *आपलं आयकार्ड* , पुणे , द युनिक अॅकॅडमी पब्लिकेशन .
4. Basu D.D., 2018, *Introduction to the Constitution of India*, New York, LexisNexis.
5. Brass Paul, 1994, *The Politics of Indian Since Independence*, Cambridge, Cambridge University Press,
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7. चपळगावकरनरेंद्र, २००२, *राज्यघटनेचे अर्धशतक*, मुंबई, मौज प्रकाशन.
8. जाधवतुकाराम आणि विशरापूरकरमहेश, २०१२ , *भारतीयराज्यघटनाघटनात्मक प्रक्रिया* , पुणे , द युनिक अॅकॅडमी पब्लिकेशन.



9. देवरे सुरेश , २०२०, भारतीय राज्यघटनेची ओळखअमेझॉन एशिया पॉसिफिक (पुस्तक-ई , २/१-सेमेस्टर) ,  
.होल्डींगज प्रायव्हेट लिमिटेड
10. Jha Rajesh, 2011, *Fundamentals of Indian Political System*, Delhi, Pearson.
11. कांबळेबाळ, वकीलअलिम आणि देवरेपी .डी., २०१२, *भारताची राज्यघटना , राजकारणकायदा*,  
पुणे, डायमंड प्रकाशन.
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13. व्होरा राजेंद्र आणि पळशीकर सुहास , २०१० , *भारतीय लोकशाही: अर्थ आणि व्यवहार* , पुणे , डायमंड  
प्रकाशन.



**S.Y.B.A. Public Administration Syllabus**  
(CREDIT & SEMESTER SYSTEM)

**Revised Syllabus will be implemented with effect from the  
academic year 2020-2021**

**Savitribai Phule Pune University**  
**PUBLIC ADMINISTRATION**  
**Syllabus of S.Y.B.A**  
**(CBCS pattern to be implemented from 2020-2021)**

<b>PAPER NO.</b>	<b>PAPER TITLE</b>
<b>CORE COURSES (C.C.):</b>	
<b>Semester III CC-1 C (3)</b>	DISTRICT ADMINISTRATION
And	
<b>Semester IV CC-1 D (3)</b>	DISTRICT ADMINISTRATION
<b>DISCIPLINE SPECIFIC ELECTIVE COURSE (DSE)</b>	
<b>Semester III DSE-1A (3)</b>	PERSONEL ADMINISTRATION
And	
<b>Semester IV DSE-1B (3)</b>	PERSONEL ADMINISTRATION
AND	
<b>Semester III DSE-2A (3)</b>	DEVELOPMENT ADMINISTRATION
And	
<b>Semester IV DSE-2B (3)</b>	DEVELOPMENT ADMINISTRATION
<b>SKILL ENHANCEMENT COURSE (SEC)</b> <b>(Value / Skill Based Course)</b>	
<b>Semester III SEC 2A (2)</b>	BASICS OF INDIAN CONSTITUTION
<b>Semester IV SEC 2B (2)</b>	BASICS OF INDIAN CONSTITUTION

**Savitribai Phule Pune University, Pune**  
**S. Y. B. A. Public Administration**  
**(CBCS pattern to be implemented from 2020-2021)**  
**CORE COURSE (C.C.)**  
**DISTRICT ADMINISTRATION**

**Objectives**

1. To introduce the students to the concept of District Administration.
2. To make students aware of the changes related to the District Administration.

<b>EMESTER –III</b> <b>CC-1C (3)</b>	<b>PERIOD</b>
<b>Unit 1: District Administration</b>	<b>12</b>
a) Evolution of District Administration	
b) Meaning and Importance of District Administration	
c) Elements of District Administration	
<b>Unit 2: District Collector</b>	<b>11</b>
a) Powers and Functions	
b) Changing Role	
<b>Unit 3: Law and Order</b>	<b>11</b>
c) Meaning and Principles	
d) Agencies of Law and Order	
<b>Unit 4: Revenue Administration</b>	<b>11</b>
a) Sub Divisional Officer	
b) Tahashildar	
c) Circle Inspector	
d) Talathi	
<b>SEMESTER – IV</b> <b>CC-1D (3)</b>	
<b>Unit 5: District Police Administration</b>	<b>12</b>
a) District Superintendent Police – Powers, Functions & Role	
b) Local Crime Branch (L. C. B.)	
c) Police Patil	
d) Police Public Relations	
<b>Unit 6: Subordinate Judiciary in India</b>	<b>11</b>
a) District, Session and Taluka Court: Composition and Functions	

- b) District Consumer Courts
- c) Problems and Reforms of Subordinate Judiciary in India

**Unit 7: District Prison Administration** **11**  
a) Structure and Functions  
b) Problems and Reforms

**Unit 8: Agencies at District Level** **11**  
a) District Planning Committee  
b) District Disaster Management Authority  
c) District Rural Development Agency

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1. Arora R. K. and Goyal Rajani, 2009, *Indian Public Administration*, New Delhi, VishwaPrakasahn.
2. अरोडारमेश आणि चतुर्वेदीगीता, २००७, *भारतमें राज्याप्रशासन*, जयपूर, आरबीएसएपब्लिशर्स.
3. Battacharya M., Dayal Ishwar and Mathur Kuldeep, 1976, *District Administration*, New Delhi, McMillan.
4. इंगळे उत्तम, २०१२, *महाराष्ट्रातील पोलीस जनतासंबंध*, परभणी, प्रतिभा प्रकाशन.
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6. कटारिया सुरेंद्र, २००७, *राज्य प्रशासन*, नई दिल्ली, मलिक एण्ड कंपनी.
7. लोणारकर प्रवीण, २०२०, *महाराष्ट्र आणि जिल्हा प्रशासन*, लातूर, अरुणा प्रकाशन.
8. वाघमारे आणि गजभारे, २०१८, *महाराष्ट्र आणि जिल्हा प्रशासन*, लातूर, अरुणा प्रकाशन.

**Savitribai Phule Pune University, Pune**  
**S. Y. B. A. Public Administration**  
**(CBCS pattern to be implemented from 2020-2021)**  
**DISCIPLINE SPECIFIC ELECTIVE COURSE (DSE)**  
**PERSONNEL ADMINISTRATION**

**Objectives**

1. To acquaint students with basic ideas and concepts in Personnel Administration.
2. To make students aware of the various changes and issues in Personnel Administration.

<b>SEMESTER – III</b> <b>DSE-1A (3)</b>	<b>PERIOD</b>
<b>Unit 1: Personnel Administration</b>	<b>12</b>
a) Meaning, Nature and Scope	
b) Characteristics of Public Personnel Administration in India	
c) Functions and Significance	
<b>Unit 2: Civil Service</b>	<b>11</b>
a) Meaning, Features and Functions	
b) Classification of Civil Services System	
<b>Unit 3: Recruitment and Training</b>	<b>11</b>
a) Recruitment: Meaning, Importance and Types	
b) Methods of Recruitment: Spoils and Merit System	
c) Training: Meaning, Objectives and Types	
<b>Unit 4: Promotion and Retirement</b>	<b>11</b>
a) Meaning, Principles of Promotion	
b) Meaning, Needs and Benefits of Retirement	
<b>SEMESTER -IV</b> <b>DSE-1B (3)</b>	
<b>Unit 5: Problems of Personnel Administration</b>	<b>12</b>
a) Human Resource Development	
b) Performance Appraisal	
c) Stress Management and Motivation	
<b>Unit 6: Rights of Employees</b>	<b>11</b>
a) Right to form Association	
b) Right to Strike	
<b>Unit 7: Issues in Personnel Administration</b>	<b>11</b>
a) Discipline	
b) Accountability	
c) Corruption	
<b>Unit 8: Public Personnel Grievances &amp; Redress Mechanisms</b>	<b>11</b>
a) Whitley Council	
b) Staff Council	

c) Administrative Tribunals

**Readings**

1. Avasthi and Maheshwari, 2006, *Public Administration*, Agra, Laxmi Narayan Agarwal Publications.
2. Awari Vilas, 2020, *Public Administration*, Kanpur, Garima Prakashan.
3. बंग के.आर., २०१३, *कर्मचारीवित्तप्रशासन*, औरंगाबाद, विद्याबुक्स.
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**Savitribai Phule Pune University, Pune**  
**S. Y. B. A. Public Administration**  
**(CBCS pattern to be implemented from 2020-2021)**  
**DISCIPLINE SPECIFIC ELECTIVE COURSE (DSE)**  
**DEVELOPMENT ADMINISTRATION**

**Objectives**

1. To acquaint students with the basic concepts and ideas of Development Administration
2. To give them an understanding of importance, relevance and new trends of Development Administration

<b>SEMESTER – III</b> <b>DSE-2A (3)</b>	<b>PERIOD</b>
<b>Unit 1: Introduction</b>	<b>12</b>
a) Development Administration- Meaning, Nature	
b) Scope and Importance	
c) Features of Development Administration	
<b>Unit 2: Origin and Development of Development Administration</b>	<b>11</b>
a) Evolution	
b) Rigg’s Model of Development Administration	
<b>Unit 3: Approaches to the Study of Development Administration</b>	<b>11</b>
a) Ecological Approach	
b) Participatory Approach	
<b>Unit 4: New Trends in Development Administration</b>	<b>11</b>
a) E- Governance – Concept and Importance	
b) Public Private Partnership	
<b>SEMESTER – IV</b> <b>DSE-2B (3)</b>	
<b>Unit 5: Bureaucracy in Development Administration</b>	<b>12</b>
a) Meaning	
b) Characteristics of Bureaucracy	
c) Role of Bureaucracy in Development Administration	
<b>Unit 6: Non-Governmental Agencies and Voluntary Organizations</b>	<b>11</b>
a) Meaning and Nature	
b) Role	
<b>Unit 7: New Perspectives of Development</b>	<b>11 20</b>



- a) Human Development Indicators
- b) Sustainable Development Goals

**Unit 8: Issues in Development Administration**

11

- a) Globalization and Development
- b) Gender Parity in Development

**Readings:**

1. Awari Vilas, 2020, *Public Administration*, Kanpur, Garima Prakashan.
2. बंगके.आर., २०११, *विकासप्रशासन*, औरंगाबाद, विद्याबुक्सपब्लिशर्स.
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**SAVITRIBAI PHULE PUNE UNIVERSITY**  
(Formerly University of Pune)

**S.Y.B.A. Public Administration Syllabus**  
(CREDIT & SEMESTER SYSTEM)

**Extra Credit syllabus will be implemented with effect from the  
academic year 2020-2021 at College Centers**

**SKILL ENHANCEMENT COURSE (SEC)**

( Value/Skill Based Course )

**Savitribai Phule Pune University**  
**Public Administration**  
**Syllabus for S.Y.B.A. (Extra Credit)**  
**BASICS OF INDIAN CONSTITUTION**

**Objectives:**

1. To acquaint students with the important features of the Constitution of India and with the basic framework of Indian government.
2. To familiarize students with the working of the Constitution of India.

**SEMESTER III**  
**SEC-2A (2)**

**UNIT – I**

**1. Making of the Indian Constitution**

- a) Historical Background
- b) Constituent Assembly
- c) Preamble
- d) Salient Features

**UNIT - II**

**2. Fundamental Rights**

Major Fundamental Rights-

- a) Right to Equality
- b) Right to Liberty
- c) Right to Freedom of Religion
- d) Cultural and Educational Rights

**References:**

1. Austin Granville, 1999, *The Indian Constitution: Cornerstone of a Nation*, Oxford, Oxford University Press.
2. Austin Granville, 2003, *Working a Democratic Constitution: The Indian Experience*, Delhi, Oxford University Press.
3. आवटे श्रीरंजन आणि राही श्रुती गणेश , २०१९ , *आपलं आयकार्ड* , पुणे , द युनिक अॅकॅडमी पब्लिकेशन .
4. Basu D.D., 2018, *Introduction to the Constitution of India*, New York, LexisNexis.
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**Savitribai Phule Pune University**  
**Public Administration**  
**Syllabus for S.Y.B.A. (Extra Credit)**  
**BASICS OF INDIAN CONSTITUTION**

**Objectives:** This paper focuses in detail on the political processes and the actual functioning of the political system. It emphasizes on local influences that derive from social stratification of castes and jatis, from language, religion, ethic and economic determinants and critically assesses its impact on the political processes.

**SEMESTER – IV**

**SEC 2B (2)**

**UNIT – I**

**1. Fundamental Duties**

- a) Concept of Fundamental Duties
- b) Nature of Fundamental Duties
- c) Importance of Fundamental Duties

**UNIT – II**

**2. Directive Principles of State Policy**

- a) Concept of Directive Principles of State Policy
- b) Nature of Directive Principles of State Policy
- c) Significance of Directive Principles of State Policy

**References:**

1. Austin Granville, 1999, *The Indian Constitution: Cornerstone of a Nation*, Oxford, Oxford University Press.
2. Austin Granville, 2003, *Working a Democratic Constitution: The Indian Experience*, Delhi, Oxford University Press.
3. आवटे श्रीरंजन आणि राही श्रुती गणेश , २०१९ , *आपलं आयकार्ड* , पुणे , द युनिक अॅकॅडमी पब्लिकेशन .
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.होल्डींगज प्रायव्हेट लिमि
10. Jha Rajesh, 2011, *Fundamentals of Indian Political System*, Delhi, Pearson.
11. कांबळे बाळ, वकील अलिम आणि व देव रेपी .डी., २०१२, *भारताची राज्यघटना , राजकारण व कायदा*, पुणे,  
डायमंड प्रकाशन.
12. साठे सत्यरंजन, १९९८ , *भारताच्या राज्य घटनेची ५० वर्षे*, पुणे , कॉन्टिनेंटल प्रकाशन.
13. व्होरा राजेंद्र आणि पळशीकर सुहास , २०१० , *भारतीय लोकशाही: अर्थ आणि व्यवहार* , पुणे , डायमंड  
प्रकाशन.