

**The Kelkar Education Trust's  
V G Vaze College of Arts, Science and Commerce  
(Autonomous)**



Syllabus for SYBA -(June 2024 Onwards)  
Program: B.A.-Semester 3  
Course Title: Political Science – II –  
Indian Political System (The Constitutional Framework)

<b>Course Code</b>	<b>Paper Title</b>	<b>Credit</b>
<b>APOL301 NEW NEP: VGVUMPOL301</b>	<b>Political Science- II Indian Political System (The Constitutional Framework)</b>	<b>03</b>

**The Kelkar Education Trust's  
V G Vaze College of Arts, Science and Commerce  
(Autonomous)**

1. Syllabus as per Choice Based Credit System

i) Name of the Programme : S.Y.B.A

ii) Course Code : **APOL301 (NEW NEP: VGVUMPOL301)**

iii) Course Title : Semester I - Political Science - Indian Political System (The Constitutional Framework)

iv) Semester wise Course Contents : Copy of the syllabus Enclosed v)

References and additional references : Enclosed in the Syllabus vi)

Credit structure :

No. of Credits per Semester : 03

vii) No. of lectures per Unit : 15

viii) No. of lectures per week : 03

ix) No. of Tutorial per week : NA

2. Scheme of Examination : (i) Semester End Exam: 60 marks (4 Questions of 15 marks ) (ii) Internal Assessment 40 marks:

- Test 15 marks
- Project/ Assignment 15 marks
- Class Participation: 10 marks

3 Special notes, if any : No

4 Eligibility, if any : As laid down in the College Admission brochure / website 5

Fee Structure : As per College Fee Structure specifications 6 Special Ordinances /

Resolutions, if any : No

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**Programme: SYBA Semester: III**

**Course : Political Science– II Course Code : APOL301 (NEW NEP: VGVUMPOL301)**

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	4	-	-	15	15	10	-	-	60	100
<b>Max. Time, End Semester Exam (Theory) - 2Hrs.</b>										

**Prerequisite 1. Basic knowledge of the Indian Constitution**

**2. Basic interest in the study of the Indian Constitution and various organs of the government**

**Course Objectives**

1. To introduce the Indian Constitution and certain basic technicalities to the learners.
2. To open the minds of our Constitution framers to the learners and to analyse the reasons which went into making our Constitution.
3. To make the learner understand the philosophical foundations of the Indian Constitution.
4. To understand the institutions and agencies that the State functions through namely Legislature , Judiciary and Executive.
5. To understand the functioning of the Parliamentary Committees.

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<b>Course Content</b>		
<b>Unit No.</b>	<b>Content</b>	<b>Lectures</b>
<b>1</b>	<b><u>1. Introduction to the Constitution</u></b> 1.1 Philosophical foundations of the Constitution 1.2 Preamble 1.3 Basic Features	11
<b>2</b>	<b><u>2. Citizens and the Constitution</u></b> 2.1 Fundamental Rights – Arts 14 to 18 2.2 Fundamental Rights –Arts 19 to 32 2.3 Directive Principles of State Policy	12
<b>3</b>	<b><u>3. Legislature and Judiciary</u></b> 3.1 Parliament (with particular focus on review of working) 3.2 Judicial System – Original and Writ Jurisdiction 3.3 Judicial Activism (Cases and Contemporary Developments)	11
<b>4</b>	<b><u>4. Executive</u></b> 4.1 Union Executive - the President 4.2 Evolution and functioning of Council of Ministers and Prime Minister's Office. 4.3 Parliamentary Committees.	11
	<b>Total No. of Lectures</b>	45

**Vice-Chancellor Nominee –Dr. Harshad Bhosale**

**Beyond the Syllabus**

Tutorial Activities: Students' Presentations, Group Discussions, Use of M-learning and E-learning, Role play, Book Review

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<b>List of Experiments</b>	
<b>Sr. No.</b>	<b>Description</b>
<b>1</b>	<b>Module 1.1, 1.2 and 1.3</b> Presentations, discussions , ICT-enabled sessions
<b>2</b>	<b>Module 2.1, 2.2 and 2.3</b> Presentations, discussions, case studies, ICT-enabled sessions
<b>3</b>	<b>Module 3.3</b> Discussions, Case studies
<b>4</b>	<b>Module 4.3</b> Discussions, Case studies

<b>Semester III: Political Science – Paper II (Paper Pattern)</b>
Duration: 2 hours Marks: 60
Q.1 Essay type (Unit 1) 15 marks
Q.2 Essay type (Unit 2) 15 marks
Q.3 Essay type (Unit 3) 15 Marks
Q.4. Essay type (Unit 4) 15 Marks

<b>Course Outcome</b>
<b>After the completion of the course, students will able to:</b>
CO1: Understand the philosophy of the Indian Constitution
CO2: Familiarise with the fundamental rights and directive principles for better governance
CO3: Comprehend the functioning of the legislative and judicial branch of the state
CO4: Realise the importance of the powers and functions of the executive branch and its working

**The Kelkar Education Trust's  
V G Vaze College of Arts, Science and Commerce  
(Autonomous)**

**Recommended Resources**

**Text Books** Political Science – Sheth Publications

**Reference Books**

1. Austin Granville, The Indian Constitution: Cornerstone of a Nation, Second Edition
2. Austin Granville, Working a Democratic Constitution: The Indian Experience
3. Basu, Durga Das, Introduction to the Constitution of India, Lexis Nexis, 2012.
4. Kashyap, S. Our Parliament: An Introduction to the Parliament of India
5. Laxmikant, M, Indian Polity, TMH, 2015.
6. Laxmikant, M., Governance in India, TMH, 2015.
7. Pylee, M. V., An Introduction to the Constitution of India, Vikas Publishing, 2008.
8. Sharma, Brij Kishore, Introduction to the Constitution of India, PHI Learning, 2009.

**E-Resources**

[https://www.india.gov.in/sites/upload\\_files/npi/files/coi\\_part\\_full.pdf](https://www.india.gov.in/sites/upload_files/npi/files/coi_part_full.pdf)

<http://legislative.gov.in/constitution-of-india>

**The Kelkar Education Trust's  
V G Vaze College of Arts, Science and Commerce  
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**Syllabus Prepared by:**

1. Dr. Shilpa Suryawanshi: Chairperson, Syllabus Committee and Head, Dept of Political Science , KET's V.G. Vaze College, Mulund (East), Mumbai 400 081
2. Ms. Vishakha Patil, Member, Syllabus Committee, Dept of Political Science , KET's V. G. Vaze College, Mulund (East), Mumbai 400 081

**The Kelkar Education Trust's  
V G Vaze College of Arts, Science and Commerce  
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Syllabus for SYBA -(June 2024 Onwards)  
Program: B.A. -Semester 4  
Course Title: Political Science – II–  
Indian Political System(Indian Political Process)

<b>Course Code</b>	<b>Paper Title</b>	<b>Credit</b>
<b>APOL401 NEW NEP: VGVUMPOL401</b>	<b>Political Science – II– Indian Political System (Indian Political Process)</b>	<b>03</b>



**The Kelkar Education Trust's  
V G Vaze College of Arts, Science and Commerce  
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1. Syllabus as per Choice Based Credit System

i) Name of the Programme : S.Y.B.A

ii) Course Code : **APOL401 (NEW NEP: VGVUMPOL401)**

iii) Course Title : Semester IV - Political Science - Indian Political System(Indian Political Process)

iv) Semester wise Course Contents : Copy of the syllabus Enclosed

v) References and additional references : Enclosed in the Syllabus

vi) Credit structure :

No. of Credits per Semester : 03

vii) No. of lectures per Unit : 15

viii) No. of lectures per week : 03

ix) No. of Tutorial per week : NA

2. Scheme of Examination : (i) Semester End Exam: 60 marks (4 Questions of 15 marks ) (ii) Internal Assessment 40 marks:

- Test 15 marks
- Project/ Assignment 15 marks
- Class Participation: 10 marks

3 Special notes, if any : No

4 Eligibility, if any : As laid down in the College Admission brochure / website 5

Fee Structure : As per College Fee Structure specifications 6 Special Ordinances / Resolutions, if any : No

**The Kelkar Education Trust's  
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**Programme: SYBA Semester: IV**

**Course : Political Science– II Course Code : APOL401 (NEW NEP: VGVUMPOL401)**

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	4	-	-	15	15	10	-	-	60	100
<b>Max. Time, End Semester Exam (Theory) - 2Hrs.</b>										

**Prerequisite 1. Basic knowledge of the Indian Political Process**

**2. Basic interest in the study of the Indian Political Process and social dynamics operating in India**

**Course Objectives**

1. To understand the changing relationship between Centre and States in India and changing nature of Federal system in India.
2. To make learners conversant with the political and electoral process in India.
3. To help learners secure a deep insight into significant variables in the system such as caste, religion, gender.
4. To understand the challenges faced by the Indian political system and gain a sensitive comprehension to the contributing factors.
5. To gain insight of the Centre-State relations in India
6. To develop awareness of the threats (internal and external) possessed to the national security

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<b>Course Content</b>		
Unit No.	Content	Lectures
<b>1</b>	<p><b><u>1. Changing Nature of Federal System</u></b>            1.1 Concept, Provisions and Structure of Federalism.            1.2 Reorganization of States on linguistic basis (Demand For Smaller States)            1.3 Changing Dynamics of Centre-State Relations</p>	11
<b>2</b>	<p><b><u>2. Party System in India.(1947 to present)</u></b>            2.1 Evolution of Party System in India.            2.2 Coalition Politics in India.            2.3 Regional Parties and Coalition Politics at State level.</p>	12
<b>3</b>	<p><b><u>3. Social Dynamics (Special Focus on Case Studies)</u></b>            3.1 Caste and Religion            3.2 Language            3.3 Gender</p>	11
<b>4</b>	<p><b><u>4. Challenges to National Security</u></b>            4.1 Terrorism (With reference to Jammu and Kashmir)            4.2 Insurgency (With reference to North East, Left Wing Extremism)            4.3 Technological Challenges( fake news, security of Electoral machinery)</p>	11
	<b>Total No. of Lectures</b>	45

**Vice-Chancellor Nominee** –Dr.Harshad Bhosale

**Beyond the Syllabus**

Tutorial Activities: Students' Presentations, Group Discussions, Use of M-learning and E-learning, Role play, Book Review

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<b>List of Experiments</b>	
Sr. No.	Description
1	<b>Module 1.1, 1.2 and 1.3</b> Presentations, discussions ,case studies, ICT-enabled sessions
2	<b>Module 2.1, 2.2 and 2.3</b> Presentations, discussions, case studies, ICT-enabled sessions
3	<b>Module 3.3</b> Presentations, discussions, case studies, ICT-enabled sessions
4	<b>Module 4.3</b> Presentations, discussions, case studies, ICT-enabled sessions

<b>Semester IV: Political Science – Paper II(Paper Pattern)</b>
<b>Duration: 2 hours Marks: 60</b>
<b>Q.1 Essay type (Unit 1) 15 marks</b>
<b>Q.2 Essay type (Unit 2) 15 marks</b>
<b>Q.3 Essay type (Unit 3) 15 Marks</b>
<b>Q.4. Essay type (Unit 4) 15 Marks</b>

<b>Course Outcome</b>
<b>After the completion of the course, students will able to:</b>
CO1: Understand the intricacies of Centre-State relations and changing dynamics therein.
CO2: Analyse the Indian political party systems and its significance.
CO3: Develop theoretical attention for conceptual understanding of Caste, Religion and Gender in Indian political context.
CO4: Identify the challenges to national security (internal and external) and the counter-strategies of the state

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**Recommended Resources**

**Text Books** Political Science – Sheth Publications

**Reference**

1. Abbas, H., Kumar, Ranjay, and Alam, Mohammad Aftab, Indian Government and Politics, Pearson, 2011.
2. Baruah, Sanjib, (Ed.), Ethno nationalism in India: A Reader (Critical Issues in Indian Politics), Oxford University Press, 2012. \
3. Basu, Durga Das, Introduction to the Constitution of India, Lexis Nexis, 2012.
4. Baxi, Upendra and Parekh, Bhiku (Eds.), Crisis and Change in Contemporary India New Delhi: Sage Publications, 1995.
5. Bhambhri, C.P.: Indian politics: 2001-2004; political process and change of government. Delhi. Shipra Publications, 2005
6. Bhargava, Rajeev, Politics and ethics of the Indian constitution, Oxford University Press, 2009. Chakrabarty, Bidyut, and Pande, Rajendra Kumar, Indian Government and Politics, Sage Publications, 2008. Chandra, Bipan, .Communalism in modern India,.HarAnand Publications, 2008.
7. Choudhry, Sujit, Madhav Khosla, and Pratap Bhanu Mehta,.The Oxford Handbook of the Indian Constitution. Oxford University Press, 2016.
8. D'Souza, Peter Ronald & Sridharan, E.: India's political parties. [ed. by] New Delhi Sage Publications India Pvt. Ltd., 2006
9. Ghosh, Peu, Indian Government and Politics, PHI Publications, 2012. \
10. Jayal, Nirja G., and Mehta, Bhanu Pratap, The Oxford Companion to Politics in India, OUP, 2011. Jayal, N. G. (Ed.), Democracy in India, (Oxford in India Readings: Themes in Politics) May 2001
11. Jha, Pravin Kumar, Indian Politics in Comparative Perspective, Pearson, 2012. Kaviraj, S., Politics in India, Oxford University Press, April 2001.
12. Kohli, Atul: The success of India's democracy. [ed. by] New Delhi. Foundation Books Pvt. Ltd., 2002
13. Kothari, Rajni: State against democracy: In search of humane governance. Delhi. Ajanta Publications, 1988 Laxmikant, M, Indian Polity, TMH Publications, 2015.
14. Laxmikant, M., Governance in India, TMH Publications, 2015.
15. Mohanty, Manoranjan (Ed.), Class, caste, gender. SAGE Publications India, 2004.
16. Paranjape, Shrikant, India's Internal Security: Issues and Perspectives, Kalinga Publications, 2009.
17. Pylee, M. V., An Introduction to the Constitution of India, Vikas Publishing, 5<sup>th</sup> Edition
18. Shah, Ghanshyam, Social Movements and the State (Readings in Indian Government and Politics) Nov 2001
19. Singh, Mahendra Prasad & Mishra, Anil: Coalition politics in India: Problems and prospects [ed. by] New Delhi. Manohar Publishers & Distributors, 2004

**E-Resources**

[http://sajms.com/wpcontent/uploads/2017/01/Role\\_of\\_Caste\\_in\\_Indian\\_Politics-My\\_Paper.pdf](http://sajms.com/wpcontent/uploads/2017/01/Role_of_Caste_in_Indian_Politics-My_Paper.pdf)  
[http://globalbizresearch.org/HongKong\\_Conference\\_2018\\_jan3/docs/doc/3.%20Management,%20Marketing,%20Tourism%20&%20Hospitality/HK839.pdf](http://globalbizresearch.org/HongKong_Conference_2018_jan3/docs/doc/3.%20Management,%20Marketing,%20Tourism%20&%20Hospitality/HK839.pdf)

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1. Dr. Shilpa Suryawanshi: Chairperson, Syllabus Committee Head, Dept of Political Science , KET's V.G. Vaze College, Mulund (East), Mumbai 400 081
2. Ms. Vishakha Patil, Member, Syllabus Committee, Dept of Political Science , KET's V. G. Vaze College, Mulund (East), Mumbai 400 081

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Syllabus for SYBA -(June 2024 Onwards)  
Program: B.A. -Semester 3  
Course Title: Political Science – III –  
Public administration (Public Administration)

<b>Course Code</b>	<b>Paper Title</b>	<b>Credit</b>
<b>APOL302 NEW NEP: VGVUNPOL302</b>	<b>Political Science – III Public administration (Public Administration)</b>	<b>04</b>

**The Kelkar Education Trust's  
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(Autonomous)**

1. Syllabus as per Choice Based Credit System

i) Name of the Programme : S.Y.B.A

ii) Course Code : APOL302 (**NEW NEP: VGVUNPOL302**)

iii) Course Title : Semester III - Political Science – III Public administration (Public Administration)

iv) Semester wise Course Contents : Copy of the syllabus Enclosed

v) References and additional references : Enclosed in the Syllabus

vi) Credit structure :

No. of Credits per Semester : 03

vii) No. of lectures per Unit : 11/12

viii) No. of lectures per week : 03

ix) No. of Tutorial per week : NA

2. Scheme of Examination : (i) Semester End Exam: 60 marks (4 Questions of 15 marks ) (ii) Internal Assessment 40 marks:

- Test 15 marks
- Project/ Assignment 15 marks
- Class Participation: 10 marks

3 Special notes, if any : No

4 Eligibility, if any : As laid down in the College Admission brochure / website 5

Fee Structure : As per College Fee Structure specifications 6 Special Ordinances /

Resolutions, if any : No



**The Kelkar Education Trust's  
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**Programme: SYBA Semester: III**

**Course : Political Science– III Course Code : APOL302 (NEW NEP: VGVUNPOL302)**

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
3	3	-	-	15	15	10	-	-	60	100
<b>Max. Time, End Semester Exam (Theory) - 2Hrs.</b>										

**Prerequisite 1. Basic knowledge of the Public Administration**

**2. Basic interest in the study of the Public administration and theories of motivation and leadership**

<b>Course Objectives</b>
1.To set the learner's tone towards learning Administration
2. To introduce the concept of Public administration and certain basic technicalities to the learners
3. To recognize the newer developments in the field of Public Administration
4. To value the significance of the Public Administration
5.To understand the of issues of administrative concern, basic principles and theories of organization
6. To understand the various theories of motivation and leadership

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<b>Course Content</b>		
<b>Unit No.</b>	<b>Content</b>	<b>Lectures</b>
<b>1</b>	<p><b><u>1: Introduction to Public Administration</u></b>            1.1 Meaning, Scope and Significance            1.2 Evolution of Public Administration as a Discipline            1.3 Public Administration in the Age of Liberalisation, Privatisation and Globalisation</p>	12
<b>2</b>	<p><b><u>2. Theories of Administration</u></b>            2.1 Scientific Management Theory- F.W. Taylor            2.2 Bureaucratic Theory- Max Weber            2.3 Human Relations Theory- Elton Mayo</p>	10
<b>3</b>	<p><b><u>3. Basic Principles and Theories of Organisation</u></b>            3.1 Hierarchy, Delegation, Centralisation- Decentralisation            3.2 Motivation Theories- McGregor, McClelland            3.3 Leadership Theories- Trait theory, Contingency theory</p>	12
<b>4</b>	<p><b><u>4. Contemporary Techniques and Practices in Administration</u></b>            4.1 Good Governance            4.2 E-Governance            4.3 Public-Private Partnership (PPP)</p>	11
<b>Total No. of Lectures</b>		45

**Vice-Chancellor Nominee –Dr. Harshad Bhosale**

**Beyond the Syllabus**

Tutorial Activities: Students' Presentations, Group Discussions, Use of M-learning and E-learning, Role play, Book Review

**The Kelkar Education Trust's  
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**List of Experiments**

Sr. No.	Description
1	<b>Module 1.1, 1.2 and 1.3</b> Presentations, discussions , ICT-enabled sessions
2	<b>Module 2.1, 2.2 and 2.3</b> Presentations, discussions , ICT-enabled sessions
3	<b>Module 3.3</b> Presentations, discussions , ICT-enabled sessions
4	<b>Module 4.3</b> Presentations, discussions , ICT-enabled sessions

**SemesterIII: Political Science – Paper III (Paper Pattern)**

**Duration: 2 hours Marks: 60**

**Q.1 Essay type (Unit 1) 15 marks**

**Q.2 Essay type (Unit 2) 15 marks**

**Q.3 Essay type (Unit 3) 15 Marks**

**Q.4. Essay type (Unit 4) 15 Marks**

**Course Outcome**

**After the completion of the course, students will able to:**

**CO1:** Look into the changing nature of public administration with better insight.

**CO2:** Be interested in understanding the applicable, contemporary and relatable theories covered in this course.

**CO3:** Apply the Principles of Organization and Techniques of Motivation wherever possible.

**CO4:** Gain knowledge about the various Contemporary Administrative Practices and their applications in work life.

**The Kelkar Education Trust's  
V G Vaze College of Arts, Science and Commerce  
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**Recommended Resources**

**Text Books** Political Science – Sheth Publications

**Reference Books** · Bava, Noorjahan. *Public Administration in the 21st Century*, Kanishka Publishers New Delhi, 2010.

- Avasthi, Maheshwari, *Public Administration*, Laxmi Narayan Agarwal Publications, Agra, 2006.
- Bhattacharya, Mohit, *New Horizons of Public Administration*, Jawahar Publications, New Delhi, 2008.
- Chakrabarty, Bidyut, and Bhattacharya Mohit (ed.), *Public Administration a Reader*, Oxford University Press, New Delhi, 2005
- Fadia, B. L. & Dr. Kuldeep Fadia, *Public Administration: Administrative Theories and Concepts*, Sahitya Bhawan, Agra, 2015.
- Laxmikant M., *Public Administration*, Tata McGraw Hill, New Delhi, 2011.
- Sharma, M. P., and Sadana, B. L., *Public Administration in Theory and Practice*, KitabMahal, New Delhi, .2014
- VishnooBhagwan and VidyaBhusan, *Public Administrative*, S. Chand., New Delhi, 2010.
- *Indian Journal of Public Administration*

**E- Resources**

1. University of Mumbai, Public Administration, [https://archive.mu.ac.in/myweb\\_test/SYBA%20Study%20Material/pol\\_sc-III.pdf](https://archive.mu.ac.in/myweb_test/SYBA%20Study%20Material/pol_sc-III.pdf)
2. IGNOU, Administrative Theory, <https://egyankosh.ac.in/handle/123456789/3738>

**The Kelkar Education Trust's  
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**Syllabus Prepared by:**

1. Dr. Shilpa Suryawanshi: Chairperson, Syllabus Committee and Head, Dept of Political Science , KET's V.G. Vaze College, Mulund (East), Mumbai 400 081
2. Ms. Vishakha Patil, Member, Syllabus Committee, Dept of Political Science , KET's V. G. Vaze College, Mulund(East), Mumbai 400 081

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Syllabus for SYBA

(June 2024 Onwards)

Program: B.A.

Semester 4

Course Title: Political Science – III –

Public administration (Indian Administration)

<b>Course Code</b>	<b>Paper Title</b>	<b>Credit</b>
<b>APOL402 NEW NEP: VGVUNPOL402</b>	<b>Political Science – III Public administration (Indian Administration)</b>	<b>03</b>

**The Kelkar Education Trust's  
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(Autonomous)**

1. Syllabus as per Choice Based Credit System

i) Name of the Programme : S.Y.B.A

ii) Course Code : APOL402 (**NEW NEP: VGVUNPOL402**)

iii) Course Title : Semester III - Political Science – III Public administration (Public Administration)

iv) Semester wise Course Contents : Copy of the syllabus Enclosed

v) References and additional references : Enclosed in the Syllabus

vi) Credit structure :

No. of Credits per Semester : 03

vii) No. of lectures per Unit : 11/12

viii) No. of lectures per week : 03

ix) No. of Tutorial per week : NA

2. Scheme of Examination : (i) Semester End Exam: 60 marks (4 Questions of 15 marks ) (ii) Internal Assessment 40 marks:

- Test 15 marks
- Project/ Assignment 15 marks
- Class Participation: 10 marks

3 Special notes, if any : No

4 Eligibility, if any : As laid down in the College Admission brochure / website 5

Fee Structure : As per College Fee Structure specifications 6 Special Ordinances /

Resolutions, if any : No

**The Kelkar Education Trust's  
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**Programme: SYBA Semester: IV**

**Course : Political Science– III Course Code : APOL402 (NEW NEP: VGVUNPOL402)**

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
3	3	-	-	15	15	10	-	-	60	100
<b>Max. Time, End Semester Exam (Theory) - 2Hrs.</b>										

- Prerequisite 1. Basic knowledge of the Indian Administration**  
**2. Basic interest in the study of the Indian administration and contemporary issues therein.**

<b>Course Objectives</b>
1. To set the learner's tone towards learning Indian Administration
2. To recognize the importance of Personnel administration
3. To value the significance of UPSC and MPSC
4. To introduce the concept of Financial administration and certain basic technicalities to the learners
5. To know the Anti-corruption Laws in India
6. To understand the contemporary issues related to Indian administration.



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Unit No.	Content	Lectures
1	<p><b><u>1. Introduction to Indian Administration</u></b>            1.1 Evolution and Constitutional context            1.2 Salient features            1.3 District Administration since independence</p>	12
2	<p><b><u>2. Personnel Administration</u></b>            2.1 Recruitment - All India Services, Central services and state services            2.2 Public Service Commission - Union Public Service Commission and Maharashtra Public Service Commission            2.3 Training - All India Services, Central services, State services (Maharashtra)</p>	10
3	<p><b><u>3. Financial Administration</u></b>            3.1 Budgetary process            3.2 Parliamentary committees - Public Accounts Committee, Estimates committee, Committee on Public Undertakings            3.3 Comptroller and Auditor General</p>	12
4	<p><b><u>4. Contemporary issues in Indian Administration</u></b>            4.1 Integrity in Administration - Lokpal, Lokayukta and CVC            4.2 Citizen and Administration - Role of Voluntary Agencies, Right to Information (RTI Act 2005)            4.3 Citizen's Charter</p>	11
	<b>Total no of lectures</b>	45

**Vice-Chancellor Nominee –Dr. Harshad Bhosale.**

**Beyond the Syllabus**

Tutorial Activities: Students' Presentations, Group Discussions, Use of M-learning and E-learning, Role play, Book Review

**The Kelkar Education Trust's  
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**List of Experiments**

<b>Sr. No.</b>	<b>Description</b>
<b>1</b>	<b>Module 1.1, 1.2 and 1.3</b> Presentations, discussions , ICT-enabled sessions
<b>2</b>	<b>Module 2.1, 2.2 and 2.3</b> Presentations, discussions , ICT-enabled sessions
<b>3</b>	<b>Module 3.3</b> Presentations, discussions , ICT-enabled sessions
<b>4</b>	<b>Module 4.3</b> Presentations, discussions , case studies, ICT-enabled sessions

**Semester IV: Political Science – Paper III (Paper Pattern)**

**Duration: 2 hours Marks: 60**

**Q.1 Essay type (Unit 1) 15 marks**

**Q.2 Essay type (Unit 2) 15 marks**

**Q.3 Essay type (Unit 3) 15 Marks**

**Q.4. Essay type (Unit 4) 15 Marks**

**Course Outcome**

**After the completion of the course, students will able to:**

**CO1:** Look into the nature of Indian Administration with better insight.

**CO2:** Become familiar with bureaucracy and can also take up a career in civil services.

**CO3:** Comprehend the Financial Administration Mechanisms in India.

**CO4:** Become a responsible and participatory citizen in governmental activities.

**The Kelkar Education Trust's  
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**Recommended Resources**

**Text Books** Political Science – Sheth Publications

**Reference Books**

Book in English

1. Laxmikant m., Governance in India, Tata McGraw Hill, New Delhi, 2011.
2. Lamikant m., Public Administration, Tata McGraw hill, New Delhi, 2011.
3. Arora Ramesh, and Goyal Indian Public Administration, Institutions and Issues, Wishwa Publication.
4. Sharma, M. K., Financial Administration, Anmol Publication,
5. Fadia, B. L., and Fadia, Kuldeep, Indian Administration, Sahitya Bhavan,
6. Tyagi, A. R., Personnel Administration,
7. Thavaraj, M.J.K., Financial Administration.
8. The Indian Journal of Public Administration, Special Issue on Controlling Corruption in India: Various Approaches and their Efficacy, July-September 2011, Vol. LVII, No. 3.

Books in Marathi

1. Patil, V. B., LokPrashasan, ShriMangeshPrakashan, Nagpur.
2. Patil, V. B., SamagraLokPrashasan, K Sagar, Pune.
3. Bhogale, Shantaram, LokprashasanacheSiddhantaaniKaeryapadhati, Kailas Prakashan, Aurangabad.
4. Patil, B. B., LokPrashasan, Phadake Prakashan, Kolhapur.
5. Bakane, Chhaya, LokPrashasan, ShrividyaPrakashan, Pune.

**E-Resources**

1. IGNOU, Personnel Administration <https://egyankosh.ac.in/handle/123456789/51022>
2. IGNOU, Indian Administration, <https://egyankosh.ac.in/handle/123456789/3731>
3. IGNOU, Financial Administration <https://egyankosh.ac.in/handle/123456789/3759>
4. University of Mumbai, Public Administration, [https://archive.mu.ac.in/myweb\\_test/SYBA%20Study%20Material/pol\\_sc-III.pdf](https://archive.mu.ac.in/myweb_test/SYBA%20Study%20Material/pol_sc-III.pdf)

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**Syllabus Prepared by:**

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2. Ms. Vishakha Patil, Member, Syllabus Committee Head, Dept of Political Science , KET's V. G. Vaze College, Mulund(East), Mumbai 400 081

**Board of Studies -Department: - Political Science.**

**1. Vice-Chancellor Nomination**

–Dr. Harshad Bhosale, Professor, Department of Political Science, Deccan Education Society's Kirti M. Doongursee College of Arts, Science & Commerce (Autonomous)

**2. Subject Expert (From other University)-**

a. Dr .Chaitra Redkar- Associate Professor, Department of Humanities & Social Sciences at Indian Institute of Science Education and Research (IISER), Dr Homi Bhabha Road, Pune 411008.

b. Dr. Sanjyot Apte, Associate Professor, Vice Principal , Sir Parshurambhau College, Tilak Road, Pune .

**3. Industry/ Corporate Sector**

Dr. Sameer Patil, Senior Fellow, Observer Research Foundation (ORF), Mumbai.

**4. Meritorious Alumnus –**

Dr. Deepak Pawar, Professor and Head Department of Political Science, University of Mumbai.

**5. Member:-**

Ms. Vishakha Patil, Assistant Professor, Department of Political Science, The KET'S V.G.Vaze College (Autonomous), Mumbai.

**6. Chairperson:-**

Dr. Shilpa Suryawanshi - Head, Department of Political Science, The KET'S V G Vaze College (Autonomous), Mumbai