

# University of Pune

Syllabus Submitted by BOS – Politics to BCUD

**Syllabus for TYBA**

**80:20 Pattern to be implemented from 2010-11**

## Content

1. Syllabus for T.Y.B.A. (Politics)

General Politics III

Special Paper III

Special Paper IV

2. Syllabus for T.Y.B.A. (Public Administration)

General Public Administration III

Special Paper III

Special Paper IV

Note: B.O.S. is authorized to make additions and alterations to the readings from time to time.

University of Pune

Politics

Syllabus for TYBA

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**General Course**

Paper No	Paper Title
PO – G III:	India and the World
	OR
PO – G III	International Organizations

**Special Course**

PO – S III	Introduction to Public Administration
PO – S IV	Political Concepts and Ideologies

## **SYLLABUS FOR TYBA POLITICS (G-III)**

### **INDIA AND THE WORLD**

#### **Objectives:-**

The content of this course are designed with following objectives.

1. To introduce the nature and emerging trends of India's foreign policy
2. To acquaint the students with India's stand on international issues vis-à-vis the world
3. To acquaint the students with the domestic and international security concerns

#### **SECTION-I**

**Weightage**

##### **UNIT-I: - India's Foreign Policy**

**10**

- A) Historical Origins: Continuity and Change
- B) Determinants and Principles of Foreign Policy
- C) Instruments/Institutional Mechanism of Foreign Policy Making

##### **UNIT-II: - India and Non-Aligned Movement (NAM)**

**13**

- A) Evolution, Meaning and Nature of NAM: Role of India
- B) Socio-economic Basis of NAM
- C) Contemporary Relevance of NAM

##### **UNIT-III: - India and the UN**

**13**

- A) India and the United Nations (UN) system
- B) Issues of Permanent Membership of Security Council
- C) Contribution of India to Peace Keeping Operations

##### **UNIT-IV: - India's Security Concerns**

**12**

- A) National Security Perceptions
- B) Military and Non-Military Challenges
- C) India and Neighbors-Relations with Pakistan and China.

#### **SECTION- II**

**Weightage**

##### **UNIT-V: - India's Nuclear Policy**

**10**

- A) Nuclear Policy since Independence
- B) India's Nuclear Doctrine
- C) Disarmament: India's stand on Non-Proliferation Treaty (NPT) and Comprehensive Test Ban Treaty (CTBT)

##### **UNIT-VI: - India and Major Powers**

**13**

- A) India and the U.S.
- B) India and Russia
- C) India and European Union

**UNIT-VII: - India and Contemporary World Issues**

**13**

- A) Terrorism
- B) Human Rights
- C) Environmental Degradation

**UNIT-VIII: - India and Globalization**

**12**

- A) India and the New Economic Order
- B) India and Multilateral Agencies: WTO,IMF and World Bank
- C) Role of Diaspora in promoting multicultural understanding across the globe

**REFERENCE BOOKS**

1. Pendase Aruna, Uttara Sahastrabuddhe, (2008), Aantarrashtriya Sambandh: Shitauddhottar aani Jagtikikaranache Rajkaran, Orient Longman Pvt Lts, Mumbai
2. Devlankar Shailendra, (2007), *Bharatiya Prarashtradhoran*, Pratima Prakashan, Pune
3. Tikekar Manisha, (2010), *Bharat aani Shejari Rashtre*, Sadhana Prakashan, Pune
4. Lalit Mansingh, Venkatraman M, Dilip Lahiri (1998), Indian Foreign Policy Agenda For The 21st Century Vol 1, Vol 2, Konark Publishers Pvt Ltd, New Delhi
5. Gautam Sen, (2008) *Conceptualising India's Security in the 21<sup>st</sup> Century*, Atlantic Publishers, New Delhi
6. Rajpurkar Vasant (2009): Antarastriya Sambandh, Mangesh Prakashan Nagpur.

**OR**

**SYLLABUS FOR TYBA POLITICS (G-III)**

**INTERNATIONAL ORGANISATIONS**

**OBJECTIVES:-**

The content of this course are designed with following objectives

1. To acquaint the students with the nature of International Organizations
2. To highlight the role of economic, regional and non-governmental organizations as international Players
3. To understand the major challenges to International Organizations

**SECTION-I**

**Weightage**

**UNIT-I: - Introduction**

**10**

- A) Meaning and Nature of International Organizations
- B) Evolution of International Organizations
- C) Legacy of League of Nations

**UNIT-II: - The UN System**

**13**

- A) Structural Issues
- B) Legal Issues
- C) Centrality of Nation-State

**UNIT-III: - Role of the United Nations regarding**

**13**

- A) Collective Security
- B) Disarmament
- C) Human Rights

**UNIT-IV: - International Specialized Agencies**

**12**

- A) United Nations Education, Scientific and Cultural Organization (UNESCO)
- B) United Nations Conference on Trade and Development (UNCTAD)
- C) International Atomic Energy Agency (IAEA)

**SECTION-II**

**Weightage**

**UNIT-V: - International Economic Organizations**

**10**

- A) Evolution of International Economic Order: Bretton Woods, International Bank for Reconstruction and Development (IBRD) and GATT (General Agreement on Tariffs and Trade)
- B) International Monetary Fund (IMF) and World Bank
- C) World Trade Organization (WTO)

**UNIT-VI: - International Regional Organizations**

**13**

- A) European Union
- B) Association of South East Asian Nations (ASEAN)
- C) South Asian Association for Regional Cooperation (SAARC)

**UNIT-VII: - International Non-Governmental Organizations**

**13**

- A) Transparency International
- B) Human Rights Watch
- C) Green Peace

**UNIT-VIII: - International Organizations: Contemporary Issues**

**12**

- A) Changing Role
- B) Problem of Intervention
- C) Challenges Before International Organizations

**REFERENCE BOOKS**

1. Daniel R Brower, (2005) *The World Since 1945: A Brief History*, Pearson Prentice Hall
2. Paul R Viotti, Mark V Kauppi, (2007), *International Relations and World Politics*, Pearson Prentice Hall
3. Pendase Aruna, Uttara Sahastrabuddhe, (2008), *Aantarrashtriya Sambandh: Shitauddhottar aani Jagtikikaranache Rajkaran*, Orient Longman Pvt Lts, Mumbai
4. Devlankar Shailendra, (2007), *Bharatiya Prarashtradhoran*, Pratima Prakashan, Pune
5. S K Sharma, Urmila Sharma (1997), *International Relations, Theory and History*, Atlantic Pub, Delhi
7. V R Raipurkar (2006) *Aantarrashtriya Sambandh*, Sri Mangesh Prakashan, Nagpur.

**SYLLABUS FOR TYBA POLITICS(S-III)**

**INTRODUCTION TO PUBLIC ADMINISTRATION**

**OBJECTIVES:-**

- 1) To acquaint the students with the discipline of Public Administration
- 2) To sensitize the students on the changing concerns of Public Administration.

**SECTION-I** **Weightage**

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**UNIT-I: - Nature and Scope of Public Administration** **10**

- A) Meaning, Nature, importance and scope of Public Administration.
- B) New Public Administration
- C) Recent Issues in Public Administration: i. Public-Private Partnership ii. Governance

**UNIT-II: - Approaches to the study of Public Administration** **13**

- A) Traditional Approaches
  - i) Historical (ii) Legal
- B) Modern Approaches
  - (i) Systems Approach (ii) Comparative Approach

**UNIT-III: - Organization** **13**

- A) Meaning and Importance
- B) Principles
  - i) Hierarchy (ii) Unity of Command (iii) Span of Control
- C) Line and Staff Agencies

**UNIT-IV: - Management** **12**

Meaning and Nature of Management

- A) Functions of Management i) Leadership (ii) Planning (iii) Decision making (iv) Coordination (v) Public Relations

**SECTION-II** **Weightage**

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**UNIT-V: - Personnel Administration** **10**

- A) Meaning and Functions of Civil Services
- B) Recruitment and Training
- C) Employer-Employee Relations

**UNIT-VI: - Financial Administration** **13**

- A) Meaning and Importance
- B) Budgetary Process
- C) Control over Finance: Public Accounts Committee and Estimate Committee

**UNIT-VII: - Administration at Work**

**13**

- A) Delegated Legislation
- B) Administrative Tribunals
- C) Public Accountability:
  - i) Lokpal (Ombudsman) (ii) Lokayukta

**UNIT-VIII: - Public Policy**

**12**

- A) Meaning and Nature
- B) Agencies: Governmental (Executive, Legislature and Judiciary) and Non-Governmental (NGOs, Media and Social Movements)

**REFERENCE BOOKS**

1. Singh Sahib and Singh Swinder (2006), Public Administration, Theory and Practice, New Academic Publication Co, Jalandhar
2. Avasthi Amreshwar, Maheshwari Shriram, (1982) Public Administration, Lakshmi Narainn Agarwal, Agra – 3
3. Bhagwan Vishnu, Bhushan Vidya (2007), Public Administration, S Chand and Company Ltd, New Delhi
4. Arora Ramesh, Goyal Rajni (2007) Indian Public Administration, Vishwa Prakashan, New Delhi
5. R.D.Sharma:-Development Administration Theory and Practice, H.K.Publishers and Distributers, Delhi, 1992.
6. Avasthi.A:- Municipal Administration in India, Laxminarayan, Agrawal, Agra-19.
8. Dr.Arjun Darshankar (2000), Panchayat Raj aani Nagari Prashan, Kailas Prakashan, Aurangabad, 4<sup>th</sup> Edition.
9. Patil V B, *Lok Prashasan*, Shri Mangesh Prakashan, Nagpur
10. Rumki Basu, (2004) Public Administration: Concepts and Theories, Sterling Publication, Delhi.
11. Bhogale Shantaram (2006) *Lokprashasanache Siddhant aani Kaeryapadhati*, Kailas Prakashan, Aurangabad.
12. B B Patil, (2006), *Lok Prashasan*, Phadake Prakashan, Kolhapur.



## SYLLABUS FOR TYBA POLITICS(S-IV)

### **POLITICAL CONCEPTS AND IDEOLOGIES**

#### **OBJECTIVES:-**

1. To introduce the students to the basic concepts and ideologies;
2. To acquaint the students with the contemporary debates across the ideologies

#### **SECTION-I:** \_\_\_\_\_ **Weightage**

##### **UNIT-I: - State** **10**

- A) Meaning and Nature
- B) Liberal and Neo Liberal concepts of State
- C) Marxian concept of State

##### **UNIT-II: - Political Obligations** **13**

- A) Meaning
- B) Bases

##### **UNIT-III: -Power and Authority** **13**

- A) Meaning and Nature
- B) Types
- C) Relation between Power and Authority

##### **UNIT-IV: - Liberty and Equality** **12**

- A) Meaning and Nature
- B) Types
- C) Relation between Liberty and Equality

#### **SECTION-II:** \_\_\_\_\_ **Weightage**

##### **UNIT-V: - Nationalism** **10**

- A) Meaning ,Nature and Elements
- B) Types :- I) Progressive Nationalism II) Cultural Nationalism

##### **UNIT-VI – Sarvodaya** **13**

- A) Major Feature of Sarvodaya
- B) Doctrines: Bhudan, Constructive Work and Gram Swarajya

##### **UNIT-VII: - Democratic Socialism** **13**

- A) Meaning and Nature
- B) Types.

**UNIT-VIII: - Feminism.**

12

- A) Meaning and Nature
- B) Liberal Perspectives of Feminism
- C) Marxian Perspective of Feminism

**REFERENCE BOOKS**

1. Robert Eceleshall, (1984) Political Ideologies: An Introduction, Hutchison, London
2. Leon P Baradat, (2008) Political Ideologies: Their Origins and Impact, Pearson Prantice Hall, South Asia
3. Ray B N, (2006) Political Theory: Interrogations and Interventions, Authors Press, Delhi
4. Andrew Haywood, (1992) Political Concepts, MacMillan, London
5. Andrew Haywood, (1992) Political Ideologies, MacMillan, London
6. Vijay Kasabekar, (1989) *Rajkiya Tatvaprnanali: Siddhant aani Vyavhar*, Srirampur
7. Bhaskar Laxman Bhole, (2002) *Rajkiya Siddhant and Vishleshan*, Pimpalpure Prakshan, Nagpur
8. Roy C Macridis, (1985) Contemporary Political Ideologies, Little Brown and Co., Boston
9. M P Rege, (2005), *Swatantra, Samata aani Nyaya* , Shanta Rege, Mumbai
10. Barbara Goodwin (2004) Using Political Ideologies, John Wisley and Sons, Chinchester
11. Vincent Andrew, (1992) Modern Political Ideologies, Blackwell, London
12. Ashok Chausalkar, *Navmarxwad*, Pratima Prakashan, Pune
13. Tukaram Jadhav, *Rajkiya Sidhantanchi Tond Olakh*, (Translation of O P Gauba, An Introduction to Political Theory), K'Sagar, Pune

## Public Administration

### Syllabus for TYBA

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#### **General Course**

Paper No	Paper Title
PA – G III:	Local Self Government in India

#### **Special Course**

PA – S III	Development Administration
PA – S IV	Institutions and Issues in Indian Administration

## **SYLLABUS FOR TYBA - PUBLIC ADMINISTRATION**

### **Local Self Government in India (G-III)**

#### **OBJECTIVES:-**

- 1) To acquaint the students with the Objectives, Structure and Functions of Local Government.
- 2) To acquaint the students with the working of the urban and rural system of Local Government.
- 3) To identify the role of Local Government in development.

#### **SECTION-I**

**Weightage**

##### **UNIT-I: - Local Government: Evolution**

**10**

- A) Meaning, Nature, importance and scope of Local government.
- B) Evolution of Local Government: Urban and Rural.
- C) Changing features of Local Government

##### **UNIT-II: - Urban Local Government**

**13**

- A) Evolution of Urban Local Government till 74<sup>th</sup> constitution amendment.
- B) Municipal Corporation: Structure, Functions and Finances

##### **UNIT-III: - Urban Local Government (Continued)**

**13**

- A) Municipal Council: Structure, Functions and Finances.
- B) Contention Boards: Structure, Functions and Finances

##### **UNIT-IV: - Control and Problems of Urban Government**

**12**

- A) State Government: Divisional Commissioner and District Collector.
- B) Problems of Urbanization.

#### **SECTION-II**

**Weightage**

##### **UNIT-V: - Democratic Decentralization**

**10**

- A) Evolution of Panchayat Raj Institution till 73<sup>rd</sup> and 74<sup>th</sup> Constitutional amendment
- B) Zillah Parishad and Panchayat Sammittee: Structure, Functions and Finances.

##### **UNIT-VI: - Democratic Decentralization (Continued)**

**13**

- A) Grampanchayat and Gramsabha: Structure, Functions and Finances.
- B) Relations between officials and non-officials.

##### **UNIT-VII: - Role of Panchayat Raj Institutions in Development.**

**13**

- A) Role in Democratization.
- B) Role in Social Change: Empowerment of the weaker sections.

**UNIT-VIII: - Panchayat Raj Institution: Problems and Control**

**12**

- A) State Government: District Collector-Chief Executive Officers of Zillah Parishad, Block Development Officers
- B) Problems: Rural-Urban Divide.

**RECOMMENDED BOOKS**

- 1) Avasthi. A (2004) Municipal Administration in India, Laxminarayan, Agrawal, Agra-19.
- 2) Maheshwari S R, (2004) Theories and Concepts in Public Administration, Laxmi Narayan Agrawal, Agra
- 3) Mutarib-M.A and Others(1982) Theory of Local Government, Sterling publishers, New Delhi.
- 4) Dr.Arjun Darshankar (2000), *Panchayat Raj aani Nagari Prashan*, Kailas Prakashan, Aurangabad, 4<sup>th</sup> Edition.
- 5) V B Patil (1999) *Panchayati Raj*, Vidya Prakashan, Nagpur,
- 6) A N Kulkarni, *Bharatiya Sthanik Swashasan*, Vidya Prakashan, Nagpur.
- 7) Shantaram Bhosale, *Bharatiya Sthanik Shasan*, Vidya Prakashan, Nagpur.

## SYLLABUS FOR TYBA - PUBLIC ADMINISTRATION

### **Development Administration (S-III)**

**Objectives:-**

1. To acquaint the students with the concept of development administration
2. To highlight the role of administration in Development

**SECTION-I** \_\_\_\_\_ **Weightage**

**UNIT-I: - Development Administration** **10**

- A) Concept of Development Administration
- B) Nature and Scope of Development Administration
- C) Feature's of Development Administration

**UNIT-II: - Machinery of Development Planning** **13**

- A) Central Planning
- B) State Planning
- C) District and Block Level Planning

**UNIT-III: - Policies and Their Implementation** **13**

- A) Land Reforms and Agriculture
- B) Co-operatives
- C) Community Development

**UNIT-IV: - Social Welfare Development in India** **12**

- A) Concept of Social Welfare
- B) Politics of Social Welfare: Education / Health /Social Justice

**SECTION-II** \_\_\_\_\_ **Weightage**

**UNIT-V: - Bureaucracy in Development Administration** **10**

- A) Meaning and Nature of Bureaucracy
- B) Role and Functions

**UNIT-VI: - Non-Governmental Agencies and Voluntary Organizations** **13**

- A) Meaning and Nature:- NGOs and pressure Groups
- B) Role and Functions

**UNIT-VII: - International Agencies** **13**

- A) Meaning and Nature
- B) Role and Functions

**UNIT-VIII: - Emerging issues in Development Administration** **12**

- A) Globalization
- B) Public Private Partnership

## **REFERENCE BOOKS**

1. S.K.Chatterji, (1981), Development Administration with Special reference to India. Surjit Publication, New Delhi
2. R.D.Sharma (1992) Development Administration, Theory and Practice H.K.Publishers and Distributers, Delhi.
3. Dr.Inamdar N.R & Dr.Kshire V.K (1986) District Planning in Maharashtra, Oxford, Delhi.
4. Bhalerao C N, Administration, Politics and Development in India, Bombay lalwani Publishing House.

## SYLLABUS FOR TYBA - PUBLIC ADMINISTRATION

### **Comparative Public Administration (S-IV)**

**(India, UK and USA)**

#### **OBJECTIVES:-**

- A) To acquaint the student with the real sub-discipline of Comparative Public Administration
- B) To develop cross-national perspectives on public administration

#### **SECTION-I**

**Weightage**

#### **UNIT-I: - Nature of Comparative Public Administration**

**10**

- A) Meaning
- B) Evolution

#### **UNIT-II: - Approaches to the study of Comparative Public Administration**

**13**

- A) Traditional Approaches
- B) Contemporary Approaches

#### **UNIT-III: - Patterns and Types of Administration**

**13**

- A) Administration in Developed and Developing Countries
- B) Rigg's Theory of Prismatic Society

#### **UNIT-IV: - Recruitment**

**12**

- A) Meaning and Importance of Recruitment
- B) Methods of recruitment
- C) Agencies of Recruitment in India, U.K and U.S.A

#### **SECTION-II**

**Weightage**

#### **UNIT-V: - Training**

**10**

- a. Objectives of Training
- b. Types of training in India, U.K. and U.S.A

#### **UNIT-VI – Employer-Employee Relations**

**13**

- A) Right to association,
- B) Right to Strike
- C) Machinery of neogation.

#### **UNIT-VII: - Administrative Law and Tribunals**

**13**

- D) Meaning and Scope of Administrative Law
- E) Meaning and Functions of Administrative Tribunals.

#### **UNIT-VIII: - Administrative Reforms.**

**12**

- A) Integrity in Administration, Problems of Corruption
- B) Vigilance Machinery in India, U.K and U.S.A.
- C) Administrative Reforms in India



## **REFERENCE BOOKS**

- 1) Avasthi A & Maheshwari S R (2007), Public Administration, Lakshmi Narayan Publication, Agra.
- 2) Arora Ramesh (1985) Comparative Public Administration, New Delhi.
- 3) S.P. Naidu (2006) Public Administration, Concepts & Theories, New Age International Publishers, New Delhi, (Reprint).
- 4) Patil V B, *Prashasan Vyavastha (Bharat, England, France, America Yethil Karmachari Prakashan)*, Sri Mangesh Prakashan, Nagpur.
- 5) Rigg Fred W, Administration in Developing Countries, Houghton Mifflin Co, Boston.