



**SOPHIA COLLEGE FOR WOMEN  
(AUTONOMOUS)**

Affiliated to

**UNIVERSITY OF MUMBAI**

**Programme: Political Science**

**Programme Code: SBAPOL**

**S.Y.B.A.**

**2018-19**

(Choice Based Credit System with effect from the year 2018-19)

### Programme Outline : SYBA (SEMESTER III)

Course Code	Unit No.	Name of the Unit	Credits
SB APOL301		THE CONSTITUTIONAL FRAMEWORK	3
	1	Introduction to the Constitution	
	2	Citizens and the Constitution	
	3	Legislature and Judiciary	
	4	Executive	
SB APOL302		PUBLIC ADMINISTRATION	3
	1	Introduction to Public Administration	
	2	Theories of Administration	
	3	Basic Principles and Theories of Organisation	
	4	Contemporary Techniques and Practices in Administration	

### Programme Outline : SYBA (SEMESTER IV)

Course Code	Unit No.	Name of the Unit	Credits
SB APOL401		INDIAN POLITICAL PROCESS	3
	1	Changing Nature of the Federal System	
	2	Party Politics and Elections	
	3	Social Dynamics	
	4	Challenges to National Security	
SB APOL402		INDIAN ADMINISTRATION	3
	1	Introduction to Indian Administration	
	2	Personnel Administration	
	3	Financial Administration	

Course Code	Unit No.	Name of the Unit	Credits
SB APOL401		INDIAN POLITICAL PROCESS	3
	1	Changing Nature of the Federal System	
	2	Party Politics and Elections	
	3	Social Dynamics	
	4	Challenges to National Security	
	4	Contemporary Issues in Indian Administration	

### **Preamble:**

Political Science is the academic discipline that studies systems of governance, political activities, political thoughts, and political behavior. It explores the theoretical and practical aspects of politics, including the analysis of political systems, institutions, processes, and policies. The field seeks to understand how power and resources are distributed and exercised, both within and between societies, and examines the role of citizens, leaders, ideologies, and public opinion in shaping political life. Through the study of Political Science, one gains insights into the functioning of governments, the development of political theories, and the factors influencing political stability and change, thereby contributing to the informed and active participation of individuals in their political communities.

Political Science employs a diverse range of methodologies, from qualitative analysis and historical approaches to quantitative research and statistical modeling. It draws on insights from economics, sociology, history, law, and other disciplines to provide a holistic understanding of political phenomena. The study of Political Science is vital for fostering informed citizenship, promoting democratic engagement, and advancing social justice.

By exploring the distribution of power, the dynamics of political change, and the factors influencing governance, Political Science equips individuals with the analytical tools necessary to critically evaluate political issues and contribute to the betterment of society. Whether addressing local, national, or global challenges, Political Science remains a crucial field for understanding the past, interpreting the present, and envisioning a future where human potential can be fully realized.

### **PROGRAMME OBJECTIVES**

<b>PO 1</b>	Foster understanding of Indian Political System and Public Administration.
<b>PO 2</b>	Discuss issues of Indian Politics and Public Administration.

<b>PO 3</b>	Evaluate governance and public policy.
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### **PROGRAMME SPECIFIC OUTCOMES**

<b>PSO 1</b>	The learner will stay informed about current political events and trends in India.
<b>PSO 2</b>	The learner will be able to apply their knowledge to analyze contemporary political challenges and opportunities.
<b>PSO 3</b>	The programme will prepare students for advanced studies in Political Science, Public Administration, law and related fields.

## SEMESTER 3

NAME OF THE COURSE	THE CONSTITUTIONAL FRAMEWORK	
CLASS	SYBA	
COURSE CODE	SBAPOL301	
NUMBER OF CREDITS	3	
NUMBER OF LECTURES PER WEEK	3	
TOTAL NUMBER OF LECTURES PER SEMESTER	45	
EVALUATION METHOD	INTERNAL ASSESSMENT	SEMESTER END EXAMINATION
TOTAL MARKS	25	75
PASSING MARKS	10	30

### COURSE OBJECTIVES

CO 1.	Introduction to the Indian Constitution with historical evolution, key features and Fundamental principles.
CO 2.	Understanding of Political Institutions and processes.
CO 3.	Engagement with current Political Development.

### COURSE LEARNING OUTCOMES:

CLO 1.	The learner will be able to have a thorough understanding of the Indian Constitution.
CLO 2.	The learner will gain in depth knowledge of the roles and functions of major political institutions in India.
CLO 3.	The learner will develop strong analytical skills, enabling them to conduct independent research, present well-reasoned arguments and contribute to the academic and policy debates.

UNIT 1	Introduction to the Constitution
1.1	Brief history of the making of Constitution
1.2	Preamble
1.3	Basic Features
UNIT 2	Citizens and the Constitution

2.1	Fundamental Rights - Articles 14 to 19
2.2	Fundamental Rights - Articles 20 to 32
2.3	Directive Principles of State Policy
UNIT 3	Legislature and Judiciary
3.1	Parliament
3.2	Judicial System – Original and Writ Jurisdiction
3.3	Judicial Activism
UNIT 4	Union Executive
4.1	Union Executive – The President
4.2	Prime Minister and Council of Ministers
4.3	Local Self Government – 73 <sup>rd</sup> and 74 <sup>th</sup> Amendments and their implementation

REFERENCES:

- Basu Duga Das, Introduction to the Constitution of India, Lexis Nexis, 2012.
- Laxmikant M, Indian Polity, TMH, 2015.
- Laxmikant M , Governance in India, TMH , 2015.
- Pylee M V , An Introduction to the Constitution of India , Vikas Publishing , 2008.
- Sharma Brij Kuma, Introduction to the Constitution of India, PHI Learning , 2009.

NAME OF THE COURSE	PUBLIC ADMINISTRATION	
CLASS	SYBA	
COURSE CODE	SBAPOL302	
NUMBER OF CREDITS	3	
NUMBER OF LECTURES PER WEEK	3	
TOTAL NUMBER OF LECTURES PER SEMESTER	45	
EVALUATION METHOD	INTERNAL ASSESSMENT	SEMESTER END EXAMINATION
TOTAL MARKS	25	75
PASSING MARKS	10	30

### **COURSE OBJECTIVES**

CO 1.	Define the role and purpose of public administration within the context of government and public policy.
CO 2.	Analyze the structures and functions of various governmental and non-governmental organizations involved in public administration.
CO 3.	Understand the policy-making process, including agenda-setting, formulation, implementation, and evaluation.

## COURSE LEARNING OUTCOMES:

CLO 1.	Students will be able to explain key concepts, theories, and historical developments in public administration and their relevance to contemporary governance.
CLO 2.	Students will be able to demonstrate key management and leadership skills specific to the public sector, including strategic planning, team management, and conflict resolution.
CLO 3.	Students will be able to apply financial management principles, including budgeting, financial analysis, and resource allocation, to public sector scenarios.

UNIT 1	Introduction to Public Administration
1.1	Meaning, Scope and Significance
1.2	Evolution of Public Administration as a discipline
1.3	Public Administration in the age of Liberalization, Privatisation and Globalization
UNIT 2	Theories of Administration
2.1	Scientific Management Theory- F.W. Taylor
2.2	Bureaucratic Theory- Max Weber
2.3	Human Relations Theory- Elton Mayo
UNIT 3	Basic Principles and Theories of Organisation
3.1	Hierarchy, Delegations, Centralisation- Decentralisation
3.2	Motivation Theories- MCGREGOR, MCCLELLAND
3.3	Leadership Theories- Trait Theory, Contingency Theory
UNIT 4	Contemporary techniques and practices in Administration
4.1	Good Governance
4.2	E- Governance
4.3	Public-Private Partnership (PPP)

## REFERENCES:

- 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
- K.S. Padhay, Indian Political Thought, New Delhi: PHI Learning Pvt. Ltd., 2011 .
- Laxmikanth M., Public Administration, Tata McGraw Hill, New Delhi, 2011
- Sahni, Pardeep, and Vayunandan, Etakula, Administrative Theory, PHI, New Delhi, 2010
- Sharma, M. P., and Sadana, B. L., Public Administration in Theory and Practice, Kitab Mahal, New Delhi, .2014
- Vishnoo Bhagwan and Vidya Bhusan, Public Administrative, S. Chand., New Delhi, 2010.
- 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.
- Online References [onlinelibrary.wiley.com](http://onlinelibrary.wiley.com)
- [www.library.lieden.edu/public-administration/digital-library-public-administration](http://www.library.lieden.edu/public-administration/digital-library-public-administration)

## SEMESTER 4

NAME OF THE COURSE	INDIAN POLITICAL PROCESS	
CLASS	SYBA	
COURSE CODE	SBAPOL401	
NUMBER OF CREDITS	3	
NUMBER OF LECTURES PER WEEK	3	
TOTAL NUMBER OF LECTURES PER SEMESTER	45	
EVALUATION METHOD	INTERNAL ASSESSMENT	SEMESTER END EXAMINATION
TOTAL MARKS	25	75
PASSING MARKS	10	30

### COURSE OBJECTIVES

CO 1.	Explore political dynamics and processes.
CO 2.	Investigate how social factors influence political behavior and policy decisions.
CO 3.	Development of Critical Thinking and Analytical skills.

### COURSE LEARNING OUTCOMES:

CLO 1.	The learner will critically examine socio-political and security issues in India.
CLO 2.	It will foster a lifelong interest in understanding and engaging with political issues.
CLO 3.	The learner will gain an in - depth knowledge and understanding of political processes in India.

UNIT 1	Changing nature of Federal System
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1.1	Centre – state relations with reference to Fiscal and Emergency Powers
1.2	Demand for greater autonomy
1.3	Changing dynamics of Centre-state relations
UNIT 2	Party Politics and elections
2.1	National Parties – Features
2.2	Regional Parties - characteristics
2.3	Analysis of electoral performance of National Regional Parties since 1989
UNIT 3	Social Dynamics
3.1	Caste (with reference to reservation)
3.2	Religion (with reference to communalism)
3.3	Gender (with reference to political participation)
UNIT 4	Challenges to National Security
4.1	Criminalization of Politics
4.2	Internal threats to security (with reference to Naxalism and Insurgency)
4.3	Global Terrorism

**REFERENCES:**

- Abbas, H Kumar, Ranjay and Aalam Mohammed Aftab, Indian Government and Politics, Pearson 2011.
- Chakravarty Bidyut and Pande Rejendra Kumar, India Government and Politics, Sage Publications, 2008.
- Chandoke Neera and Priyadarshi Praveen, Contemporary India, Pearson ,2009.
- Ghosh Peu, Indian Government and Politics, PHI, 2012.
- Jayal Nirja G. and Mehta Bhanupratap , The Oxford Companion to Politics in India, OUP , 2011.
- Jha Pravin Kumar, Indian Politics in Comparative Perspective,Pearson , 2012.
- Paranjpe Shrikant, India’s Internal Security: Issues and Perspectives, Kalinga Publications, 2009.
- Singh M.P. and Saxena Rekha, Indian Politics, PHI, 2011.

NAME OF THE COURSE	INDIAN ADMINISTRATION	
CLASS	SYBA	
COURSE CODE	SBAPOL402	
NUMBER OF CREDITS	3	
NUMBER OF LECTURES PER WEEK	3	
TOTAL NUMBER OF LECTURES PER SEMESTER	45	
EVALUATION METHOD	INTERNAL ASSESSMENT	SEMESTER END EXAMINATION
TOTAL MARKS	25	75
PASSING MARKS	10	30

### **COURSE OBJECTIVES**

CO 1.	Critically assess contemporary administrative reforms and their impact on governance and public administration.
CO 2.	Analyze the constitutional provisions related to Indian administration, including the roles and functions of key constitutional bodies.
CO 3.	Describe the organizational framework of Indian administration at the central, state, and local levels.

### **COURSE LEARNING OUTCOMES:**

CLO 1.	Learners will be able to explain the historical development of Indian administration from ancient times through colonial rule to the present.
CLO 2.	Learners will identify and describe the organizational structure of Indian administrative institutions at the central, state, and local levels.
CLO 3.	Apply fundamental principles of public administration to analyze administrative practices and challenges in India.

UNIT	INTRODUCTION TO INDIAN ADMINISTRATION
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1	
1.1	Evolution and Constitutional Context
1.2	Salient Features
1.3	District Administration Since Independence: Changing Role of District Collector
UNIT 2	PERSONNEL ADMINISTRATION
2.1	Recruitment: All India Services, Central Services, 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)
UNIT 3	FINANCIAL ADMINISTRATION
3.1	Budgetary Process
3.2	Parliamentary Committees: Public Accounts Committee, Estimates Committee, Committee on Public Undertakings
3.3	Comptroller and Auditor General
UNIT 4	CONTEMPORARY ISSUES IN INDIAN ADMINISTRATION
4.1	Integrity in Administration: Lokpal, Lokyukta, CVC
4.2	Citizen and Administration
4.3	Citizen's Charter

#### REFERENCES:

- 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
- K.S. Padhay, Indian Political Thought, New Delhi: PHI Learning Pvt. Ltd., 2011 .
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- Sahni, Pardeep, and Vayunandan, Etakula, Administrative Theory, PHI, New Delhi, 2010
- Sharma, M. P., and Sadana, B. L., Public Administration in Theory and Practice, Kitab Mahal, New Delhi, 2014
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- Online References [onlinelibrary.wiley.com](http://onlinelibrary.wiley.com)
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#### **ASSESSMENT DETAILS:**

Each course/paper of each semester is of 100 marks. There is an Internal Assessment (IA) of

25 marks held during the semester and a written Semester End Exam (SEE) of 75 marks at the end of each semester, for each course/paper.

### **Internal Assessment (25 marks)**

#### **Part 1: (20 Marks)**

The Examiner may give an objective type Test/s and/or a Project. Each type of testing method Would be for marks ranging from 10 to 20. The duration of each will depend on the nature of the Test/Project. For the objective type Test, the Examiner may choose the type of questions – MCQs, one line answer, fill in the blanks etc. The questions may be all of one type or a combination of different types of questions. With regard to the Project, the Examiner will determine the type of project – presentation and/or written assignment and/or viva voce.

#### **Part 2: Attendance (05 Marks)**

Five marks out of the 25 will be given for attendance. The marking scheme for attendance will be determined by the Examination Committee.

### **Semester End Examination –External Assessment (75 marks)**

The SEE will be of 2.5 hours.

There will be FIVE questions of 15 marks and students will be given a choice of questions. Question I to Question IV will be essay type questions based on one Unit each. Students will be given TWO questions from which they have to attempt anyone.

Question V will be short notes of 5 marks each. Students will be given FIVE questions and they have to attempt any three of them. There will be at least one short note from each Unit.