UNIVERSITY OF MUMBAI
No. UG/ 273 of 2017-18

Circular:-

The Principals of the Affiliated Colleges in Faculty of Arts and the Heads, University Departments and the Professor-cum-Director, Institute of Distance and Open Learning,(IDOL) are hereby informed that the recommendations made by the Board of Studies in Politics at its meeting held on 3rd March, 2017 have been accepted by the Academic Council at its meeting held on 11th May, 2017 **vide** item No.4.49 and that in accordance therewith, the revised syllabus as per the (CBCS) for S.Y.B.A. Public Administration (Sem. III & IV), has been brought into force with effect from the academic year 2017-18, accordingly. (The same is available on the University's website www.mu.ac.in).

MUMBAI – 400 032
26th October , 2017

(Dr.Dinesh Kamble)
I/c REGISTRAR

To,

The Principals of the Affiliated Colleges in Faculty of Arts and the Heads, University Departments and the Professor-cum-Director, Institute of Distance and Open Learning, (IDOL).

A.C/4.49/11.05.2017

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No. UG/ 273-A of 2017 MUMBAI-400 032 26th October , 2017

Copy forwarded with Compliments for information to:-

1.The Co-ordinator, Faculty of Arts & Humanities.
2.The Director, Board of Examinations and Evaluation,
3.The Director, Board of Students Development.,
4.The Co-Ordinator, University Computerization Centre,

(Dr.Dinesh Kamble)
I/c REGISTRAR

P.T.O..

SYBA

PAPER III - PUBLIC ADMINISTRATION

Syllabus: Semester-III

Module 1: Introduction to Public Administration [Lectures 12]

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

Module 2.Theories of Administration [Lectures 10]

2.1. Scientific Management Theory- F.W. Taylor
2.2. Bureaucratic Theory- Max Weber
2.3. Human Relations Theory- Elton Mayo

Module3. Basic Principles and Theories of Organisation[Lectures 12]

3.1. Hierarchy, Delegation, Centralisation-Decentralisation
3.2. Motivation Theories- McGregor, McClelland
3.3. Leadership Theories- Trait theory, Contingency theory

Module 4. Contemporary Techniques and Practices in Administration [Lectures 11]

4.1. Good Governance
4.2. E-Governance
4.3. Public-Private Partnership (PPP)

SEMESTER IV- INDIAN ADMINISTRATION

Module 1.Introduction to Indian Administration [Lectures 11]

1.1 Evolution and Constitutional Context
1.2 Salient features
1.3 District Administration since Independence: Changing role of District Collector

Module 2.Personnel Administration[Lectures 11]

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)

Module3.Financial Administration[Lectures 12]

3.1. Budgetary Process
3.2. Parliamentary Committees: Public Accounts Committee, Estimates Committee, Committee on Public Undertakings
3.3. Comptroller and Auditor General

Module 4.Contemporary Issues in Indian Administration[Lectures 11]

4.1. Integrity in Administration: Lokpal, Lokyukta, CVC
4.2. Citizen and Administration
4.3. Citizens' Charter

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EXPLANATORY NOTE

SYBAPaper III- Public Administration and Paper IV Indian Administration

Syllabus: Semester-III & IV

Semester III- Public Administration	
Module 1: Introduction to Public Administration	**Explanatory Notes**
1.1. Meaning, Scope and Significance	Definitions , Distinction between Public and Private Administration,

	Nature and Scope of Public Administration –Integral view, Managerial view, POSDCoRB view, Subject Matter view Role and importance of Public Administration in Modern State
1.2. Evolution of Public Administration as a Discipline	Stages in the Evolution of Public Administration, New Public Administration
1.3. Public Administration in the Age of Liberalisation, Privatisation and Globalisation	New Public Management: Emergence and Features Public Choice Approach: Features and Critical evaluation
Module 2.Theories of Administration	
2.1. Scientific Management Theory- F.W. Taylor	Taylor's contribution
2.2. Bureaucratic Theory- Max Weber	Characteristics, Views of Max Weber –Authority and Bureaucracy
2.3. Human Relations Theory- Elton Mayo	Hawthorne Studies and Elton Mayo's contribution
Module3. Basic Principles and Theories of Organisation	
3.1. Hierarchy, Delegation, Centralisation-Decentralisation	Hierarchy –Meaning, Advantages and Disadvantages
	Delegation-Concept, Need for Delegation, Principles of Delegation, Limitations and Advantages
	Centralisation-Decentralisation :Concept, Advantages and Disadvantages

3.2. Motivation Theories- McGregor, McClelland	McGregor - Theory X and Theory Y McClelland – Theory of Needs
3.3. Leadership Theories- Trait theory, Contingency theory	Characteristics of Trait Theories – Big Five-Integration of Traits, limitations, importance of Emotional Intelligence Contingency Theory –Fiedler's Contingency model
Module 4. Contemporary Techniques and Practices in Administration	
4.1. Good Governance	Concept, Characteristics, Challenges
4.2. E-Governance	Meaning, SMART governance, benefits , E-governance initiatives in India
4.3. Public-Private Partnership (PPP)	Concept, Modules of PPP, benefits and limitations

Semester IV- Indian Administration	
Module 1.Introduction to Indian Administration	
1.1 Evolution and Constitutional Context	Constitutional provisions relating to Indian Administration British legacy Continuity and change
1.2 Salient features	Features of Indian Administrative System
1.3 District Administration since Independence: Changing role of District Collector	Organisation of District Administration, Powers, functions and role of District Collector
Module 2.Personnel Administration	
2.1. Recruitment: All India Services, Central Services, State Services	Scheme of examination for higher civil services
2.2. Public Service Commission: Union Public Service Commission and Maharashtra Public Service Commission	Composition and functions
2.3. Training: All India Services, Central Services, State Services (Maharashtra)	Institutionalised training for All India Services, Central Services, LalBahadurShashtri National Academy

	of Administration, National Police Academy, Indian Institute of Public Administration, Administrative Staff College of India State Services with respect to Maharashtra – New Training Policy of the Government of Maharashtra, YASHADA
Module 3.Financial Administration	
3.1. Budgetary Process	Concept and significance of Budget, Formulation and Enactment
3.2. Parliamentary Committees: Public Accounts Committee, Estimates Committee, Committee on Public Undertakings	Composition and Functions
3.3. Comptroller and Auditor General	Constitutional position, functions, role as an independent agency
Module 4.Contemporary Issues in Indian Administration	
4.1. Integrity in Administration: Lokpal, Lokyukta, CVC	Meaning of Integrity, Causes of Corruption, Legal and Institutional Remedies Lokpal, Lokayukta (w.r.t. Lok Pal and Lokayukta Act, 2014), CVC – Composition and Powers
4.2. Citizen and Administration	Role of Voluntary Agencies, Right to Information (RTI Act 2005)
4.3. Citizens' Charter	Objectives, Principles and Models

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PAPER II- POLITICAL THEORY

Semester-III

SEMESTER III- PRINCIPLES AND CONCEPTS OF POLITICAL THEORY

Module 1 - Introduction to Political Theory [11 lectures]

1.1 Definition and Scope of Political Theory
1.2Approaches to the Study of Political Theory: Traditional
1.3 Approaches to the Study of Political Theory: Contemporary

Module 2 – State, Civil Society & Market [12 Lectures]

2.1 State: Concept and Perspectives
2.2 Nation - State: Meaning and Changing Perceptions
2.3 State, Civil Society and Market

Module 3 – Power, Authority and Legitimacy [10 Lectures]

3.1 Power
3.2 Authority
3.3 Legitimacy

Module 4 : Concept of Law and Political Obligation [12 Lectures]

4.1 Concept of Law
4.2 Political Obligation
4.3 Right to Resist

SEMESTER IV- POLITICAL VALUES AND IDEOLOGIES

Module1 – Rights **[10 Lectures]**

1.1 Meaning and Nature of Rights
1.2 Theories of Rights
1.3 Classification of Rights

Module 2 – Basic Political Values **[12 Lectures]**

2.1 Liberty
2.2 Equality
2.3 Justice

Module 3 – Democracy **[11 Lectures]**

3.1 Theories of Democracy
3.2 Principles of Liberal Democracy
3.3 Conditions for the Successful Working of Democracy

Module 4 – Political Ideologies **[12 Lectures]**

4.1 Marxism
4.2 Fascism
4.3 Feminism

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PAPER II- POLITICAL THEORY

EXPLANATORY NOTE

Semester III- Principles and Concepts of Political Theory

Module 1 - Introduction to Political Theory	**Explanatory Notes**
1.1 Definition and Scope of Political Theory	What is Politics? Theorising the 'Political' Definitions of Political Theory Nature and Scope of Political Theory Significance of Political Theory
1.2 Approaches to the Study of Political Theory: Traditional	Historical Normative Legal-Institutional
1.3 Approaches to the Study of Political Theory: Contemporary	Empirical Approach Behavioural Approach Post-behavioural Approach
Module 2 – State, Civil Society & Market	
2.1 State: Concept and Perspectives	Theories of Origin of State: Divine Origin theory, Force Theory, Theory of Social Contract, Evolutionary Theory Perspectives of State: Liberal-Individualistic, Welfare
2.2 Nation - State: Meaning and Changing Perceptions	Concept of Nation- State Rise and Growth of Modern Nation-State Challenges to Sovereignty of Nation-States
2.3 State, Civil Society and Market	Concept of Civil Society Emergence of Civil Society Changing Nature of State ,Civil Society and Market
Module 3 – Power, Authority and Legitimacy	
3.1 Power	Concept, Sources and Forms of Power

3.2 Authority	Definitions, Sources and Types of Authority
3.3 Legitimacy	Meaning, Sources and Types of Legitimacy Weberian Classification
Module 4 : Concept of Law and Political Obligation	
4.1 Concept of Law	Meaning, Features and Sources
4.2 Political Obligation	Meaning and Grounds of Political Obligation
4.3 Right to Resist	Liberal and Radical Arguments (with reference to John Locke, T.H. Green and Harold J. Laski) Forms of Resistance Gandhian Techniques of Resistance to Authority

Semester IV- Political Values and Ideologies

Module1 – Rights	**Explanatory Notes**
1.1 Meaning and Nature of Rights	Definition and Meaning of Rights Positive and Negative concept of Rights
1.2 Theories of Rights	Theory of Natural Rights Historical Theory Legal Theory Idealist Theory
1.3 Classification of Rights	Civil, Political, Economic, Social, Cultural and Group Rights
Module 2 – Basic Political Values	
2.1 Liberty	Negative and Positive Concept of Liberty Types of Liberty Safeguards of Liberty
2.2 Equality	Development of the concept of Equality Dimensions of Equality (Civil, Legal,

	Political, Economic) Relation between Liberty and Equality
2.3 Justice	Meaning of Justice, Changing nature of the concept , Procedural and Distributive Justice
Module 3 – Democracy	
3.1 Theories of Democracy	Classical, Elitist, Pluralist, Participatory Democracy
3.2 Principles of Liberal Democracy	Salient features, Merits and Demerits
3.3 Conditions for the Successful Working of Democracy	Challenges to Democracy Safeguards of Democracy
Module 4 – Political Ideologies	
4.1 Marxism	Tenets of Marxism Critical Appraisal of Marxism
4.2 Fascism	Basic Tenets Critical Appraisal
4.3 Feminism	Origin and Types Three Waves of Feminism