



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

S.Y.B.A. Public Administration Syllabus **(Credit and Semester System under NEP-2020)**

**Revised syllabus to be implemented with effect from the
Academic Year 2025-2026**

Title of the Programme:
Bachelor of Arts - Public Administration (UG)

Introduction:

Savitribai Phule Pune University is one of the premier educational institutes in India. It is committed to quality enhancement along with the basic principles of liberty, equality, fraternity and social justice as national values. It aims to imbibe certain core constitutional values among the students of Public Administration, such as national integration, scientific approach, equality of genders, conservation of environment for a social, political and administrative awareness of various communities. While implementing the objectives of the National Education Policy (2020) through the Public Administration curriculum, an attempt is made to inculcate among the students an in-depth knowledge of the Indian Constitution, social, political and administrative system and the evolution of knowledge traditions in the Indian subcontinent, so that the students of Public Administration take this holistic understanding to the world of administration and governance.

The new degree course in Public Administration is three or four years long as per the National Education Policy 2020, the guidelines issued by Higher Education Department, Government of Maharashtra and Savitribai Phule Pune University Circular No. 97 / 2023. It gives the students a choice of multiple entry and multiple exit as specified in the following tabular form:

First Year UG (Level 4.5)	2024-2025	44 Credits	Certificate
Second Year UG (Level 5.0)	2025-2026	88 Credits	Diploma
Third Year UG (Level 5.5)	2026-2027	132 Credits	Bachelor Degree
Fourth Year UG (Level 6.0)	2027-2028	176 Credits	Bachelor degree with Honours or Research

The pedagogy for this course includes lectures, practicals, projects, assignments, fieldwork, field projects, community engagement programmes and on job training to be completed by students with mentoring faculty support. The salient feature of this course is that it is interdisciplinary and multidisciplinary.

Programme Outcomes (POs) of Public Administration:

1. Understanding of Public Systems:

Students will gain knowledge of the structure, functions, and processes of public institutions at local, state, national, and global levels.

2. Administrative and Governance Skills:

Students will develop skills for effective decision-making, policy formulation, and implementation in public service and governance.

3. Public Policy Awareness:

Students will understand public policies, their design, analysis, implementation, and evaluation in democratic governance.

4. Ethical and Responsible Citizenship:

Students will promote values of transparency, accountability, ethics and public service among students.

5. Leadership and Management Skills:

Students will build leadership, organizational and management skills suitable for administrative roles in government and NGOs.

6. Research and Analytical Skills:

Students will acquire the ability to critically analyze administrative problems and conduct research using scientific methods.

7. Communication and Teamwork:

Students will improve written and verbal communication skills, along with the ability to work collaboratively in diverse teams.

8. Preparation for Competitive Exams & Careers:

Students will provide a solid foundation for careers in civil services, public sector, policy analysis, NGOs, and international organizations.

9. Understanding of Indian Administration:

Students will deepen understanding of Indian constitutional framework, administrative machinery, and developmental strategies.

10. Global Perspective in Administration:

Students will understand comparative public administration, international governance

Programme Specific Outcomes (PSOs) in Public Administration:

PSO 1: Advanced Knowledge of Administrative Theories: Students will gain in-depth understanding of classical, modern, and contemporary theories in Public Administration and their application in real-world governance and administrative settings.

PSO 2: Mastery in Public Policy Formulation and Analysis: Students will develop the capacity to formulate, implement, and evaluate public policies with a focus on problem-solving, efficiency, equity, and sustainability.

PSO 3: Administrative and Governance Competency: Students will build expertise in administrative structures and processes at national, state, and local levels, including e-governance, administrative reforms, and decentralization.

PSO 4: Comparative and Global Administrative Insight: Students will understand international administrative systems and practices through the lens of comparative public administration, enhancing global governance perspective.

PSO 5: Research and Critical Analysis Skills: Students will develop the ability to conduct high-quality academic research using qualitative and quantitative methodologies, and apply findings to solve administrative issues.

PSO 6: Ethical Leadership and Public Accountability: Students will cultivate values of public ethics, integrity, leadership, and accountability essential for effective and transparent governance.

PSO 7: Specialization and Sectoral Knowledge: Students will gain specialized knowledge in areas such as Human Resource Management, Development Administration, Financial Administration, Rural and Urban Governance, and Social Welfare Administration.

PSO 8: Career Preparedness for Public Service: Students will prepare for diverse career paths including civil services, academia, policy think tanks, non-profits, international organizations, and public sector management.

PSO 9: Policy Advocacy and Civic Engagement: Students will be equipped with competencies to actively engage in democratic processes, advocate for citizen rights, and contribute to inclusive and participatory governance.

PSO 10: Application of Technology in Governance: Students will understand and apply digital tools, ICT, and modern innovations for enhancing public service delivery and administrative efficiency.

SYBA Public Administration Semester III & IV
Course structure as per NEP 2020 From Academic Year 2025-26

SEM.	Credit related to Major				Minor	OE	SEC	AEC	cc	TOTAL
	Major Core	VSC	FP/OJT/CEP	IKS						
II I	<p>4T+2P</p> <p>PUB 201 MJ Personnel Administration (4T)</p> <p>PUB 202 MJP Personnel Administration - Practical (2P)</p>	<p>2T</p> <p>PUB 221 VSC Public Relations (2T)</p>	<p>2FP</p> <p>PUB 231 FP Public Administration - Field Project (2FP)</p>	<p>2T</p> <p>PUB 201 IKS Ancient Indian Administration (2T)</p>	<p>2T+2P</p> <p>PUB 241 MN District Revenue Administration (2T)</p> <p>PUB 242 MNP District Revenue Administration - Practical (2P)</p>	<p>2T</p> <p>OE 201 PUB Local Self Governance (2T)</p>		2T	2	22
IV	<p>4T+2P</p> <p>PUB 251 MJ Development Administration (4T)</p> <p>PUB 252 MJP Development Administration Practical (2P)</p>	<p>2P</p> <p>PUB 271 VSC Public Relations - Practical (2P)</p>	<p>2CEP</p> <p>PUB 281 CEP Public Administration - Community Engagement Programme (2CEP)</p>		<p>2T+2P</p> <p>PUB 291 MN District Police Administration (2T)</p> <p>PUB 29 MNP MNP District Police Administration - Practical (2P)</p>	<p>2P</p> <p>OE 251 PUB Local Self Governance - Practical (2P)</p>	<p>2P</p> <p>SEC 251 PUB Public Administration - Critical Thinking - Practical (2P)</p>	2T	2	22
	8T+4P	2T+2P	2FP+2CEP	2T	4T+4P	2T+2P	2P	4T	4	44

SYBA Public Administration Semester III & IV
Course structure as per NEP 2020 From Academic Year 2025-26

Semester III (Total 18 Credits)		Semester IV (Total 18 Credits)	
Credit Related to Major (12 Credits)		Credit Related to Major (10 Credits)	
1	PUB-201-MJ: Personnel Administration (4T)	1	PUB-251-MJ: Development Administration (4T)
2	PUB-202-MJP: Personnel Administration- Practical (2P)	2	PUB-252-MJP: Development Administration- Practical (2P)
3	PUB-221-VSC: Public Relations (2T)	3	PUB-271-VSC: Public Relations - Practical (2P)
4	PUB-231-FP: Public Administration Field Project (2FP)	4	PUB-281-CEP: Public Administration Community Engagement Programme (2CEP))
5	PUB-201-IKS: Ancient Indian Administration (2T)		
Credits Related to Minor & OE (06 Credits)		Credits Related to Minor & OE (08 Credits)	
1	PUB -241-MN: District Revenue Administration (2T)	1	PUB -291-MN: District Police Administration (2T)
2	PUB -242-MNP: District Revenue Administration - Practical (2P)	2	PUB -292-MNP: District Police Administration - Practical (2P)
3	OE-201- PUB: Local Self Governance (2T)	3	OE-251- PUB: Local Self Governance-Practical (2T)
		4	SEC-251-PUB: Public Administration Critical Thinking - Practical (2P)

EVALUATION PATTERN (30:70)

Theory Paper: 2 Credits - 50 Marks

A. Internal Assessment -

Mid-Semester Examination - 15 Marks, for passing - 06 Marks.

Assessment pattern

1. Class Test/ Examination - 10 Marks
2. Home Assignment/ Oral Exam. / Students Seminar/ field visit - 5 marks

B. External Assessment: 2 Hours

Semester-End Examination - 35 Marks, for passing - 14 Marks

Assessment Pattern

- | | |
|---|----|
| Q. 1: Write answer any five (in 20 words) (5 out of 7) | 10 |
| Q. 2: Write short notes any two (in 100 words) (2 out of 3) | 08 |
| Q. 3: Write answer any one (in 150 words) (1 out of 2) | 07 |
| Q. 4: Write answer any one (in 200 words) (1 out of 2) | 10 |

Theory Paper: 4 Credits - 100 Marks

A. Internal Assessment -

Mid-Semester Examination - 30 Marks, for passing - 12 Marks.

Assessment pattern

1. Class Test/ Examination - 20 Marks
2. Home Assignment/ Oral Exam. / Students Seminar - 10 marks

B. External Assessment: 3 Hours

Semester-End Examination - 70 Marks, for passing - 28 Marks

Assessment Pattern

- | | |
|--|----|
| Q. 1: Write answer any Ten (in 20 words) (10 out of 12) | 20 |
| Q. 2: Write short notes any Four (in 100 words) (4 out of 6) | 16 |
| Q. 3: Write answer any Two (in 150 words) (2 out of 3) | 14 |
| Q. 4: Write answer any Two (in 200 words) (2 out of 3) | 20 |

Practical / Field Project / Community Engagement Programme:

2 Credits - 50 Marks

A. Internal Assessment -

Mid-Semester Examination - 15 Marks, for passing - 06 Marks

Assessment pattern

1. Practical/Project proposal - 10 Marks
2. Practical/Project- presentation - 5 Marks

B. External Assessment

Semester-End Examination - 35 Marks, for passing - 14 Marks

Assessment Pattern

1. Practical/Project file/book - 20 Marks
2. Practical/Project presentation - 15 Marks

Practical / On Job Training: 4 Credits - 100 Marks

A. Internal Assessment -

Mid-Semester Examination - 30 Marks, for passing - 12 Marks

Assessment pattern

1. Practical / On Job Training proposal (Synapsis) - 20 Marks
2. Practical / On Job Training proposal presentation - 10 Marks

B. External Assessment

Semester-End Examination - 70 Marks, for passing - 28 Marks

Assessment Pattern

1. Practical / On Job Training file/book - 40 Marks
2. Practical / On Job Training presentation - 30 Marks

Savitribai Phule Pune University, Pune
S.Y.B.A. Public Administration
Semester III (Total 18 Credits)

Credit Related to Major (12 Credits)

1. PUB-201-MJ: Personnel Administration (4T)
2. PUB-202-MJP: Personnel Administration- Practical (2P)
3. PUB-221-VSC: Public Relations (2T)
4. PUB-231-FP: Public Administration - Field Project (2FP)
5. PUB-201-IKS: Ancient Indian Administration (2T)

Credit Related to Minor & OE (06 Credits)

1. PUB -241-MN: District Revenue Administration (2T)
2. PUB -242-MNP: District Revenue Administration - Practical (2P)
3. OE-201- PUB: Local Self Governance (2T)

PUB-201-MJ: Personnel Administration

Total Credits: 4T

Total Hours: 60

Objectives

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

Learning Outcomes:

1. Developing a basic intellectual understanding of Personnel Administration.
2. Gaining conceptual and theoretical understanding of Civil Services and Personnel Administration.
3. Gaining familiarity with issues in Personnel Administration.

Unit 1: Personnel Administration

15

- a. Meaning and Nature.
- b. Scope and Importance
- c. Characteristics in India
- d. Functions

Unit 2: Civil Services and Recruitment

15

- a. Civil Services - Meaning, Nature and Features.
- b. Civil Services - Importance, Merits and Demerits.
- c. Recruitment - Methods, Commission's directions,
- d. Lateral entry, contractual appointments

Unit 3: Career Advancement**15**

- a. Training – Methods, Policies, Directions of Foreign Officials
- b. Promotion – Methods, Process and Policies
- c. Retirement benefits
- d. New Pension Schemes

Unit 4: Issues in Personnel Administration.**15**

- a. Contracting out
- b. Performance and payment
- c. Morale
- d. Transfers and posting

References:

1. Avasthi and Maheshwari, 2006, *Public Administration*, Agra, Laxmi Narayan Agarwal Publications.
2. Fadia B.L., 2009, *Public Administration in India*, Agra, Sahitya Bhawan Publications.
3. Goel S. L. and Shalini Rajneesh, 2008, *Public Personnel Administration: Theory and Practice* (2nd ed.), Deep & Deep Publications, New Delhi.
4. Jha Rajesh K., 2012, *Public Personnel Administration*, (1st ed.), Pearson Education India.
5. Mahajan A.P., *Public Personnel Administration: Functionality and Challenges* (1st ed.), Routledge India.
6. Palekar S.A., 2020, *Public Personnel Administration*, Jaypur, ABD Publishers.
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https://darpg.gov.in/sites/default/files/personnel_administration10.pdf
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13. पाटील बी. बी., 2018, लोकप्रशासन, कोल्हापूर, फडके प्रकाशन.
14. पोहेकर प्रीती, 2019, लोकशासनाची तत्वे ,पुणे, निराली प्रकाशन.

PUB-202-MJP: Personnel Administration – Practical

Total Credits: 2P

Total Hours: 60

Objectives:

1. To enable the students to apply their understanding of the basic concept of personnel administration.
2. To understand the various dimensions of personnel administration.

Learning Outcomes:

1. Students will know how to apply the concepts learned in class in the actual process of Administration.
2. The students will know the structural differences in the Public and Private Administration.
3. The students will gain practical understanding of the functions of Administration.

Activity 1: Visiting a Public Organization and writing a report on their personnel administration policies and practices (Any one) 30

1. Gram Panchayat office
2. Panchayat Samiti office
3. Tahasil office
4. Zilla Parishad office
5. Collector office
6. Municipal Council office
7. Municipal Corporation office
8. 'Panchayat' Policies,
9. People's Budget
10. Any other Public Organization

Activity 2: Visiting Private Organizations and writing a report on their personnel administration policies and practices. (Any one) **30**

1. Non-Governmental Organization
2. Small Skills Industry
3. Firms
4. Credit Institutes
5. Cooperative Societies
6. Any other Private Organization

Process of Activity:

1. Students should go to Government and Private offices and complete each activity.
2. Each student has to complete these activities under the guidance of a Guide/Mentor. The Department Political Science will allot the students respective Guides/Mentor. The Department of Political Science may also appoint guides/mentors from other faculties or subject related industry areas.
3. Students have to choose the topic of activity in consultation with the teacher/guide/mentor.
4. After the study, the student has to submit two separate reports. The report write-up must include photographs, newspaper clippings, images for the support of study. Students can give graphs, tables for statistics.
5. The report will contain objective, observation and conclusions.
6. After the approval letter from the Guide/Mentor, the students can submit the report to the Political Science Department.
7. After submission of the report, the department will conduct an interview of students or arrange a presentation in the classroom.
8. Assessment will be done on the basis of a report and interviews/presentation.
9. Assessment will be divided into Mid Semester Examination (15 marks) and Semester Examination (35 marks)
10. Mid semester examination activity proposal will be 10 marks and proposal presentation will be 5 marks.
11. Semester Examination activity reports will be 20 marks and the interviews/ presentation will be 15 marks.

PUB-221-VSC: Public Relations

Total Credits: 2T

Total Hours: 30

Objectives:

1. To introduce the concept, importance, and scope of Public Relations to students.
2. To develop an understanding of Public Relations practices in government, corporate, and non-profit sectors.
3. To enhance students' communication skills and strategic thinking related to Public Relations.
4. To encourage students for ethical and responsible public communication.

Learning Outcomes:

1. Students learn about various communication theories, models and principles, allowing them to understand how messages are created, received, and interpreted.
2. Students gain a comprehensive understanding of the core concepts, principles and practices of public relations, including research, planning, and evaluation.
3. Public relations training emphasizes the development of strong communication skills, including written, verbal, and presentation skills.
4. Students learn to critically analyze messages, identify persuasive techniques and evaluate the effectiveness of communication strategies.

Unit 1: Introduction to Public Relations

15

- a. Meaning, definition and nature
- b. History of Public Relations in India.
- c. Signification & Objectives
- d. Distinction between Publicity, Propaganda and Public Relations.

Unit 2: Media and Principles of Public Relation**15**

- a. Media for Public Relations: Traditional Media, Digital Media, Internal communication tools, Event based Public Relations Media.
- b. Principles of Public Relations
- c. Government Public Relations mechanism- PIB (Press Information Bureau), DGIPR (Directorate General of Information and Public Relations).
- d. Public Relation Ethics and Professional Conduct

References:

1. Ojomo W. Olusegun, 2006, Principles and Practice of Public Relations, Nigeria, National Open University.
2. Reddy C.V. Narasimha, 2019, Effective Public Relations and Media Strategy (3rd Edition), New Delhi, PHI Learning.
3. Jethwaney Jaishri & N. N. Sarkar, 2015, Public Relations Management. New Delhi, Sterling Publishers.
4. Vilanilam, J. V., 2011. Public Relations in India: New Tasks and Responsibilities, New Delhi, SAGE Publications.
5. Mehta D. S., 1980, Handbook of Public Relations in India, Allied Publisher Pvt. Ltd.
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PUB 231 FP: Public Administration Field Project

Total Credits: 2FP

Total Hours: 60

Objectives:

1. To create awareness about socio-economic conditions.
2. To give exposure and experience with contemporary issues.
3. To impart research skills and problem-solving outcomes.

Learning Outcomes:

1. Students will be able to show integrity in dealing with their work.
2. To achieve common goals through teamwork and collaborative efforts.
3. Show understanding of challenges, opportunities, and culture and socio-economic diversity of Indian Society.
4. Actual field experience will give them a knowledge-based outlook.

Activity 1: Visit any one rural local self-government or visit its website and write a report on any one programme implementation for rural development. 30

Activity 2: Visit any one urban local self-government or visit its website and write a report on any one programme implementation for urban development. 30

Process of Activity:

1. Students should go to Government and Private offices and complete each activity.
2. Each student has to complete these activities under the guidance of a Guide/Mentor. The Department Political Science will allot the students respective Guides/Mentor. The Department of Political Science may also appoint guides/mentors from other faculties or subject related industry areas.
3. Students have to choose the topic of activity in consultation with the teacher/guide/mentor.
4. After the study, the student has to submit two separate reports. The report write-up must include photographs, newspaper clippings, images for the support of study. Students can give graphs, tables for statistics.
5. The report will contain objective, observation and conclusions.
6. After the approval letter from the Guide/Mentor, the students can submit the report to the Political Science Department.
7. After submission of the report, the department will conduct an interview of students or arrange a presentation in the classroom.
8. Assessment will be done on the basis of a report and interviews/presentation.
9. Assessment will be divided into Mid Semester Examination (15 marks) and Semester Examination (35 marks)
10. Mid semester examination activity proposal will be 10 marks and proposal presentation will be 5 marks.
11. Semester Examination activity reports will be 20 marks and the interviews/ presentation will be 15 marks.

PUB 201 IKS: Ancient Indian Administration

Total Credits: 2T

Total Hours: 30

Objectives:

1. To understand the views of the Indian Administrative thinkers with a better-informed perspective.
2. To introduce the students to some of the key Ancient Indian Political Thinkers and their ideas which helped to shape the society and Administration of Ancient India.
3. The course will help students to develop an understanding of the major themes and issues such as Ahimsa, Aryasatya, community, state, kingship, equality as perceived by different thinkers.

Learning Outcomes:

1. The students will be able to understand the contribution of Indian Administrative Thinkers to the discipline and how these ancient ideas still prove to be relevant in the present time.
2. Students will be able to explain the trajectory of ideas on key administrative questions and institutions of ancient India as developed.
3. Students will understand and get knowledge about Ancient Indian Administration

Unit I: Gautam Budha

15

- a. Rajya Sanstha
- b. Ashtanga Marga
- c. Concept of Dhamma
- d. Relevance of Buddha's thoughts

Unit II: Kautilya

15

- a. Theory of the State's seven elements (Saptanga)
- b. King's Role and Responsibility
- c. The system of espionage organization and intelligence
- d. Economical and Financial Administration

References:

1. Brian K. Smith, 1992, Canonical Authority and Social Classification: Veda and "Varna" in Ancient Indian Texts: History of Religions. Chicago: The University of Chicago Press.
2. Kangle R., 1997, Arthashastra of Kautilya-Part-III: A Study, Delhi, Motilal Banarsidass.
3. Malalasekera C.P. and K.N. Jayatilleke, 1958, Buddhism and the race question, Paris, UNESCO.
4. Mehta V, 1992, 'Foundations of Indian Political Thought, (Topic- The Pragmatic Vision: Kautilya and His Successor), Delhi, Manohar.
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6. गायकवाड प्रशांत, 2015, तथागत बुद्ध चरित्र आणि तत्त्वज्ञान, सातारा, लोकायात.
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PUB-241 MN: District Revenue Administration (2T)

Total Credits - 2T

Total Hours: 30

Objectives:

1. To provide students with a comprehensive understanding of the structure, functions, and processes of district-level administration with special reference to Maharashtra.
2. To familiarize students with the functioning of key district officers such as the Collector, Tahsildar and Talathi; and procedures for land revenue collection, maintenance of land records, and disaster management.
3. To sensitize students to the challenges faced by the district administration in a rapidly changing administrative and technological environment.

Learning Outcomes:

Upon completing this course, students will be able to:

1. Explain the historical development of district administration in India and Maharashtra.
2. Identify and analyze the roles and responsibilities of key officials including the Collector, Tahsildar, and Talathi.
3. Describe the structure and functioning of important departments within the district revenue system such as the Revenue, Treasury, and Land Records departments.
4. Evaluate the challenges and issues faced by the district administration in Maharashtra.

Unit I: District Administration

15

- a. Historical Background.
- b. Elements of District Administration
- c. Revenue and Treasury Department – structure, Role and functions.
- d. Land Records Department – Maintenance and Digitization of Land Records.

Unit II: Governance of District Administration

15

- a. Collector - Power, Functions and Roles
- b. Tahasildar - Power, Functions and Roles
- c. Talathi - Power, Functions and Roles
- d. Challenges before District Administration – Administrative, Technological, Political and Public Interface.

References

1. Chahar S. S. (ed.), 2009, District Administration in India in the Era of Globalization, New Delhi, Concept Publishing Co.
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4. Joseph, T. M. (ed.), 2007, Local governance in India: ideas, challenges and strategies, New Delhi., Concept Publishing Co.
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8. Nayak Amar KJR and Ram Kumar Kakani, 2021, Critical Perspectives on Public Systems Management in India: Through the Lens of District Administration, London and New York, Routledge.
9. Ramesh K. Arora and C. K. Sardana (Eds), 2015, District Collectors; Recollections and Reflections, New Delhi, Paragon International Publishers.
10. Sinha Chandan, 2007, Public Sector Reforms in India: New Role of the District Officer, New Delhi, Sage India,
11. बंग के. आर., 2013, जिल्हा प्रशासन, औरंगाबाद, विद्या प्रकाशन.
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PUB-242 MNP: District Revenue Administration - Practical

Total Credits: 2T

Total Hours: 60

Objectives:

1. To acquaint students with the real-world functioning of revenue and land record departments.
2. To develop students' abilities in observation, analysis, and field-based research.
3. To enable students to understand administrative challenges, including digitization, political interference, and technological integration.

Learning Outcomes:

1. Through field observations, students will learn about key administrative issues such as digitization, political influences, and technological challenges.
2. The student will develop the ability to communicate findings effectively through presentations and oral examinations.
3. Students will enhance their understanding of the public administration system through practical administrative application of theoretical knowledge.

Activity1: Students should Visit any one District Revenue Administration office (collector office, tahasil, talati office) or visit its website and write a report on its structure, functions, changes and challenges beforehand. 30

Activity 2: Students should Visit any one Treasury Department Or Land Records Department or visit its website and write a report on any one of the issues like Financial Management, Digitization of Land Records and Challenges Administrative, Technological, and Political Interface. Etc. 30

Process of Activity:

1. Students should visit any two offices of District Collector /Tahsildar/ Talathi/ Treasury and land records department complete activity.
2. Each student has to complete these activities under the guidance of a Guide/Mentor. The Department Political Science will allot the students respective Guides/Mentor. The Department of Political Science may also appoint guides/mentors from other faculties or subject related industry areas.
3. Students have to choose the topic of activity in consultation with the teacher/guide/mentor.
4. After the study, the student has to submit two separate reports. The report write-up must include photographs, newspaper clippings, images for the support of study. Students can give graphs, tables for statistics.
5. The report will contain objective, observation and conclusions.
6. After the approval letter from the Guide/Mentor, the students can submit the report to the Political Science Department.
7. After submission of the report, the department will conduct an interview of students or arrange a presentation in the classroom.
8. Assessment will be done on the basis of a report and interviews/presentation.
9. Assessment will be divided into Mid Semester Examination (15 marks) and Semester Examination (35 marks)
10. Mid semester examination activity proposal will be 10 marks and proposal presentation will be 5 marks.
11. Semester Examination activity reports will be 20 marks and the interviews/ presentation will be 15 marks.

PUB 201 OE: Local Self Governance

Total Credits: 2T

Total Hours: 30

Objectives:

1. To understand the historical trajectory of local self-governance in India.
2. To study the structure, functions of local bodies in India.
3. To analyze the relationship between local self-governance and broader development processes.

Learning Outcome: -

1. The students will be able to describe the constitutional framework for local self-governance.
2. The students will be able to analyze the role of local self-governance in promoting democratic decentralization and development.
3. The students will be able to critically examine the challenges and opportunities in strengthening local self-governance in India.

Unit 1: Evolution & Constitutional Framework

15

- a. Historical Background
- b. Evolution of Local Self-Governance
- c. 73rd and 74th Constitutional Amendment Acts: Features and Significance
- d. Panchayats Extension to Scheduled Areas (PESA) Act 1996: Features and Significance.

Unit 2: Structure, Power and Functions

15

- a. Gram Sabha and Gram Panchayat
- b. Panchayat Samiti and Zilla Parishad
- c. Town Council and Municipal Council
- d. Municipal Corporation

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Savitribai Phule Pune University, Pune
S.Y.B.A. Public Administration
Semester IV (Total 18 Credits)

Credit Related to Major (10 Credits)

1. PUB-251-MJ : Development Administration (4T)
2. PUB-252-MJP : Development Administration- Practical (2P)
3. PUB-271-VSC : Public Relations - Practical (2P)
4. PUB-281-CEP : Public Administration Community Engagement
Programme (2FP)

Credit Related to Minor, OE & SEC (08 Credits)

1. PUB -291-MN : District Police Administration (2T)
2. PUB -292-MNP : District Police Administration - Practical (2P)
3. OE-251- PUB : Local Self Governance- Practical (2T)
4. SEC-251-PUB : Public Administration Critical Thinking - Practical (2P)

PUB-251-MJ: Development Administration

Total Credits: 4T

Total Hrs : 60

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.

Learning Outcomes:

1. Developing a basic intellectual understanding of development, its approaches and sustainable development.
2. Gaining conceptual and theoretical understanding of Bureaucracy and Development Administration
3. Gaining familiarity with issues/new perspectives ,trends etc.
4. Learning of basic other issues and Non Government Agencies and Globalization and Development

Unit 1: Development Administration

15

- a. Meaning & Nature
- b. Scope and Importance
- c. Features
- d. Evolution

Unit 2 : Bureaucracy in Development Administration

15

- a. Meaning
- b. Significance
- c. Characteristics of Bureaucracy
- d. Role of Bureaucracy in Development Administration

Unit 3: New Trends in Development Administration

15

- a. Good Governance and Development
- b. Human Development
- c. Non-Government Organization & Non-Profit Organization
- d. Millennium Development Goals

Unit 4: Globalization and Development

15

- a. Globalization
- b. Liberalization
- c. Privatization
- d. Public Private Partnership

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PUB-252-MJP: Development Administration - Practical

Total Credits: 2P

Total Hrs : 60

Objectives

1. To enable the students to apply the understanding of the basic concept of Development Administration.
2. To understand the various dimensions of Development Administration.
3. To get experience in public office as well as private office.

Learning Outcomes:

1. Gaining Actual field experience and understanding of Bureaucracy and Development Administration.
2. Gaining familiarity with issues/new perspectives, trends in administration etc.
3. Learning of basic other issues, NGOs and impact of Globalization on National, Local Policies of Development

Activity 1 : Visit any government office and study how it maintains communication with the public. Write a report on your findings, including when the officials meet visitors, how the public registers complaints, the methods of communication with the public, and other related aspects that students can observe

Activity 2 : Students should visit any government or semi-government office and gather information on how they promote and publicize a particular development scheme. Based on this, they should write a report.

Activity 3 : Visit a local ward or village and study the issues faced by the people there. Conduct interviews with the locals. Write a report assuming that you need to provide feedback to the concerned department about the challenges they are facing

Activity 4 : Study five advertisements that are created for the promotion of government schemes, such as hoardings and posters. Analyze their design, the messages conveyed, and the images used. Write your understanding based on this analysis

Activity 5 : Write a report with your suggestions on what a government office should do to improve its communication with the public. Support your opinions with relevant examples

Activity 6 : Draft press releases of event which are happened in your college (Five event)

Activity 7: Choose a successful or failed PR campaign of government and analyze key strategies

Process of Activity:

1. Students should go to Government and Private offices and complete each activity.
2. Each student has to complete these activities under the guidance of a Guide/Mentor. The Department Political Science will allot the students respective Guides/Mentor. The Department of Political Science may also appoint guides/mentors from other faculties or subject related industry areas.
3. Students have to choose the topic of activity in consultation with the teacher/guide/mentor.
4. After the study, the student has to submit two separate reports. The report write-up must include photographs, newspaper clippings, images for the support of study. Students can give graphs, tables for statistics.
5. The report will contain objective, observation and conclusions.
6. After the approval letter from the Guide/Mentor, the students can submit the report to the Political Science Department.
7. After submission of the report, the department will conduct an interview of students or arrange a presentation in the classroom.
8. Assessment will be done on the basis of a report and interviews/presentation.
9. Assessment will be divided into Mid Semester Examination (15 marks) and Semester Examination (35 marks)
10. Mid semester examination activity proposal will be 10 marks and proposal presentation will be 5 marks.
11. Semester Examination activity reports will be 20 marks and the interviews/ presentation will be 15 marks.

PUB 271 VSC: Public Relations - Practical

Total Credits: 2P

Total Hours: 60

Objectives

1. To engage students with the public through various channels to create dialogue and build rapport.
2. To develop skills in conducting research, analyzing data, and evaluating the effectiveness of public relations activities.
3. To impart knowledge and skills in planning and executing successful public relations events.

Learning Outcomes:

1. Students will develop practical public speaking and presentation skills.
2. Students will be able to articulate ideas clearly in interpersonal interactions.
3. Students will gain knowledge and skills in planning and executing successful public relations events.
4. Students will acquire essential practical skills required for maintaining effective public engagement and rapport.

Activity 1: Visit any government office and study how it maintains communication with the public. Write a report on your findings, including when the officials meet visitors, how the public registers complaints, the methods of communication with the public, and other related aspects that students can observe.

Activity 2: Students should visit any government or semi-government office and gather information on how they promote and publicize a particular development scheme. Based on this, they should write a report.

Activity 3: Visit a local ward or village and study the issues faced by the people there. Conduct interviews with the locals. Write a report assuming that you need to provide feedback to the concerned department about the challenges they are facing

Activity 4: Study five advertisements that are created for the promotion of government schemes, such as hoardings and posters. Analyze their design, the messages conveyed, and the images used. Write your understanding based on this analysis

Activity 5: Write a report with your suggestions on what a government office should do to improve its communication with the public. Support your opinions with relevant examples

Activity 6: Draft press releases of event which are happened in your college (Five event)

Activity 7: Choose a successful or failed public relations campaign of the government and analyze key strategies.

Process of Activity:

1. Students should go to Public and Private offices and complete each activity.
2. Each student has to complete these activities under the guidance of a Guide/Mentor. The Department Political Science will allot the students respective Guides/Mentor. The Department of Political Science may also appoint guides/mentors from other faculties or subject related industry areas.
3. Students have to choose the topic of activity in consultation with the teacher/guide/mentor.
4. After the study, the student has to submit two separate reports. The report write-up must include photographs, newspaper clippings, images for the support of study. Students can give graphs, tables for statistics.
5. The report will contain objective, observation and conclusions.
6. After the approval letter from the Guide/Mentor, the students can submit the report to the Political Science Department.
7. After submission of the report, the department will conduct an interview of students or arrange a presentation in the classroom.
8. Assessment will be done on the basis of a report and interviews/presentation.
9. Assessment will be divided into Mid Semester Examination (15 marks) and Semester Examination (35 marks).
10. Mid semester examination activity proposal will be 10 marks and proposal presentation will be 5 marks.
11. Semester Examination activity reports will be 20 marks and the interviews/ presentation will be 15 marks.

PUB 281 CEP: Public Administration - Community Engagement Programme

Total Credits: 2CEP

Total Hours : 60

Objectives:

1. To develop an understanding of the needs and issues of the community.
2. To equip students to identify the problems.
3. To improve the quality of learning through classroom knowledge or course field experience.
4. To guide students in making effective reports.

Learning Outcomes:

1. Students will develop practical public speaking and presentation skills.
2. Students will be able to articulate ideas clearly in interpersonal interactions.
3. Students will gain knowledge and skills in planning and executing successful public relations events.
4. Students will acquire essential practical skills required for maintaining effective public engagement and rapport.

Activity 1: Visit any one following Organization and write a report on it. 30

1. Non-Governmental Organization
2. Co-operative Milk Society
3. Women's self-help groups
4. Farmers self-help group

5. Farmers' cooperative Society
6. Urban cooperative society
7. Workers cooperative society
8. Housing Society
9. Any other community organization

Activity 2: Visit any one following Community and write a report on it.

30

1. Farmers
2. Workers in Organised sector
3. Workers in unorganized sector
4. Tribal community
5. Scheduled Caste Community
6. Migrant community
7. Sugarcane Factory Workers community
8. Agriculture & Allied industries
9. Small & Rural Industries
10. Infrastructure & Construction Workers Community
11. Public Services sectors community (Education, Health, Transport)
12. Brick Kiln workers Community
13. Slum area Community
14. Any other community in rural or urban areas.

Process of Activity:

1. Students should go to Government and Private Offices and complete each activity.
2. Each student has to complete these activities under the guidance of a Guide/Mentor. The Department Political Science will allot the students respective Guides/Mentor. The Department of Political Science may also appoint guides/mentors from other faculties or subject related industry areas.
3. Students have to choose the topic of activity in consultation with the teacher/guide/mentor.
4. After the study, the student has to submit two separate reports. The report write-up must include photographs, newspaper clippings, and images for the support of study. Students can give graphs, tables for statistics.
5. The report will contain objective, observation and conclusions.
6. After the approval letter from the Guide/Mentor, the students can submit the report to the Political Science Department.
7. After submission of the report, the department will conduct an interview of students or arrange a presentation in the classroom.
8. Assessment will be done on the basis of a report and interviews/presentation.
9. Assessment will be divided into Mid Semester Examination (15 marks) and Semester Examination (35 marks).
10. Mid semester examination activity proposal will be 10 marks and proposal presentation will be 5 marks.
11. Semester Examination activity reports will be 20 marks and the interviews/ presentation will be 15 marks.

PUB-291-MN: District Police Administration

Total Credits: 2T

Total Hours: 30

Objectives

1. To provide students with a foundational understanding of the structure, powers, and responsibilities of various levels of district police administration.
2. To explore the functioning and organizational structure of district prison administration.
3. To analyze the challenges faced by the police and prison systems in the context of public administration and law enforcement.
4. To encourage critical thinking about reforms, accountability, and the role of administration in maintaining law and order.

Learning Outcomes

1. Students will be able to understand the historical development and current framework of district police administration in India.
2. This course helps students Identify and explain the powers and functions of SP, Dy.SP and PI within the district police setup.
3. This course helps Understand the composition and roles of key functionaries in the district prison administration.

Unit I: District Police Administration

15

- a. Historical Background
- b. Superintendent of Police (SP) - Power & Functions, .
- c. Deputy Superintendent of Police (Dy.SP) - Power & Functions.
- d. Police Inspector (PI) - Power & Functions

Unit II: District Prison Administration

15

- a. Composition and Functions
Superintendent of Prison Administration
- b. Importance of Prison Administration
- c. Challenges before Police & Prison Administration

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2. Khera S.S, 1974, District Administration in India, New York, Asia Publishing House.
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4. Misra S.C. 1972, Police Administration In India, Mount Abu, National Police Academy.
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13. महेश्वरी श्रीराम, अनु. कुलकर्णी साधना, 2006, भारतीय प्रशासन, मुंबई, ओरिएंट लॉंगमन.

PUB 292 MNP: District Police Administration - Practical

Total Credits: 2P

Total Hours: 60

Objectives:

1. To acquaint students with the real-world challenges and importance of police and prison systems in district governance.
2. To develop the ability to critically analyse the administrative functioning and role of law enforcement in maintaining public order.
3. To encourage field-based observations and interactions with police and prison officials where possible.

Learning Outcomes

1. Students will be able to present the real structure of district police and prison administration in India.
2. The student will develop the ability to critically evaluate the role and importance of prison administration in the criminal justice system.
3. This course helps Understand the composition and roles of key functionaries in the district prison administration.

Activity1: Students should Visit any one District Police Administration office (SP office, DYSP office, local police station) or visit its website and write a report on its structure, functions, changes and challenges beforehand.

30

Activity 2: Students should Visit any one Prison, local lock up, or visit its website and write a report on any one of the issues Gender-Specific Issues, Mental Health and Rehabilitation, Violence and Abuse, Overcrowding and Political Interface. Etc.

30

Process of Activity:

1. Students should go to Public and Private Offices and complete each activity.
2. Each student has to complete these activities under the guidance of a Guide/Mentor. The Department Political Science will allot the students respective Guides/Mentor. The Department of Political Science may also appoint guides/mentors from other faculties or subject related industry areas.
3. Students have to choose the topic of activity in consultation with the teacher/guide/mentor.
4. After the study, the student has to submit two separate reports. The report write-up must include photographs, newspaper clippings, and images for the support of study. Students can give graphs, tables for statistics.
5. The report will contain objective, observation and conclusions.
6. After the approval letter from the Guide/Mentor, the students can submit the report to the Political Science Department.
7. After submission of the report, the department will conduct an interview of students or arrange a presentation in the classroom.
8. Assessment will be done on the basis of a report and interviews/presentation.
9. Assessment will be divided into Mid Semester Examination (15 marks) and Semester Examination (35 marks).
10. Mid semester examination activity proposal will be 10 marks and proposal presentation will be 5 marks.
11. Semester Examination activity reports will be 20 marks and the interviews/ presentation will be 15 marks.

OE 251 PUB: Local Self Governance - Practical

Total Credits: 2P

Total Hours: 60

Objectives:

1. To enable the students to apply their understanding of the basic concept of local self-government.
2. To familiarize students with the structure of local self-government.
3. To understand the various dimensions of self-Government.

Learning Outcomes:

1. Students will know how to apply the concepts learned in class in real life.
2. Students will know the structure and administration of local self-government bodies.

Activity 1: Visit Gram Panchayats, Municipalities and other local government offices to observe their daily operations, service delivery mechanisms and write a report on any one programme implementation for rural development. 30

Activity 2: Attend Gram Sabha meetings or Municipal Council meetings to witness decisions - making processes, public participation and conflict resolution & make reports. 30

Process of Activity:

1. Students should visit a Gram Panchayat / Panchayat Samiti / Zilla Parishad and complete each activity.
2. Each student has to complete these activities under the guidance of a Guide/Mentor. The Department of Political Science will allot the students respective Guides/Mentor. The Department may also appoint guides/mentors from other faculties or subject related industry areas.
3. Students have to choose the topic of activity in consultation with the teacher/guide/mentor.
4. After the study, the student has to submit two separate reports of each activity. The report write-up must include photographs, images for the support of study.
5. The report will contain objectives, observations and conclusions.
6. After the approval letter from the Guide/Mentor, the students shall submit the report to the Department.
7. After submission of the report the department will conduct an interview of students or arrange a presentation in the classroom.
8. Assessment will be done on the basis of a report and interviews/presentation.
9. Assessment will be divided into Mid Semester Examination (15 marks) and Semester Examination (35 marks).
10. Mid semester examination activity proposal will be 10 marks and proposal presentation will be 5 marks.
11. Semester Examination activity reports will be 20 marks and the interviews/ presentation will be 15 marks.

SEC 251 PUB: Public Administration Critical Thinking – Practical

Total Credits: 2P

Total Hours: 60

Objectives:

1. To equip students to identify problems and root causes with critical outlook.
2. To develop the ability of students to assess the critically and relevance of information.
3. To develop the ability of students to articulate their reasoning & collaborate to address complex issues.

Learning Outcomes:

1. Students apply critical thinking skills to solve problems in the real-world problems within the Public Administration.
2. Students will analyze & evaluate existing policies and programmes.
3. Students can engage with diverse perspectives and difficult points.
4. Identify major issues in today's public institutions.

Activity 1: Critical Thinking on the following topic and writing a report. (Any one) 30

1. Indian Administrative Thinkers
2. Western Administrative Thinkers
3. Rural Local Self Government - structure and evaluation.
4. Urban Local Self Government - structure and evaluation.

Activity 2 : Critical Thinking on the following topic and writing a report.(Any one) 30

1. Public Policies of State Government
2. Public Policies of Central Government
3. Public Policies of Rural Local Self Government
4. Public Policies of Urban Local Self Government.

Process of Activity:

1. Each student has to complete these activities under the guidance of a Guide/Mentor. The Department of Political Science or Public Administration will allot the students respective Guides/Mentor. The Department may also appoint guides/mentors from other faculties or subject related industry areas.
2. Students have to choose the topic of activity in consultation with the teacher/guide/mentor.
3. After the study, the student has to submit two separate reports of each activity. The report write-up must include photographs, images for the support of study.
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