

भाषा आणि बोली अभ्यास

उद्दिष्टे (Objective)

- १) भाषेचे स्वरूप समजून घेणे
- २) भाषाबोली समाजाचा परस्पर संबंध अभ्यासणे
- ३) बोलीचे स्वरूप व विषय समजून घेणे

घटक १ (अ) मानवी भाषेचे स्वरूप, एकूण व्याख्याने १५, श्रेयांकने १

संप्रेषण - मानवी आणि मानवेतरांचे, मानवांचे भाषिक व भाषेतर संप्रेषण, मानवी भाषेची लक्षणे किंवा स्वरूप विशेष (ध्वन्यात्मकता, चिन्हात्मकता, यादृच्छिकता, सर्जनशीलता, प्रत्यक्षातीतता, सामाजिकता, परिवर्जनशीलता इ.) मानवी भाषेच्या व्याख्या

(आ) भाषेची विविध कार्ये - रोमान याकबसनचे संप्रेषणाचे नमुनारूप व ६ भाषिक कार्ये (निर्देशात्म, आविष्कारात्म, परिणामनिष्ठ, सौंदर्यात्म, संपर्कनिष्ठ, अतिभाषात्म)

घटक २ (अ) भाषा, समाज आणि संस्कृती - एकूण व्याख्याने १५, श्रेयांकने १

भाषा - एक सांस्कृतिक संचित, सांस्कृतिक जडणघडणीचे, संक्रमणाचे माध्यम एडवर्ड सपीरबेंजामीन बोर्फ यांचा भाषिक सापेक्षतावादाचा अभ्युपगम भाषेकडे पाहण्याचा समाज भाषावैज्ञानिक दृष्टिकोन, समाजातील भाषावैविध्य आणि भाषेचा बहुजिनसीपणा, भाषिकसांस्कृतिक विविधता परस्परसंबंध

आ) भाषा, प्रमाण भाषा आणि बोली : संकल्पना विचार व्याख्याने १५ श्रेयांकने १

'प्रमाण भाषा' म्हणजे काय, प्रमाण भाषेची आवश्यकता, प्रमाण भाषा व बोली यांच्यातील संबंध, त्यांचे वापरक्षेत्र, बोलीवैविध्य- उपबोली, स्थानिक बोली-प्रादेशिक बोली- जातिनिष्ठ बोली-सामाजिक बोली इ., बोलीविषयीचे गैरसमज (शुद्धाशुद्धता, श्रेष्ठकनिष्ठता, अंगभूत क्षमता इ.) व तथ्ये, मराठीच्या विविध बोली

घटक ३ (अ) बोलींच्या अभ्यासाची गरज व महत्त्व

बोलीविज्ञान (Dialectology), बोलींच्या अभ्यासाची दिशा - बोलींचा विजनात्मक अभ्यास, सामाजिक-सांस्कृतिक अभ्यास, बोलींच्या अभ्यासाची साधने, क्षेत्रीय कार्य (Field Work), बोलींची व्याकरणे व कोशरचना यांचे महत्त्व, बोलींसमोरील आव्हाने व त्यांचे जतन व संवर्धन यांसाठी करावयाच्या प्रयत्नांची दिशा

आ) मराठीतील प्रमुख बोली : वऱ्हाडी, अहिराणी, कोकणी बोलीचे स्वरूप विशेष

इ) मालवणी व आगरी बोलींची वैशिष्ट्ये- व्युत्पत्ती आणि विकास, व्याकरणिक वैशिष्ट्ये, उच्चार प्रक्रिया, म्हणी, वाक् प्रचार, शब्दसंग्रह इ.



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सत्रांत परिक्षेचे स्वरूप

प्रश्न क्र. १ घटक १ वर अंतर्गत पर्यायासह एक प्रश्न (गुण २०)

प्रश्न क्र. २ घटक २ वर अंतर्गत पर्यायासह एक प्रश्न (गुण २०)

प्रश्न क्र. ३ घटक ३ वर अंतर्गत पर्यायासह एक प्रश्न (गुण २०)

प्रश्न ४ - तिन्ही गटातील सहा टीपा विचाराव्यात किंवा लघुत्तरी प्रश्न विचारावेत विद्यार्थ्यांनी कोणतेही चार सोडवाव्यात - गुण ४०.

साध्ये (Outcome)

- १) मराठी भाषेचे स्वरूप समजेल
- २) मराठीच्या विविध बोलींचे ज्ञान होईल
- ३) मराठी बोली अभ्यासाला चालना मिळेल

संदर्भ ग्रंथ:

- १) भारतीय भाषांचे लोकसर्वेक्षण: सर्वेक्षण मालिका मुख्य संपादक- डॉ. गणेश देवी, महाराष्ट्र खंड संपादन: अरुण जाखडे, पद्मगंधा प्रकाशन, २०१३
- २) मालवणी बोली-व्याकरण, साहित्य व शब्द कोश, संपा. डॉ. पुष्पलता राजापुरे-तापस, डॉ. रमेश धोंगडे, शब्दपरी प्रकाशन.

सत्र ४ (चौथे) एकूण व्याख्याने ४५ श्रेयांकने ३
मराठी व्याकरण आणि लेखन कौशल्ये (स्पर्धा परीक्षा)

उद्दिष्टे (Objective)

- १) भाषा लेखन कौशल्य आत्मसात करणे
- २) निबंध लेखनाचे कौशल्ये आत्मसात करणे
- ३) निबंध लेखनाचा सराव करणे
- ४) संगणकीय उपयोजन करणे
- ५) मराठी व्याकरण समजून त्याचे उपयोजन करणे

घटक १ व्याकरण एकूण व्याख्याने १५ श्रेयांकने १

वर्णमाला शब्दांच्या जाती काळ

लिंग वचन प्रयोग अलंकार

वृत्ते समास वाक्यांचे प्रकार शब्दसंधी

संधी-स्वरसंधी विभक्ती विरामचिन्हे

विरुद्धार्थी शब्द

वाक्यप्रचार

म्हणी व अर्थ

समानार्थी शब्द

विरामचिन्हे

शब्द समूहाबद्दल एक शब्द

अलंकाराचे प्रकार इत्यादी घटकांची संक्षेपाने चर्चा

घटक २ एकूण व्याख्याने १५ श्रेयांकने १

मराठी भाषा आणि आधुनिक तंत्रज्ञान परिचय व प्रात्यक्षिक
पॉवरपॉइंट प्रेझेंटेशन, युनिकोड टंकलेखन.

घटक ३ एकूण व्याख्याने १५ श्रेयांकने १

अ निबंध

आ कल्पना विस्तार

इ आकलन

ई सारांश लेखन

चतुर्थ सत्रांत परीक्षेचे स्वरूप

प्रश्न क्र. १ घटक १ वस्तुनिष्ठ स्वरूपाचे ४० पैकी कोणतेही ३० प्रश्न सोडविणे (गुण ६०)

प्रश्न क्र. २ घटक २ वर अंतर्गत पर्यायासह एक प्रश्न (गुण २०)

प्रश्न क्र. ३ घटक ३ वर अंतर्गत पर्यायासह एक प्रश्न (गुण २०)

संदर्भ ग्रंथ:

साध्ये (Outcome)

- १) भाषा लेखन कौशल्य आत्मसात होईल
- २) मराठीचे लेखन कौशल्य प्राप्त होईल
- ३) संगणकासाठी मराठी भाषेचा उपयोग होईल
- ४) स्पर्धा परीक्षा उत्तीर्ण होण्यासाठी हा अभ्यासक्रम उपयुक्त ठरेल.



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संदर्भ ग्रंथ-

- १) मराठी व्याकरण : प्रा. डॉ. के.पी. शहा, श्रीम एज्जिकेशन, सप्टेंबर २०१२
- २) मराठीचे व्याकरण : डॉ. लीला गोविलकर, शब्दालय प्रकाशन, जून २०१५
- ३) मराठी भाषेचे वाक्यप्रकार व मूली : कै. विशाखर वामन भिडे, चित्रशाला प्रकाशन पुणे, ऑक्टोबर १९९८
- ४) मराठी भाषेचा भाषावैज्ञानिक अभ्यास : डॉ. अरका मटकर, शब्दालय प्रकाशन, २०१७
- ५) मराठी लेखन शुद्धी : डॉ. भास्कर गिरिधारी, सौंदर्यी प्रकाशन, नाशिक, २०१२
- ६) मराठी व्याकरण चाद आणि प्रवाद, कृष्ण श्री अर्जुनवाडकर
- ७) मराठी व्याकरण काही समस्या : प्र. ना. दीक्षित
- ८) मराठी व्याकरणाचा इतिहास कृष्ण श्री अर्जुनवाडकर
- ९) मराठी व्याकरण : मो. रा. वाळंवे
- १०) मराठी व्याकरणविवेक : मा. ना. आचार्य
- ११) मराठी व्याकरणाचा पुनर्विचार : अरविंद मंगरळकर
- १२) मराठीचे व्याकरण : लीला गोविलकर
- १३) शास्त्रीय मराठी व्याकरण : मोरो केशव दामले
- १४) शुद्धलेखनविवेक : द. ना. गोखले
- १५) आधुनिक माहिती तंत्रज्ञानाच्या विश्वात : दीपक शिकारपूर, उज्ज्वल साठे, उत्कर्ष प्रकाशन पुणे.

UNIVERSITY OF MUMBAI**Syllabus for Approval**

Sr. No.	Heading	Particulars
1	Title of the Course	S.Y.B.A. (MARATHI)
2	Eligibility for Admission	F.Y.B.A. Pass
3	Passing Marks	40
4	Ordinances / Regulations (if any)	Nil
5	No. of Years / Semesters	01 (Two Semester)
6	Level	U.G.
7	Pattern	Semester
8	Status	Revised
9	To be implemented from Academic Year	From Academic Year 2021-22

Name & Signature of BOS Chairperson :

Name & Signature of Dean:



1

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UNIVERSITY OF MUMBAI



Revised Syllabus

(Choice Based Credit System, CBCS)

Sem. III & Sem. IV

Program: S.Y.B.A.

Course: Marathi

From 2021-22

मुंबई विद्यापीठ
द्वितीय वर्ष बी.ए.
मराठी

अभ्यासक्रम (CBCS)

Course Code	Core Course	No of Credits
सत्र ३ रे		
UAMAR ३०१	कथन साहित्य	३
UAMAR ३०२	भाषा आणि बोली अभ्यास	३
सत्र ४ थे		
UAMAR ४०१	नाट्य साहित्य	३
UAMAR ४०२	मराठी व्याकरण आणि लेखन कौशल्ये (स्पर्धा परीक्षा)	३



[Signature]

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द्वितीय वर्ष बी. ए. मराठी अभ्यासपत्रिका क्र.२ कथन साहित्य

सत्र ३ (तिसरे)- एकूण व्याख्याने ४५ - श्रेयांकने - ०३

उद्दिष्टे (Objective)

- १) कथन साहित्याचा परिचय करून घेणे
- २) कादंबरी या वाङ्मय प्रकाराचे स्वरूप व वैशिष्ट्ये समजून घेणे
- ३) नेमलेल्या कादंबरीचे विविध घटकानुसार विवेचन व विश्लेषण करणे
- ४) कथा या वाङ्मय प्रकाराचा घटकानुसार नेमलेल्या कथासंग्रहाचे विश्लेषण करणे

घटक-१ कथन साहित्याचा परिचय (१५ तासिका) श्रेयांकन १

अ) कथा व कादंबरी या साहित्य प्रकाराचा सैद्धान्तिक परिचय

घटक-२ 'फेसाटी - कादंबरी - नवनाथ गोरे, अक्षर वाङ्मय प्रकाशन (१५ तासिका) श्रेयांकन १

घटक-३ 'बक-याची बॉडी - समर खडस, शब्दालय प्रकाशन (१५ तासिका) श्रेयांकन १

तृतीय सत्रान्त परीक्षा - गुण १००

वरील अभ्यासपत्रिकेचे प्रथम सत्रान्त प्रश्नपत्रिकेचे स्वरूप पुढीलप्रमाणे -

प्रश्न १- 'कथन' साहित्यप्रकाराचा सैद्धान्तिक परिचय यावर पर्याय देऊन एक प्रश्न - गुण २०.

प्रश्न २ - "फेसाटी" या कादंबरीवर पर्याय देऊन एक प्रश्न - गुण २०.

प्रश्न ३ - "बक-याची बॉडी" कथा संग्रहावर 'पर्याय देऊन एक प्रश्न - गुण २०.

प्रश्न ४ - तिन्ही गटातील सहा टीपा विचाराव्यात किंवा लघुतरी प्रश्न विचारावेत विद्यार्थ्यांनी कोणतेही चार सोडवाव्यात - गुण ४०.

१) 'कथन' साहित्यप्रकाराचा सैद्धान्तिक परिचय

२) 'फेसाटी'

३) "बक-याची बॉडी"

साध्य (Outcome)

- १) मराठी साहित्यातील कथन साहित्य अभ्यासून विद्यार्थ्यांना कथन साहित्याचे विश्लेषण करून मर्म ग्रहण करता येईल
- २) कथा कादंबरी वाचताना कोणत्या दृष्टीने वाचावे याचे ज्ञान प्राप्त होईल

संदर्भ ग्रंथ

- १) फेसाटी : चिंतन आणि मंथन, संपा. आशा मुंडे, संग्राम टेकले, अथर्व पब्लिकेशन्स, जळगाव
- २) फेसाटी विशेषांक, बारूळ त्रैमासिक दिवाळी २०१८

नाट्य साहित्य

उद्दिष्टे (Objective)

- १) नाटक या वाङ्मय प्रकारची संकल्पना व त्याचे स्वरूप समजून घेणे
- २) मराठी नाट्य वाङ्मयाची वाटचाल ठळक नाट्याधारे लक्षात घेणे
- ३) एकांकिका या नाट्यप्रकारचे स्वरूप व त्याची वैशिष्ट्ये जाणून घेणे
- ४) मराठीतील एकांकिका वाटचाल लक्षात घेणे
- ५) निवडक एकांकिकांचा अभ्यास करणे आणि लेखनाचे स्वरूप वैशिष्ट्ये समजून घेणे

घटक १: नाट्य ('नाटक व एकांकिका') या साहित्यप्रकाराची ठळक वैशिष्ट्ये (१५ तासिका) श्रेयांकन- १

घटक २: 'आमदार सौभाग्यवती' - नाटक - श्रीनिवास जोशी (रा रं बोराडे यांच्या कादंबरीवर आधारित नाटक)
कॉटिनेनटल प्रकाशन, (१५ तासिका) श्रेयांकन १

घटक ३: निवडक एकांकिकांचा अभ्यास (१५ तासिका) श्रेयांकन १

- १ झूलता पूल - सतीश आळेकर
- २ रक्तपुष्प - महेश एलकुंचवार
- ३ जहाज फुटलं आहे : दत्ता भगत
- ४ दुकान कुणी मांडू नये : संजय पवार
- ५ काजळ कुबड्या एकांताला : प्रा. दिलीप परदेशी
- ६ कृष्णाजी केशव : प्रल्हाद जाधव
- ७ चिऊताई चिऊताई दार उघड : प्रदीप राणे
- ८ रिक्षावाला : चंद्रशेखर फणसळकर
९. दगड आणि माती : दत्ता पाटील

चतुर्थ सत्रान्त परीक्षा - गुण १००

वरील अभ्यासपत्रिकेचे प्रथम सत्रान्त प्रश्नपत्रिकेचे स्वरूप पुढीलप्रमाणे -

प्रश्न १- नाट्य ('नाटक व एकांकिका') या साहित्यप्रकाराचा सैद्धान्तिक परिचय यावर पर्याय देऊन एक प्रश्न - गुण २०.

प्रश्न २ - 'आमदार सौभाग्यवती' या नाटकावर पर्याय देऊन एक प्रश्न - गुण २०.

प्रश्न ३ - निवडक एकांकिकावर ' पर्याय देऊन एक प्रश्न - गुण २०.

प्रश्न ४ - तिन्ही गटातील सहा टीपा विचाराव्यात किवा लघुत्तरी प्रश्न विचारावेत विद्यार्थ्यांनी कोणतेही चार सोडवाव्यात - गुण ४०.

१) नाट्य ('नाटक व एकांकिका') या साहित्यप्रकाराचा सैद्धान्तिक परिचय

२) 'आमदार सौभाग्यवती'

३) निवडक एकांकिका

साध्ये (Outcome)

१) नाटक आणि एकांकिका या प्रकारचे वाङ्मयीन स्वरूप लक्षात येईल



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२) नाट्य साहित्याची वाढचाल समजेल

३) नाट्य ज्ञान मिळून नाट्य रचना करता येईल

संदर्भ ग्रंथ

- १) आधुनिक मराठी नाटक (आशय आणि आकृतीबंध) सुषमा जोगळेकर
- २) दलित रंगभूमी - संपादन व प्रस्तावना : भालचंद्र फडके, सुरेश एजन्सी, पुणे
- ३) मराठी नाटक आणि रंगभूमी : पहिले शतक (१८४३ ते १९४३) वि.भा. देशपांडे, ज्हीनस, पुणे
- ४) मराठी नाटक (स्वातंत्र्योत्तर काळ) १९४७ ते १९९० वि.भा. देशपांडेपुणे, ज्हीनस,
- ५) मराठी नाटक आणि रंगभूमी (बिसावे शतक : वसंत आबाजी डहाके पॉप्युलर प्रकाशन मुंबई
- ६) मराठी नाटक आणि रंगभूमी (: हिमांशू स्मार्त, विश्वनाथ शिंदे, प्रतिमा प्रकाशन, पुणे.
- ७) नाटक एक बाङ्ग्य प्रकार : दत्ता भगत, य.च.म.मु.वि., नाशिक
- ८) नाटक आणि मी, विजय तेंडुलकर, डिम्पल प्रकाशन, मुंबई, १९९७.
- ९) नाटक एक चिंतन - कानेटकर वसंत
- १०) नाटकातली चिन्ह - नाईक राजीव
- ११) महानगरी नाटक - नाईक राजीव
- १२) मराठी नाटक : नव्या दिशा आणि वळणे, भवाळकर, तारा
- १३) नाटक कालच आणि आजच : राजापुरे-तापास, पुष्पलता
- १४) प्रायोगिक नाटक : भारतीय आणि जागतिक-(संपा) सूर्यवंशी नानासाहेब
- १५) निवडक मराठी एकांकिका : संपा. सुधा जोशी, रत्नाकर मतकरी, साहित्य अकादमी, दिल्ली.
- १६) निवडक एकांकिका : वि.भा. देशपांडे, १९७७
- १७) सर्वोत्कृष्ट मराठी एकांकिका, प्रभाकर नारायण परांजपे, सुपर्ण प्रकाशन, पुणे, १९४८
- १८) मराठी एकांकिका तंत्र आणि विकास, संपादक श्री. रं.भी. भिडे सुपर्ण प्रकाशन पुणे.
- १९) एकांकिका विशेषांक, पंचधारा, जुलै-सप्टेंबर, २०१५

S.Y.B.A (Applied Component)

Course Title: Business Communication

Paper I & II

(100 Marks Examination Pattern)

Objectives:

1. To develop an awareness about the complexity of communication in a dynamic business environment.
2. To develop effective oral, writing and listening skills among learners.
3. To demonstrate the effective use of communication technology.

Course Outcomes:

1. After successful completion of the course, the learner should have enhanced Listening,
2. Speaking, Reading and Writing skills and should be prepared to meet the challenges of
3. Communication in the business world

Semester III	Applied Component	Paper I	2 Credits
	Course Title: Business Communication		

Total Lectures: 60

Unit 1: Theory of Communication

5 Lectures

The Concept of Communication

Models of Communication: Linear / Interactive / Transactional / Shannon
And Weaver (To be discussed, but not to be assessed)
Meaning and Definition of Communication
Process of Communication – Traditional Model of Communication i.e. SMCR (Sender,
Medium, Channel, Receiver)
Need of Communication
Feedback
Emergence of Communication as a Key Concept in the Corporate and Global World

Unit 2: Communication at the Workplace

i. Objectives of Communication

5 Lectures

Information, Education and Training, Motivation, Persuasion, Raising
Morale, Order and Instruction, Warning, Advice and Counseling

ii. Channels of Communication

3 Lectures

Formal and Informal – Vertical, Horizontal, Diagonal, Consensus and Grapevine

iii. Methods of Communication

5 Lectures

Verbal and Non-verbal (including Visual)

20



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iv. Business Etiquette

5 Lectures

Office Etiquette, Internet Etiquette/Netiquette, Business Card Etiquette, Handshake Etiquette, Mobile Phone Etiquette

v. Barriers to Communication and How to Overcome Them

5 Lectures

Physical, Semantic/Language, Socio-Cultural and Psychological Barriers
Ways of overcoming these Barriers

vi. Listening

5 Lectures

Importance of Listening Skills
Barriers to Listening
Cultivating Good Listening Skills
Distinguishing between Hearing and Listening

vii. Business Ethics

5 Lectures

Ethics at the Workplace - Importance of Business Ethics
Personal Integrity at the Workplace
Business Ethics and Media
Computer Ethics
Corporate Social Responsibility

Unit 3: New Media in Communication

5 Lectures

Impact of Technology Enabled Communication

Types: Internet, Blogs, E-mail, Moodle, Social Media - Facebook, Twitter and
What's App -Advantages & Disadvantages

Unit 4: Business Correspondence

i. Theory of Business Letter Writing

5 Lectures

Principles of Effective Letter Writing - 'You' Attitude, Jargon, Four C's of Communication – Correctness, Completeness, Conciseness, Courtesy
Parts of a Business Letter
Full Block Layout of a Business Letter
Principles of Effective E-mail Writing

ii. Personnel Correspondence

10 Lectures

Statement of Purpose
Letter of Recommendation
Job Application Letter and Résumé
Letter of Appointment (To be discussed, but not to be assessed)



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Letter of Acceptance of Job Offer
Letter of Appreciation
Letter of Resignation

Unit 5: Writing Skills

Paragraph Writing

2 Lectures

Developing an idea, using appropriate linking devices, Cohesion and Coherence, self-editing etc.

Evaluation Pattern:

Third Semester End Examination	Duration: 3 Hours	100 Marks
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Question 1. : 20 marks (10+10)

A. Explain the terms in 2 to 3 sentences (five out of eight) (From All Units)

B. Objective type questions (From All Units)

Question 2. Short Notes (four out of six) (From Unit 1, Unit 2 & Unit 3) : 20 marks

Question 3. Essay Type Questions (two out of three) (From Unit 2) : 20 marks

Question 4. Personnel Letters (four out of five) : 20 marks

Letter of Recommendation
Letter of Acceptance of Job Offer
Letter of Resignation
Letter of Appreciation
Statement of Purpose

Question 5. 20 marks (10+05+05)

A. Job Application Letter and Résumé (05 + 05)

B. Situation-based Case Study
(From Unit 02 Chap. 2 - Channels of Communication & Unit 2 Chap.5 Barriers to Communication)

C. Paragraph Writing (one out of two)



22


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Semester Four	Applied Component	Paper II	2 Credits
Course Title: Business Communication			

Total Lectures: 60

Unit 1: Group Communication

i. Group Discussions& Interviews 8 Lectures

Group Discussion
Preparing for an Interview
Types of Interviews – Selection, Appraisal, Grievance, Exit, Online
Soft Skills – Emotional Quotient (EQ), Conflict Management

ii. Meetings 8 Lectures

Need and Importance of Meetings
Types of Meetings
Conduct of a Formal Meeting
Group Dynamics
Role of the Chairperson
Role of the Participants
Drafting of Notice, Agenda and Resolutions

iii. Committees & Conferences 8 Lectures

Importance of Committees
Types of Committees
Meaning of Conference
Importance of Conferences
Organizing a Conference
Modern Methods of Conducting Conferences - Skype & Webinar

Unit 2: Public Relations 10 Lectures

Meaning of Public Relations (PR)
Functions of the PR Department of an Organization
External and Internal Measures of Promoting PR
Crisis Management
Press Releases



23 
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Unit3: Business Correspondence

15 Lectures

Trade Letters
Letters of Inquiry
Letters of Complaints, Claims, Adjustments
Sales Letters, Promotional Leaflets and Fliers
Consumer Grievance Redressal Letters
Letters under Right to Information (RTI) Act

Unit 4: Report Writing

6 Lectures

Parts of a Business Report
Types of Business Reports
Feasibility Reports (Reports to be Prepared)
Investigative Reports (Reports to be Prepared)

Unit 5: Language and Writing Skills

5 Lectures

Summarisation

Identification of main and supporting/sub points
Presenting the points in a cohesive manner

Evaluation Pattern:

Fourth Semester End Examination	Duration: 3 Hours	100 Marks
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Question 1. Short Notes (four out of six) (Units 1 & Unit 2) :20 marks

Question 2. Essay Type Questions (two out of three) (Units 1 & Unit 2) :20 marks

Question 3. Letters (four out of five) :20 marks

Letter of Inquiry
Complaint & Claim/Adjustment Letter
Sales Letter/Flier
Consumer Grievance Redressal Letter
RTI Letter

Question 4. :20 marks (10 +10)

A. Drafting a Business Report

B. Drafting a Notice, Agenda and 02 Resolutions



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Question 5.

20 marks (10+05+05)

- A. Explain the terms in 2 to 3 sentences (five out of eight) (From all Units)
- B. Objective Type Questions (From all Units)
- C. Summarization (Unseen passage)

References:

1. Agarwal, AnjuD. (1989) *A Practical Handbook for Consumers*, India Book House, Mumbai.
2. Ashley, A. (1992) *A Handbook Of Commercial Correspondence*, Oxford University Press, New Delhi.
3. Aswalthapa, K. (1991) *Organisational Behaviour*, Himalayan Publications, Mumbai.
4. Atreya, N. and Guha (1994) *Effective Credit Management*, MMC School of Management, Mumbai.
5. Bahl, J. C. and NagamiaS. M. (1974) *Modern Business Correspondence and Minute Writing*, N. M. Tripathi Pvt. Ltd. New Delhi.
6. Balan, K.R. and Rayudu, C. S. (1996) *Effective Communication*, Beacon Books, New Delhi.
7. Bangh, L.Sue, Fryar, Maridell and Thomas David A. (1998) *How to Write First Class Business Correspondence*, N.T.C. Publishing Group USA.
8. Banerjee, Bani P. (2005) *Foundation of Ethics in Mangement*, Excel Books, New Delhi.
9. Barkar, Alan (1993) *Making Meetings Work*, Sterling Publications Pvt. Ltd., New Delhi.
10. Basu, C. R. (1998) *Business Organisation and Management*, Tata McGraw-Hill, New Delhi.
11. Benjamin, James (1993) *Business and Professional Communication Concepts and Practices*, Harper Collins College Publishers, New York.
12. Bhargava and Bhargava (1971) *Company Notices, Meetings and Regulations*, Taxman New Delhi.
13. Black, Sam (1972) *Practical Public Relations*, E.L.B.S. London.
14. Britt, Deborah. *Improving Business Communication Skills*, Kendall Hunt Publishing Co. (1992)




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15. Bovee Courtland, L. and Thrill, John V. (1989) *Business Communication Today*, McGraw Hill, New York, Taxman Publication.
16. Burton, G. and Thakur, (1995) *Management Today- Principles and Practices*, Tata McGraw Hill, New Delhi.
17. Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) *Public Relations Handbook*, The Dartwell Co., Chicago.
18. Drucher, P.F. ((1970) *Technology, Management and Society*, Pan Books London.
19. Drucher, P.F. ((1974) *Management Responsibilities Practices*, Heinemann, London.
20. Eyre, E.C. (1985) *Effective Communication Made Simple*, Rupa and Co., Kolkata.
21. Ecouse, Barry (1999), *Competitive Communication: A Rhetoric for Modern Business*, OUP, New Delhi.
22. Fisher, Dalmar (1999), *Communication in Organisation*, Jaico Publishing House, Mumbai.
23. Frailley, L.E. (1982) *Handbook of Business Letters*, Revised Edn. Prentice Hall Inc., New Jersey.
24. French, Astrid (1993) *Interpersonal Skills*, Sterling Publishers, New Delhi.
25. Fritzsche, David J. (2005) *Business Ethics: A Global and Managerial Perspective*, McGrawHill, New York.
26. Gartside, L.E. (1980) *Modern Business Correspondence*, McDonald and Evans Ltd. Plymouth.
27. Ghanekar, A. (1996) *Communication Skills for Effective Management*, Everest Publishing House, Pune.
28. Goleman, Daniel (1995) *Emotional Intelligence*, Bloomsbury Publications, Great Britain.
29. Graves, Harold F. (1965) *Report Writing*, Prentice Hall, New Jersey.
30. Gupta, Anand Das (2010) *Ethics, Business and Society: Managing Responsibly*, Response Books, New Delhi.
31. Gupta, Dipankar (2006) *Ethics Incorporated: Top Priority and Bottom Line*, Response Books, New Delhi.
32. Krevolin, Nathan (1983) *Communication Systems and Procedures for Modern Office*, Prentice Hall, New Jersey.
33. Lesikar, Raymond V. and Petit, John D. (1994) *Business Communication: Theory and Application*, Richard D. Irwin Inc., Illinois.



26

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34. Ludlow, Ron. (1995) *The Essence of Effective Communication*, Prentice, New Delhi.
35. M. Ashraf, Rizvi (2006) *Effective Technical Communication*, Tata McGraw Hill, New Delhi.
36. Martson, John E. 1963) *The Nature of Public Relations*, McGraw Hill, New Delhi.
37. Majumdar, P.K. (1992) *Commentary on the Consumer Protection Act*, Prentice, New Delhi.
38. McLean, Scott L. (2016) *Business Communication for Success*, Flat World Publishers, Washington.
39. McQuail, Denis (1975) *Communication*, Longman, New York.
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45. Parry, John (1968) *The Psychology of Human Communication*, American Elsevier, New York.
46. Peterson, Robert A and Ferrell, O.C. (2005) *Business Ethics: New Challenges for Business Schools and Corporate Leaders*, Prentice Hall of India Pvt., Ltd.
47. Ross, Robert D. (1977) *The Management of Public Relations*, John Wiley and Sons, U.S.A.
48. Sadri Sorab, Sinha Arun and Bonnerjee Peter (1998) *Business Ethics: Concepts and Cases*, Tata McGraw Hill, New Delhi.
49. Shekhar, R.C. (1997) *Ethical Choices in Business*, Response Books, Pennsylvania State University Press, U.S.A.
50. Stephenson, James (1988) *Principles and Practice of Commercial Correspondence*. Pilman and Sons Ltd., London.
51. Shurter, Robert L. (1971) *Written Communication in Business*, Tata McGraw Hill, Tokyo.



27

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General Reading List for Improved Language Skills:

[N.B. The list is only indicative and not prescriptive.]

1. Yousafzai Malala. *I Am Malala*, Weidenfeld & Nicolson, U.K.
2. Bach Richard. *Illusions II*, Create Space Independent Publishing Platform (Amazon).
3. Pillai, Radhakrishnan. *Corporate Chanakya*, Jaico Publishing House, Mumbai.
4. Tzu, Sun. *The Art of War*, Fingerprint Publishing (Amazon).
5. Goldratt, Eliyahu M. *The Goal*, Productivity & Quality Publishing (Amazon).
6. Goldratt, Eliyahu M. *It's Not Luck*, North River Press, U.S.A.
7. Murthy, Sudha. *Wise and Otherwise* Penguin India, New Delhi.
8. Choudhary, Arindam. *Count Your Chickens before They Hatch*, Vikas Publishing House, India.
9. Kalam, APJ. *Wings of Fire*, Universities Press, India.
10. Kalam APJ. *Ignited Minds*, Penguin India, New Delhi.

Suggested List of Websites

1. <http://lifehacker.com/top-10-ways-to-improve-your-communication-skills-1590488550>
2. <https://www.thebalance.com/verbal-communication-skills-list-2059698>
3. <https://bemycareercoach.com/soft-skills/list-soft-skills.html>
4. <https://www.thebalance.com/verbal-communication-skills-list-2059698>
5. <https://bemycareercoach.com/soft-skills/list-soft-skills.html>
6. <https://www.sitepoint.com/social-networking-sites-for-business>

Suggested List of You Tube Videos

1. <https://www.youtube.com/watch?v=K15ca0n0ois>
2. <https://www.youtube.com/watch?v=ixSUB11WNxk>
3. <https://www.youtube.com/watch?v=K15ca0n0ois>
4. <http://www.lifehack.org/.../communication/improvecommunicationskills.html>

IIT Kanpur Video Lectures

1. <http://nptel.ac.in/courses/109104031/>
2. <http://nptel.ac.in/courses/109104030/>




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Suggested List of MOOCs

1. <https://www.mooc-list.com/tags/communication-skills>
2. <https://www.mooc-list.com/.../effective-communication>
3. <https://www.mooc-list.com/tags/business-communication>
4. <https://www.skilledup.com/.../learn-communications-online-free>
5. <http://www.about.com/Communication+Skills+List>

Coursera

1. <https://www.coursera.org/learn/management-leadership-english#>
2. <https://www.coursera.org/learn/business#>
3. <https://www.coursera.org/learn/powerpoint-presentations>

Syllabus Prepared by:

Convener:

Dr. Hemangi Bhagwat, Department of English, Somaiya College, Mumbai.

Members:

Dr. Ishrat Ali Lalljee, Department of English, Hinduja College of Commerce, Mumbai.

Ms. Archana Singh, Department of English, Malini Kishore Sanghvi College, Mumbai.

Dr. Neena Nair, Department of English, Valia College, Mumbai.



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UNIVERSITY OF MUMBAI**Syllabus for Approval**

Sr. No.	Heading	Particulars
1	Title of the Course	Foundation Course (SYBA, SYBSc, SYBCom; Semesters III and IV)
2	Eligibility for Admission	Not Applicable
3	Passing Marks	40 %
4	Ordinances / Regulations (if any)	Not Applicable
5	No. of Years / Semesters	III and IV Semesters
6	Level	P.G. / U.G. / Diploma / Certificate (Strike out which is not applicable)
7	Pattern	Yearly / Semester (Strike out which is not applicable)
8	Status	New / Revised (Strike out which is not applicable)
9	To be implemented from Academic Year	From Academic Year 2017-18

Date: 8th May, 2017

Name of BOS Chairperson /Dean : Dr Agnelo Menezes

Signature :



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UNIVERSITY OF MUMBAI**Essentials Elements of the Syllabus**

1	Title of the Course	Foundation Course (SYBA, SYBSc, SYBCom – III and IV Semesters)
2	Course Code	
3	Preamble / Scope	Not Applicable
4	Objective of Course / Course Outcome	Not Applicable
5	Eligibility	Not Applicable
6	Fee Structure	Not Applicable
7	No. of Lectures	3 lectures per week
8	No. of Practical	Not Applicable
9	Duration of the Course	III and IV Semesters respectively
10	Notional hours	Not Applicable
11	No. of Students per Batch	Not Applicable
12	Selection	Not Applicable
13	Assessment	Not Applicable
14	Syllabus Details	Given
15	Title of the Unit	Not Applicable
16	Title of the Sub-Unit	Not Applicable
17	Semester wise Theory	Not Applicable
18	Semester wise List of Practical	Not Applicable
19	Question Paper Pattern	Given
20	Pattern of Practical Exam	Not Applicable
21	Scheme of Evaluation of Project /Internship	Given
22	List of Suggested Reading	Given
23	List of Websites	Given
24	List of You-Tube Videos	Not Applicable
25	List of MOOCs	Not Applicable



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FOUNDATION COURSE

Semester III

Internal marks: 25

External marks: 75

Total Marks: 100

Lectures: 45

Objectives

- Develop a basic understanding about issues related to Human Rights of weaker sections, ecology, and science and technology.
- Gain an overview of significant skills required to address competition in career choices
- Appreciate the importance of developing a scientific temper towards technology and its use in everyday life

Module 1 Human Rights Provisions, Violations and Redressal (12 lectures)

- Scheduled Castes- Constitutional and legal rights, Forms of violations, Redressal mechanisms. (2 Lectures)
- Scheduled tribes- Constitutional and legal rights, Forms of violations, Redressal mechanisms. (2 Lectures)
- Women- Constitutional and legal rights, Forms of violations, Redressal mechanisms. (2 Lectures)
- Children- Constitutional and legal rights, Forms of violations, Redressal mechanisms. (2 Lectures)
- People with Disabilities, Minorities, and the Elderly population- Constitutional and legal rights, Forms of violations, Redressal mechanisms. (4 Lectures)

Module 2 Dealing With Environmental Concerns (11 lectures)

- Concept of Disaster and general effects of Disasters on human life- physical, psychological, economic and social effects. (3 Lectures)
- Some locally relevant case studies of environmental disasters. (2 Lectures)
- Dealing with Disasters - Factors to be considered in Prevention, Mitigation (Relief and Rehabilitation) and disaster Preparedness. (3 Lectures)
- Human Rights issues in addressing disasters- issues related to compensation, equitable and fair distribution of relief and humanitarian approach to resettlement and rehabilitation. (3 Lectures)

Module 3 Science and Technology I (11 lectures)

- Development of Science- the ancient cultures, the Classical era, the Middle Ages, the Renaissance, the Age of Reason and Enlightenment. (3 Lectures)
- Nature of science- its principles and characteristics; Science as empirical, practical, theoretical, validated knowledge. (2 Lectures)
- Science and Superstition- the role of science in exploding myths, blind beliefs and prejudices; Science and scientific temper- scientific temper as a fundamental duty of the Indian citizen. (3 Lectures)



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- D. **Science in everyday life-** technology, its meaning and role in development; Interrelation and distinction between science and technology. (3 Lectures)

Module 4 Soft Skills for Effective Interpersonal Communication (11 lectures)

Part A

(4 Lectures)

- I) Effective Listening - Importance and Features.
- II) Verbal and Non-Verbal Communication; Public-Speaking and Presentation Skills.
- III) Barriers to Effective Communication; Importance of Self-Awareness and Body Language.

Part B

(4 Lectures)

- I) Formal and Informal Communication - Purpose and Types.
- II) Writing Formal Applications, Statement of Purpose (SOP) and Resume.
- III) Preparing for Group Discussions, Interviews and Presentations.

Part C

(3 Lectures)

- I) Leadership Skills and Self-Improvement - Characteristics of Effective Leadership.
- II) Styles of Leadership and Team-Building.

Projects / Assignments (for Internal Assessment)

- i. Projects/Assignments should be drawn for the component on Internal Assessment from the topics in **Module 1 to Module 4**.
- ii. Students should be given a list of possible topics - at least 3 from each Module at the beginning of the semester.
- iii. The Project/Assignment can take the form of Street-Plays / Power-Point Presentations / Poster Exhibitions and similar other modes of presentation appropriate to the topic.
- iv. Students can work in groups of not more than 8 per topic.
- v. Students must submit a hard / soft copy of the Project / Assignment before appearing for the semester end examination.

QUESTION PAPER PATTERN (Semester III)

The Question Paper Pattern for Semester End Examination shall be as follows

TOTAL MARKS: 75

DURATION: 150 MINUTES

QUESTION NUMBER	DESCRIPTION	MARKS ASSIGNED
1	i. Question 1 A will be asked on the meaning / definition of concepts / terms from all	a) Total marks: 15



	Modules. ii. Question 1 B will be asked on the topic of the Project / Assignment done by the student during the Semester iii. In all 8 Questions will be asked out of which 5 have to be attempted.	b) For 1 A, there will be 3 marks for each sub-question. c) For 1 B there will be 15 marks without any break-up.
2	Descriptive Question with internal option (A or B) on Module 1	15
3	Descriptive Question with internal option (A or B) on Module 2	15
4	Descriptive Question with internal option (A or B) on Module 3	15
5	Descriptive Question with internal option (A or B) on Module 4	15



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FOUNDATION COURSE

Semester IV

Internal marks: 25

External marks: 75

Total Marks: 100

Lectures: 45

Module 1 Significant, contemporary Rights of Citizens (12 lectures)

- A. **Rights of Consumers**-Violations of consumer rights and important provisions of the Consumer Protection Act, 2016; Other important laws to protect consumers; Consumer courts and consumer movements. (3 Lectures)
- B. **Right to Information**- Genesis and relation with transparency and accountability; important provisions of the Right to Information Act, 2005; some success stories. (3 Lectures)
- C. **Protection of Citizens'/Public Interest**-Public Interest Litigation, need and procedure to file a PIL; some landmark cases. (3 Lectures)
- D. **Citizens' Charters, Public Service Guarantee Acts.** (3 Lectures)

Module 2 Approaches to understanding Ecology (11 lectures)

- A. **Understanding approaches to ecology**- Anthropocentrism, Biocentrism and Eco centrism, Ecofeminism and Deep Ecology. (3 Lectures)
- B. **Environmental Principles-1**: the sustainability principle; the polluter pays principle; the precautionary principle. (4 Lectures)
- C. **Environmental Principles-2**: the equity principle; human rights principles; the participation principle. (4 Lectures)

Module 3 Science and Technology II (11 lectures)

Part A: Some Significant Modern Technologies, Features and Applications: (7 Lectures)

- i. **Laser Technology**- Light Amplification by Stimulated Emission of Radiation; use of laser in remote sensing, GIS/GPS mapping, medical use.
- ii. **Satellite Technology**- various uses in satellite navigation systems, GPS, and imprecise climate and weather analyses.
- iii. **Information and Communication Technology**- convergence of various technologies like satellite, computer and digital in the information revolution of today's society.
- iv. **Biotechnology and Genetic engineering**- applied biology and uses in medicine, pharmaceuticals and agriculture; genetically modified plant, animal and human life.
- v. **Nanotechnology**- definition: the study, control and application of phenomena and materials at length scales below 100 nm; uses in medicine, military intelligence and consumer products.

Part B: Issues of Control, Access and Misuse of Technology. (4 Lectures)



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Module 4 Introduction to Competitive Examinations

(11 lectures)

Part A. Basic information on Competitive Examinations- the pattern, eligibility criteria and local centres:

(4 Lectures)

- Examinations conducted for entry into professional courses - Graduate Record Examinations (GRE), Graduate Management Admission Test GMAT), Common Admission Test (CAT) and Scholastic Aptitude Test (SAT).
- Examinations conducted for entry into jobs by Union Public Service Commission, Staff Selection Commission (SSC), State Public Service Commissions, Banking and Insurance sectors, and the National and State Eligibility Tests (NET / SET) for entry into teaching profession.

Part B. Soft skills required for competitive examinations-

(7 Lectures)

- Information on areas tested: Quantitative Ability, Data Interpretation, Verbal Ability and Logical Reasoning, Creativity and Lateral Thinking
- Motivation: Concept, Theories and Types of Motivation
- Goal-Setting: Types of Goals, SMART Goals, Stephen Covey's concept of human endowment
- Time Management: Effective Strategies for Time Management
- Writing Skills: Paragraph Writing, Report Writing, Filing an application under the RTI Act, Consumer Grievance Letter.

Projects / Assignments (for Internal Assessment)

- Projects/Assignments should be drawn for the component on Internal Assessment from the topics in **Module 1 to Module 4**.
- Students should be given a list of possible topics - at least 3 from each Module at the beginning of the semester.
- The Project/Assignment can take the form of Street-Plays / Power-Point Presentations / Poster Exhibitions and similar other modes of presentation appropriate to the topic.
- Students can work in groups of not more than 8 per topic.
- Students must submit a hard / soft copy of the Project / Assignment before appearing for the semester end examination.

QUESTION PAPER PATTERN (Semester IV)

The Question Paper Pattern for Semester End Examination shall be as follows:

TOTAL MARKS: 75

DURATION: 150 MINUTES

QUESTION NUMBER	DESCRIPTION	MARKS ASSIGNED
1	i. Question 1 A will be asked on the meaning / definition of concepts / terms from all Modules.	a) Total marks: 15 b) For 1 A, there will be 3 marks for each sub-question.



	ii. Question 1 B will be asked on the topic of the Project / Assignment done by the student during the Semester iii. In all 8 Questions will be asked out of which 5 have to be attempted.	c) For 1 B there will be 15 marks without any break-up.
2	Descriptive Question with internal option (A or B) on Module 1	15
3	Descriptive Question with internal option (A or B) on Module 2	15
4	Descriptive Question with internal option (A or B) on Module 3	15
5	Descriptive Question with internal option (A or B) on Module 4	15




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SYBA History- Paper- III
Ancient India from Earliest Times to 1000 A.D.

SEMESTER-III

Objectives: To acquaint the students with different sources of Ancient Indian History. To enable the students to understand the political, socio-economic and cultural developments in the period under study and appreciate the rich cultural heritage in India

Module I: Sources of Ancient India and their Importance

- (a) Archaeological
- (b) Literary
- (c) Foreign Travellers

Module II: Indus Valley Civilization

- (a) Social and Economic Life
- (b) Religious Life
- (c) Town Planning and Decline of the Civilization

Module III: Vedic Age

- (a) Janapada
- (b) Social and Economic Life
- (c) Religion

Module IV: India after 6th Century B.C.

- (a) Administration of Mahajanapadas
- (b) Jainism and Buddhism
- (c) Persian and Greek Invasions




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SEMESTER-IV

Module I: Mauryan and Post- Mauryan Period (322 B.C. to 320 A.D.)

- (a) Chandragupta and Ashoka
- (b) Mauryan Administration
- (c) Post Mauryan Dynasties- Sungas, Kushanas and Satavahanas

Module II: Gupta Age (320 A.D. to 600 A.D.)

- (a) Imperial Expansion: Chandragupta I, Samudragupta and Chandragupta II
- (b) Administration
- (c) Classical Age

Module III: Post Gupta Period (600A.D. to 1000A.D.)

- (a) The Age of Harshavardhan
- (b) The Rise of Rajputs
- (c) Arab Invasion of Sind

Module IV: Major Dynasties of Deccan and South India

- (a) Chalukyas of Badami and Rashtrakutas
- (b) Pallavas and Cholas
- (c) Spread of Indian Culture in South-East Asia



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No. UG/189 of 2017-18

CIRCULAR:-

A reference is invited to the syllabi relating to the Bachelor of Arts (B.A.) Programme vide this office Circular No.UG/50 of 2012-13, dated 28th June, 2012 and the Principals of the affiliated Colleges in Arts are hereby informed that the recommendations made by the Board of Studies in History & Archaeology at its meeting held on 23rd February, 2017 has been accepted by the Academic Council at its meeting held on 11th May, 2017 vide item No.4.66 and that in accordance therewith, the revised syllabus as per the (CBCS) of S.Y.B.A. History (History & Archaeology) (Sem III & IV), which is available on the University's website (www.mu.ac.in) and that the same has been brought into force with effect from the academic year 2017-18, accordingly.

MUMBAI - 400 032

9th August, 2017

To

(Dr.M.A.Khan)
REGISTRAR

The Principals of the affiliated Colleges in Arts.

A.C/4.66/11/05/2017

No. UG/189 -A of 2017

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9th August, 2017

Copy forwarded with Compliments for information to:-

- 1) The Co-ordinator, Faculty of Arts and Humanities,
- 2) The Chairman, Board of Studies in History & Archaeology,
- 3) The Offg. Director, Board of Examinations and Evaluation,
- 4) The Director, Board of Students Development,
- 5) The Professor-cum-Director, Institute of Distance and Open Learning (IDOL),
- 6) The Co-Ordinator, University Computerization Centre,

(Dr.M.A.Khan)
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Revised Syllabus for Sem III and Sem IV

Program: B. A.

Course: History and Archaeology

(Choice Based Credit System with effect from the Academic
year 2017-2018)



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SYBA – History Paper-II
Landmarks in World History, 1300 A.D.-1945 A.D.

SEMESTER-III

Objectives: To enable the students to comprehend the transition of Europe from medieval to modern times and its impact on the world. To provide accurate knowledge of the most significant events and personalities of the period under study and encourage understanding of the making of the modern world

Module I: The Modern Age

- (a) Renaissance
- (b) Geographical Discoveries
- (c) Reformation

Module II: Age of Revolutions

- (a) American Revolution
- (b) French Revolution
- (c) Industrial Revolution

Module III: Nationalism and Imperialism

- (a) Formation of Nation-States in Europe
- (b) Nationalist Movements in Italy and Germany
- (c) Imperialist Expansion in Asia

Module IV: World in Transition (1914-1919)

- (a) World War I
- (b) Russian Revolution
- (c) League of Nations




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SEMESTER-IV

Module I: Inter War Period

- (a) Kemal Pasha and Modernization of Turkey
- (b) Reza Shah and Reforms in Iran
- (c) Birth of Israel

Module II: Rise of Dictatorships

- (a) Fascism
- (b) Nazism
- (c) Militarism in Japan

Module III: World War II and Efforts for Peace

- (a) World War II
- (b) The Atlantic Charter
- (c) United Nations Organization.

Module IV: Nationalist Movements in Asia

- (a) Dr. Sun-Yat-Sen and China
- (b) Mahatma Gandhi and India
- (c) Dr. Sukarno and Indonesia




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SYBA
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
- 1.2 Approaches 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




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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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SYBA

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



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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,



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	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



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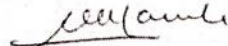
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No. UG/ 273 of 2017-18

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,

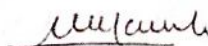
The Principals of the Affiliated Colleges in Faculty of Arts and the Heads, University Departments and the Professor-cum-Director, Institute of Distance and Open Learning, (IDOL).

A.C/4.49/11.05.2017

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..



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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

Module 3. 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)




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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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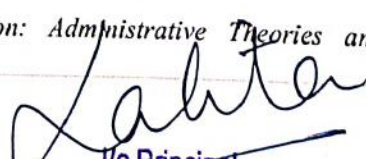
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EXPLANATORY NOTE

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,



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	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



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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, LalBahadurShastri National Academy



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	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, Lokayukta, 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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