

Shree Warana Vibhag Shikshan Mandal's

**WARANA UNIVERSITY,
WARANANAGAR**

(A State Public University established under Section 3 (6) of MPUA, 2016)

॥ विद्या सर्वस्य भूषणम् ॥



Warana University

Established:2025

**Structure & Syllabus For
Bachelor of Arts-B.A. in Political Science**

UNDER

Faculty of Humanities

B. A. Part -I (Semester- I and II)

(As Per National Education Policy – 2020)

With Effect From Academic Year 2025-26 Onwards

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Abbreviations:

POs	Program Outcomes
PSOs	Program Specific Outcomes
COs	Course Outcomes
DSC	Discipline Specific Core
DSE	Discipline Specific Elective
GE	Generic Elective
OE	Open Elective
VSC	Vocational Skill Course
SEC	Skill Enhancement Course
IKS	Indian Knowledge System
AEC	Ability Enhancement Course
VEC	Value Education Course
OJT	On Job Training (Internship)
FP	Field project
CEP	Community engagement project
CC	Co-curricular Courses
RM	Research Methodology
RP	Research Project
MJ	Major Course
MN	Minor Course

1. PREAMBLE:

India is the biggest democracy in the world. The success of any democratic country depends upon aware citizens. The very objective of Political Science is to inculcate democratic values among citizens. To teach role of citizens vis a vis government. Keeping this objective in mind we have drafted all papers under political science. The study of Degree Course of Political Science begins with Study of Indian Constitution. We are going to study major provisions in the constitution and system of government.

2. PROGRAMME LEARNING OUTCOMES (POs)

Students will be able to become rationale citizens.

Students will be able to get familiar with governmental system.

Students will be able to take part in political system as political leaders.

Students will be able to work in print and electronic media.

Students will be familiar with political affairs.

3. DURATION:

The Bachelor of Arts in Political Science programme shall be a Full Time Course of 3 year Semester duration with 22 Credits per Semester. (Total Credits = 132)

4. ELIGIBILITY FOR ADMISSION:

The candidate who has qualified senior secondary school examination or Equivalent (10+2) from a recognized board/institute is eligible for admission for this course. Therefor admission is as per the rules and regulations set from time to time by concerned department university, government and other relevant statutory authorities.

5.MEDIUM OF INSTRUCTION:

The medium of instruction shall be English or Marathi . The students will have an option To write answer scripts in English or Marathi . (except Languages)

6. EXAMINATION PATTERN:

The pattern of examination will be Semester End Examination with Internal Assessment/Evaluation

NOTE: Separate passing is mandatory for both, Semester End Examination and Internal Evaluation/Assessment. (Annexure -I)

7. MEME Instructions:

In alignment with the National Education Policy (NEP) 2020, the Bachelor of Science (B.Sc.) program adopts the Multiple Entry and Multiple Exit (ME-ME) framework. This flexible structure is designed to provide students with academic mobility, skill development, and lifelong learning opportunities. Through ME-ME framework, the program enables students to enter and exit at different stages with appropriate certifications. Information regarding different entry and exit options available to students and respective mandatory number of credits to be earned by the students are provided in the table below.

Year	Stage of exit	Type of Award	Mandatory Credits to be earned	Minimum credits to be earned
1	After successful completion of One Year	Undergraduate Certificate in Science	44	40
2	After successful completion of Two Year	Undergraduate Diploma in Science	88	80
3	After successful completion of Three Year	Bachelor of Science Degree	132	120

Re-entry provision: Students leaving after a undergraduate certificate or undergraduate diploma may re-enter the program within 5 years by earning required credits through Academic Bank of Credits.

8. General Guidelines for the selection of subjects

1. In first year, student has to choose three DSC subjects from the basket for faculty of Humanities. (Semester wise baskets are below the structure of programme)
2. At the start of second year, out of these 3 DSC subjects, he/she has to opt one subject as Major subject and one as Minor subject. The remaining DSC subject will be dropped.
3. Student cannot select a subject as major or minor other than the subjects taken in first year.
4. OE is to be chosen compulsorily from faculty other than that of the major. (B. A. students needs to select OE from faculty of Science and Technology or Commerce and management)
5. SEC is to be selected from the basket of Skill courses approved by the university.
6. IKS (Generic) will be provided by the university separately.
7. C-C, Co-Curricular Activities will be listed by university and communicated separately.
8. CEP- Guidelines for Community Engagement Programmers are provided each BoS.
9. VEC- The functioning of Value Education Course is organized by university.

8. STRUCTURE OF PROGRAMME: Note: Detailed Structure of Programme(Annexure-I and II)

Credit Distribution Structure For B.A.- I in Political Science with Multiple Entry and Exit Options.

COURSE CATEGORY	ABBREVIATION (Only 2 Letters)	DESCRIPTION	Sem.I Credit	Sem.II Credit
DSC	DSC (DS)	Discipline Specific Course Any 03 from Basket	4x3=12	4x3=12
OE	OE(OE)	Open Elective Any 01 from Basket	2x1=02	2x1=02
SEC	SEC (SE)	Skill Enhancement Course Any 01 from Basket	2x1=02	2x1=02
AEC/IKS/VEC	AEC(AE)	Ability Enhancement Course	2x1=02	2x1=02
	IKS(IK)	Indian Knowledge System (Generic)	2x1=02	-----
	VEC(VE)	Value Education Course	-----	2x1=02
CC/CEP	CC (CC)	Co-curricular Course	2x1=02	-----
	CEP(CE)	Community Engagement Project	-----	2x1=02
			22	22
			Total 44	

9. B. A. I- Subject Basket-

*** DSC–Semester I**

Sr. No	Subject	DSC	Hours	Credits
1	Marathi	रुजुवात: भाग-श्वमराठीव्याकरण	4	4
2	Hindi	आधुनिक हिंदी साहित्य-I	4	4
3	English	Introduction to English Literature (Short Story) and Language (Word Classes) – I P – 01	4	4
4	Economics	Indian Economy-I	4	4
5	History	Rise and Growth of Maratha Swarajya (1600-1680)	4	4
6	Sociology	Introduction to Sociology	4	4
7	Political Science	Indian Constitution	4	4
8	Psychology	Psychology for Friendship and Love - P-01	4	4
9	Geography	Physical Geography	4	4

*** DSC–Semester II**

Sr. No	Subject	DSC	Hours	Credits
1	Marathi	रुजुवात: भाग-2वमराठीव्याकरण	4	4
2	Hindi	आधुनिकहिंदीसाहित्य- II	4	4
3	English	Introduction to English Literature (Poetry) and Language (Morphology) – II P – 02	4	4
4	Economics	Indian Economy–II	4	4
5	History	Legacy of Chhatrapati Shivaji Maharaj (1630-1707)	4	4
6	Sociology	Changing Nature of Social Institutions	4	4
7	Political Science	Indian Government	4	4
8	Psychology	Health Psychology-P- 02	4	4
9	Geography	Human Geography	4	4

**** OE- Semester I**

Sr. No	Subject	OE	Hours	Credits
1	Marathi	मराठीभाषेचेअंतरंग	2	2
2	Hindi	प्रयोजनमूलकहिंदीऔरकविताएं	2	2
3	English	Basic English Usage	2	2
4	Economics	Economics of Indian Agriculture	2	2
5	History	Maratha Forts	2	2
6	Sociology	Sociology of Youth - I	2	2
7	Political Science	Introduction To Public Administration	2	2
8	Psychology	Psychological First Aid	2	2

**** OE- Semester II**

Sr. No	Subject	OE	Hours	Credits
1	Marathi	साहित्याचीरूपे	2	2
2	Hindi	प्रयोजनमूलकहिंदीऔरकहानियाँ	2	2
3	English	Improving Reading Comprehension in English (02)	2	2
4	Economics	Indian Economic Problems	2	2
5	History	Study of Select Forts	2	2
6	Sociology	Sociology of Youth - II	2	2
7	Political Science	Personnel Administration	2	2
8	Psychology	Build Good and Break Bad Habits	2	2

***** SEC- Semester I**

Sr. No	Subject	SEC	Hours	Credits
1	Marathi	व्यक्तिमत्वविकासआणिभाषिककौशल्ये (भाग-१)	2	2
2	Hindi	पत्रकारिता	2	2
3	English	Conversational Skills In English	2	2
4	Economics	Finance and Banking I-01	2	2

5	History	Historical Tourism	2	2
6	Sociology	Introduction to Social Audit - I	2	2
7	Political Science	Rural Local Self Government	2	2
8	Psychology	(Interpersonal Skills) -01	2	2
9	Geography	Fundamental of Tourism	2	2

***** SEC- Semester II**

Sr. No	Subject	SEC	Hours	Credits
1	Marathi	व्यक्तिमत्वविकासआणिभाषिककौशल्ये (भाग-२)	2	2
2	Hindi	समाचारलेखन	2	2
3	English	Developing Writing Skills in English	2	2
4	Economics	Entrepreneurial Economics	2	2
5	History	Management of Historical Tours	2	2
6	Sociology	Introduction to Social Audit - II	2	2
7	Political Science	Urban Local Self Government	2	2
8	Psychology	Emotional Intelligence Skills -02	2	2
9	Geography	Components of Tourism	2	2

****** CEP- Semester II**

Sr. No	Subject	CEP	Hours	Credits
1	Marathi	समाजभान	2	2
2	Hindi	--	-	-
3	English	--	-	-
4	Economics	Social Problems and Programs	2	2
5	History	Preservation of Local History	2	2
6	Sociology	Women And Health	2	2
7	Political Science	Election and Administrative Process: A field Study	2	2
8	Psychology	Community Mental Health	2	2
9	Geography	AcquisitionofSocialData	2	2

8. Course Code Table: Political Science

COURSECATEGORY		COURSENAME	COURSECODE	CREDITS
DSC	DS-I	Indian Constitution	2502UAPOMJ101	4
OE	OE-I	Indroduction To Public Administration	2502UAPOOE101	2
SEC	SE-I	Rural Local Self Government	2502UAPOSE101	2
CREDITSFORB.A.-I,SEM-I:				08

A-1)B.A.–I:SEMESTER-I(TOTALCREDITS-22):(Note:Put‘—’wherever‘NotApplicable’)

A-2)B.A.–I:SEMESTER-II(TOTALCREDITS-22):(Note:Put‘—’wherever‘NotApplicable’)

COURSECATEGORY		COURSENAME	COURSECODE	CREDITS
DSC	DS-II	Indian Government	2502UAPOMJ201	4
OE	OE-II	Personnel Administration	2502UAPOOE201	2
SEC	SE–II	Urban Local Self Government	2502UAPOSE201	2
CEP	CE	Election and Administrative Process: A field Study	2502UAPOCE201	2
CREDITSFORB.A.-I,SEM- II:				10

9. Determination of CZPA, Grading and Declaration of result

University has adopted 10-point Grading System as follows:

- i) If the total marks of the course are 100 and passing criteria is 40%, then use the following Table 1 for the conversion.
- ii) If total marks of any of the course are 50 and passing criterion is 40%, then marks obtained are converted to marks out of 100 as below and then grade points are computed using Marks out of 100 as per Table 2.

$$\text{Marks out of 100} = \frac{\text{Marks obtained by student in that course}}{\text{Total marks of that course}} \times 100$$

Table 1: Conversion of Marks out of 100 to grade point.

Sr. No.	Marks Range out of 100	Grade point	Letter grade
1	80 – 100	10	O: Outstanding
2	70 – 79	9	A+: Excellent
3	60 – 69	8	A: Very Good
4	55 – 59	7	B+: Good
5	50 – 54	6	B: Above Average
6	45 – 49	5	C: Average
7	40 – 44	4	P: Pass
8	0 – 39	0	F: Fail
9	Absent	0	Ab: Absent

Table 2: Conversion of Marks out of 50 to grade point

Sr. No.	Marks Range out of 50	Grade point	Letter grade
1	40 – 50	10	O: Outstanding
2	35 – 39	9	A+: Excellent
3	30 – 34	8	A: Very Good
4	28 – 29	7	B+: Good
5	25 – 27	6	B: Above Average
6	23 – 24	5	C: Average
7	20 – 22	4	P: Pass
8	0 – 19	0	F: Fail
9	Absent	0	Ab: Absent

1. Semester Grade Point Average (**SGPA**)

$$\text{SGPA} = \frac{\sum(\text{Course credits} \times \text{Grade points obtained}) \text{ of a semester}}{\sum(\text{Course credits}) \text{ of respective semester}}$$

2. Cumulative Grade Point Average (**CGPA**)

$$\text{CGPA} = \frac{\sum(\text{Total credits of a semester} \times \text{SGPA of respective semester}) \text{ of all semesters}}{\sum(\text{Total course credits}) \text{ of all semesters}}$$

10. NATURE OF QUESTION PAPER AND SCHEME OF MARKING:

For Bachelor of Arts (BA)

For Four Credits: Written Examination (60) + Internal Assessment (40) = Total (100 Marks)

For Four Credits: Written Examination (30) + Internal Assessment (20) = Total (50 Marks)

FOR SOCIAL SCIENCES

A) For Four Credits: Total Marks: 60 (Written Examination)

Question No. 1 : Multiple Choice Questions (10 MCQs) (1 marks each)	(10 X 1)	10 marks
Question No. 2 : Short Notes (any four out of six)	(5 X 4)	20 marks
Question No. 3 : Short Questions (any four out of six)	(5 X 4)	20 marks
Question No. 4 : Answer the Following. (any one out of two)	(10 X 1)	10 marks

Note : Question Paper should cover all the units in the syllabus.

B) For Two Credits: Total Marks: 30 (Written Examination)

Question No.1 : Multiple Choice Questions (05 MCQs) (1 marks each)	(5 X 1)	05 marks
Question No. 2 : Short Notes (any two out of four)	(5 X 2)	10 marks
Question No. 3 : Short Questions (any two out of four)	(5 X 2)	10 marks
Question No. 4 : Answer the Following. (any one out of two)	(5 X 1)	05 marks

11. Internal Evaluation Scheme

A) For Four Credits Total Marks: 40

- 1) Home Assignment (10)

- 2) Class Assignment (10)
- 3) Quiz (10)
- 4) Midterm Test (10)

For Two Credits Total Marks: 20

- 1) Home Assignment (05)
- 2) Class Assignment (05)
- 3) Quiz (05)
- 4) Midterm Test (05)

12. Duration of Examination

- i. Duration of Examination for 60 marks- 2 Hours
- ii. Duration of Examination for 30 marks- 1 Hours
- iii. Duration of Practical Examination for 50 marks- 2 Hours

Warana University Warananagar**B.A.I Political Science, Sem-I****DSC-I: Indian Constitution -I**

Name Of The Programme	B.A.(Political Science)
Class	B.A.-I
Semester	I
Name of Vertical Group	DSC-I:
Course Code:	2502UAPOMJ101
Course Title	Indian Constitution
Total Credit	04
Workload	04 Credit X15 Hours=60 hours in Semester
Duration	Semester I
Medium Of Instruction	Marathi /English
Eligibility Of Admission	As per Eligibility Criteria prescribed by the University
Examination of Pattern	60:40
Nature Of Question Paper	As per University Rules

A) Course Learning Outcomes:

Students will be able to get familiar with background of Indian Constitution.

B) Indian Constitution : DSC-01

Module NO	Module	Teaching Hours	Credits
1	Making of Indian Constitution 1.1 Historical Background of Indian Constitution –Major Acts of 1909,1919, 1935 1.2: Basic Features of Indian Constitution 1.3 Preamble	15	1
2	Fundamental Rights and Duties 2.1 Provisions of Fundamental Rights 2.2 Provisions of Fundamental Duties 2.3 Directive Principles of State Policy	15	1
3	Special Provisions Under Constitution 3.1 Emergency Provisions 3.2 Provisions of Constitution Amendments 3.3 Election Commission of India	15	1

4	Indian Legislature and Executive 3.1 Lok Sabha : Composition, Powers & Functions 3.2 Rajya Sabha : Composition, Powers & Functions 3.3 Prime Minister and Council of Ministers: Powers & Functions	14	15	1
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Students will be able to understand some major provisions of the Constitution.

Students will be able to understand the context of different provisions of the constitution.

Students will be able to understand the context of the constitution related issues.

References

- 1) Abbas H. Kumar, 2011, Indian Government & Politics Pearson, New Delhi
- 2) Austin Granville, (2001), The Indian Constitution-Cornerstone of a Nation, Oxford, New Delhi
- 3) Basu D.D., 2018, Introduction to the Constitution of India, 23rd Edition, LexisNexis, Nagpur
- 4) Chandhoke N. Priyadarshi, 2011, Contemporary India Pearson New Delhi
- 5) Gupta, D.C. (1994) Indian Government and Politics, Vikas, New Delhi.
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- 7) M. Laxmikanth, 2016, Indian Polity, 5th Edition, McGraw Hill Education, New Delhi
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- 13) जोशी) 1991 , (डॉक्टर. दवे, भारतीय शासन व प्रशासन , विद्या प्रकाशन नागपूर
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- 15) जाधवतुकाराम व शिरपूरकर महेश), 2015 , (भारतीय राज्यघटना व घटनात्मक प्रक्रिया , भाग एक आणि दोन पुणे , दि युनिक अकॅडमी
- 16) समाजवादी प्रबोधन पत्रिका कोल्हापूर नवभारत साधना
Journals: Studies in Indian Politics, Economic and Political Weekly (EPW),
समाजवादी प्रबोधन पत्रिका कोल्हापूर नवभारत साधना
Additional Readings: Wikipedia, Marathi Vishwakosh

Activities and Exercises Suggested for Internal Assessment (40)

- 1) Home Assignment (10)
- 2) Class Assignment (10)
- 3) Quiz (10)
- 4) Midterm Test (10)

Warana University Warananagar
For B.Com and B.Sc I Sem,I
OE 01:Introduction to Public Administration

Name Of The Programme	B.Com and B.Sc I
Class	B.Com I , B.Sc I
Semester	I
Name of Vertical Group	Open Elective Course (OE)
Course Code:	2502UAPOOE101
Course Title	Introduction to Public Administration
Total Credit	02
Workload	02 Credit X15 Hours=30 hours in Semester
Duration	Semester I
Medium Of Instruction	Marathi /English
Eligibility Of Admission	As per Eligibility Criteria prescribed by the University
Examination of Pattern	30:20
Nature Of Question Paper	As per University Rules

A.Course Outcome.

Students will be familiar with the basics of Public Administration

Students will come to know the Principles of Administration

B. Introduction to Public Administration OE-01

Module No.	Unit No.	Topic	Hrs. Required to cover the contents 1Hrs.=60M	Credits
1.0		Public Administration	15	1
	1.1	a) Meaning and Nature of Public Administration		
	1.2	b) Scope of Public Administration		
	1.3	c) Administration Politics Dichotomy		
2.0		Organization	15	1
	2.1	a) Meaning and Principles of Organization-Hierarchy, Span of Control, Unity of Command		
	2.2	b) Units of Organization Line Agency.		
	2.3	c) Staff Agency, Auxiliary Agency		

References:

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- 3) Reddy P. L. Sanjeev, Tiwari R. K., (2006), **Democracy and Public Administration Vol-1**, Indian Institute of Public Administration, New Delhi.
- 4) Sharma M. P., Sadana B. L. (2018), **Public Administration Theory and Practice**, KitabMahal
- 5) Shrivastvaa R. K., (2011), **Public Administration Theory and Practice**, swastika Publications, Delhi.
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Warana University Warananagar

B.A.I Political Science Sem I

SEC 01: Rural Local Self Government

Name Of The Programme	B.A. I
Class	B.A. I ,
Semester	I
Name of Vertical Group	Skill Enhancement Course (SEC)
Course Code:	2502UAPOSE101
Course Title	Rural Local Self Government
Total Credit	02
Workload	02 Credit X15 Hours=30 hours in Semester
Duration	Semester I
Medium Of Instruction	Marathi /English
Eligibility Of Admission	As per Eligibility Criteria prescribed by the University
Examination of Pattern	30:20
Nature Of Question Paper	As per University Rules

Course LearningOutcoms-

Students will be familiar with the institution of Rural Local Self Government

Students will come to know the methods of voting in Rural Local Self Government

Students will come to know the role of Rural Local Self Government

Students will be familiar with some Government Schemes

B. Rural Local Self Government SEC-01

Module No.	Unit No.	Topic	Hrs. Required to cover the contents 1Hrs.=60M	Credits
1.0		Legal Provisions of Rural Local Self Government	15	
	1.1	a) 73 Constitution Amendment Act-1993		1
	1.2	b) Composition of Gram Panchayat, PanchayatSamiti and ZillaParishad		
	1.3	c) Powers and Functions of Rural Local Self Government		
2.0		Schemes of Rural Local Self Government	15	

2.1	a) MANREGA		1
2.2	b) Women Self Help Group		
2.3	c) PM KaushalyaVikasYojana		

References:

- 1) Basu, D. D. (2015). Introduction to Indian Constitution. Gurgaon: Lexis Nexis.
- 2) Laxmikanth, M., (2021). Indian Polity. New Delhi: McGraw Hill Education.
- 3) भोळे.भा. (२००३)भारतीयगणराज्याचेशासनआणिराजकारणपिंपळापुरेप्रकाशननागपूर
- 4) भणगेरविंद्र (२०१२) भारतातीलस्थानिकस्वराज्यसंस्थाप्रांतपब्लिकेशन, जळगाव
- 5) पाटीलव्ही. बी. (२०१२) पंचायतराजव्यवस्था, प्रशांतपस्तिकेतनप्रकाशन, जळगाव
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- 12) शिरसीकरवम (२००१) जाधुनिकमहाराष्ट्राचेराजकारणकॉन्टिनेंटलप्रकाशन, पुणे
- 13) माहेश्वरीएसआर.(२०१०)भारतमेंस्थानिकशासन, लक्ष्मीनारायणअग्रवालप्रकाशन, आशा

ACTIVITIES AND EXERCISES SUGGESTED FOR INTERNAL ASSESSMENT

Home Assignment/Unit Test.

Visit nearby Gram Panchayat/PanchayatSamiti etc.

Take interview of Political Leaders such as MLA, MP, ZP members etc.

Any other exercise activity approved by concerned teacher.

Warana University Warananagar

B.A.I Political Science , Sem –II DSC-II- Indian Government

Name Of The Programme	B.A.(Political Science)
Class	B.A.-I
Semester	II
Name of Vertical Group	DSC-II:
Course Code:	2502UAPOMJ201
Course Title	Indian Government
Total Credit	04
Workload	04 Credit X15 Hours=60 hours in Semester
Duration	Semester I
Medium Of Instruction	Marathi /English
Eligibility Of Admission	As per Eligibility Criteria prescribed by the University
Examination of Pattern	60:40
Nature Of Question Paper	As per University Rules

Course Learning Outcomes:

Students will be familiar with background of Indian Government.

Students will be familiar with some Structure of Government.

Students will understand the correlation between different organs of Government.

Students will understand the government related issues.

A.Indian Government: DSC-II

Module NO	Module	Teaching Hours	Credits
1	Legislature 1.1 Loksabha 1.2: Rajyasabha 1.3 Parliamentary Devices- Question Hour, Adjournment Motion No Confidence Motion	15	1
2	Executive 2.1 President of India 2.2 Vice-President of India 2.3 Prime Minister and Council of Ministers in India	15	1

3	Judiciary 3.1 Composition and Powers of Supreme Court of India 3.2 Concept of Judicial Activism 3.3 Concept of Judicial Review in India	20 15	1
4	Political Party System in India 4.1 Features of Party System in India 4.2 Major National Parties in India 4.3 Coalition Politics in India	15	1

LIST FOR REFERENCES:

- 1) Basu, D. D., (2015). Introduction to Indian Constitution. Gurgaon: Lexis Nexis.
- 2) Chandhoke. N. and Priyadarshini P. (Eds) (2009). Contemporary India: Economy, Society, Politics, Chennai: Pearson.
- 3) Chatterjee, Parth (2010). Empire and Nation: Essential Writings (1985-2005). New Delhi: Permanent Black
- 4) Constituent Assembly Debates, Volumes I, II, and III. (Available in ILU Library).
- 5) DasarathyBhuyan, (2016). Political Process in India. Cuttack: KitabMandal
- 6) Ganguly, Sumit, Larry Diamond & Marc F. Plattner (eds.). (2007). The State of India's Democracy. Baltimore: The John Hopkins University Press. 7) Guaba, O.P. (2008). An Introduction to Political Theory. N. Delhi: Macmillan India Limited.
- 8) Appadorai, A. (2005). The Substance of Politics. New Delhi
- 9) Austin, Granville (1966). Indian Constitution: A Comerstone of a Nation. New Delhi: OUP.
- 10) Bandyopadhyay, Sekhar (2004). From Plassey to Partition and After: A History of Modern India. New Delhi: Orient Black Swan.

Warana University Warananagar
For B.Com and B. ScI ,SemII
OE - 02 Personnel Administration.

Name Of The Programme	B.Com and B.Sc I
Class	B.Com I , B.Sc I
Semester	II
Name of Vertical Group	Open Elective Course (OE)
Course Code:	2502UAPOOE201
Course Title	Personnel Administration
Total Credit	02
Workload	02 Credit X15 Hours=30 hours in Semester
Duration	Semester I
Medium Of Instruction	Marathi /English
Eligibility Of Admission	As per Eligibility Criteria prescribed by the University
Examination of Pattern	30:20
Nature Of Question Paper	As per University Rules

Course Outcome-

Students will be familiar with the Personnel Administration

Students will come to know the Principles of Administration in Practice

Students will come to know the role of Public Service Commissions in India

Students will be aware about citizen charter

Personnel Administration. OE 02

Module No.	Unit No.	Topic	Hrs. Required to cover the contents 1Hrs.=60M	Credits
1.0		Personnel Administration	15	
	1.1	a) Meaning and Nature of Personnel Administration		1
	1.2	b) Recruitment		
	1.3	c) Promotion		
	1.4	d) Training		
2.0		Public Service Commissions in India	15	
	2.1	a) Union Public Service Commission		1

	2.2	b) State Public Service Commission	22	
	2.3	c) Staff Selection Commission		

References:

- 1) Avashthi and Maheshwari (2019) Public Administration. LaxmiNarainAgrawal Agra
- 2) Laxmikanth, M., (2021), Indian Polity, New McGraw Hill Education, Delhi.
- 3) Reddy P. L. Sanjeev, Tiwari R. K., (2006), Democracy and Public Administration Vol-I. Indian Institute of Public Administration, New Delhi.
- 4) Sharma M. P., Sadana B. L. (2018), Public Administration Theory and Practice, KitaabMahal
- 5) Shrivastvaa R. K., (2011), Public Administration Theory and Practice, swastika Publications, Delhi
- 6) Tiwari Ramesh Kumar, Mehta AshaKaour, (2012), Public Policy and Administration, Indian Institute of Public Administration, Gyan Publishing House
- 7) Waldo D., (2018), The Study of Public Administration, Forgotten Books.
- 8) PratiyogitaDarpan, Monthly English and Hindi Journal
- 9) Masika, Study Circle, Monthly Marathi Journal
- 10) बोरा, शिरसाठ (२०१३) लोकप्रशासनशाख, दुसरी आवृत्ती, विद्याबुक्सपब्लिशर्स, नागपूर
- 11) फडियाबी. एल., फडियाके. (२०१७) भारतमेंलोकप्रशासन, साहित्यभवनप्रकाशन, नवीदिल्ली
- 12) पाटील, बी. बी. (२०१९) लोकप्रशासन, फडकेप्रकाशनकोल्हापूर
- 13) एकंबेकरपी., वाघमारेहीतरोडेव्ही. (२०१०), लोकप्रशासनातीलनवप्रवाह, प्रकाशक:जी. कत्तुरवारमारोतीराजेश्वराव, नांदेड.
- 14) चक्रवर्तीव्हीचंदपी. (२०१८) जागतिकीकरणातीललोकप्रशासनसिद्धांतआणिव्यवहारसेजभाषा, न्यूदिल्ली
- 15) अवस्थीएवंमहेश्वरी (२०१०) लोकप्रशासन, लक्ष्मीनारायणअग्रवाल, आग्रा

Activities and exercises suggested for internal assessment

- 1) Home Assignment (05)
- 2) Class Assignment (05)
- 3) Quiz (05)
- 4) Midterm Test (05)

Warana University, Warananagar

B.A I, Political Science Sem .II

SEC 01: Urban Local Self Government

B

Name Of The Programme	B.A.I
Class	B..A.I
Semester	II
Name of Vertical Group	Skill Enhancement Course (SEC)
Course Code:	2502UAPOSE201
Course Title	Urban Local Self Government
Total Credit	02
Workload	02 Credit X15 Hours=30 hours in Semester
Duration	Semester I
Medium Of Instruction	Marathi /English
Eligibility Of Admission	As per Eligibility Criteria prescribed by the University
Examination of Pattern	30:20
Nature Of Question Paper	As per University Rules

Course Outcome-

Students will be familiar with the institution of Municipality and Municipal Corporation.

Students will be familiar with role of Urban Local Self Government.

Students will come to know the methods of voting in Urban Local Self Government.

Students will come to know the role Municipality and Municipal Corporation in Urban Development

B.Urban Local Self Government SEC-02

Module No.	Unit No.	Topic	Hrs. Required to cover the contents 1Hrs.=60M	Credits
1.0		Legal Provisions about Urban Local Self Government	15	1
	1.1	a) 74 Constitution Amendment Act-1993		
	1.2	b) Composition, Powers and Functions of Municipality		
	1.3	c) Composition, Powers and Functions of Municipal Corporation		
2.0		Schemes of Urban Local Self Government.	15	1
	2.1	a) Water Sanitization Scheme		
	2.2	b) Waste Management Scheme		
	2.3	c) ZopadpattiVikasProgramme		

References:

- 1) Avashthi and Maheshwari (2019) Public Administration. Laxmi Narayan Agrawal publication, Agra.
- 2) Basu, D. D., & others (2015). Introduction to Indian Constitution. Gurgaon: Lexis Nexis.
- 3) Laxmikanth, M., (2021). Indian Polity. New Delhi: McGraw Hill Education.
- 4) पाटील, बी. बी. (२०१९) भारतीयशासनआणिराजकारणफडकेप्रकाशनकोल्हापूर
जाधव, तुकारामआणिशिरपूरकरमहेश (२०२१) भारतीयसंविधानआणिभारतीयराजकारण,
दियुनिकअकादमीप्रकालनपुणे

Activities and Exercises Suggested for Internal Assessment:

- 1) Home Assignment (05)
- 2) Class Assignment (05)
- 3) Quiz (05)
- 4) Midterm Test (05)

Warana University, Warananagar

B.A I, Political Science Sem .II

B.A. I. SEMESTER-II

Name Of The Programme	B..A.I
Class	B.A.I
Semester	II
Name of Vertical Group	Community Engagement Project (CEP)
Course Code:	2502UAPOCE201
Course Title	Election and Administrative Process: A Field Study
Total Credit	02
Workload	02 Credit X15 Hours=30 hours in Semester
Duration	Semester I
Medium Of Instruction	Marathi /English
Eligibility Of Admission	As per Eligibility Criteria prescribed by the University
Examination of Pattern	30:20
Nature Of Question Paper	As per University Rules

Students will be familiar with Election process in democratic institution.
 Students will familiar with Election process in Cooperative institution.
 Students will understand role of Administration in implementation.
 Students will get knowledge of implementation of government scheme

A) Election and Administrative Process: A Field Study CE-01

Module No.	Unit No.	Topic	Hrs. Required to cover the contents 1Hrs.=60M	Credits
1.0		Election Process	15	
	1.1	a) Gram Panchayat, PanchayatSamiti, ZillaParishad		1
	1.2	b) State Legislative Assembly, Loksabha		
	1.3	c) Co-operative Institutes		
2.0		Implementation of Government Schemes	15	
	2.1	a) Gram Panchayat, PanchayatSamiti, ZilhaParishad		1
	2.2	b) Municipality, Municipal Corporation		
	2.3	c) Revenue Administration and Schemes		

References:

- 1) Avashthi and Maheshwari (2019) Public Administration. Laxmi Narayan Agrawal publication, Agra.
- 2) Basu, D. D., & others (2015). Introduction to Indian Constitution. Gurgaon: Lexis Nexis.
- 3) Laxmikanth, M., (2021). Indian Polity. New Delhi: McGraw Hill Education.
- 4) भोळे, भा. ल. (२००३) भारतीयगणराज्याचेशासनआणिराजकारण, पिंपळापुरेप्रकाशन, नागपूर
- 5) पाटील, बी. बी. (२०१९) भारतीयशासनआणिराजकारण, फडकेप्रकाशन, कोल्हापूर
- 6) जाधव, तकारामआणिशिरपरकरमहेश (२०२१) भारतीयसंविधानआणिभारतीयराजकारणदियनिक

Your work.Safely backed up.

Activities and Exercises suggested for internal Assessment

- 1) Home Assignment (05)
- 2) Class Assignment (05)
- 3) Quiz (05)
- 4) Midterm Test (05)

ACTIVITIES AND EXERCISES SUGGESTED FOR INTERNAL ASSESSMENT

Annexure-I

B.A. Programme Structure for Level 4.5 of B.A.-I-Semester I												
Teaching Scheme					Examination Scheme							
Sr. No.	Theory (TH)				Practical	Semester-end Examination (SEE)			Internal Assessment (IA)			
	Course Type	No. of Lectures	Hours	Credits		---	Paper Hours	Max	Min	Internal	Max	Min
1.	DSC -I	4	4	4	If applicable	2	60	24	1) Home Assignment	40	16	
2.	DSC -I	4	4	4		2	60	24		2) Class Assignment	40	16
3.	DSC -I	4	4	4		2	60	24			3) Quiz	40
4.	OE -I	2	2	2		1	30	12		4) Midterm Test		20
5.	SEC -I	2	2	2		1	30	12	20		08	
6.	AEC-I	2	2	2		1	30	12	20		08	
7.	IKS (Generic)	2	2	2		1	30	12	20		08	
8.	CC	2	2	2		2 Viva	--	--	CC activities	50	20	
Total		22	22	22		---	300	---		250	---	
										SEE + IA = 300+250=550		

Annexure-II

B.A. Programme Structure for Level 4.5 of B.A.-I-Semester - II												
Teaching Scheme					Examination Scheme							
Sr. No.	Theory (TH)				Practical	Semester-end Examination (SEE)			Internal Assessment (IA)			
	Course Type	No. of Lectures	Hours	Credits		---	Paper Hours	Max	Min	Internal	Max	Min
1.	DSC -II	4	4	4	If applicable	2	60	24	1) Home Assignment	40	16	
2.	DSC -II	4	4	4		2	60	24		2) Class Assignment	40	16
3.	DSC -II	4	4	4		2	60	24			3) Quiz	40
4.	OE - II	2	2	2		1	30	12		4) Midterm Test		20
5.	SEC -II	2	2	2		1	30	12	20		08	
6.	AEC-II	2	2	2		1	30	12	20		08	
7.	VEC	2	2	2		1	30	12	20		08	
8.	CEP	2	2	2		2 Viva	--	--	CEP activities	50	20	
Total		22	22	22		---	300	---		250	---	
										SEE + IA = 300+250=550		

(Annexure-I)

WARANA CLUSTER UNIVERSITY, WARANANAGAR
NEP-2020(2.0):CreditFrameworkforUG(BA)ProgrammesunderFacultyof HUMANITIES

SEM (Level)	COURSES			OE	VSC/SEC	AEC/VEC/IKS	OJT/FP /CEP/ CC/RP	Total Credits	Degree/Cum.Cr. MEME
	Course-1	Course-2	Course-3						
SEMI (4.5)	DSC-I(4)	DSC-I(4)	DSC-I(4)	OE-1(2)	SEC-I(2)	AEC-ENG-I(2) IKSGeneric(2)	CC(2)	22	UG Certificates 44
SEMII (4.5)	DSC-II(4)	DSC-II(4)	DSC-II(4)	OE-2(2)	SEC-II(2)	AEC-ENG-II(2) VEC - DEC (2)	CEP (2)	22	
Credits	4+4=8	4+4=8	4+4=8	2+2=4	2+2=4	4+4=8	2+2=4	44	
	MAJOR		MINOR						
	MAJOR	ELECTIVE							
SEMIII (5.0)	MAJOR- III(4) MAJOR- IV(4)	-	MINOR-(4)	OE-3(2)	VSC-I(2) SECIII(02)	AEC-ENG-III(2) IKSSpecific (2)	-	22	UGDiploma 88
SEMIV (5.0)	MAJOR- V(4) MAJOR- VI(4)	-	MINOR-(4)	OE-4(2)	VSC-II(2) SECIV(02)	AEC-ENG-IV(2) VEC-EVS (2)	-	22	
Credits	8+8=16		4+4=8	2+2=4	4+4=8	4+4=8	-	44	ExitOption:4credit Skill/NSQF/Interns hip
SEM V (5.5)	MAJOR- VII MAJOR- VIII(4) MAJOR -IX	MAJOR- EL- 1(4)	MINOR-(4)	OE-5(2)	-	-	FP-(02)	22	UGDegree 132
SEMVI (5.5)	MAJOR-X MAJOR-XI MAJOR- XII(2)	MAJOR- EL- 1I(4)	MINOR- (4)	-	-	-	OJT- (04)	22	
Credits	10+10=20	4+4=08	4+4=08	2+0=2	-	-	2+4=6	44	
Total Credits	8+16+20+8+8	8+8+8	4+4+2	4+8	8+8	4+6			

	60	24	10	12	16	10	132	

SEMVI I (6.0)	MAJOR-XIII (4) MAJOR-XIV (4) MAJOR-XV (4) MAJOR-XVI (2)	MAJOR-EI-3 (4)	RM-I(4)	-	-	-	-	22	FourYearU G Honours Degree 176
SEMVIII (6.0)	MAJOR-XVII (4) MAJOR-XVIII (4) MAJOR-XIX (4) MAJOR-XX (2)	MAJOR-EI-4(4)	-	-	-	-	OJT(04)	22	
Credits	14+14=28	4+4=08	4+0=4	-	-	-	0+4=4	44	
Total Credits	60+28+8 96		28	10	12	16	14	176	
SEMVI I (6.0)	MAJOR-XXI (4) MAJOR-XXII (4) MAJOR-XXIII (2)	MAJOR-EI-3 (4)	RM-I(4)	-	-	-	RP- (4)	22	FourYearU G HonoursW ith Research Degree 176
SEMVIII (6.0)	MAJOR-XXIV (4) MAJOR -XVX (4) MAJOR-XXVI (2)	MAJOR-EI-4(4)	-	-	-	-	RP- (8)	22	
Credits	10+10=20	4+4=08	4+0=04	-	-	-	4+8=12	44	
Total Credits	60+20+8 88		28	10	12	16	22	176	