

**MARIS STELLA COLLEGE (AUTONOMOUS), VIJAYAWADA – 8**  
**(Affiliated to Krishna University, Machilipatnam)**

**SYLLABUS**

**Subject: Political Science**

**Semester: I**

**Course Title: Introduction to Political Science**

**Course Code: 20PSCCIP14**

**No. of Hours: 75 Hrs.**

**LTP: 410**

**Credits: 4**

**Objectives**

- To discuss the scope of Political Science and nature of the state.
- To distinguish the political and concepts and ideologies.

**Course Outcomes**

**CO1:** Explain the nature, scope, and approaches to Political Science.

**CO2:** Outline the major theories of origin of the state, its elements and nature.

**CO3:** List the sources, kinds and features of liberty, equality, justice and sovereignty.

**CO4:** Classify and relate the rights and duties in a civil society.

**CO5:** Identify and estimate the impact of political ideologies.

**UNIT-I: Introduction**

**(12 Hrs.)**

1. Definition, Nature, Scope and Importance of Political Science – Relations with allied disciplines (History, Economics, Philosophy and Sociology).
2. Approaches to the study of Political Science: Traditional Approaches- Philosophical and Historical, Modern Approaches - Behavioral and System Approach.

**UNIT-II: State**

**(12 Hrs.)**

1. Definition of the State, Elements of the State, Theories of Origin of the State (Divine Origin, Force, Evolutionary and Social Contract).
2. Concepts of Modern State and Welfare State.

**UNIT-III: Concepts of Political Science**

**(12 Hrs.)**

1. Liberty- Kinds, Safeguards of Liberty; Equality- Kinds and relation between Liberty and Equality, Justice- Kinds and Sources of Justice.
2. Sovereignty – Characteristics and Kinds of Sovereignty.

**UNIT-IV: Rights****(12 Hrs.)**

1. Meaning, Nature and Classification of Rights.
2. Duties – Kinds; Relation between Rights and Duties.

**UNIT-V: Political Ideologies****(12 Hrs.)**

1. Liberalism, Individualism, Anarchism – Meaning and Principles.
2. Socialism, Marxism and Multiculturalism – Meaning and Features

**Skill/ Hands – on: (15 Hrs.)**

1. Critical Thinking on current topics
2. News Paper Reading
3. Video Demonstration
4. Power Point Presentations
5. Class Seminars
6. Debates on current issues
7. Quiz Programme

**Co-Curricular Activities**

1. Simple, medium and critical Assignments on current topics.
2. Comparative study of the Rights that citizens are enjoying around the globe.
3. Conduct of a Mock Parliament on important current issues for awareness about the proceedings of the Parliament, intensity of debates and understanding the outcomes.

**Prescribed Text Books**

1. A.C. Kapur: Principles of Political Science
2. R.C. Agarwal: Political Theory
3. J.C. Johari: Contemporary Political Theory
4. Amaj Ray & Bhattacharya: Political Theory and Institutions
5. O.P. Gauba: An Introduction to Political Theory

**Reference Books**

1. J.C. Johari: Principles of Modern Political Science
2. Abbas, Hoveyda & Ranjay Kumar: Political Theory
3. Andrew Heywood: Political Ideologies-An Introduction

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**SYLLABUS**

**Subject: Political Science**

**Semester: II**

**Course Title: Basic Organs of the Government**

**Course Code: 20PSCCBG24**

**No. of Hours: 75 Hrs.**

**LTP: 410**

**Credits: 4**

**Objectives**

- To identify the importance of the constitution, organs of government and classify the forms of Government.
- To discuss the organisation of democracy.

**Course Outcomes**

**CO1:** Explain the origin, evolution and classification of constitutions.

**CO2:** Identify the organs of government and estimate their impact.

**CO3:** Classify the forms of government and illustrate their nature.

**CO4:** Discuss the types of democracy and methods of representation.

**CO5:** Classify political parties and the role of pressure groups and public opinion.

**UNIT-I: Constitution**

**(12 Hrs.)**

1. Meaning, Definition, Origin and Evolution of Constitution
2. Classification of the Constitutions – Written and Unwritten; Rigid and Flexible

**UNIT-II: Organs of the Government**

**(12 Hrs.)**

1. Theory of Separation of Powers – B.D. Montesquieu
2. Legislature – Unicameral and Bicameral – Powers and Functions; Executive – Types, Powers and Functions; Judiciary – Powers and Functions

**UNIT-III: Forms of Governments**

**(12 Hrs.)**

1. Unitary and Federal Forms of Governments – Merits and Demerits.
2. Parliamentary and Presidential Forms of Governments – Merits and Demerits.

**UNIT-IV: Democracy****(12 Hrs.)**

1. Democracy – Meaning, Types – Direct and Indirect Democracy, Merits and demerits; Essential elements for Success of Democracy.
2. Simple Majority System; Proportional Representation Methods – Hare and List Systems.

**UNIT-V: Political Parties, Pressure Groups and Public Opinion (12 Hrs.)**

1. Political Parties – Meaning, Definitions, Classification - National and Regional Parties; Functions of Political Parties.
2. Pressure Groups – Meaning, Definitions, Types and Functions; Significance of Public Opinion.

**Skill/ Hands – on: (15 Hrs.)**

1. Critical Thinking on current topics
2. News Paper Reading
3. Video Demonstration
4. Power Point Presentations
5. Class Seminars
6. Debates on current issues
7. Quiz Programme

**Co-Curricular Activities**

1. Simple, medium and critical Assignments on current topics.
2. Study of the outline features of Constitutions of U.S.A, U.K., Australia, Canada, South Africa, China and Japan in comparison to the Constitution of India.
3. Conduct of a Mock Parliament on important current issues for awareness about the proceedings of the Parliament, intensity of debates and understanding the outcomes.

**Prescribed Text Books**

1. Vidya Dhar Mahajan – Political Theory
2. Eddy Ashirvadam & K.K. Misra – Political Theory
3. J Musalaiah, V. Vasundhara Devi & V. Bhogendracharyulu,  
Prof.V.Ravindra Sastry – Political Science Concepts, Theories & Institutions
4. Sushil Ramaswamy – Political Theory: Ideas & Concepts
5. S.P. Varma – Modern Political Theory

**Reference Books**

1. A.C.Kapur: Select Constitutions
2. A.Appadorai: Substance of Politics
3. R.C.Agarwal: Political Theory

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**SYLLABUS**

**Subject: Political Science**

**Semester: III**

**Course Title: Indian Government & Politics**

**Course Code: 20PSCCGP34**

**No. of Hours: 75 Hrs.**

**LTP: 410**

**Credits: 4**

**Objectives**

- To understand the philosophical basis of Indian Constitution.
- To discuss the institutional structure and functioning of Indian Federalism.

**Course Outcomes**

**CO1:** Examine the philosophical foundations of the Indian Constitution

**CO2:** Discuss the composition and functioning of the Union Government.

**CO3:** Identify the structure and functioning of the State Government.

**CO4:** Examine the Indian judicial system and reforms.

**CO5:** Discuss the nature and recent trends in the federal system.

**UNIT-I: Social and Ideological base of the Indian Constitution (12 Hrs.)**

1. Constituent Assembly - Nature, Composition, Socio- Economic, Philosophical Dimensions and Salient Features of the Indian Constitution.
2. Fundamental Rights, Directive Principles of State Policy and Fundamental Duties, Differences between Fundamental Rights and Directive Principles of State Policy.

**UNIT-II: Union Executive (12 Hrs.)**

1. President of India-Mode of Election, Powers and Functions.
2. Parliament-Composition, Powers and Functions, Legislative Committees—Ordinary and Financial Committees, Prime Minister and Council of Ministers - Powers and Functions, Role in Coalition Politics.

**UNIT-III: State Executive****(12 Hrs.)**

1. Governor – Mode of Appointment, Powers and Functions.
2. Legislature – Composition, Powers and Functions, Chief Minister and Council of Ministers – Powers and Functions.

**UNIT-IV: The Indian Judiciary****(12 Hrs.)**

1. Supreme Court – Composition and Appointments, Powers and Functions of the Supreme Court, Judicial Review, Judicial Activism.
2. High Court – Composition, Powers and Functions, Debates on the mode of appointment of Judges- National Judicial Appointments Commission and Judicial Reforms.

**UNIT-V: Federal Process****(12 Hrs.)**

1. Features of Indian Federal System, Centre - State Relations: Legislative, Administrative and Financial
2. Emerging Trends in Centre - State Relations - Restructuring Centre-State Relations, Recommendations of Sarkaria Commission, M. M. Punchi Commission

**Skill/ Hands – on: (15 Hrs.)**

1. Critical Thinking on current topics
2. News Paper Reading
3. Video Demonstration
4. Power Point Presentations
5. Class Seminars
6. Debates on current issues
7. Quiz Programme.

**Co-Curricular Activities**

1. Simple, medium and critical Assignments on current topics.
2. Comparative study of the Rights that citizens are enjoying around the globe.
3. Conduct of a Mock Parliament on important current issues for awareness about the proceedings of the Parliament, intensity of debates and understanding the outcomes.

**Prescribed Text Books**

1. Indian Constitution, Constitutional Government in India Constitutional History of India - M.V.Pylee.
2. An Introduction to the Constitution of India - Durga Das Basu.
3. Politics in India - Rajni Kothari.
4. Indian Constitution Acts (East India Company to Independence) – SanghMittra.
5. Coalition Governments & Good Governance - Hoshier Singh, P.C. Mathur & Pankaj Singh (ed).

**Reference Books**

1. Indian Government and Politics - B.C.Fadia.
2. Indian Polity - M. Lakshmikanth.
3. The Indian Constitution: Cornerstone of a Nation, Working of a Democratic Constitution: The Indian Experience - Austin Granville.

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**SYLLABUS**

**Subject: Political Science**

**Semester: IV**

**Course Title: Indian Political Process**

**Course Code: 20PSCCPP44**

**No. of Hours: 75 Hrs.**

**LTP: 410**

**Credits: 4**

**Objectives**

- To understand the fundamentals of political system, Electoral process in India and the constitutional base and functioning of Local Governments.
- To identify the social issues in India and analyse political responses to approach them.

**Course Outcomes**

**CO1:** Evaluate the nature of political system in India.

**CO2:** Demonstrate an understanding on the electoral system of the country and identify the areas of electoral reforms.

**CO3:** Examine the constitutional base and functioning of local governments with special emphasis on 73rd & 74th Constitutional Amendment Acts.

**CO4:** Identify the dynamics of Indian politics, challenges faced and gain a sensitive comprehension to the contributing factors.

**CO5:** Critically comprehend the functioning of some of the regulatory and governance institutions.

**UNIT-I: Indian Party System**

**(12 Hrs.)**

1. Characteristics of Indian Party System
2. Causes for the rise of Regional Political Parties in India

**UNIT-II: Electoral Processes**

**(12 Hrs.)**

1. The Election Commission of India, Powers and Functions.
2. Issues of Electoral Reforms, Voting Behaviour-Determinants and Anti-Defection Act.



**UNIT-III: Gross root Democracy-Decentralisation (12 Hrs.)**

1. Panchayat Raj system-Local and Urban Governments-Structure, Powers and Functions.
2. Democratic Decentralization-Rural Development and Poverty alleviation with reference to 73rd and 74th Constitutional Amendment Acts, Challenges and Prospects.

**UNIT-IV: Social Dynamics and Emerging challenges to Indian Political System (12 Hrs.)**

1. Role of Caste, Religion, Language and Regionalism in India.
2. Politics of Reservation, Criminalization of Politics and Internal threats to Security.

**UNIT-V: Regulatory and Governance Institutions (12 Hrs.)**

1. NITI Ayog, Finance Commission, Comptroller and Auditor General of India.
2. Central Vigilance Commission, Central Information Commission, Lokpal and Lokayukta.

**Skill/ Hands – on: (15 Hrs.)**

1. Critical Thinking on current topics
2. News Paper Reading
3. Video Demonstration
4. Power Point Presentations
5. Class Seminars
6. Debates on current issues

**Co-Curricular Activities**

1. Simple, medium and critical Assignments on current topics,
2. Quiz Programme
3. Preparation of Photo Album. Students' Open Forums.
4. Watching TV discussions, recording individual observations and preparing summary points.

**Prescribed Text Books**

1. Politics in India, Caste in Indian Politics - Rajni Kothari.
2. Indian Government and Politics – PeuGhosh.
3. Local Self-Government and Municipal Administration - J.K.Chopra
4. Caste, Society and Politics in India (From the Eighteenth Century to the Modern Age) - Susan Bayly.
5. Democratic Decentralisation and Grassroot Leadership in India - SubharataDutta

**Reference Books**

1. Social Justice and the Constitution of India - C.B.Raju
2. Caste and Reservation in India - V.K.Garg
3. Indian Government – Politics - Prof. Lalaiah, P. Venkataramana, K. SaiBaba & K. Mallesam, Prof. V. Raveendra Sastry (ed).

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**SYLLABUS**

**Subject: Political Science**

**Semester: IV**

**Course Title: Western Political Thought**

**Course Code: 20PSCCWP44**

**No. of Hours: 75 Hrs.**

**LTP: 410**

**Credits: 4**

**Objectives**

- To familiar with the ideas or concepts of some major western political thinkers.
- To interpret the major developments and key debates in the contemporary society.

**Course Outcomes**

**CO1:** Examine the fundamental contours of Ancient Western Political Philosophy.

**CO2:** Identify the basic features of medieval political thought and shift from Medieval to Modern era.

**CO3:** Analyse the Social Contract Theory and appreciate its implications on the perception of State in terms of its purposes and role.

**CO4:** Assess the liberal trends in Western Political Thought.

**CO5:** Examine the ideas of Marxist philosophy and critically analyse the evolution of Western Political Thought.

**UNIT-I: Ancient Greek Political Thought (12 Hrs.)**

1. Plato - Rule of Philosopher Kings, Theory of Justice, Ideal State and Education.
2. Aristotle - Theory of State, Classification of Governments, Citizenship, Slavery and Theory of Revolutions.

**UNIT-II: Medieval and Modern Political thought (12 Hrs.)**

1. St. Augustine - Theory of Two Cities.
2. Niccolo Machiavelli - State and Statecraft.

**UNIT-III: Contractual Political Thought (12 Hrs.)**

1. Thomas Hobbes - Social Contract and Absolute Sovereignty.
2. John Locke - Human Nature, State of Nature, Social Contract, Natural Rights and Limited Government.
3. Jean Jacques Rousseau - Human Nature, State of Nature, Social Contract, General Will and Popular Sovereignty.

**UNIT-IV: Utilitarian Political Thought (12 Hrs.)**

1. Jeremy Bentham -Theory of Utility, Prison Reforms.
2. J.S.Mill - Theory of Liberty and Representative Government.

**UNIT-V: Marxist Political Thought (12 Hrs.)**

1. Karl Marx - Dialectical Materialism, Theory of Surplus Value and Class Struggle.
2. Antonio Gramsci - Hegemony and Civil Society.

**Skill/ Hands – on: (15 Hrs.)**

1. Critical Thinking on current topics
2. News Paper Reading
3. Video Demonstration
4. Power Point Presentations
5. Class Seminars
6. Debates on current issues

**Co-Curricular Activities**

1. Group Discussions on problems related to the syllabus and outside.
2. Preparation of Photo Album. Students' Open Forums
3. Creative and imaginative activities beyond the prescribed syllabus.
4. Quiz Programme

**Prescribed Text Books**

1. Western Political Thought - O.P.Gauba
2. A History of Political Thought-Plato to Marx - Subrata Mukherjee & Sushila Ramaswamy
3. Western Political Thought -From Plato to Marx – ShefaliJha
4. Political Thought from Bentham to Locke - H.J.Laski
5. Western Political Thought - B.N.Ray

**Reference Books**

1. Great Political Thinkers-Plato to the Present Modern Political Thought, The Great Issues - William Ebenstien
2. History of Political Thought - J.P.Sudha
3. History of Western Political Thought – Radhey Sham Chaurasia.

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**SYLLABUS**

**Subject: Political Science**

**Semester: V/VI**

**Course Title: Political Reporting**

**Course Code: 20PSSEC11PR4**

**No. of Hours: 75 Hrs.**

**LTP: 401**

**Credits: 4**

**Objectives**

- To understand the nature, sources and limitations of Political Reporting.
- To develop political news, political stories, and political reporting skills.

**Course Outcomes**

**CO1:** Discuss the need and nature of Political Reporting.

**CO2:** Identify various sources of Political Reporting and examine freedom of press.

**CO3:** Illustrate nature, forms, sources and limitations of political news.

**CO4:** Develop political stories and identify the monitors of State mechanisms.

**CO5:** Outline political reporting skills.

**UNIT-I: Political Reporting**

**(12 Hrs.)**

Introduction to Political Reporting-Nature - The role of Mass Media in Political Reporting - Press, Radio and Television - State Meaning, Nature and role in Developments - Political Issues and Dynamics.

**UNIT-II: Reporting on Government**

**(12 Hrs.)**

Organs of the Government - Union, State and Local Governments and Judiciary-Reporting on their working and assessment - Ethics for political reporter-Role and responsibilities of Press - Freedom of press and its limitations.

**UNIT-III: Political News (12 Hrs.)**

Political News - Meaning, Nature and Forms of Political News - Sources of Political News and its Limitations - Working of Lobbies and Pressure Groups in Political Reporting.

**UNIT-IV: Writing Reports (12 Hrs.)**

Writing Reports - Background Information - Framing and crafting Political Stories - Watchdog of enforcement of States' Laws, Rules and Regulations-Political Reporting in deadline situations-Reporting on Political Campaigns.

**UNIT-V: Political Reporting Skills & Techniques (12 Hrs.)**

Political Reporting Skills - Interviewing-Types and Forms of Interviewing and Techniques - Questionnaire - Opinion Polls - Writing Blogs - Role in citizen's civic engagement, political communication and political participation - Analyzing politician's media strategy.

**Skill/ Hands-on: Mini Project (15 Hrs.)**

1. Reading Local Daily newspaper either print or online and visit political websites.
2. Reading Editorial pages, blogs and websites for various ideological perspectives.
3. Collection of material/figures/photos related to political writings by experts covered in Dailies and magazines and organizing them in a systematic way in a file.
4. Visits to press, media houses, governmental offices etc.
5. Invited lectures and presentations on related topics by field experts such as political reporters, editors and professionals in political communication.

**Co-Curricular Activities**

1. Seminars
2. Group discussions
3. Quiz
4. Debates
5. Assignments
6. Preparation of videos on Political popular personalities.

**Prescribed Text Books**

1. Gail Sedorkin and Judy Mc gregor, Interviewing – A Guide for Journalist and Writers, Crow's Nest, NSW: Allen and Unwin, 2002
2. R.T.Jangam, Political Analysis, New Delhi: Oxford and IBH Publication, 1997
3. J.C.Johari, Comparative Politics, New Delhi, Sterling Publishers, 2002
4. Robert A. Dahl, Modern Political Analysis, New Delhi : Prentice Hall of India, 2001
5. Alok Mehta, Power, Press and Politics, 2021.

**References**

1. Davis Merrit, Public Journalism and Public Life, London, 2014
2. Erik Albaek, Arjen Van Dalen, Neel Jebri& Claes H. de.Vreese, London, Cambridge University Press, 2014.
3. Raymond Kuhn, Political Journalism New Challenges, New York: New Practices, Rutledge, 2003.
4. Web resources suggested by the Teacher concerned and the College Librarian including reading material.
5. Claes H. de.Vreese, Frank Esser& David Nicolas Hopmann (editors), Comparing Political Journalism (Communication and Society).

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**SYLLABUS**

**Subject: Political Science**

**Semester: V/VI**

**Course Title: Legal Literacy - Rights Awareness**

**Course Code: 20PSSEC12LL4**

**No. of Hours: 75 Hrs.**

**LTP: 401**

**Credits: 4**

**Objectives**

- To understand the structure and functioning of the legal system in India and provide an overview of access to courts and enforcement of rights.
- To develop an understanding of the formal and Alternate Dispute Redressal (ADR) mechanism that exist in India.

**Course Outcomes**

**CO1:** Outline the structure and functioning of the legal system in India.

**CO2:** Examine the procedure of criminal jurisdiction.

**CO3:** Identify the legal securities and protections of rights.

**CO4:** Discuss the system of courts both civil and criminal.

**CO5:** Illustrate the mechanism of legal services.

**UNIT-I: Legal Literacy**

**(12 Hrs.)**

Brief understanding of Legal Literacy-Rights and Duties of citizens-Indian Constitution - Fundamental Rights and other constitutional rights and enforcement of certain rights under Article 21 with emphasis on Public Interest Litigation.

**UNIT-II: Criminal Laws**

**(12 Hrs.)**

Laws relating to criminal jurisdiction-Provisions relates to FIR, Arrest, Bail, Search and Seizure-Important offences under Indian Penal Code-Offences against Women-Dowry, Sexual harassment and violence, Juvenile justice.

**UNIT-III: Anti- Terrorist Laws**

**(12 Hrs.)**

Anti-terrorist laws-Implication of security and protection of Human Rights-Laws relating to Consumer rights and Cybercrimes.



**UNIT-IV: Organisation of Courts****(12 Hrs.)**

System of Courts and Tribunals and their jurisdiction in India-Civil and Criminal courts, Writ jurisdiction, specialized courts such as Juvenile courts, Mahila courts etc.

**UNIT-V: Legal services & Literacy****(12 Hrs.)**

Legal Services Authority Act, 1987 and Right to Free Legal Aid- Alternate Dispute Resolution Mechanism (ADR), Lok Adalats and Conduct of Legal Literacy camps-Role of NGOs in promoting legal awareness.

**Skill/ Hands-on: Mini Project (15 Hrs.)**

1. Reading Local Daily newspaper either print or online.
2. Reading Editorial pages, blogs and websites for various ideological perspectives.
3. Witness any incident occurred in surroundings that would be considered offensive under the penal code and make a class-room presentation on it. Example: Offenses relates to IPC, Consumer Protection Act, 1986, Filing a petition under RTI Act, 2005 etc.,
4. Invited lectures and presentations on related topics by experts in jurisprudence and ADR Mechanism.

**Co-Curricular Activities**

1. Seminars,
2. Group discussions
3. Quiz
4. Debates
5. Assignments

**Prescribed Text Books**

1. Basu, D.D, Introduction to Constitution of India, Nagpur, Lexis Nexis Butter worths, 2018.
2. Kashyap, S, Our Constitution: An Introduction to India's Constitution and Constitutional Laws, New Delhi, National Book Trust, 1994.
3. D.Srivastava, Sexual Harassment and Violence against Women in India :Constitutional and Legal Perspectives in C.Kumar and C.Chockalingam (eds) Human Rights, Justice and Constitutional Empowerment, Delhi, Oxford University Press, 2015.
4. B.L.Wadhera, Public Interest Litigation- A Handbook, Universal Publications, New Delhi, 2016.
5. Aggarwal, N., Women and Law in India, New Century Publishing House, New Delhi, 2019.

**References**

1. Kamala Sankaran and Ujwal Singh (eds), Creating Legal Awareness, Oxford University Press, New Delhi, 2017. 7. Indian Social Institute, New Delhi, Legal Literacy Booklets.
2. P.C.Rao and William Sheffiled, Alternate Dispute Resolution: What it is and How it works, Universal Law Books and Publishers, New Delhi, 2012.
3. Parmanand Singh, Access to Justice and the Indian Supreme Court, 10& 11, Delhi Law Review, 1981-82.
4. J.Kothari, Criminal Law on Domestic Violence, Economic and Political Weekly, 2005, Vol.40 (46), pp., .4843-4849.
5. Centre for Good Governance, Right to Information Act,2005 : A Citizen's Guide.
6. A. Pandey, Rights of the Consumer, New Delhi, Indian Social Institute, 2004.

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**SYLLABUS**

**Subject: Political Science**

**Semester: V/VI**

**Course Title: E – Governance**

**Course Code: 20PSSEC21EG4**

**No. of Hours: 75 Hrs.**

**LTP: 401**

**Credits: 4**

**Objectives**

- To outline the nature and evolution of E-Governance.
- To understand the growing needs of E-Governance, improving transparency in the system of governance

**Course Outcomes**

**CO1:** Outline the evolution of E-Governance.

**CO2:** Illustrate the nature and evolution of E-Governance in India.

**CO3:** Analyze the role of ICT in administration.

**CO4:** Identify the legal status of digital transactions and expansion of E-Governance.

**CO5:** Discuss the role of Information Technology in governance towards transparency.

**UNIT-I: E – Governance**

**(12 Hrs.)**

Brief Introduction to Governance-E-Governance–Meaning, Definition, Nature, Scope, Objectives and Significance-Domains of E-Governance-E-Governance and Good Governance-Global trends in the growth of E-Governance.

**UNIT-II: National E-Governance Plan**

**(12 Hrs.)**

E-Governance in India-National E-Governance Plan (NeGP)-National Informatics Centre-Strategies for E-Governance-E-Governance Implementations: Required infrastructure of Network, Computing, Cloud Governance, Data system, Human resources, Legal and Technological Infrastructure- Major E-Governance Projects and Initiatives: Gyandoot, E-choupal, E-Bhoomi, E-Seva, CARD, E-Panchayat, Real Time Governance (RTG) etc.

**UNIT-III: Information & Communication Technology (12 Hrs.)**

Role of Information and Communication Technology in Administration, Effective delivery of services for public utilities through E-Governance-Online filing of complaints, application registration, issuance of certificates, issuance of land records, online payments of fees, dues etc, e- 9 tendering, easy access to information and E-Governance in Social security and welfare schemes: Direct transfer of benefits, Biometric authentication through Aadhar, etc.

**UNIT-IV: Legal Status of Digital Acts (12 Hrs.)**

E-Governance under Information Technology Act-Legal status for digital transactions-Public Private Partnership and expansion of E-Governance.

**UNIT-V: Transparency & Accountability (12 Hrs.)**

E-Governance-Transparency and Accountability at gross root level-Issues and Challenges: Digital Divide, Capacity Building, Cyber Security in Cyber Crimes, Socio-political implications, Issues of integration, networking with NGOs.

**Skill/ Hands-on: Mini Project (15 Hrs.)**

1. Reading Daily newspaper either print or online about the misuse of technology which leads to cybercrimes.
2. Reading articles, blogs and websites for various ideological perspectives.
3. Discuss the debates around any recent technological advancements.
4. Discuss the case laws and judgments reported on E-Governance initiatives.

**Co-Curricular Activities**

1. Seminars,
2. Group discussions
3. Quiz
4. Debates
5. Assignments

**Prescribed Text Books**

1. B. Sreenivas Raj, E-Governance Techniques-Indian and Global Experiences, New Century Publications, New Delhi, 2008.
2. Subhash Bhatnagar, Unlocking E-Government Potential-Concepts, Cases and Practical Insights, Sage Publications, New Delhi, 2009.
3. Y. Parthasaradhi, E-Governance and Indian Society, Kanishka Publications, New Delhi, 2009.
4. R. P. Sinha, E-Governance in India, Initiatives and Issues in India, Centre for Public Policy, 2006. Anil Kumar Dhiman, E-Governance – Good Governance using ICTs, S.K.Book Agency, New Delhi, 2017.

**References**

1. Ashok Aggarwal, Governance-Case Studies, University Press India Pvt. Ltd, Hyderabad, 2017.
2. Web resources suggested by the Teacher concerned and the College Librarian including reading material.

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**SYLLABUS**

**Subject: Political Science**

**Semester: V/VI**

**Course Title: Local Administration**

**Course Code: 20PSSEC22LA4**

**No. of Hours: 75 Hrs.**

**LTP: 401**

**Credits: 4**

**Objectives**

- To outline the structure and Constitutional provision of Local Administration.
- To discuss about financial mechanism, challenges and reporting of Local Administration.

**Course Outcomes**

**CO1:** Define the context of Local Administration in India.

**CO2:** Discuss the evolution of Local Administration after Independence.

**CO3:** Categorize the financial resources of local governments.

**CO4:** Examine the financial, administrative and political constraints and challenges to local administration.

**CO5:** Elaborate types of reporting and methods of documentation on functioning of Local Administration.

**UNIT-I: Local Government**

**(12 Hrs.)**

Local Government: Meaning, Nature and Importance, Thoughts on Local Governments by M.K.Gandhi, Jawaharlal Nehru and Dr.B.R.Ambedkar, Important Committees: Balwant Rai Mehta (1957), Ashok Mehta (1978), L.M.Singhvi(1986).

**UNIT-II: Decentralization of Powers**

**(12 Hrs.)**

Decentralization of powers (Political, Administrative and Economic) from the States to Local Institutions- 73rd and 74th Constitutional Amendment Acts-Empowering Local Governments Decision making powers during crisis and disasters-Relationship between local government authorities and Central and State Government service providers-Role of District Collector in strengthening LGIs.

**UNIT-III: Financial Mechanism of Local Governments (12 Hrs.)**

Revenue raising avenues for Local Governments-Grants, Aid and support from Centre and State Governments-Public Private Partnerships-Concept of Local Development-Village as a unit, SWOC analysis of a village, existing conditions, expected developmental opportunities, the gap, natural, government and private resources, year-wise planning, finances required-Role of Local Governments in implementation of welfare and developmental programmes i.e., (MGNREGS), (SGSY), (IAY) and (PURA).

**UNIT-IV: Challenges to Local Administration (12 Hrs.)**

Challenges for Local Administration, Financial, administrative and Political Constraints-Public relations in Local Administration-Need for training for elected representatives and other stakeholders-Audit training and Participatory training.

**UNIT-V: Preparation of Reports (12 Hrs.)**

Preparation of Reports-Minutes and Documentation-Types of Reports, Content of Minutes Methods of Documentation-Best practices of Reporting on functioning of Local Administration Use of ICT in documentation.

**Skill/ Hands-on: Mini Project (15 Hrs.)**

1. Reading Local Daily newspaper either print or online.
2. Reading Editorial pages, blogs and websites for various ideological perspectives.
3. Discuss the debates around any recent Ordinance, Bill or Act in the Parliament or State Legislature.

**Co-Curricular Activities**

1. Seminars
2. Group discussions
3. Quiz
4. Debates
5. Assignments
6. Preparation of videos on Political popular personalities.

**Prescribed Text Books**

1. Basu, D.D, Introduction to Constitution of India, Nagpur, Lexis Nexis Butterworths, 2018.
2. Niraja Gopal Jayal, Representing India: Ethnic Diversity and Governance of Public Institutions, 2006, Palgrave Mc Millan Publications.
3. R Venkata Ravi, Empowering Rural India: Experiments and Experiences, Kanishka Publishers, New Delhi, 2006.
4. Sawalia Bihari Verma, Empowerment of the Panchayati Raj Institutions in India, Sarup and Sons, New Delhi, 2006.
5. World Bank, Empowerment in Practice: Analysis and Implementation, World Bank Institute, Washington D.C.

**References**

1. S.Chandrasekhar, Panchayati Raj and Financial Resources, Regal Publications, 2008, New Delhi.
2. Rajesh Tondon and Mohini Kak (Eds), Citizen Participation and Democratic Governance, New Delhi, 2016.
3. Anand Prakash, State and District Administration, Wisdom Press, New Delhi, 2008.
4. N.Lalitha, Rural Development in India: Emerging Issues and Trends, Dominant Publishers, New Delhi, 2014.
5. Web resources suggested by the Teacher concerned and the College Librarian including reading material.



**MARIS STELLA COLLEGE (AUTONOMOUS), VIJAYAWADA – 8**  
**(Affiliated to Krishna University, Machilipatnam)**  
**SYLLABUS**

**Subject: Political Science**

**Semester: V/VI**

**Course Title: Office Management**

**Course Code: 20PSSEC31OM4**

**No. of Hours: 75 Hrs.**

**LTP: 401**

**Credits: 4**

**Objectives**

- To understand the organisation and structure of Office Management.
- To identify the importance, role and skills required for office record management.

**Course Outcomes**

**CO1:** Explain the organisation of Office Management.

**CO2:** Discuss the structure of Office Organisation.

**CO3:** Outline the importance and essentials of office record management.

**CO4:** Identify the role of office communication and its barriers.

**CO5:** List the skills required for office management and examine its recent trends.

**UNIT-I: Office Management**

**(12**

**Hrs.)**

Introduction to Office, Office Structure-Office Management: Meaning, Nature, Importance, Elements and Functions of Office Management-Basic Principles of office management.

**UNIT-II: Office Organisation**

**(12 Hrs.)**

Office Organization: Definition, Characteristics; Work Flow- Concept of work flow and flow charts, difficulties in work flow; Office Layout and its principles.

**UNIT-III: Office Record Management**

**(12 Hrs.)**

Office Record Management-Objectives and Importance-Filing System: Steps in filing, Essentials for filing, Classification and arrangements of files, Modern filing methods using Information and Communication Technology and devices-Indexing: Essentials of a good indexing and

Records retention and Micro filing.

**UNIT-IV: Office Communication**

**(12 Hrs.)**

Office Communication: Meaning and mailing, Barriers to communication  
-Correspondence and Report Writing-Types- Periodical reports.

**UNIT-V: Recent Trends**

**(12 Hrs.)**

Office Supervision and Control - Characteristics of Supervisor and His Role - Functions of Supervisor, Controlling Tools & Techniques of Supervision, Recent trends: e-office, use of modern appliances and application of IT in office management.

**Skill/ Hands-on: Mini Project (15 Hrs.)**

1. Reading Local Daily newspaper either print or online.
2. Reading Editorial pages, blogs and websites for various ideological perspectives.
3. Discuss the debates around any recent trends, technological advancements and invention of new appliances that are to be used in modern officer management.
4. Plan and organize a capacity building session for the stakeholders.

**Co-Curricular Activities**

1. Seminars
2. Group discussions
3. Quiz
4. Debates
5. Assignments
6. Preparation of videos on Political popular personalities.

**Prescribed Text Books**

1. R. S. N. Pillai & Bagavathi, Office Management, S. Chand Publishers, New Delhi, 2014.
2. R. K. Chopra, Office Management, Himalaya Publishing House, New Delhi, 2016.
3. B. N. Tandon, Manual of Office Management and Correspondence, S. Chand Publications, New Delhi, 2014.
4. Sudhir Andrews, Front Office Management and Operations, Tata McGraw Hill Publishing Co. Ltd, India, New Delhi, 2008.
5. Balachandran V, Office Management, Tata McGraw Hill Publishing Co. Ltd, India, New Delhi, 2009.

6. Bhatia R.C, Principles of Office Management, Lotus Press, New Delhi, 2005.
7. Sharma, R.K & Others, Office Management, Kalyani Publishers, New Delhi, 1991.
8. Chopra, R.K, Modern Office and Its Management, Himalaya Publishing House, Hyderabad, 2008.

### **References**

1. Niraj Kumar, Modern Office Management, New Royal Book Co, Lucknow, 2013.
2. Gopal Krishnan and Sundaresan, M, Material Management: An Integrated Approach, Prentice Hall of India, New Delhi, 2014.
3. Satyasnarayana, J, E-Government, Prentice Hall of India, New Delhi, 2015.
4. Kooiman, J (ed), Modern Governance: New Government-Society Interactions, Sage Publications, London, 2014.
5. Bhatnagar, S.C, E-Government: From Vision to Implementation, Sage Publications, New Delhi, 2014.
6. Singhal. A and Evertt, Rogers, India's Information Revolution, Sage Publications, New York, 1990.
7. Srinivas Vallabhan, S.V, Computer Application in Business, Sultan Chand & Sons, New Delhi, 2014.

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**SYLLABUS**

**Subject: Political Science**

**Semester: V/VI**

**Course Title: Personnel Administration**

**Course Code: 20PSSEC32PA4**

**No. of Hours: 75 Hrs.**

**LTP: 401**

**Credits: 4**

**Objectives**

- To understand the organisation of Personnel Administration and outline the process of recruitment to All India, Central and State Services.
- To evaluate the training mechanism, code of conduct and grievance mechanism in personnel administration.

**Course Outcomes**

**CO1:** Discuss the organization of Public and Personnel administration and the role of bureaucracy in the modern state.

**CO2:** Identify the types and methods of recruitment for All India, Central and State Services.

**CO3:** Examine the need of training and its significance in personnel administration.

**CO4:** Estimate the role of administrative ethics and code of conduct in employee and employer relations.

**CO5:** Outline the role of grievance mechanism in personnel administration.

**UNIT-I: Introduction**

**(12 Hrs.)**

Public Administration – Meaning, Nature and Scope - Personnel Administration: Concept, Nature, Scope and Significance-Hierarchy in Personnel Administration-Bureaucracy: Meaning, Characteristics, Nature, Importance and its role in modern state.

**UNIT-II: Recruitment**

**(12 Hrs.)**

Recruitment: Meaning and Importance, Types of Recruitment, Methods of recruitment with regard to All India, Central and State Services-Union Public Service Commission and State Public Service Commissions-Constitutional provisions and Composition, Functions and Role.

**UNIT-III: Training****(12 Hrs.)**

Training: Meaning, Objectives, Types and Significance-Training Institutions in India-Promotion - Promotion procedure-Career Planning - Employee- Employer relation - Motivation and Morale, Performance Appraisal.

**UNIT-IV: Administrative Ethics****(12 Hrs.)**

Administrative Ethics- Meaning, Elements, importance and hindrances - Code of Conduct-Common Lapses and Disciplinary Procedure -Rights of Civil Servants.

**UNIT-V: Personnel Grievances****(12 Hrs.)**

Problems in Personnel Administration-Employees participation in administration-Grievances, Institutional arrangements for settlement of disputes-Change in work place, Counseling and Time Management.

**Skill/ Hands-on: Mini Project (15 Hrs.)**

1. Reading Local Daily newspaper either print or online.
2. Reading Editorial pages, blogs and websites for various ideological perspectives.
3. Discuss the debates around any recent Ordinance, Bill or Act in the Parliament or State Legislature with regard to service matters of civil servants.
4. Plan and organize a capacity building session for the stakeholders.

**Co-Curricular Activities**

1. Seminars
2. Group discussions
3. Quiz
4. Debates
5. Assignments
6. Preparation of videos on Political popular personalities.

### **Prescribed Text Books**

1. Avasthi Maheswari, Public Administration, Lakshminarayan Agarwal, Agra, 2008.
2. Goel, S.L, Personnel Administration, Deep and Deep Publications, New Delhi, 2009.
3. Sharma, M.P, Public Administration Theory and Practice, Kitab Mahal, Allahabad, 2005.
4. Tripathi P.C, Human Resource Development, S.Chand Publications, New Delhi, 2016.
5. David E.Kalaighar, Public Personnel Management, IPMA, Prentice Hall Inc, Eaglewood Chiffs, New Jersey, 1986.
6. C.M.Jain, Public Personnel Administration, College Book Depot, Jaipur, 2003.
7. K.Aswarthappa, Human Resource Management : Text and Cases, Tata McGraw Hill, New Delhi, 2008.
8. V.S.P.Rao, Human Resource Management, Excel Books, New Delhi, 2007.
9. O.GlennStanl, Public Personnel Administration, Oxford IBH Publication Co, New Delhi, 2008.

### **References**

1. Administrative Reforms Commission, 1969, Report on Personnel Administration.
2. Government of India, Second ARC, Tenth Report on Refurbishing of Personnel Administration.
3. Jain, R.B, Aspects of Personnel Administration, IIPA, New Delhi, 2008.
4. Maheswari Sriram, Public Administration in India: The Higher Civil Service, Oxford University Press, New Delhi, 2007.
5. Naff, Katherine C, Norma M, Riccucci, Personnel Management in Government, Politics and Process, Taylor & Francis, New York, 2014.
6. Tead, Ordway, Personnel Administration, University of California Libraries.
7. Pundrik Ojha & Kiran Sharma, Personnel Administration, Raj Publishers, Agra, 2018.

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**SYLLABUS**

**Subject: Political Science**

**Semester: V/VI**

**Course Title: Electoral Politics & Voting Behaviour**

**Course Code: 20PSSEC41EV4**

**No. of Hours: 75 Hrs.**

**LTP: 401**

**Credits: 4**

**Objectives**

- To understand the electoral system, organisation and issues in electoral politics in India.
- To discuss the organisation of election management and the influence of public opinion.

**Course Outcomes**

**CO1:** Summarize the nature of electoral democracy in pre and post-Independence.

**CO2:** Discuss the structure and functioning of Election Commission of India.

**CO3:** Examine the issues in electoral politics.

**CO4:** Identify the role of public opinion in democratic politics.

**CO5:** Summarize the organization and system of election management.

**UNIT-I: Electoral Democracy**

**(12 Hrs.)**

Electoral Democracy-Electoral Politics in India-Pre and Post-Independence, Nature, Characteristics-Electoral Process: Nature and Significance.

**UNIT-II: Election Commission of India**

**(12 Hrs.)**

Election Commission of India: Composition, Powers and Functions-Merits and Demerits of Electoral system in India-Political Participation-General Elections in India since 1952-Elections to Local Bodies-State Election Commission.

**UNIT-III: Issues in Electoral Politics**

**(12 Hrs.)**

Issues in Electoral Politics: Corruption, Money power, rigging, booth capturing, undemocratic party system, politics of Political Defections and Reservations-Need of Reforms in present Electoral System-Reports of Tarkunde, Goswamy, Indrajeet Gupta Committees.

**UNIT-IV: Public Opinion****(12 Hrs.)**

Public Opinion: Meaning and its role in Democratic Politics-Voting Behaviour: Meaning, Nature and determinants of voting behavior: Caste, Religion, Language, Region etc.

**UNIT-V: Management of Elections****(12 Hrs.)**

Management of Elections: Moral Code of Conduct, Filing Election Nominations and Affidavits - Use of new techniques and methods in election campaigns: Membership drive, Responsibility Management, Booth Management, New ways of generating funds, Polling research, Opinion 21 Polls, Predictions, Techniques of interpreting collected election data, use of print, electronic and social media in elections.

**Skill/ Hands-on: Mini Project (15 Hrs.)**

1. Reading Local Daily newspaper either print or online.
2. Reading Editorial pages, blogs and websites for various ideological perspectives.
3. Discuss the debates around any recent Ordinance, Bill or Act in the Parliament or State Legislature.
4. Discuss any contemporary practice or event that violates the true spirit of democracy and political equality.
5. Invited lectures and presentations on related topics by experts in Electoral Politics.
6. Read the guidelines issued by Supreme Court in landmark cases relating to Political Defections, Anti-democracy acts of political parties.

**Co-Curricular Activities**

1. Seminars
2. Group discussions
3. Quiz
4. Debates
5. Assignments
6. Preparation of videos on Political popular personalities.



### **Prescribed Text Books**

1. Basu, D.D, Introduction to Constitution of India, Nagpur, Lexis Nexis Butterworths, 2018.
2. P.R.Brass, The Politics of India since Independence, Cambridge, Cambridge University Press, 1974.
3. C.P.Bhambhari, Politics in India since Independence, Delhi, Shipra Publications, 1990.
4. J.C.Aggarwal&N.K.Choudari, Election in India, Shipra Publications, New Delhi, 1998.
5. R.Ali, Representative Democracy and Concept of Free and Fair Elections, Deep and Deep Publications, New Delhi, 2006.
6. D.Anand, Electoral Reforms-Curbing Role of Money Power, Indian Institute of Public Administration, New Delhi, 2005.

### **References**

1. A. Bajpai, Indian Electoral System-An Analytical Study, Nardeen Book Centre, New Delhi, 2002.
2. A. K. Bhagat, Elections and Electoral Reforms in India, Vikas Publications, New Delhi, 2006.
3. R. P. Bhalla, The Electoral System, Its Operation, and Implications for Democracy in India, Teaching Politics, New Delhi, 1989.
4. R. Hegde, Electoral Reforms-Lack of Political Will, Bangalore, Karnataka State Janata Party, 1987.
5. P. N. Sharma, Elections and National Politics, Shipra Publications, New Delhi, 2004.
6. Eldersveld, S.J, Experimental Propaganda Techniques and Voting Behaviour, The American Political Science Review, New York, 1986.
7. Eldersveld, S.J, Theory and Method in Voting Behaviour Research, The American Political Science Review, New York, 1992.
8. Jain, S, State Funding of Elections and Political Parties in India Journal of the Indian Law Institute, Allahabad, 1999.

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**SYLLABUS**

<b>Subject: Political Science</b>	<b>Semester: V/VI</b>
<b>Course Title: Legislative Procedures &amp; Practices</b>	<b>Course Code: 20PSSEC42LP4</b>
<b>No. of Hours: 75 Hrs.</b>	<b>LTP: 401      Credits: 4</b>

**Objectives**

- To discuss the legislative procedures, practices and the role of peoples representation in legislative process.
- To examine law making process, legislative committees and budgetary process in India.

**Course Outcomes**

- CO1:** Outline the procedures and practices of legislative bodies.
- CO2:** Discuss the role of people's representatives in the legislative process at national, state and local governments.
- CO3:** Explain the lawmaking process.
- CO4:** Identify and discuss the role of Legislative Committees in India.
- CO5:** Outline the process of budgeting in the legislature.

**UNIT I: Legislative Procedure (12 Hrs.)**

Brief Introduction on Legislative bodies, roles and responsibilities-  
Constitutional Provisions of Legislative Procedures: Articles 107-122,  
Kinds of Bills: Ordinary Bills, Money Bills, Finance Bills, Constitution  
Amendment Bills and Private Member Bills.

**UNIT-II: Legislative Process (12 Hrs.)**

Powers and Functions of People's Representatives in Legislative  
Process: Members of Parliament, Members of State Legislatures,  
Political Heads of Rural and Urban Local Governments.

**UNIT-III: Law Making Process (12 Hrs.)**

Drafting of the Bill-First Reading and Departmental Standing  
Committee-Second and Third Reading-Framing rules and regulations,  
Passage of the Bill, Consent by the President of India and Gazette  
Notifications.

**UNIT-IV: Legislative Committees****(12 Hrs.)**

Legislative Committees in India: Role in reviewing government policies, finances, programmes and legislation, Types of Committees: Department Standing Committees, Select Committees, Joint Parliamentary Committees, Public Accounts Committee, Estimates Committee, Business Advisory Committee, Ethics Committee etc.

**UNIT-V: Budget Process****(12 Hrs.)**

Budget process: Reviewing the Union Budget, Examination of Demands for Grants of Ministries, Working of Ministries-Motions and Hours in the House: Question Hour : Rules of putting questions, Types of Questions- Rules relating to Calling Attention Motion, Adjournment Motion, Privilege Motion, Censure Motion, No-Confidence Motion, Cut Motion including Resolutions, Discussion and Short Discussion.

**Skill/ Hands-on: Mini Project (15 Hrs.)**

1. Reading Local Daily newspaper either print or online.
2. Watching live stream of sessions of Parliament or State Legislature.
3. Reading Editorial pages, blogs and websites for various ideological perspectives.
4. Discuss the debates around any recent Ordinance, Bill or Act in the Parliament or State Legislature.
5. Discuss any contemporary practice or event that violates the true spirit of democracy and political equality.

**Co-Curricular Activities**

1. Seminars
2. Group discussions
3. Quiz
4. Debates
5. Assignments
6. Preparation of videos on Political popular personalities.

### **Prescribed Text Books**

1. Basu, D.D, Introduction to Constitution of India, Nagpur, Lexis Nexis Butterworths, 2018.
2. Jayal, N.G., and Mehta, P. (eds), The Oxford Companion to Politics in India, Oxford University Press, New Delhi, 2007.
3. Bhambri, P.C., Parliamentary Control over State Enterprise in India, Delhi Metropolitan Book Dept, New Delhi, 1998.
4. H.Karla, Public Engagement with the Legislature Process, PRS Centre for Policy Research, New Delhi, 2011 available at <http://www.prsindia.org>.
5. Kaul, M.N. &S.L.Shakdher, Practice and Procedure of Parliament, New Delhi, Lok Sabha Secretariat, 2016.
6. Mehra, A.K, The Indian Parliament and Democratic Transformation, New Delhi, Routledge, 2017.

### **References**

1. Pai, Sudha & Kumar, A, (eds), The Indian Parliament : A Critical Appraisal, Orient Black Swan, New Delhi, 2014.
2. Shankar, B. & Rodriguez V, The Indian Parliament : A Democracy at Work, Oxford University Press, New Delhi, 2011.
3. Singh, D, The Indian Parliament : Beyond the Seal and Signature of Democracy, Universal Law Publishing, Gurgaon, 2016.
4. Kapur, D and P.Mehta (eds), Public Institutions in India: Performance and Design, Oxford University Press, New Delhi, 2005.
5. Kapur, D., Mehta, P. &Vaishnav, M (eds), Rethinking Public Institutions in India, Oxford University Press, New Delhi, 2017.