



**KARNATAK UNIVERSITY, DHARWAD
ACADEMIC (S&T) SECTION**

**ಕರ್ನಾಟಕ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಧಾರವಾಡ
ವಿದ್ಯಾಮಂಡಳ (ಎಸ್&ಟಿ) ವಿಭಾಗ**



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NAAC Accredited
'A' Grade 2014

website: kud.ac.in

No. KU/Aca(S&T)/JS/MGJ(Gen)/2024-25/612
ಅಧಿಸೂಚನೆ

Date: 27 JUL 2024

ವಿಷಯ: ಸರಕಾರದ ಆದೇಶ ದಿನಾಂಕ: 08.05.2024 ಅನುಸಾರ 2024-25ನೇ ಶೈಕ್ಷಣಿಕ ಸಾಲಿನಿಂದ ಎಲ್ಲ ಸ್ನಾತಕ ಪದವಿಗಳಿಗೆ NEP ಅಡಿಯಲ್ಲಿ ಪ್ರೋಗ್ರಾಂ ವಿನ್ಯಾಸ (Curriculum Structure)ದಂತೆ ಪರಿಷ್ಕೃತ ಪಠ್ಯಕ್ರಮದ ಅನುಷ್ಠಾನ ಕುರಿತು.

- ಉಲ್ಲೇಖ: 1. ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿಗಳು, ಉನ್ನತ ಶಿಕ್ಷಣ ಇಲಾಖೆ ಇವರ ಆದೇಶ ಸಂಖ್ಯೆ: ಇಡಿ 166 ಯುಎನ್‌ಇ 2023, ದಿ: 08.05.2024.
2. ವಿದ್ಯಾವಿಷಯಕ ಪರಿಷತ್ ಸಭೆಯ ನಿರ್ಣಯಗಳ ಸಂ:2, 3, 4, 5, 6, 7, 8 & 9, ದಿ:16.07.2024.
3. ಮಾನ್ಯ ಕುಲಪತಿಗಳ ಅನುಮೋದನೆ ದಿನಾಂಕ: 27/07/2024

ಮೇಲ್ಕಾಣಿಸಿದ ವಿಷಯ ಹಾಗೂ ಉಲ್ಲೇಖಗಳನ್ವಯ, ಉಲ್ಲೇಖ-01ರ ಸರಕಾರ ಆದೇಶಾನುಸಾರ 2024-25ನೇ ಶೈಕ್ಷಣಿಕ ಸಾಲಿನಿಂದ ಅನ್ವಯವಾಗುವಂತೆ, ಈ ಕೆಳಗಿನ ಎಲ್ಲ ಸ್ನಾತಕ ಪದವಿಗಳ NEP ಅಡಿಯ ಪ್ರೋಗ್ರಾಂ ವಿನ್ಯಾಸ (Curriculum Structure)ದಂತೆ ಪರಿಷ್ಕೃತ ಪಠ್ಯಕ್ರಮ ರಚನೆ ಕುರಿತಾಗಿ ಸಂಬಂಧಿಸಿದ ಅಭ್ಯಾಸಸೂಚಿ ಮಂಡಳಿ ಹಾಗೂ ನಿಖಾಯಗಳ ಶಿಫಾರಸ್ಸಿನಂತೆ ವಿದ್ಯಾವಿಷಯಕ ಪರಿಷತ್ ಸಭೆಯ ಅನುಮೋದಿತ ಪದವಿಗಳ ಪಠ್ಯಕ್ರಮಗಳನ್ನು ಕ.ವಿ.ವಿ. ಅಂತರ್ಜಾಲ www.kud.ac.in ದಲ್ಲಿ ಭಿತ್ತರಿಸಲಾಗಿದೆ. ಸದರ ಪಠ್ಯಕ್ರಮಗಳನ್ನು ಕ.ವಿ.ವಿ. ಅಂತರ್ಜಾಲದಿಂದ ಡೌನ್‌ಲೋಡ್ ಮಾಡಿಕೊಳ್ಳಲು ಸೂಚಿಸುತ್ತ ವಿದ್ಯಾರ್ಥಿಗಳು ಹಾಗೂ ಸಂಬಂಧಿಸಿದ ಎಲ್ಲ ಬೋಧಕರ ಗಮನಕ್ಕೆ ತಂದು ಅದರಂತೆ ಕಾರ್ಯಪ್ರವೃತ್ತರಾಗಲು ಕ.ವಿ.ವಿ.ಯ ಎಲ್ಲ ಅಧೀನ ಹಾಗೂ ಸಂಬಂಧ ಮಹಾವಿದ್ಯಾಲಯಗಳ ಪ್ರಾಚಾರ್ಯರುಗಳಿಗೆ ಸೂಚಿಸಲಾಗಿದೆ.

ಅ.ನಂ.	ಪದವಿ				ಸೆಮಿಸ್ಟರ್
1	1	B.A	8	BTM	1 ರಿಂದ 6ನೇ ಸೆಮಿಸ್ಟರ್
	2	BSW	9	B.Sc	
	3	B.Sc. (H.M)	10	BCA	
	4	B.Com	11	B.Com (CS)	
	5	B.Com (E-Commerce Operation)	12	B.Com (Retail Operations)	
	6	B.Com (Banking Financial Services & Insurance)	13	B.Com (Logistics)	
	7	BBA	14	BBA (Logistics Management)	
2	1	B.Sc (Data Science)	2	B.Sc (Artificial Intelligence & Machinery Learning)	1 ಮತ್ತು 2ನೇ ಸೆಮಿಸ್ಟರ್
3	1	BASLP	3	BPA	1 ರಿಂದ 8ನೇ ಸೆಮಿಸ್ಟರ್
	2	BVA	4	B.Sc. Pulp & Paper	

ಅಡಕ: ಮೇಲಿನಂತೆ

A. Channarayana
ಕುಲಸಚಿವರು.

ಗೆ,
ಕರ್ನಾಟಕ ವಿಶ್ವವಿದ್ಯಾಲಯದ ವ್ಯಾಪ್ತಿಯಲ್ಲಿ ಬರುವ ಎಲ್ಲ ಅಧೀನ ಹಾಗೂ ಸಂಬಂಧ ಮಹಾವಿದ್ಯಾಲಯಗಳ ಪ್ರಾಚಾರ್ಯರುಗಳಿಗೆ. (ಕ.ವಿ.ವಿ. ಅಂತರ್ಜಾಲ ಹಾಗೂ ಮಿಂಚಂಚೆ ಮೂಲಕ ಭಿತ್ತರಿಸಲಾಗುವುದು)

ಪ್ರತಿ:

- ಕುಲಪತಿಗಳ ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿಗಳು / ಕುಲಸಚಿವರ ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿಗಳು / ಕುಲಸಚಿವರು (ಮೌಲ್ಯಮಾಪನ) ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿಗಳು, ಕ.ವಿ.ವಿ. ಧಾರವಾಡ.
- ಅಧೀಕ್ಷಕರು, ಪ್ರಶ್ನೆ ಪತ್ರಿಕೆ / ಗೌಪ್ಯ / ಜಿ.ಎ.ಡಿ. / ವಿದ್ಯಾಮಂಡಳ (ಪಿ.ಜಿ.ಪಿ.ಎಚ್.ಡಿ) ವಿಭಾಗ, ಸಂಬಂಧಿಸಿದ ಕೋರ್ಸುಗಳ ವಿಭಾಗಗಳು ಪರೀಕ್ಷಾ ವಿಭಾಗ, ಕ.ವಿ.ವಿ. ಧಾರವಾಡ.
- ನಿರ್ದೇಶಕರು, ಕಾಲೇಜು ಅಭಿವೃದ್ಧಿ / ವಿದ್ಯಾರ್ಥಿ ಕಲ್ಯಾಣ ವಿಭಾಗ / . ಕ.ವಿ.ವಿ. ಧಾರವಾಡ.
- ನೋಡಲ್ ಅಧಿಕಾರಿಗಳು, ಯು.ಯು.ಸಿ.ಎಂ.ಎಸ್. ಘಟಕ, ಕ.ವಿ.ವಿ. ಧಾರವಾಡ.
- ಎನ್.ಇ.ಪಿ. ನೋಡಲ್ ಅಧಿಕಾರಿಗಳು, ಸಿ.ಡಿ.ಸಿ. ವಿಭಾಗ, ಕ.ವಿ.ವಿ. ಧಾರವಾಡ.



KARNATAK UNIVERSITY, DHARWAD

B.A. (POLITICAL SCIENCE)

SYLLABUS

With Effect from 2024-25

**DISCIPLINE SPECIFIC CORE COURSE (DSC) FOR SEM I - VI,
SKILL ENHANCEMENT COURSE (SEC) FOR SEM IV/V/VI and
ELECTIVE COURSES FOR SEM V AND VI**

AS PER N E P (Revised):2024

Karnatak University, Dharwad

B.A.in Political Science

Effective from 2024-25

Sem.	Type of Course	Theory/ Practical	Course Code	Course Title	Instruction hour/ week	Total hours / sem	Duration of Exam	Marks			Credits
								Formative	Summative	Total	
I	DSC-1	Theory	A 1 POL 1 T 1	BASIC CONCEPTS OF POLITICAL SCIENCE	05+1hrs	75	03 hrs	20	80	100	06
II	DSC-2	Theory	A 2 POL 1 T 1	WESTERN AND INDIAN POLITICAL THINKERS	05+1hrs	75	03 hrs	20	80	100	06
III	DSC-3	Theory	A 3 POL 1 T 1	PUBLIC ADMINISTRATION	05+1hrs	75	03 hrs	20	80	100	06
1V	DSC-4	Theory	A 4 POL 1 T 1	INDIAN GOVERNMENT AND POLITICS	05+1hrs	75	03 hrs	20	80	100	06
*V	DSC-5A	Theory	A 5 POL 2 T 1	INTERNATIONAL RELATIONS	05+1hrs	75	03 hrs	20	80	100	06
	DSC-5B	Theory	A 5 POL 5 T 1	COMPARATIVE GOVERNMENT AND POLITICS	05+1hrs	75	03 hrs	20	80	100	06
*VI	DSC-6A	Theory	A 6 POL 2 T 1	MODERN POLITICAL ANALYSIS	05+1hrs	75	03 hrs	20	80	100	06
	DSC-6B	Theory	A 6 POL 2 T 2	LOCAL GOVERNMENTS IN INDIA	05+1hrs	75	03 hrs	20	80	100	06
V	EC-1	Theory	A 5 POL 5 T 1	UNDERSTANDING POLITICAL SCIENCE	03hrs	45	03 hrs	20	80	100	03
VI	EC-2	Theory	A 6 POL 5 T 1	GOVERNANCE –ISSUES AND CHALLENGES	03hrs	45	03 hrs	20	80	100	03
IV/V/VI **	Skill	Practical	C 0 POL 6 P 1	DEVELOPMENT OF ADMINISTRATIVE SKILLS	02 hrs	30	1.5 hrs	10	40	50	02

*student shall either DSC 5A or DSC 5B in 5th semester, similarly, DSC 6A DSC 6B in 6th semester.

** Student shall study Skill of this subject either in 4th / 5th / 6th but not in all the semester.

Karnatak University, Dharwad
B.A. *POLITICAL SCIENCE*

Programme Specific Outcomes (PSO):

On completion of the 03 years Degree in **B.A POLITICAL SCIENCE** students will be able to:

- Demonstrate, solve and understand the major concepts in all the disciplines of --.
- Understand practical skills so that they can understand and assess risks and work safely and competently in the field.
- To apply standard methodology to the solutions of problems in **POLITICAL SCIENCE**
- Provide students with the ability to plan and carry out experiments independently and assess the significance of outcomes.
- **Develop in students the ability to adapt and apply methodology to the solution of unfamiliar types of problems.**
- **Employ critical thinking and the scientific knowledge to design, carry out, record and analyze the results of -----.**
- To build confidence in the candidate to be able to work on his own in institution of higher education.
- To develop an independent and responsible work ethics.

B.A. Semester – I
Discipline Specific Course (DSC)-

Course Title: - BASIC CONCEPTS OF POLITICAL SCIENCE

Course Code: A 1 POL 1 T 1

Type of Course	Theory / Practical	Credits	Instruction hour per week	Total No. of Lectures/Hours / Semester	Duration of Exam	Formative Assessment Marks	Summative assessment Marks	Total Marks
DSC-1	Theory	6	5+1	75 hrs.	3hrs.	20	80	100

Course Outcomes (COs): At the end of the course students will be able to:

- CO1: Understand fundamental Political theories and Ideologies.
CO2: Analyze the structure and functions of Political Institutions
CO3: Develop critical thinking about political processes and policies.
CO4: Evaluate the role of government in society.
CO5: Acquire basic knowledge about the Political Science.

Unit	Title: BASIC CONCEPTS IN POLITICAL SCIENCE	75 hrs/ Sem
Unit I	Understanding Political Science. 1.1. Meaning, Nature, Scope and Importance of Political Science, Difference Between Political Science and Politics. 1.2. Approaches to the study of Political Science 1.3. Political Theory: Meaning, Nature, Scope and Significance.	15 hrs
Unit II	State and Government. 1.1 Meaning, Definitions and Elements of State. 1.2 Theories of Origin of State: Divine Theory, Force Theory, Social Contract Theory, Historical Theory. 1.3. Government: Meaning, Nature, Types and Significance.	15 hrs
Unit III	Democracy 1.1. Democracy: Origin, Growth, Meaning, Nature and Kinds of Democracy. 1.2. Essential Conditions for the successes of Democracy. 1.3. Problems and Prospects of Democracy in India	15 hrs
Unit IV	Sovereignty 1.1. Meaning, Kinds and Characteristics of Sovereignty 1.2. Austin's Concept of Sovereignty and Pluralistic Sovereignty. 1.3. Challenges to the State Sovereignty in the age of Globalization.	15hrs
Unit V	Liberty, Equality, Law and Justice. 1.1. Liberty: Meaning and Kinds. 1.2. Equality: Meaning and Kinds (Social, Economic and Political) 1.3. Law and Justice: Meaning, Kinds & Significance.	15hrs

Recommended books:

1. O.P Gauba : An Introduction to Political Theory, Macmillan Publication, New Delhi, 2002
2. S Ramaswamy: Political Theory: Ideas and Concepts, Macmillan Publication, New Delhi, 2002
3. A.C. Kapur: Principles of Political Science, S Chand and Co. New Delhi, 1977
2. S.P. Verma : Modern Political Theory, Vikas Publications New Delhi, 1983
3. V.D.Mahajan : Political Theory, S Chand and Company Ltd, New Delhi, 2011
4. E Barker : Principles of Social and Political Theory, Oxford University Press, London, 1976
6. R.T.Jangam, S.H.Patil, S.S. Patagundi: Political Analysis, Oxford and IBH Publishing Co. Pvt Ltd, New Delhi, 1997
7. R.C.Agarwal: Political Theory, S Chand and Co., New Delhi, 2016
8. B.K.Gokhale: Political Science (Theory and Governmental Machinery) Himalaya Publishing House, New Delhi, Bangalore, 2001

Formative Assessment for Theory	
Assessment Occasion/ type	Marks
Internal Assessment Test 1	05
Internal Assessment Test 2	05
Assignment	10
Total	20 Marks
<i>Formative Assessment as per guidelines.</i>	

B.A. Semester – II

Discipline Specific Course (DSC)-

Course Title: - WESTERN AND INDIAN POLITICAL THINKERS

Course Code: A 2 POL 1 T 1

Type of Course	Theory / Practical	Credits	Instruction hour per week	Total No. of Lectures/Hours / Semester	Duration of Exam	Formative Assessment Marks	Summative assessment Marks	Total Marks
DSC-2	Theory	6	5+1	75 hrs.	3hrs.	20	80	100

Course Outcomes (COs): At the end of the course students will be able to:

- CO1: Understand key ideas and contributions of major political Thinkers.
- CO2: Analyze historical and cultural contexts of political theories.
- CO3. Compare and contrast different political philosophies.
- CO4. Understand the evolution of political thought over the period of time.
- CO5. Develop the ability to articulate and debate political ideas.

Unit	Title: WESTERN AND INDIAN POLITICAL THINKERS	75 hrs/ Sem
Unit I	Western Political Thinkers 1.1. Features of Greek Political Thought 1.2. Plato –Ideal State, Theory of Justice and Philosopher King. 1.3. Aristotle – State, Classification of Governments, Theory of Revolution	15 hrs
Unit II	Medieval Western Political Thinkers 1.1. Thomas Aquinas – Classification of Law 1.2. St. Augustine - Two Swords Theory 1.3. Machiavelli -Advice to the Prince, Separation of Politics from Ethics and Religion	15 hrs
Unit III	Modern Western Political Thinkers 1.1. Hobbes – Theory of Absolute Sovereignty. John Locke –Theory of Social Contract. J.J. Rousseau – General Will. 1.2. J.S. Mill – Views on Liberty. 1.3. Karl Marx – Theory of Communism.	15 hrs
Unit IV	Ancient and Medieval Indian Political Thinkers. 1.1. Kautilya – Theory of Saptanga, Theory of Mandala. 1.2. Basaveshwara- Political Philosophy of Basaveshwara (Concept of Anubhava Mantapa, Humanism) 1.3. Gautama Buddha – Life and Teachings	15hrs
Unit-V	Modern Indian Political Thought 1.1. Mahatma Gandhi – Concept of Satyagraha, Techniques of Satyagraha, Truth and Non Violence. 1.2. Dr. B.R. Ambedkar – Ideas on Social Justice and Democracy. 1.3. Ram Manohar Lohia – Socialism, Ideas on Four Pillar State, Jayaprakash Narayan – Total Revolution.	15 hrs

Recommended books:

1. Zelliott, E. (1986). 'The Social and Political Thought of B.R. Ambedkar', in Panthan, Th. & Deutsch, K. L.(eds.) Political Thought in Modern India. New Delhi: Sage,
2. C.L.Wayper: Political Thought, B.I.Publications Bombay, 1983
3. Mukharjee and Ramawsamy: History of Political Thought- Plato to Marx, Prentice-Hall, India, New Delhi, 1999
4. D.R.Bhandari: History of European Political Philosophy, Bangalore Printing and Publishing, Co Ltd., Banraglore, 1990
5. V.P.Varma: Modern Political Thought, Lakshmi Narain Agarwal Agra, 1991
6. K.S.Padhya : Indian Political Thought, PHI Leaming Pvt, Ltd, Delhi, 2014
7. H.R.Mukhi: Political Thought, SBD Publishers, Delhi
8. R.C. Gupta: Western Political Thought, Lakshmi Narain Agarwal Agra, 2002
9. R.C.Gupta: Great Political Thinkers East and West, Lakshmi Narain Agarwal, Agra, 2015
10. Sukhbir Singh: History of Political Thought, Vol-1 and 2 Rastogi Publications, Meerut, india, 2001
11. Nelson, Brian, R. (2004). Western Political Thought From Socrates to the Age of Ideology. Delhi: Pearson Education.
12. Mukherjee , Subrata., Ramaswamy, Sushila. (1999). A History of Political Thought Plato to Marx. New Delhi: Prentice – Hall.
13. William, Ebenstein. (1951). Great Political Thinkers: Plato to the Present. London: Rinehart Publication.

Formative Assessment for Theory	
Assessment Occasion/ type	Marks
Internal Assessment Test 1	05
Internal Assessment Test 2	05
Assignment	10
Total	20 Marks
<i>Formative Assessment as per guidelines.</i>	

B.A. Semester – III

Discipline Specific Course (DSC)-

Course Title: -PUBLIC ADMINISTRATION –DSC -3

Course Code: A3POL1T1

Type of Course	Theory / Practical	Credits	Instruction hour per week	Total No. of Lectures/Hours / Semester	Duration of Exam	Formative Assessment Marks	Summative assessment Marks	Total Marks
DSC-3	Theory	6	5+1	75 hrs.	3hrs.	20	80	100

Course Outcomes (COs): At the end of the course students will be able to:

- CO1: Understand the basic principles and theories of public administration.
- CO2: Analyze the structure and functions of public sector organizations.
- CO3: Evaluate the role of public administration in policy-making and implementation.
- CO4: Develop skills in public management and organizational leadership.
- CO5: Assess the impact of public administration on society and governance.
- CO6: Examine the ethical and accountability issues in public service.
- CO7: Enhance knowledge of administrative processes and reforms in various contexts.

Unit	Title: PUBLIC ADMINISTRATION	75 hrs/sem
Unit I	Introduction to Public Administration 1.1. Meaning, Nature, Scope and importance. 1.2 Difference between Public and Private Administration 1.3. Evolution of Public Administration as a Discipline.	15 hrs
Unit II	Organisation 1.1.The meaning of the Organisation and Bases of Organisation 1.2.Principles of Organisations (Hierarchy, Unity of Command, Span of Control, Delegation of Authority, Centralisation and De-centralisation) 1.3. Relationship between Organization and Management.	15 hrs
Unit III	Line, Staff and Auxiliary Agencies 1.1.Meaning and Functions of Line and Staff Agencies 1.2. Meaning and Functions of Auxiliary Agencies. 1.3.Distinction between Line, Staff and Auxiliary Agencies	15 hrs
Unit IV	Personnel Administration 1.1Recruitment - Meaning, Types and Importance. 1.2 Training - Meaning, Types and Importance. 1.3. Promotion, Discipline and Morale	15hrs
Unit-V	Theories of Administration 1.1Classical Theory (Henry Fayol, Luther Gullick, and L. Urwick) 1.2.Scientific Management Theory (F.W. Taylor) 1.3.Human Relations Theory (Elton Mayo)	15 hrs

Recommended books:

1. Fadia, B. L., & Fadia Kuideep. (2024). *Public Administration* (17th ed.). India: Sahitya Bhavan.
2. Arora, Ramesh K., & Goyal, Rajni. (2022). *Indian Public Administration: Institutions and Issues* (4th ed.). New Delhi: New Age International Publisher.
3. Panel, A. (2020). *Public Administration* (2nd ed.). India: KBC Nano Publication.
4. Basu, Rumki. (2019). *Public Administration: Concepts and Theories* (5th ed.). New Delhi: Sterling Publications Private Limited.
5. Bhattacharya, Mohit. (2018). *New Horizons Of Public Administration* (7th ed.). India: Jawahar Publishers & Distributors.
6. Maheswari, S. R., & Avasthi, A. (2017). *Public Administration*. New Delhi: Lakshmi Narain Agarwal.
7. Raymond W., Buck, Susan., & Morgan, Betty. (2017). *Public Administration In Theory And Practice* (2nd ed.). India: T&F India
8. Dhameja, Alka., & Mishra, Sweta. (2016). *Public Administration : Approaches and Applications*. India: Pearson Education India.
9. Sapru, R. K. (2013). *Administrative Theories and Management Thought* (3rd ed.). India: PHI Learning.
10. Sharma, M. P., Sadana, B. L., & Kaur, Harpreet. (2010). *Public Administration in Theory and Practice*. New Delhi: Kitab Mahal.
11. Bhagwan, Vishnoo., Bhushan, Vidya., & Mohla, Vandana. (2010). *Public Administration*. New Delhi: S. Chand.
12. Michael Martinez, J. (2009). *Public Administration Ethics for the 21st Century*. America: ABC-Clio LLC
13. Goel, S. L. (2008). *Advanced Public Administration* (2nd ed.). New Delhi: Deep & Deep Publications Pvt. Lmt.
14. Khan, Haroon A. (2008). *An Introduction to Public Administration*. Rowman & Littlefield Publishing Group Inc.
15. Naidu, S. P. (1996). *Public Administration*. New Delhi: New Age International Private Limited.

Formative Assessment for Theory	
Assessment Occasion/ type	Marks
Internal Assessment Test 1	05
Internal Assessment Test 2	05
Assignment	10
Total	20 Marks
<i>Formative Assessment as per guidelines.</i>	

B.A. Semester – IV

Discipline Specific Course (DSC)-

Course Title: - INDIAN GOVERNMENT AND POLITICS

Course Code: A 4 POL 1 T 1

Type of Course	Theory / Practical	Credits	Instruction hour per week	Total No. of Lectures/Hours / Semester	Duration of Exam	Formative Assessment Marks	Summative assessment Marks	Total Marks
DSC-4	Theory	6	5+1	75 hrs.	3hrs.	20	80	100

Course Outcomes (COs): At the end of the course students will be able to:

- CO1: Gain knowledge about the structure and functioning of key political institutions in India,
 CO2: Explore the electoral process, political parties, and the dynamics of coalition politics in India.
 CO3: Study the Indian Constitution, its key features, amendments, and its role in shaping the political system of the country.
 CO4: Discuss current political challenges and issues facing India,
CO5: Enhance skills in analyzing political events, debates, and policies critically.
 CO6: Develop the ability to evaluate different perspectives on political issues.

Unit	Title: INDIAN GOVERNMENT AND POLITICS	75 hrs/ Sem
Unit I	Historical Background and Constitutional Framework 1.1. Freedom Movement and Constitutional Development. 1.2. Constituent Assembly: Adoption of the Constitution: Preamble, Features of the Indian Constitution, 1.3. Fundamental Rights, Fundamental duties and Directive Principles of State Policy, Amendment Procedure in India	15 hrs
Unit II	Political Institutions and Governance-I 1.1. Union Executive: President, Prime Minister and Council of Ministers: Power and Functions. 1.2. Union Legislature: Parliament-Loka Sabha Rajyasabha-Composition, Power and Functions. 1.3. Union Judiciary: Supreme Court- Composition, Power and Functions.	15 hrs
Unit III	Political Institutions and Governance-II 1.1 State Executive: Governor, Chief Minister and Council of Ministers: Powers and Functions. 1.2 State Legislature: State Legislative Assembly, State Legislative Council- Composition, Power and Functions. 1.3 State Judiciary: High Court- Composition, Power and Functions, its Jurisdiction.	15 hrs
Unit IV	Federalism and Decentralization 1.1. Federal System: Features, Center State relations. 1.2. Decentralization: Meaning, Importance, 1.3. Challenges to Indian Democracy.	15 hrs
Unit V	Electoral System and Political Parties. 1.1. Election Commission: Structure, Powers, and Functions 1.2. Party System and Political Parties in India: Meaning Nature and their role. 1.3. Coalition Governments in India: Features and its impact.	15hrs

Recommended books:

1. Abbas, H., Kumar, R. & Alam, M. A. (2011) *Indian Government and Politics*. New Delhi: Pearson, 2011.
2. Chandhoke, N. & Priyadarshi, P. (eds.) (2009) *Contemporary India: Economy, Society, Politics*. New Delhi: Pearson.
3. Chakravarty, B. & Pandey, K. P. (2006) *Indian Government and Politics*. New Delhi: Sage.
4. Chandra, B., Mukherjee, A. & Mukherjee, M. (2010) *India After Independence*. New Delhi: Penguin.
5. Singh, M.P. & Saxena, R. (2008) *Indian Politics: Contemporary Issues and Concerns*. New Delhi: PHI Learning.
6. Vanaik, A. & Bhargava, R. (eds.) (2010) *Understanding Contemporary India: Critical Perspectives*. New Delhi: Orient Blackswan.
7. Austin, G. (1999) *Indian Constitution: Corner Stone of a Nation*. New Delhi: Oxford University Press.
8. Austin, G. (2004) *Working of a Democratic Constitution of India*. New Delhi: Oxford University Press.
9. Jayal, N. G. & Maheta, P. B. (eds.) (2010) *Oxford Companion to Indian Politics*. New Delhi: Oxford University Press.
10. Granville Austin, *The Indian Constitution: Cornerstone of a Nation*
11. Paul R. Brass, *The Politics of India Since Independence*
12. Ramachandra Guha, *India After Gandhi: The History of the World's Largest Democracy*
13. Atul Kohli, *Democracy and Development in India: From Socialism to Pro-Business*.
14. Kohli, Atul. (2004). *The Success of India's Democracy*, London: Cambridge University Press.

Formative Assessment for Theory	
Assessment Occasion/ type	Marks
Internal Assessment Test 1	05
Internal Assessment Test 2	05
Assignment	10
Total	20 Marks
<i>Formative Assessment as per guidelines.</i>	

B.A. Semester – V
Discipline Specific Course (DSC)-
Student shall select DSC 5A or 5B for 06 credits only

Course Title: -INTERNATIONAL RELATIONS DSC-5A

Course Code: A5-POL2T1.

Type of Course	Theory / Practical	Credits	Instruction hour per week	Total No. of Lectures/Hours / Semester	Duration of Exam	Formative Assessment Marks	Summative assessment Marks	Total Marks
DSC-5A	Theory	6	5+1	75 hrs.	3hrs.	20	80	100

Course Outcomes (COs): At the end of the course students will be able to:

- CO1: Understand the key theories and concepts of international relations.
- CO2: Analyze the roles and functions of international organizations and institutions.
- CO3: Evaluate the impact of global issues on international politics.
- CO4: Compare different foreign policy strategies and their outcomes.
- CO5: Assess the causes and consequences of international conflicts and cooperation.
- CO6: Develop critical thinking skills about global political and economic interactions.
- CO7: Enhance knowledge of historical and contemporary international relations trends and events.

Unit	Title: INTERNATIONAL RELATIONS	75 hrs/sem
Unit I	Introduction to International Relations 1.1. Meaning, Nature, and Scope of International Relations. 1.2. Evolution and Utility of International Relations. 1.3. Approaches to the Study of International Relation	15 hrs
Unit II	Components of International Relations 1.1. National Power – Meaning and determinants 1.2. Diplomacy – Meaning and functions 1.3. War – Causes, Effects and Remedies	15 hrs
Unit III	International Organizations 1.1. Meaning, Scope, Nature and Significance 1.2. League of Nations –Composition, Achievements and Reasons for Failure 1.3. U.N. - Composition, Principal Organs, Achievements and Limitations.	15 hrs
Unit IV	Regional Organizations 1.1 Meaning, Nature, Scope and Significance 1.2 Need for Regional Organizations, India's agenda for Regional Cooperation. 1.3 SAARC ASEAN, EU – Aims, Objectives and Functioning.	15hrs
Unit-V	Foreign Policy Studies 1.1 Foreign Policy of India - Principles and Objectives of India's Foreign Policy. 1.2 Impact of India's Foreign Policy on world order 1.3 India's Foreign Policy –An Evaluation.	15 hrs

Recommended books:

1. Mahendra Kumar. (2000). Theoretical Aspects of International Politics. Agra: Shivalal Agrawal & Co.
2. Malhotra, Vinay Kumar., & Sergounin, Alexander A. (1998). Theories and Approaches to International Relations. New Delhi: Anmol Publications.
3. Vandana, A. (1996). Theory of International Politics. New Delhi: Vikas.
4. K.K.Ghai International Relations –Theory and Practice of International Politics Kalyani Publishers, New Delhi. 2005.
5. Basu, Rumki. (2017). International Politics: Concepts, Theories and Issues. New Dehli: SAGE Publications Pvt. Ltd.
6. Khanna, V.N. (2013). International Relations. New Dehli: Vikas Publishing House.

Formative Assessment for Theory	
Assessment Occasion/ type	Marks
Internal Assessment Test 1	05
Internal Assessment Test 2	05
Assignment	10
Total	20 Marks
<i>Formative Assessment as per guidelines.</i>	

B.A. Semester – V
Discipline Specific Course (DSC)-
Student shall select DSC 5A or 5B for 06 credits only

Course Title: - Comparative Government and Politics DSC-5B

Course Code: A5POL5T1

Type of Course	Theory / Practical	Credits	Instruction hour per week	Total No. of Lectures/Hours / Semester	Duration of Exam	Formative Assessment Marks	Summative assessment Marks	Total Marks
DSC-3	Theory	6	5+1	75 hrs.	3hrs.	20	80	100

Course Outcomes (COs): At the end of the course students will be able to:

- CO1: Understand the fundamental concepts and methods of comparative politics.
CO2. Analyze the political systems and institutions of different countries.
CO3 Evaluate the impact of historical, cultural, and social factors on political structures.
CO4. Compare and contrast different forms of governance and political regimes.
CO5. Assess the effectiveness and stability of various political institutions and processes.
CO6. Develop skills in comparative political research and analysis.

Unit	Title: Comparative Government and Politics	75 hrs/sem
Unit I	Comparative Politics 1.1. Meaning, Nature, Scope and Significance of Comparative Government and Politics. 1.2. Significance and Growth of Comparative Government and Politics. 1.3. Approaches to the study of Comparative Government and Politics	15 hrs
Unit II	Constitutions of U.K. USA 1.1 Salient features of the Constitution of U.K & U.S.A. 1.2. Significance of Parliamentary, Presidential form of Governments 1.3. Comparative analysis of political institutions	15 hrs
Unit III	Legislature 1.1 UK: Parliament: Composition, Powers and Functions 1.2. USA : Congress ; Composition, Powers and Functions 1.3. Law making Procedure in U.K. and U.S.A.	15 hrs
Unit IV	Executive 1.1. Separation of Power : A Comparative Study 1.2. UK: Position, Powers and Functions of the King/Queen and Prime Minister and the Cabinet. 1.3. USA: Powers and Functions of the President	15hrs
Unit-V	Judiciary and Political Parties 1.1 Importance of Judiciary, Composition, Powers and Functions of U.K. and U.S.A. 1.2. Political Parties in U.K: Evolution, Features and its working 1.3. Political Parties in U.S.A: Evolution, Features and its working	15 hrs

Recommended books:

1. Bara, J & Pennington, M. (eds.). (2009) Comparative Politics. New Delhi: Sage.
2. Caramani, D. (ed.). (2008) Comparative Politics. Oxford: Oxford University Press.
3. Hague, R. and Harrop, M. (2010) Comparative Government and Politics: An Introduction.
4. (Eight Edition). London: Palgrave McMillan.
5. Ishiyama, J.T. and Breuning, M. (eds.). (2011) 21st Century Political Science: A Reference Book. Los Angeles: Sage.
6. Newton, K. and Deth, Jan W. V. (2010) Foundations of Comparative Politics: Democracies of the Modern World. Cambridge: Cambridge University Press.
7. O'Neil, P. (2009) Essentials of Comparative Politics. (Third Edition). New York: WW. Norton & Company, Inc.
8. Palekar, S.A. (2009) Comparative Government and Politics. New Delhi: PHI Learning
9. Caramani, D. (2008) 'Introduction to Comparative Politics', in Caramani, D. (ed.) Comparative Politics. Oxford: Oxford University Press,

Formative Assessment for Theory	
Assessment Occasion/ type	Marks
Internal Assessment Test 1	05
Internal Assessment Test 2	05
Assignment	10
Total	20 Marks
<i>Formative Assessment as per guidelines.</i>	

B.A. Semester – VI
Discipline Specific Course (DSC)-
Student shall select DSC 6A or 6B for 06 credits only

Course Title: -Modern Political Analysis DSC-6A

Course Code: -----A 6 POL2T1

Type of Course	Theory / Practical	Credits	Instruction hour per week	Total No. of Lectures/Hours / Semester	Duration of Exam	Formative Assessment Marks	Summative assessment Marks	Total Marks
DSC-6B	Theory	6	5+1	75 hrs.	3hrs.	20	80	100

Course Outcomes (COs): At the end of the course students will be able to:

CO1: Understand the key concepts of Political Institutional working and science within them.

CO2: Be familiar with the Phenomenon of politics and various explanations relating to the influences that mould the decision making process.

CO3: Visualize the working of political institutions and the process of decision making through diagrammatic presentation.

Unit	Title: MODERN POLITICAL ANALYSIS	75 hrs/sem
Unit I	Introduction to Political Analysis 1.1 Political Analysis -Meaning, Nature and Scope. 1.2 Political Analysis: Need and Importance. 1.3 Approaches to the study of Political Analysis: Philosophical, Historical, Institutional, Modern- Behavioral, Systems.	15 hrs
Unit II	Political System 1.1.Characteristics of a Political System 1.2 David Easton's Input and Output Analysis 1.3 Gabriel Almond's Classification of Political Systems, Theory of Structural-Functionalism	15 hrs
Unit III	Political Culture. 1.1. Meaning and Definition, Relation between Political System and Political Culture. 1.2. Classification of Political Culture –Almond and Verba's Classification, Finer's Classification 1.3. Components and Shifts of Political Culture	15 hrs
Unit IV	Political Participation 1.1.Understanding Political Participation, Need for Political Participation, Significance 1.2.Factors Influencing Political participation 1.3.Modes of Participation, Political Apathy	15hrs
Unit-V	Aspects of Political Development 1.1.Political Development 1.2.Attributes of Political Development 1.3.Political Leadership and Economic Development	15 hrs

Recommended books:

1. Jayapalan, Comprehensive Modern Political Analysis, New Delhi: Atlantic 2002
2. Dahl R.A. Modern political analysis New Delhi: Printice Hall of India 1997
3. Kohl E. J. A Framework of Political Analysis, New Jersey: Prentice Hall 1978
4. Charlesworth J.C .ed. Contemporary Political Analysis New York : Free Press 1967
5. Gandhi M.G. Modern Political Analysis, New Delhi: Oxford and IBH 1981
6. Ray S.N. Modern Comparative Politics New Delhi: Prentice Hall of India 1999
7. Dahl R.A and others Readings in Modern Political Analysis, New Jersey: Printice Hall 1997
8. Young R. Approaches to the study of Politics, Evanston: North Western University Press 1958
9. Jangam R.T. and others Modern Political Analysis, New Delhi: Oxford & IBH 1997
10. Young O.R. System of Political Science, New Jersey: Prentice Hall 1968
11. Buckly W, Modern Systems Analysis New Jersey: Prentice Hall 1967
12. David Easton Ed Varieties of Political Theory, New Jersey: Prentice Hall 1966
13. Almond G.A. and Powell G.B. Comparative Politics; A Developmental Approach, New Delhi: Amerind Publishing Co.1966
14. Greenstein F.I and Polsby N.W. Eds. Handbook of Political Science 8 Volumes California: Addison Wesley 1975
15. Pye L.W. Aspects of Political Development, Boston: Little Brown 1964
16. David Easton, A Systems Analysis of Political Life, **Calcutta**: JohnWiley,1965

Formative Assessment for Theory	
Assessment Occasion/ type	Marks
Internal Assessment Test 1	05
Internal Assessment Test 2	05
Assignment	10
Total	20 Marks
<i>Formative Assessment as per guidelines.</i>	

B.A. Semester – VI
Discipline Specific Course (DSC)-
Student shall select DSC 6A or 6B for 06 credits only

Course Title: - Local Governments in India DSC-6B

Course Code: -----A6 POL 2T2

Type of Course	Theory / Practical	Credits	Instruction hour per week	Total No. of Lectures/Hours / Semester	Duration of Exam	Formative Assessment Marks	Summative assessment Marks	Total Marks
DSC-6A	Theory	6	5+1	75 hrs.	3hrs.	20	80	100

Course Outcomes (COs): At the end of the course students will be able to:

- CO1: Understand the historical evolution and significance of local government in India.
CO2: Analyze the concept and implementation of decentralization in governance.
CO3: Evaluate the recommendations of key committees on Panchayati Raj institutions.
CO4: Describe the composition, powers, and functions of rural and urban local bodies.
CO5: Critically assess the challenges faced by local governments in India today.

Unit	Title: Local Governments in India	75 hrs/sem
Unit I	Local Government 1.1. Meaning, Nature and Significance of Local Government 1.2. Evolution of Local Government(Pre Independence Period) 1.3. Decentralisation: Meaning, Nature and Features	15 hrs
Unit II	Approaches to the study of Local Government 1.1. Legal Approach 1.2. Political Approach 1.3. Developmental Approach	15 hrs
Unit III	Recommendations of Panchayat Raj Committee 1.1 Balawant Rai Mehta Committee 1.2 Ashok Mehta Committee 1.3 Singvi Committee	15 hrs
Unit IV	Rural Government 1.1 Composition, Powers and Functions of Gram Panchayat, Taluk Panchayat and Zilla Panchayat 1.2 73rd Amendment Act 1.3 Karnataka Panchayat Raj Act 1993	15hrs
Unit-V	Urban Government 1.1 Composition, Powers and Functions of Town Panchayat, Municipality, City Municipal Council and Municipal Corporation 1.2 74th Amendment 1.3 Challenges to Local Government in India	15 hrs

Recommended books:

1. Agrawal, R. (Ed.). (2019). Local Self-Government and Municipal Administration. Oxford University Press.
2. Bapat, A. S. (2016). Local Self-Government in India: Decentralization and Democracy. Routledge.
3. Chaudhry, P. C. (2014). Local Self-Government in India: The Urban Governance Perspective. PHI Learning Pvt. Ltd.
4. Gupta, P. K. (2019). Local Government in India: Decentralization and Democracy. Sage Publications India
5. Sharma, D. (2015). Local Self-Government in India: Journey of Transformation and Challenges. Concept Publishing Company
6. Singh, M. P., & Srivastava, V. (2017). Decentralisation and Local Self-Government in India: Emerging Challenges. Springer.
7. Maheshwari S. "Local Government In India" First Edition April 1971, Orient Longman Ltd., 3/5 Asaf Ali Road, New Delhi - 3.
8. Aziz, Abdul, and David D. Arnold, 1996. Decentralized Governance in Asian countries, New Delhi and London, Sage Publications
9. Bajpai, Ashok, Verma, M.S., 1995. Panchayati Raj in India: A New Trust, Vol. 1, New Delhi, Sahitya Prakashan.
10. Bhargava, B.S., 1979. Panchayati Raj System and Political Parties, New Delhi, Ashish Publishing House.
11. Bhargava, B.S., 1979. Grass-root Leadership in Panchayati Raj Institutions, New Delhi, Ashish Publishing House.
12. Bhargava, B.S., 1978. Panchayati Raj Institutions: An Analysis of Issues, Problems and Recommendations of Ashok Mehta Committee, New Delhi, Ashish Publishing House.
13. Choudhury, R.C. & Jain, S.P. (eds.), 2001. Emerging Patterns of Decentralized Rural Institutions (Vol.I & II). Hyderabad, India, NIRD.
14. Kaushik, Susheela, 1993. Women and Panchayati Raj, New Delhi, Har-Anand Publication.
15. Kaushik, Susheela (ed.), 1993. Women's Participation in Politics, Indian Association for Women's Studies, New Delhi, Vikas Publishing House Pvt. Ltd.

Formative Assessment for Theory	
Assessment Occasion/ type	Marks
Internal Assessment Test 1	05
Internal Assessment Test 2	05
Assignment	10
Total	20 Marks
<i>Formative Assessment as per guidelines.</i>	

B.A. Semester – V
Elective Course (EC)-
It is for other combination students

Course Title: - Understanding Political Science (EC-1)

Course Code: -----A5POL5T1

Type of Course	Theory / Practical	Credits	Instruction hour per week	Total No. of Lectures/Hours / Semester	Duration of Exam	Formative Assessment Marks	Summative assessment Marks	Total Marks
EC-1	Theory	03	04	45 hrs.	3hrs.	20	80	100

Course Outcomes (COs): At the end of the course students will be able to:

- CO1. Understand the foundational principles and scope of Political Science.
- CO2. Analyze the concepts of liberty, equality, law, and justice in political contexts.
- CO3. Evaluate theories of the State and sovereignty, including their historical origins and characteristics.
- CO4. Compare and contrast different forms of government and their functioning in various countries.
- CO5. Critically examine the nature, conditions, and ideologies underpinning democracy, socialism, and communism.

Unit	Title:	45 hrs/sem
Unit I	Principles of Political Science: 1.1. Meaning, Nature and Scope of Political Science 1.2. Significance of Political Science 1.3. Approaches to the study of Political Science : Traditional - Historical, Philosophical, Institutional. Modern – Behavioural and Post Behavioural	15 hrs
Unit II	Basic Concepts: 1.1. Liberty: Meaning, Kinds and Safeguards, 1.2. Equality: Meaning, Importance and Kinds, 1.3. Law : Meaning, Sources and Kinds and Justice: Meaning, Nature, Importance and Kinds	15 hrs
Unit III	Government 1.1. Government –Meaning, Nature and Significance 1.2. Forms of Government – Parliamentary, Presidential (With Special reference to U.K. and U.S.A) 1.3. Unitary and Federal Governments (With Special reference to China and India)	15 hrs

Recommended books:

1. O.P Gauba : An Introduction to Political Theory, Macmillan Publication, New Delhi, 2002
2. S Ramaswamy: Political Theory: Ideas and Concepts, Macmillan Publication, New Delhi, 2002
3. A.C. Kapur: Principles of Political Science, S Chand and Co. New Delhi, 1977
2. S.P. Verma : Modern Political Theory, Vikas Publications New Delhi, 1983
3. V.D.Mahajan : Political Theory, S Chand and Company Ltd, New Delhi, 2011
4. E Barker : Principles of Social and Political Theory, Oxford University Press, London, 1976
6. R.T.Jangam, S.H.Patil, S.S. Patagundi: Political Analysis, Oxford and IBH Publishing Co. Pvt Ltd, New Delhi, 1997
7. R.C.Agarwal: Political Theory, S Chand and Co., New Delhi, 2016
8. B.K.Gokhale: Political Science (Theory and Governmental Machinery) Himalaya Publishing House, New Delhi, Bangalore, 2001

Formative Assessment for Theory	
Assessment Occasion/ type	Marks
Internal Assessment Test 1	05
Internal Assessment Test 2	05
Assignment	10
Total	20 Marks
<i>Formative Assessment as per guidelines.</i>	

B.A. Semester – VI
Elective Course (EC 2)

Course Title: - Governance: Issues and Challenges EC-2.

Course Code: -----A6 POL 5T1

Type of Course	Theory / Practical	Credits	Instruction hour per week	Total No. of Lectures/Hours / Semester	Duration of Exam	Formative Assessment Marks	Summative assessment Marks	Total Marks
EC-2	Theory	03	04	45 hrs.	3hrs.	20	80	100

Course Outcomes (COs): At the end of the course students will be able to:

CO1: Analyze the state's evolving role in the globalized era.

CO2: Evaluate the dynamics among state institutions, market forces, and civil society in governance.

CO3: Evaluate the effectiveness of citizens' charters and right to information laws in promoting transparency and accountability.

CO4: Examine the relationship between effective governance and socioeconomic development outcomes.

CO5: Analyze prevalent challenges and barriers hindering good governance practices.

CO6: Evaluate the opportunities and challenges of digital governance in advancing development goals.

Unit	Title: - Governance: Issues and Challenges	45 hrs/sem
Unit I	Government and Governance: 1.1. Concepts 1.2. Role of State in the Era of Globalization 1.3 State, Market and Civil Society.	15 hrs
Unit II	Good Governance Initiatives in India: Best Practices 1.1. Determinants of Good Governance 1.2. Electronic Governance 1.3. Citizens Charter & Right to Information	15 hrs
Unit III	Governance and Development 1.1. Relationship between Governance and Development 1.2. Challenges and Barriers 1.3. Digital Governance – Problems and Prospects.	15 hrs

Recommended books:

1. Mathur, K. (2008). From Government to Governance: A Survey of Indian Experience. New Delhi, India: National Book Trust
2. Mishra, A.D. (2003). Good Governance: A Conceptual Analysis. In Alka Dhameja (Ed), Contemporary Debates in Public Administration. New Delhi, India: PrenticeHall of India.
3. Pierre, J. & Peters, B.J. (1991). Governance, Politics and the State. Basingstoke, UK: Macmillan.
4. Rhodes, R.A.W. (1997). Understanding Governance Policy Networks, Governance, Reflexivity and Accountability. Buckingham, UK: Open University Press.
5. World Bank. World Development Report 2017: Governance and the Law. World Bank Publications, 2017.
6. Jha, Prem Shankar. *Governance in India*. Penguin Books, 2012.
7. Saxena, A. (2005). E-Governance and Good Governance: The Indian Context. Indian Journal of Political Science. 66(3): 13-328.
8. Singh, S.K. & Singh, A.W. (eds.). (2018). Corporate social Responsibility in India: Emerging Issues and Challenges. New Delhi, India: Serials Publications.
9. Claessens, S. (2006). Corporate Governance and Development. The World Bank Research Observer. 21(1): 91-122.
10. Raju, S. (2003). Principles and Practices of Corporate Governance. In Alka Dhameja (Ed.). Contemporary Debates in Public Administration. New Delhi, India: PHI Learning Private Limited.

Formative Assessment for Theory	
Assessment Occasion/ type	Marks
Internal Assessment Test 1	05
Internal Assessment Test 2	05
Assignment	10
Total	20 Marks
<i>Formative Assessment as per guidelines.</i>	

BA. Semester –IV/ V/VI

Skill Enhancement Course (SEC)

Student shall study SEC in any one of the Semesters either in IV or V or VI semester

College shall decide to allot the students

Course Title: Development of Administrative Skills

Course Code: CO POL 6 P 1

Type of Course	Theory / Practical	Credits	Instruction hour per week	Total No. of Lectures/Hours / Semester	Duration of Exam	Formative Assessment Marks	Summative assessment Marks	Total Marks
SEC	Practical	02	02	30 hrs.	1.5hrs.	10	40	50

Course Outcomes (COs): At the end of the course, students will be able to:

CO1: Develop strong verbal and written communication skills necessary for conveying information clearly and professionally in administrative settings.

CO2: Learn Organizational Skills techniques to manage time, prioritize tasks, and maintain efficient workflow within an administrative role.

CO3: Learn how to work effectively within a team, including coordinating tasks, supporting colleagues, and contributing to a positive work environment.

CO4: Learn how to work effectively within a team, including coordinating tasks, supporting colleagues, and contributing to a positive work environment.

CO5: Explore strategies for ongoing learning and development to enhance administrative skills throughout one's career.

Unit	Title: - Development of Administrative Skills	45 hrs/sem
Unit I	Development of Administrative Skills A. Meaning, Definitions, Nature, Types of Administrative Skills B. How to improve Administrative Skills	15 hrs
Unit II	Development of Communication Ability A. Meaning, Definitions, Importance of Communication Process, Types of Communication, Training of Filing government scheme Application-Sakala, RTI, Seva Sindu etc. B. Communication Network and Barriers in Communication	15 hrs
Unit III	Development of Leadership Quality A. Meaning, Qualities, Types and Functions of Leadership B. Field Activities: Meeting the Revenue Authorities, Police Officers, Govt Organisations, NGOs, District, Taluk Public Information Officers and Local Bodies: The basic Purpose shall be to know how they are managing their Offices.	15 hrs

Books recommended:

1. M.PSharma: Public Administration in Theory and Practice, Kitab Mahal, B.L.Sadana New Delhi, 2005.
2. R.K.Arora: Values in Administration, Associated Publishing House C.V.Raghavulu New Delhi, 1989.
3. Avasti&Maheswari : Public Administration, Lakshmi Narain Agarwal Agra, 2004.
4. Ram Avatar: Public Administration Today, Shree Publishers and Sharma Distributers, New Delhi, 2005.
5. Avasti &Avasti: Public Administration, Lakshmi Narain Agarwal Agra, 2003.
6. Fadia&Fadia: Public Administration Theories and Concepts, Sahitya Bhavan Publications, Agra, 2005.
7. A.R.Tyagi: Public Administration Principles and Practice, Atma Ram And Sons, Delhi, 2001.
8. Ramki Basu : Public Administration Concept and Theories 2014.

Formative Assessment for Theory	
Assessment Occasion/ type	Marks
Internal Assessment Test 1	05
Internal Assessment Test 2	05
Assignment	10
Total	20 Marks
<i>Formative Assessment as per guidelines.</i>	

B.A. programme(DSC / EC) : 2024-25

GENERAL PATTERN OF **THEORY** QUESTION COURSE FOR **DSC/ EC /AECC**

(80 marks for semester end Examination with 3 hrs duration)

Part-A

1. Question number 1-05 carries 2 marks each. : 10 marks

Part-B

2. Question number 06- 15 carries 05Marks each. Answer any 08 questions : 40 marks

Part-C

3. Question number 16-19 carries 10 Marks each. Answer any 03 questions : 30 marks
(Minimum 1 question from each unit and 10 marks question may have
sub questions for 7+3 or 6+4 or 5+5 if necessary)

Total: 80 Marks

**Note: Proportionate weight age shall be given to each unit based on number of hours
Prescribed**