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**PVKN Govt. College(A), Chittoor**

**I B.A. SEMESTER – I POLITICAL SCIENCE(Subject) PAPER – I**

**Title of the Paper: INTRODUCTION TO POLITICAL SCIENCE**

**Subject Code: 21-POL-101 Credits: 4 Teaching Hrs/Week: 6**

. SYLLABUS

UNIT-I : INTRODUCTION

1. Definition, Meaning, 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: Philosophical and Historical. Modern: Behavioural and System Approach.

UNIT-II : STATE

1. Definition of the State, Elements of the State, Theories of Origin of the State-(Divine Origin, Evolutionary and Social Contract).

2. Concepts of Modern State and Welfare State.

UNIT-III: CONCEPTS OF POLITICAL SCIENCE

1. Law, Liberty, Equality, Power, Legitimacy and Authority

2. Sovereignty: Monistic and Pluralist Theories.

UNIT-IV: THEORIES OF RIGHTS

1. Meaning, Nature and Classification of Rights

2. Theories of Rights.

UNIT-V: POLITICAL IDEOLOGIES

1 . Liberalism, Individualism, Feminism.

2. Socialism and Marxism

PVKN GOVT. COLLEGE (A). CHITTOOR (OLD)

IB.A.SEMESTER-II: POLITICAL SCIENCE (SUBJECT)

PAPER II: BASIC ORGANS OF THE GOVERNMENTS

COURSE CODE:21-POL-201 Credits:5 Hrs/week:6

UNIT-I: CONSTITUTION

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

1. Theory of Separation of Powers-B.D.Montesquieu.
2. Legislature-Unicameral and Bicameral-Power and Functions, Executive- Types, Powers and Functions.

Judiciary-Powers and Functions.

UNIT-III: FORMSOFGOVERNMENT

1. Unitary and Federal forms of Governments-Merits and Demerits.
2. Parliamentary and Presidential forms of Governments- Merits and Demerits.

UNIT-IV: DEMOCRACY

1. Meaning, Definition, Significance, Theories and Principles of Democracy.
2. Types of Democracy: Direct and Indirect Democracy-Methods, Merits and Demerits-Essential Conditions for Success of Democracy.

UNIT-V: POLITICAL PARTIES PRESSURE PRESSURE GROUPS AND PUBLIC OPINION

1. Meaning, Definition and Classification of Political Parties: National and Regional-Functions of Political Parties.
2. Pressure Groups (Interest Groups)- Meaning, Definition, Types, Functions and Significance of Public Opinion.

**P.V.K.N. Govt. College (A), Chittoor**

**II B.A, SEMESTER –III: Political Science (Subject) PAPER – III**

**Title of the Paper: Indian Government and Politics**

**Subject Code: 21-POL-301 Credits: 4 Teaching Hrs/Week: 6**

**SYLLABUS**

Unit-1: The Making of the Constitution

1. The ideological legacy and different phases of of the Indian National Movement; Constitution development with special reference to 1909 Act, 1919 Act and 1935 Act.

2. Making of the Constituent Assembly. The Nature and Composition of the Constituent Assembly. Role of Ambedkar. Salient feature of Indian Constitution.

Unit-2: Individual and the State:

1. Fundamental Rights

2. Directive Principles of State Policy

Unit-3: Union Executive

1. President: Election, Powers and Functions

2. Prime Minister- Council of Ministers- Powers and Functions

Unit-4: Indian Federalism

1. Centre-State Relations --Legislative, Administrative and

Financial spheres

1. Recommendations of Sarkaria Commission, Rajamamnnar Commission ,M.M.Punchi Commission

Unit-5: Judiciary

1. Powers and functions of the Supreme Court.

2. Nature and Role of Higher Judiciary in India; Recent Debates on the mode of appointment of Judges. Importance of Collegiums.

**PVKN GOVT. COLLEGE (A). CHITTOOR**

**II B.A.SEMESTER-II: POLITICAL SCIENCE (SUBJECT)**

**PAPER II: INDIAN POLITICAL PROCESS**

**SUBJECT CODE:21-POL- 401 Credits:5 Hrs/week:6**

UNIT-I: FEDERAL PROCESSES

1. Features of Indian Federal System Center-State Relations

Legislative, Administrative and Financial

1. Emerging Trends in Center-State Relations-Re-structuring Center-State Relations Recommendations of Sarkaria Commission, M.M.Punchi Commission

UNIT-II: ELECTORAL PROCESSES

1. The Election Commission of India, Powers and Functions
2. Issues of Electoral Reforms, Voting Behavior –Determinants and Problems of Defections

UNIT-III: GROSS ROOT DEMOCRACY –DECENTRALIZATION

1. Panchayath Raj System – Local and Urban Governments –Structure Powers and Functions
2. Democratic De-Centralization – Rural Development and Poverty alleviation

with Reference to 73rd and 74th Constitutional Amendment Acts, Challenges

and Prospects

UNIT-IV: SOCOAL DYNAMICS AND EMERGING CHALLENGES TO INDIAN POLITICAL SYSTEM

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

UNIT-V REGULATARYAND GOVERNANCE INSTITUTIONS

1. **NITI-Aayog ,Finance Commission ,Comptroller and Auditor General**

**of India**

1. **Central Vigilance Commission , Central Information ,Lokapal and Lokayukta**

P.V.K.N. GOVT. DEGREE COLLEGE (AUTONOMUS), Chittoor.

B.A. - Political Science

Second Year; Semester – IV

Paper – V Western Political Thought

SUBJECT CODE: 21-POL-402 Credits:5 Teaching Hrs/week:6

UNIT-I : ANCIENT GREEK POLITICAL THOUGHT

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

1. St. Augustine-Theory of Two Cities.

2. Niccolo Machiavelli-State and Statecraft.

UNIT-III: CONTRACTUAL POLITICAL THOUGHT

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

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

UNIT-V: MARXIST POLITICAL THOUGHT

1. Karl Marx-Dialectical Materialism, Theory of Surplus Value and

Class Struggle.

1. Antonio Gramsci -Hegemony and Civil Society.

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# SEMESTER-I

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# Paper – 1 Fundamentals of Social Sciences

**Learning objectives:** The student will be able to understand the nature, various approaches, organs of the state, social perspectives and application of ICT.

**Learning Outcomes**: On successful completion of the course the student will be able to :

1. Learn about the nature and importance of social science.
2. Understand the Emergence of Culture and History
3. Know the psychological aspects of social beahaviour
4. Comprehend the nature of Polity and Economy
5. Knowledge on application of computer technology

Unit – I – What is Social Science?

1. Definition and Scope of Social Science – Different Social Sciences
2. Distinction between Natural Science and Social Sciences
3. Interdisciplinary Nature of Social Sciences
4. Methods and Approaches of Social Sciences Unit -II: Understanding History and Society
5. Defining History, Its Nature and Scope
6. History- A Science or an Art
7. Importance of History in the Present Society
8. Types of History and Chronology of Indian History Unit – III – Society and Social Behaviour
9. Definition , Nature and Scope of Psychology
10. Importance of Social Interaction
11. Need of Psychology for present Society
12. Thought process and Social Behavior Unit – IV – Political Economy
13. Understanding Political Systems
14. Political Systems – Organs of State
15. Understanding over Economics - Micro and Macro concepts
16. Economic Growth and Development - Various aspects of development Unit - V – Essentials of Computer
17. Milestones of Computer Evolution - Computer – Block Diagram, Generations of

Computers

1. Internet Basics – Internet History, Internet Service Providers – Types of Networks – IP – Domain Name Services – Applications
2. Ethical and Social Implications – Network and Security concepts – Information assurance fundamentals
3. Cryptography – Symmetric and Asymmetric –malware – Fire walls – Fraud Techniques – Privacy and Data Protection

# Reference Books

1. The social sciences: An Integrated Approach by James M. Henslin and Danniel F. Chambliss
2. The Wonder that was India – A.L.Bhasham
3. Introduction to Psychology – Morgan and King
4. Principles of Political Science – A.C. Kapoor
5. Contemporary Political Theory – J.C.Johari
6. M.L.Jhingan – Economic Development – Vikas, 2012
7. ML Seth – Macro Economics - Lakshminarayana Agarawal, 2015
8. Fundamentals of Computers by V. Raja Raman
9. Cyber Security Essentials by James Graham, Richard Howard, Ryan Olson

# Activities:

1. Group Project Work
2. PPT Presentation, Participation in Webinars
3. Field visits
4. Group Discussion
5. Survey and Analysis
6. Charts and Poster presentation
7. Identifying the attributes of network (Topology, service provider, IP address and bandwidth of your college network) and prepare a report covering network architecture.
8. Identify the types of malwares and required firewalls to provide security.

Latest Fraud techniques used by hackers

# Paper – II Perspectives on Indian Society

**Learning objectives:** The student is expected to demonstrate the significance of social sciences through better understanding of various fields of social experience and would be able to apply methods and approaches to social phenomena.

**Learning Outcomes**: On successful completion of the course the student will be able to :

1. Learn about the significance of human behavior and social dynamics.
2. Remembers the Indian Heritage and freedom struggle
3. Comprehend the philosophical foundations of Indian Constitution
4. Knowledge on Indian Economy

Unit – 1 – Man in Society

1. Human Nature and Real-Life Engagement
2. Social Groups and Social Dynamics
3. Individualism and Collectivism – Ethical Concerns
4. Human Life – Social Influence and Social Impact Unit-II: Indian Heritage and Freedom Struggle in India
5. Cultural & Heritage sites of Tourism in India
6. Indian Dance, Music and Yoga
7. Rise of Nationalism Under British Rule in brief (1857-1947)
8. Contemporary history of India-integration of Princely States, abolition of Zamindari, formation of linguistic states

Unit – 3 – Indian Constitution

* 1. Philosophical Foundations of Indian Constitution
  2. Elements of Indian Constitution
  3. Study of Rights in Indian Constitution
  4. Directive principles to State Unit – 4. Indian Economy

1. Indian Economy - Features – Sectoral contribution in income
2. Role of Financial Institutions - RBI - Commercial Banks
3. Monetary and Fiscal Policies for Economic Development
4. Economic Reforms - Liberalization - Privatization- Globalization

Unit – 5 - Impact on Society & Analytics

1. Role of Computer, impact of Computers on human behavior, e-mail,
2. Social Networking- WhatsApp, Twitter, facebook, impact of Social Networks on human behavior.
3. Simulating, Modeling, and Planning, Managing Data, Graphing, Analyzing Quantitative Data,
4. Expert Systems and Artificial Intelligence Applications in the Social Sciences

# References

* 1. Introduction to Psychology – Atkinson RC
  2. History of the freedom movement in India – Tarachand
  3. India since Independence – Bipinchandra
  4. Introduction to the Constitution of India D.D.Basu
  5. S.K Misra & V.K Puri – Indian Economy, Himalaya Publishing House , 2015
  6. Government of India, Economic Survey (Annual), New Delhi
  7. Information and Communication Technology by APCCE
  8. Computer Applications in the Social Sciences by Edward E. Brent, Jr. and Ronald

E. Anderson

# Activities:

1. Assignment
2. PPT Presentation, Participation in Webinars
3. Field visits
4. Group Discussion
5. Survey and Analysis
6. Charts and Poster presentation
7. Identify the peripherals connected to a system and label them as either Input or Output or both.
8. Identify the Operating System loaded in your system and compare the features with other existing Operating System.
9. Collect latest census data and draw a graph indicating the growth rate.
10. Predicting the risk of depression, substance dependency, drinking, obsessive compulsive disorders, and suicide using AI.

# Semester II

**3. Fundamentals of Political Science**

**Learning Objective:** The student will be able to understand the nature, various approaches, knowledge of the state and its origin and evolution of the modern state in Political Science. **Learning Outcomes:** On successful completion of the course the students will be able to:

* + Learn nature, importance, and relationship with other social sciences.
  + Understand the traditional and modern approaches.
  + Know the origin and evolution of the state.
  + Comprehend the development of social contract theory.
  + Understand the birth of modern state.

# Unit – I: Introduction:

1. Definition Nature of Political Science
2. Scope and Importance of Political Science
3. Relations with allied disciplines: History and Economics
4. Relations with allied disciplines: Philosophy and Sociology

# Unit – II: Approaches:

* 1. Approaches to the study of Political Science:
  2. Traditional Approaches: Philosophical, Historical.
  3. Modern Approaches: Behavioral and Post-Behaviouralism
  4. Modern Approaches: System Approach and Structural - Functional

# Unit – III: State

1. Definition of the State, Nature
2. Elements of the State
3. Theories of Origin of the State: Divine Origin
4. Theories of Origin of the State: Force and Evolutionary

# Unit – IV: Theory of Social Contract

* 1. Social Contract Theory: Origin of the theory
  2. Social Contract Theory: Thomas Hobbes
  3. Social Contract Theory: John Locke
  4. Social Contract Theory: Jean Jacques Rousseau

# Unit – V: Modern State

1. Concepts of Modern State: Meaning, Origin
2. Nature of Modern State
3. Welfare State: Origin
4. Nature of Welfare State

# Unit-wise proposed activities & evaluation:

1. **Assignments**: A two-minute presentation on the topic.
2. **Discussion**: Team evaluation by the faculty.
3. **Quiz Program**: Based on the scores.
4. **Classroom Seminar**: Faculty evaluation.
5. **Open forum:** A PPT presentation

# References:

1. Political Ideologies-An Introduction: Andrew Heywood
2. Principles of Political Science: A.C. Kapoor
3. Contemporary Political Theory: J.C.Johari
4. An Introduction to Political Theory: O.P.Gauba
5. Political Theory: Eddy Ashirvadam & K.K.Misra

# 4. Concepts & Ideologies of Political Science

**Learning Objectives:** The student will be able to learn the concepts like law, liberty, equality, rights, and power, Ideologies like liberalism, individualism, anarchism, and fascism and various Isms like Socialism, Marxism, multiculturalism, and nationalism. **Learning Outcomes:** On successful completion of the course the students will be able to:

* + Learn the significance of concepts.
  + Understand the law and liberty.
  + Know equality and power and its constituents.
  + Experience the rights and its theories.
  + Understanding of political ideologies.

# Unit – I: Law & Liberty:

1. Law: Meaning, Definition, Nature
2. Law: Types of Law - Sources of Law
3. Liberty: Meaning, Definition, Nature
4. Liberty: Types of Liberty

# Unit – II: Equality & Power:

1. Equality: Meaning, Definition, Nature
2. Equality: Types of Equality
3. Power: Meaning, Definition, Nature
4. Authority and Legitimacy: Meaning, Definition, Nature

# Unit – III: Rights:

1. Rights: Meaning, Nature
2. Rights: Classification of Rights
3. Theories of Rights: Natural, Legal, Historical
4. Theories of Rights: Idealistic, Social & Welfare

# Unit – IV: Ideologies:

1. Liberalism
2. Individualism
3. Anarchism
4. Fascism

# Unit – IV: Isms

1. Socialism
2. Marxism
3. Multiculturalism
4. Nationalism

# Unit-wise proposed activities & evaluation:

**Celebrations on International Human Rights Day**

* 1. **Group Discussion**: Team evaluation by the faculty.
  2. **Debate**: Faculty evaluation.
  3. **Essay writing**: Based on understanding and scores.
  4. **Classroom Seminar**: Faculty evaluation.
  5. **Peer Teaching:** A PPT presentation.

# References:

1. Modern Political Theory: S.P.Varma
2. Principles of Political Science: A.C. Kapoor
3. Contemporary Political Theory: J.C.Johari
4. An Introduction to Political Theory: O.P.Gauba
5. Political Theory: Ideas & Concepts: Sudheela Ramaswam

**5. Political Institutions**

**Learning Objectives:** The student will have a vivid picture of various political institutions like legislature, executive, judiciary, forms of government, democratic system, and pressure groups.

**Learning Outcomes:** On successful completion of the course the students will be able to:

**Unit – I: Organs of Government:**

1. Legislature: Unicameral and Bicameral

2. Legislature: Power and Functions

3. Executive: Types, Powers, and Functions

4. Judiciary: Powers and Functions

**Unit – II: Separation of Powers:**

1. Theory of Separation of Powers: Meaning, Nature

2. Montesquieu’s doctrine of separation of powers

3. Advantages & Disadvantages

4. Case study of USA & UK

**Unit – III: Forms of Government:**

1. Unitary form of Governments: Merits and Demerits

2. Federal form of Government: Merits and Demerits

3. Parliamentary form of Government: Merits and Demerits

4. Presidential form of Government: Merits and Demerits

**Unit – IV: Democracy:**

1. Democracy: Meaning, Definition, Significance

2. Theories and Principles of Democracy

3. Types of Democracy

4. Condition for the success of democracy

**Unit – V: Political Parties, Pressure Groups and Public Opinion:**

1. Political Parties: Meaning, Definition, Classification of Political Parties: National

2. Classification of Political Parties: Regional, Functions of Political Parties.

3. Pressure Groups: Meaning, Definition, and Types

4. Public Opinion: Meaning, Definition, and Significance

**Unit-wise proposed activities & evaluation:**

Celebrations on International Day of Democracy

1. **Quiz Program**: Marks scored by teams.

2. **Debate**: Faculty evaluation.

3. **Essay writing**: Based on understanding and scores.

4. **Classroom Seminar**: Peer evaluation.

5. **Study Project:** Faculty evaluation.

**References:**

1. Modern Political Theory: S.P.Varma

2. Principles of Political Science: A.C. Kapoor

3. Contemporary Political Theory: J.C.Johari

4. An Introduction to Political Theory: O.P.Gauba

5. Political Theory: R.C.Agarwal

* 2. **6. Indian Constitution**
  3. Know the origin and evolution of the Constitution.
  4. • Understand of Constitutional Development of India.
  5. • Comprehend the feature of Indian Constitution.
  6. • Identify the rights and duties.
  7. • Understanding the notion of theory of basic structure.

**Learning Objectives:** The student will understand the intricacies of the Constitution, its evolution, development, and insights of feature of Indian Constitution with due stress on fundamental rights, duties, and directive principles of state policy.

**Learning Outcomes:** On successful completion of the course the students will be able to:

**Unit – I: Constitution:**

1. Constitution: Meaning, Definition, & Origin

2. Evolution of Constitution

3. Classification of the Constitutions: Written and Unwritten

4. Classification of the Constitutions: Rigid and Flexible

**Unit – II: Ideological Base of the Indian Constitution:**

1. Constitutional Development in India during British Rule

2. Minto-Morley Reforms, 1909

3. Montague-Chelmsford Reforms,1919

4. Government of India Act,1935

**Unit – III: Features of Indian Constitution:**

1. Constituent Assembly: Nature, Composition,

2. Constituent Assembly: Socio-Economic, Philosophical Dimensions

3. Indian Constitution: Preamble

4. Indian Constitution: Salient Features

**Unit – IV: Rights & Duties:**

1. Fundamental Rights

2. Directive Principles of State Policy

3. Differences between Fundamental Rights and Directive Principles of State Policy

4. Fundamental Duties

**Unit – V: Theory of Basic Structure:**

1. Doctrine of Basic Structure of the Constitution: Origin & Growth

2. Judicial Interpretations: Golaknath Case, 1967

3. Judicial Interpretations: Kesavananda Bharathi Case, 1973

4. Judicial Interpretations: Minerva Mills Case, 1980

**Unit-wise proposed activities & evaluation:**

**Celebrations** on Indian Constitutional Day.

1. **Assignment**: Marks obtained.

2. **Discussion**: Faculty evaluation.

3. **Essay writing**: Based on understanding and scores.

4. **Classroom Seminar**: Peer evaluation.

5. **Debate:** Evaluation by faculty.

**References:**

1. An Introduction to the Constitution of India: D. D. Basu

2. Constitutional Government in India: M. V. Pylee

3. Politics in India: Rajani Kothari

4. Indian Government and Politics: B.L. Fadia

5. Concise Encyclopedia of Indian Constitution: Subhash Kashyap

* 1. • Know the President and Parliament of India.
  2. • Understand the Prime Minister & Council of Ministers.
  3. • Assess the Governor and his role.
  4. • Reflect the role of Chief Minister and Council of Ministers.
  5. • Judge the role of Judiciary.

**7. Indian Government**

**Learning Objectives:** The student gets a glimpse of the nominal and real executive, legislatures of the Union and the States, and the judiciary system.

**Learning Outcomes:** On successful completion of the course the students will be able to:

**Unit – I: President & Parliament:**

1. President of India: Mode of Election & Impeachment

2. President of India: Powers and Functions

3. Parliament: Composition – Lok Sabha & Rajya Sabha

4. Parliament: Powers and Functions

**Unit – II: Prime Minister & Council of Ministers:**

1. Prime Minister: Powers and Functions

2. Prime Minister: Role in Coalition Politics

3. Council of Ministers: Powers and Functions

4. Legislative Committees: PAC, Estimates Committee, CPE

**Unit – III: State Executive:**

1. Governor: Powers and Functions

2. Governor: Role

3. Legislature: Composition – Legislative Council & Legislative Assembly

4. Legislature: Powers and Functions

**Unit – IV: State Executive:**

1. Chief Minister: Powers and Functions

2. Council of Ministers: Powers and Functions

3. Business Advisory Committee

4. Standing committees

**Unit – V: Judiciary:**

1. Supreme Court-Composition and

2. Appointments, Powers, and Functions

3. Judicial Review, Judicial Activism

4. National Judicial Appointments Commission and Judicial Reforms

**Unit-wise proposed activities & evaluation:**

**Role Play on Mock Parliament**

1. **Assignments**: A two-minute presentation on the topic.

2. **Discussion**: Team evaluation by the faculty.

3. **Open forum:** A PPT presentation

4. **Quiz Program**: Based on the scores.

5. **Classroom Seminar**: Faculty evaluation.

**References:**

1. An Introduction to the Constitution of India: D. D. Basu

2. Government and Politics of India: Morris Jones

3. Indian Polity: Laxmikanth

4. Indian Government and Politics: B.L. Fadia

5. Concise Encyclopedia of Indian Constitution: Subhash Kashyap

• Know the importance of Centre – State Relations.

* 1. • Learn the Indian federal process.
  2. • Assess the electoral process in India.
  3. • Estimate the Panchayat Raj System.
  4. • Understand 73rd & 74th Constitutional Amendment Acts.

**8. Indian Federal System**

**Learning Objectives:** The student will get awareness on Union – State relations, federal process, electoral system, constitutional development in the local governments with 73rd and 74th Constitutional Amendment Acts.

**Learning Outcomes:** On successful completion of the course the students will be able to:

**Unit – I: Centre - State Relations:**

1. Features of Indian Federal System

2. Centre-State Relations: Legislative

3. Centre-State Relations: Administrative

4. Centre-State Relations: Financial

**Unit – II: Federal Processes:**

1. Emerging Trends in Centre-State Relations

2. Recommendations of Sarkaria Commission

3. Recommendations of M.M.Punchi Commission

4. Role of Governor

**Unit – III: Electoral Processes:**

1. Election Commission of India: Powers and Functions

2. Issues of Electoral Reforms

3. Determinants of Voting Behaviour

4. Problems of Defections: Anti-Defection Law

**Unit – IV: Panchayati Raj System:**

1. Evolution of Panchayati Raj System

2. Recommendations: Balwanta Rai Committee, Ashok Mehta Committee

3. Rural Governments: Structure, Powers, and Functions

4. Urban Governments: Structure, Powers, and Functions.

**Unit – V: Constitutional Amendment Act: 73rd & 74th :**

1. Democratic Decentralization

2. 73’d Constitutional Amendment Act

3. 74th Constitutional Amendment Acts

4. Challenges and Prospects

**Unit-wise proposed activities & evaluation:**

**Celebrations on Panchyat Raj Day.**

**Collection of Election statistics.**

1. **Assignment**: Marks obtained.

2. **Discussion**: Faculty evaluation.

3. **Essay writing**: Based on understanding and scores.

4. **Classroom Seminar**: Peer evaluation.

5. **Debate:** Evaluation by faculty.

**References:**

1. An Introduction to the Constitution of India: D. D. Basu

2. Democratic Political Process: M.R. Biju

3. Indian Polity: Laxmikanth

4. Democratic Decentralisation and Grossroot Leadership in India: Subharata Dutta

*5.* Panchayatraj System and Development Planning: Hari Prasad Chhetri

**ANDHRAPRADESHSTATECOUNCILOFHIGHEREDUCATION**

**Multi disciplinary Course**

**w.e.f. AY2023-24 SEMESTER-III**

**INTRODUCTION TO PUBLIC ADMINISTRATION**

Credits:2 2 hrs/week

# Course Description:

Introduction to Public Administration is an interdisciplinary course that providesan overview of the theory and practices of public administration. The course aims to familiarize students with the nature, scope, recruitment and accountability of public administrators in India.

# Course Objectives:

1. Understand the concept and scope and evolution of public administration.
2. Understand the relationship between public administration and public policy.
3. Develop critical thinking and analytical skills to evaluate public administration practices.

# Course Outcomes:

1. Awareness about the evolution and growth of the discipline of Public Administration.
2. FamiliaritywiththeconstitutionalframeworkonwhichIndianAdministrationisbased.
3. Understanding the in-built control mechanisms over constitutional bodies and administration in general.

# Course Topics:

**Unit:I**

* 1. Introduction to Public Administration - Woodrow Wilson - Definition and nature and scope of public administration - Significance - Distinction between public and private administration

# Unit:II

* 1. All India Services-Central Services-State Services-Importance of All India Services UPSC & SPSCs Powers and Functions – NITI Aayog

# Unit:III

* 1. Accountability of Administration in India - Legislative - Executive – Judiciary - Judicial Activism - E-Governance in India - Good Governance initiatives – Functions and roles of Administrators

# Activities:

1. Class participation and discussions
2. Fieldtrips to government offices
3. Individual or group assignments
4. Student’s projects– Individual and group
5. Quizzes or Slip tests.
6. Presentations
7. Research papers

# Books:

1. Public Administration by Awasthi & Maheswari
2. Indian Administration by Maheswari
3. Administrative Theories by Mohit Bhattacharya
4. Comparative Administration by Mohit Bhattacharya
5. Indian Government &Politics by B.L.Fadia

# 9. Dynamics of Indian Political System

**Learning Objectives:** The student gets an outline of the social and political dynamics, various regulatory institutions, governing mechanisms, and significance of civil services.

**Learning Outcomes**: On successful completion of the course the students will be able to:

* + Know the social dynamics of India.
  + Understand the political dynamics.
  + Measure the regulatory institutions in India.
  + Acquaint with the governing mechanisms.
  + Learn the role of Civil Services.

# Unit – I: Social Dynamics:

1. Role of Caste
2. Role of Religion
3. Role of Language
4. Social Media & Politics

# Unit – II: Political Dynamics:

1. Politics of Reservation
2. Criminalization of Politics
3. Regionalism in India
4. Internal threats to Security

# Unit – III: Regulatory Institutions:

1. NITI Ayog
2. Finance Commission
3. Comptroller and Auditor General of India
4. Central Vigilance Commission

# Unit – IV: Governing Mechanisms:

1. Central Information Commission
2. Lokpal
3. Lok Ayukta
4. Right to Information Act, 2005

# Unit – V: Civil Services:

1. UPSC: Powers & Functions
2. Neutrality and integrity of Civil Services: All India Services
3. Administrative Reforms Commission: I ARC Recommendations, 1966
4. Administrative Reforms Commission: II ARC Recommendations, 2005

# Unit-wise proposed activities & evaluation: Celebrations on Civil Services Day. Webinar on Social – Political dynamics

1. **Assignment**: Marks obtained.
2. **Discussion**: Faculty evaluation.
3. **Essay writing**: Based on understanding and scores.
4. **Classroom Seminar**: Peer evaluation.
5. **Debate:** Evaluation by faculty.

# References:

1. Social Justice and the Constitution of India: C.B.Raju
2. Caste and Reservation in India: V.K.Garg
3. Indian Polity: Laxmikanth
4. Indian Administration: Vishnoo Bhagwan &Vidya Bhushan
5. Government and Politics in India: S.H.Patil

# 10. Western Political Thought: Ancient & Medieval

**Learning Objectives:** The student gets a holistic understanding of the ancient and medieval times prevailed in Europe and, influence of religion on the State.

**Learning Outcomes**: On successful completion of the course the students will be able to:

* + Understand the fundamental contours classical, western political philosophy,
  + Understand the concepts of Plato and Aristotle
  + Understand the basic features of medieval political thought and shift from medieval to modem era.
  + Understand the influence of religion and its impact on the State.
  + Critically analyse the evolution of western political thought.

# Unit: I:

1. History of Western Political Thought
2. Plato: Rule of Philosopher Kings
3. Theory of Justice
4. Ideal State and Education

# Unit: II:

1. Aristotle: Theory of State
2. Classification of Governments
3. Citizenship and Slavery
4. Theory of Revolutions

# Unit: III:

1. Cicero: On Law and Justice
2. Cicero: Influence on Western Political Thought
3. St. Augustine of Hippo: Religious and Political conditions in Europe & Africa
4. St. Augustine of Hippo: Theory of Two Cities

# Unit: IV:

1. St. Thomas Aquinas: Political Philosophy
2. St. Thomas Aquinas: Four Cardinal Principles
3. William of Ockham: Political Philosophy
4. William of Ockham: Influence and legacy

# Unit: V

1. Niccolo Machiavelli: Conditions of Europe and Italy
2. Niccolo Machiavelli: Human Nature
3. Niccolo Machiavelli: Suggestions to Prince
4. Niccolo Machiavelli: State and Statecraft

# Unit-wise proposed activities & evaluation:

1. **Assignment**: Marks obtained.
2. **Discussion**: Faculty evaluation.
3. **Essay writing**: Based on understanding and scores.
4. **Classroom Seminar**: Peer evaluation.
5. **Debate:** Evaluation by faculty.

# References:

1. A History of Political Theory: George H. Sabine
2. A History of Political Thought-Plato to Marx: S. Mukherjee & Sushila Ramaswamy
3. Ancient and Medieval Political Thinkers-From Plato to Padua: P.B.Rathod
4. Political Thought: C.L.Wayper
5. Western Political Thought**:** B.N.Ray

# 11. Indian Political Thought

**Learning Outcomes:**

* 1. Enriches about variety of ancient Indian political thoughts.
  2. Understands the contributions of Kautilya.
  3. Creates awareness on political ideologies of 19th century social reformers.
  4. Familiarizes the political philosophy of religious reformers.
  5. Imparts knowledge on nationalist political thinkers.

# Unit I: Sources of Ancient Indian Political Thought

1. Sources of Ancient Indian Political Thought (Vedas, Upanishads, Ramayana & Mahabharata)
2. Manu - Elements of State - Duties of King – Manu Dharma – Varna System

# Unit II: Kautilya and his Arta shastra

1. Kautilya – King & Kingship
2. Saptanga theory – Mandal Theory

# Unit III: Social Reformers

1. Raja Rammohan Roy – Brahma Samaj – Social and Religious reforms
2. Jyotiba Phule – Satya Shodak Samaj - Champion of Equal Rights
3. Ishwar Chandra Vidhya Sagar – Bethune Society – Women Education
4. Sarojini Devi – Women’s Indian Association – Women empowerment

# Unit IV: Religious Reformers

1. Vivekananda – Ramakrishna Mission – Speech at World Parliament of Religions
2. Swami Dayananda Saraswathi – Arya Samaj – Back to Vedas
3. Bala Gangadhar Tilak - Father of the Indian Revolution – National Education

# Unit V: Modern Nationalist Thinkers

1. M.K. Gandhi – Ahimsa – Satya – Satyagraha – Trusteeship
2. Dr. B.R. Ambedkar – Views on Indian Society – Social Movements
3. Jawaharlal Nehru – Panchasheela – Non-Alignment Movement
4. Sardar Patel – Unification of India
5. Pandit Deen Dayal Upadhyaya – Integral Humanism

# References:

1. Modern Indian Political Thought, H.R Mukhi, SBD Publishers, Delhi, 2004.
2. Indian Political Thought, R.C Gupta, Ram Chandra Gupta, Lakshmi Narain Agarwal, Agra,2005.
3. Indian Political Thinkers, Dr. Vishnoo Bhagwan, Atma Ram & Sons, Delhi, 1996.
4. Modern Indian Political Thought, V.P Verma, Lakshmi Narain Agarwal, Agra
5. Ancient Indian Political Thought & Institutions by H.R Mukhi, SBD Publishers, Delhi, 2008.
6. Modern Indian Political Thought, V.P.Verma, Lakshmi Narayan Agarwal,Agra,1974.
7. Indian Political Thinking in the 20th Century, A. Appadurai, South Asia Publishers, New Delhi, 1987.
8. Dr. Baba sahib Ambedkar, writings and speeches vol: I, II, III and VIII **Activities:** Assignments – Quiz – Group Discussion – Classroom Debates – Documentaries from You tube – Preparation of Albums

A.P. State Council of Higher Education

Semester-wise Revised Syllabus under CBCS, 2020-21

Four – Year B.A. (Hons)

Domain Subject: POLITIOCAL SCIENCE

IV Year B.A. (Hons) – Semester –V

Max Marks: 100

Course 6C: OFFICE MANAGEMENT

(Skill Enhancement Course (Elective ), 4 credits)

1. Learning Outcomes

Students as the successful completion of the course will be able to:

1. Understand fundamental knowledge of Office Management that can be applied to a

Career.

1. Have Knowledge on office administration and identify job competencies.
2. Understand the importance of record management and allied sections.
3. Comprehend the administrative process in office
4. Identify the challenges in the background of ICT.
5. Enhance skills, strategics and techniques to compete with the global competencies in office management.

II. Syllabus: (Hours: Tenching: 60, Training: 10, others inch, unit tests: 05)

Unit: 1

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

UNIT-2

Office organization: Definition, Characteristics – Office Planning, Accommodation, Layout and Office Environment.

UNIT:3

Office Record Management –Objectives and Importance – Filling System : Steps in filing, Essentials for filing, Classification and arrangements of files, Modern filing methods using Information and Communication Technology and devices – I NDEXING : Essentials of a good indexing and Records retention and Micro filing.

UNIT: 4

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

UNIT: 5

Form Letters: Meaning, Principles, Factors in designing office forms – Supervisory Skills-Importance of Motivation and Leadership – Issues in Office Management – Recent trends: e-office, use of modern appliances and application of IT in office management

A.P. State Council of Higher Education

Semester-wise Revised Syllabus under CBCS, 2020-21

Four – Year B.A. (Hons)

Domain Subject: POLITIOCAL SCIENCE

IV Year B.A. (Hons) – Semester –V

Max Marks: 100

Course 7C: PERSONNEL ADMINISTRATION

(Skill Enhancement Course (Elective), 4 credits)

1. Learning Outcomes:

Students as the successful completion of the course will be able to:

1. Understand Personnel Administration that can be applied to a Career.

2. Acquire knowledge on recruitment, selection and training and identify job

Competencies.

3. Understand the importance and role of civil services in Indian Governance.

4. Provide an overview on issues in administration.

5. Enhance skills, strategies and techniques for redressal of grievances in administration

II. Syllabus : (Hours: Trenching: 60, Training: 10, others incl, unit tests: 05)

UNIT: 1

Personnel Administration: Concept, Nature, Scope and Significance – Hierarchy in Personnel Administration – Roles and Responsibilities of Personnel Administrative Officers- Bureaucracy: Meaning, Characteristics, Nature, Importance and its role in modern state.

UNIT-2

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 Commission’s- Constitutional provisions and Composition , Functions and Role.

UNIT-3

Training : Meaning , Objectives, Types and Significance- Training Institutions in India-

Promotion-Promotion procedure-Career Planning, Evaluation and Development – Motivation and Moral Performance Appraisal,

UNIT-4

Administrative Ethics- Integrity in administration- Code of Conduct – Common Lapses and Disciplinary Procedure – Employer Relations – Rights of Civil Servants.

UNIT-5

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