

**PITHAPUR RAJAH'S GOVT. COLLEGE
(AUTONOMOUS)
KAKINADA**

**Affiliated to Adikavi Nannaya University
Rajamahendravaram**



DEPARTMENT OF POLITICAL SCIENCE

2023-24

**BOARD OF STUDIES MEETING
31st AUGUST 2023**

**PROCEEDINGS OF THE PRINCIPAL, P.R. GOVERNMENT
COLLEGE(A), KAKINADA-A. P**

Present: Dr. B. V. Tirupanyam, M. Sc; Ph.D.

R.C.No.1/A.C./BOS/2023-24, Dated: 29.08.2023

SUB: P.R. Government College(A), Kakinada-UG Board of Studies (BOS)- Program/Course-Nomination of Members-Orders issued.

REF: 1. UGC Guidelines of for Autonomous Colleges-2018.

ORDERS:

The Principal, P.R. Government College(A), Kakinada is pleased to constitute UG Boards of Studies in Dept. of Political Science for framing the syllabi in respective Subject for all Semesters duly following the norms of the UGC Autonomous guidelines.

S. No	Name of the Person	Designation
1	Dr. B V Tirupanyam Lecturer In-charge, Dept. of Political Science ,P. R. Govt. College (A) Kakinada	Chairman & Lecturer Incharge, Department. of Political Science
2	Smt. Dr. Sita Mahalakshmi Lecturer, Dept. of Political Science Govt. Degree College , Rajamahendravaram	University Nominee
3	Sri P. Babjee Lecturer, Dept. of Political Science Govt. Degree College (A), Rajamahendravaram	Subject Expert -I Lecturer in Political Science
4	Dr. K. Swamiji Lecturer, Dept. of Political Science Ideal Degree College (A), Kakinada	Subject Expert - II Lecturer in Political Science
5	Sri A. Nageswara rao, Advocate, Kakinada.	Representative from Industry
6	Sri G. Nageswara Rao Guest Faculty, Dept. of Political Science P. R. Govt. College(A) Kakinada	Member
7	Sri L. Akhil Simhadri Alumni & Guest Faculty, Office Management and Secretarial Practices ,P. R. Govt. College(A) Kakinada	Member
8	Sri D. Vijay Kumar Lecturer in Political Science	Student Alumni Member
9	I.Geethika Priya - III OMSP	Student Member
10	Y. Karun ganga kumar- III HEP	Student Member
11	K. Rajesh - II HEP	Student Member

The above members are requested to attend the BoS meeting on 31-08-2023 and share their valuable reviews, and suggestions on the following functionaries.

- Prepare syllabi for the subject keeping in view the objectives of the college, interest of the stakeholders and National requirement for consideration and approval of the IQAC and Academic Council.
- Suggested methodologies for innovative teaching and evaluation techniques.
- Suggest the panel of Names to the academic council for appointment of Examiners.
- Coordinate research, teaching, extension and other activities in the Department of the college.

PRINCIPAL

P. R. Government College(A), Kakinada

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
BOARD OF STUDIES MEETING 2023 - 24

Date: 31-08-2023

Venue: Department of Political Science.

The board of studies meeting of the Department of Political Science took place at 11 a.m. on 31-08-2023 in both partly online and partly offline mode in the Political Science Department, P. R. Government College (Autonomous) Kakinada for the academic year 2023-24.

The approved committee of Board of Studies in Political Science discussed the syllabus, model question papers and methods of internal evaluation related to all the courses of Political Science and office management & Secretarial practices from Vth semesters of B.A. for the academic year 2023-2024.

Name, designation and affiliation of the members:

- | | | |
|---|---|--|
| 1. Dr. B V Tirupanyam
Lecturer In-charge, Dept. of Political Science
P. R. Govt. College (A) Kakinada | - | Principal & Chairperson
<i>B.V.T. Tirupanyam</i>
31 Aug 2023 |
| 2. Smt. Dr. Sita Mahalakshmi
Lecturer, Dept. of Political Science
Govt. Degree College, Rajamahendravaram | - | University Nominee
<i>Sita Mahalakshmi</i> |
| 3. Sri P. Babjee
Lecturer, Dept. of Political Science
Govt. Degree College (A), Rajamahendravaram | - | Subject Expert
<i>P. Babjee</i> |
| 4. Dr. K. Swamiji
Lecturer, Dept. of Political Science
Ideal Degree College (A), Kakinada | - | Subject Expert
<i>K. Swamiji</i> |
| 5. Sri A. Nageswara rao
Advocate, Kakinada. | - | Industrial nominee |
| 6. Sri G. Nageswara Rao
Guest Faculty, Dept. of Political Science
P. R. Govt. College(A) Kakinada | - | Member
<i>A. Nageswara Rao</i> |
| 7. Sri L. Akhil Simhadri
Alumni & Guest Faculty,
Office Management and Secretarial Practices
P. R. Govt. College(A) Kakinada | - | Member
<i>L. Akhil Simhadri</i> |
| 8. Sri D. Vijay Kumar
Lecturer in Political Science | - | Alumni nominee
<i>D. Vijay Kumar</i> |
| 9. III OMSP - I. Geethika Priya | - | Student Representative
<i>I. Geethika Priya</i> |
| 10. III HEP - Y. Karun ganga kumar | - | Student Representative
<i>Y. Karun ganga kumar</i> |
| 10. II HEP - K. Rajesh | - | Student Representative
<i>K. Rajesh</i> |

B.V.T. Tirupanyam
 (Dr. B V TIRUPANYAM)
 Principal
 Chairperson
 Board of Studies
 Dept. of Political Science
 31 Aug 2023

PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
BOARD OF STUDIES MEETING - 2023 - 24

Agenda

1. Approval of revamped syllabus and model question papers semester wise, comprising 50 marks for Internal Assessment and 50 marks for Semester-End- Examination for I,II & III B.A. courses.
2. Approval of waiver off of minimum qualifying mark for internal assessment for the academic year 2023- 24.
3. Approval of panel of names for appointment as examiners and question paper setters for the academic year 2023- 24.
4. Approval of Annual Academic plan for the academic year 2023- 24.
5. Approval of credit system introduced by AdiKavi Nannaya University, Rajamahendravaram for the academic year 2023- 24.
6. Approval of Departmental action plan for the academic year 2023- 24.
7. Approval of three nominated student representative members in Board of Studies for the academic year 2023- 24.
8. Approval of skill enhancement courses for final year students for the academic year 2023-24.
9. Approval of Certificate course for All year of all streams for the academic year 2023-24.
10. Approval of BA. Honours in Political Science for the academic year 2023-24.
11. Approval of MOOC Course for the academic year 2023-24.
12. Approval of New Courses introduction for the 2023-24 admitted batch.
13. Any other proposals with the permission of the chair.

The following discussions were made and same were resolved

Discussions & Resolutions

1. **Proposal:** Approval of revamped syllabus and model question papers semester wise, comprising 50 marks for Internal Assessment and 50 marks for Semester-End-Examination for I,II & III B.A. courses.

Discussion: It is discussed to revamped syllabus and model question papers semester wise.

Resolution: Resolved to approve the revamped syllabus and model question papers semester wise, comprising 50 marks for Internal Assessment and 50 marks for Semester-End- Examination for I,II & III B.A. courses for the academic year 2023-24. It is also resolved to approve 25 marks for mid semester exam 5 marks for Assignment , 5 marks for Class seminar, 3 marks for viva, 2 marks Clean & Green and attendance, 10 marks for Study Project in an academic journal for I, II,III B.A. courses for the academic year 2023-24.

2. **Proposal:** Approval of waiver off of minimum qualifying mark for internal assessment for the academic year 2023- 24.

Discussion: It is discussed to waiver off of minimum qualifying mark for internal assessment for the academic year 2023- 24.

Resolution: Resolved to approve minimum qualifying mark for internal assessment was waived for the academic year 2023-24

3. **Proposal:** Approval of panel of names for appointment as examiners and question paper setters for the academic year 2023- 24.

Discussion: It is discussed to finalise panel members for appointment as examiners and question paper setters for the academic year 2023- 24.

Resolution: Resolved to approve panel of names appended for appointment as examiners and question paper setters for the academic year 2023-24.

4. **Proposal:** Approval of Annual Academic plan for the academic year 2023- 24.

Discussion: It is discussed of Annual Academic plan on MOU'S and Collaboration with urban and Rural local bodies for the academic year 2023- 24.

Resolution: Resolved to approve Annual Academic Plan MOU'S for the academic year 2023-24.

5. **Proposal:** Approval of credit system introduced by AdiKavi Nannaya University, Rajamahendravaram for the academic year 2023- 24.

Discussion: It is discussed on credit system introduced by AdiKavi Nannaya University, Rajamahendravaram for the academic year 2023- 24.

Resolution: Resolved to approve credit system introduced by Adi Kavi Nannaya University, Rajamahendravaram for the academic year 2023-24.

6. **Proposal:** Approval of Departmental action plan for the academic year 2023- 24.

Discussion: It is discussed of Departmental action plan on Mock Parliament , News paper analysis & discussions , Expert Lecturers, Orientation Programs , Panel career guidance Program for the academic year 2023- 24.

Resolution: Resolved to approve Departmental action plan on Mock Parliament , News paper analysis & discussions , Expert Lecturers, Orientation Programs , Panel career guidance Program for the academic year 2023- 24.

7. **Proposal:** Approval of skill enhancement courses for final year students for the academic year 2023-24.

Discussion: It is discussed to introduce skill enhancement courses papers to office management and personnel administration replaced with Principles of public administration and Indian foreign policy for final year students for the academic year 2023-24.

Resolution: Resolved to introduce skill enhancement courses papers to office management and personnel administration replaced with Principles of public administration and Indian foreign policy for final year students for the academic year 2023-24.

8. **Proposal:** Approval of Certificate course for All year of all streams for the academic year 2023-24.

Discussion: It is discussed to introduce new Certificate course on Gender and Equality for All year of all streams for the academic year 2023-24.

Resolution: Resolved to introduce new Certificate course Gender and Equality for All year of all streams for the academic year 2023-24.

9. **Proposal:** Approval of BA. Honours in Political Science for the academic year 2023-24.

Discussion: It is discussed that as per APSCHE Syllabus there shall be no changes in I & II semester in BA. Honours in Political Science for the academic year 2023-24.

Resolution: Resolved to make no changes in the APSCHE Prescribed Syllabus for I & II semester in BA. Honours in Political Science for the academic year 2023-24.

10. **Proposal:** Approval of MOOC Course for the academic year 2023-24.

Discussion: It is discussed to register for MOOC Course on Indian Knowledge system in Humanities for the academic year 2023-24.

Resolution: Resolved to make students to register for MOOC Course on Indian Knowledge system in Humanities for the academic year 2023-24.

11. **Proposal:** Any other proposals with the permission of the chair.

Discussion: It is discussed to add concept of uniform civil code in IIIrd semester paper Indian Government and Politics, To replace paper 5 Western Political Thought in semester-IV by Global Political Thought for the academic year 2023-24.

Resolution: Resolved to approval of adding concept of uniform civil code in IIIrd semester paper Indian Government and Politics, To replace paper 5 Western Political Thought in semester-IV by Global Political Thought for the academic year 2023-24.


12. **Proposal :** Approval of New Courses introduction for the 2023-24 admitted batch.

Discussion: It is discussed to Introduce new courses for the 2023-24 admitted batch.

Resolution: Resolved to Introduce new courses for the 2023-24 admitted batch

It is resolved to introduce the following new courses in the programmes Political science, from the AY 2023-24

S.No	Course Code	Title of the new course	Programmes in which it is introduced
1		Fundamentals of Social Sciences	All 1 st BA Honors
2		Perspectives on Indian Society	All 1 st BA Honors
3		Fundamentals of Political Science	1 st BA Honors political science
4		Concepts & Ideologies of Political Science	1 st BA Honors political science

B.V.Ji. 
 (Dr. B V TIRUPANYAM)
 Principal 31 Aug 2023
 Chairperson
 Board of Studies
 Dept. of Political Science

PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE

PROGRAMME STRUCTURE UNDER CBCS PATTERN

Bachelor of Arts (B.A.) Programme
From 2020-21 admitted batch onwards


Subjects		Sem I		Sem II		Sem III		Sem IV		Sem V		Sem VI	
		Hrs	Credits	Hrs	Credits	Hrs	Credits	Hrs	Credits	Hrs	Credits	Hrs	Credits
Languages													
English		4	3	4	3	4	3	-	-	-	-	-	-
Language (H or T or S)		4	3	4	3	4	3	-	-	-	-	-	-
Life Skill Courses		2	2	2	2	2+2	2+2	-	-	-	-	-	-
Skill Development Courses		2	2	2+2	2+2	2	2	-	-	-	-	-	-
Core Subjects													
Major 1	Core 1,2,3&4	5	4	5	4	5	4	5	4	-	-	Third Phase of Apprenticeship for entire 6 th Semester	
Major 2	Core 1,2,3&4	5	4	5	4	5	4	5	4	-	-		
Major 3	Core 1,2,3&4	5	4	5	4	5	4	5	4	-	-		
Major 1	Core 5	-	-	-	-	-	-	5	4	-	-		
Major 2	Core 5	-	-	-	-	-	-	5	4	-	-		
Major 3	Core 5	-	-	-	-	-	-	5	4	-	-		
Major 1 Skill Enhancement	Elctv. Core 6	-	-	-	-	-	-	-	-	5	4		
	Elctv. Core 7	-	-	-	-	-	-	-	-	5	4		
Major 2 Skill Enhancement	Elctv. Core 6	-	-	-	-	-	-	-	-	5	4		
	Elctv. Core 7	-	-	-	-	-	-	-	-	5	4		
Major 3 Skill Enhancement	Elctv. Core 6	-	-	-	-	-	-	-	-	5	4		
	Elctv. Core 7	-	-	-	-	-	-	-	-	5	4		
Total Academic Credits & Hours		27	22	29	24	29	24	30	24	30	24	-	12
2 Spells of Apprenticeship between 2nd and 3rd year Summer Vacation		-	-	-	4	-	-	-	4	-	-	-	-
Extension Activities													
NCC/NSS/Sports/Extra Circular		-	-	-	-	-	-	-	2	-	-	-	-
Yoga		-	-	-	-	-	1	-	1	-	-	-	-
Total Non-Academic Credits		-	-	-	-	-	1	-	3	-	-	-	-
Total Programme Credits & Hours		27	22	29	28	29	25	30	31	30	24	-	12

**PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE**

**COURSE STRUCTURE OF SUBJECT
POLITICAL SCIENCE**

From 2023-24 admitted batch onwards


Sl. No.	Course No.	Title of Course	Semester	Hours	Credits	Marks	
						Internal	Semester End Exam
1	1	Fundamentals of Social Sciences	I	4	4	50	50
2	1	Perspectives on Indian Society	I	4	4	50	50
3	2	Fundamentals of Political Science	II	4	4	50	50
4	2	Concepts & Ideologies of Political Science	II	4	4	50	50
5	3	Indian Government and Politics	III	5	4	50	50
6	4	Indian Political Process	IV	5	4	50	50
7	5	Global Political Thought	IV	5	4	50	50
6	6	Principles of Public Administration	V	5	4	50	50
7	7	Indian Foreign Policy	V	5	4	50	50
8	6B	E-Governance	V	5	4	50	50
9	7B	Local Administration	V	5	4	50	50
10	6C	Office Management	V	5	4	50	50


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 Dept. of Political Science

PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE STRUCTURE OF SUBJECT
POLITICAL SCIENCE
Program: B.A. Honours in Political Science
From 2023-24 admitted batch onwards

Sl. No.	Course No.	Title of Course	Semester	Hours	Credits	Marks	
						Internal	Semester End Exam
1	1	Fundamentals of Social Sciences	I	4	4	50	50
2	2	Perspectives on Indian Society	I	4	4	50	50
3	3	Fundamentals of Political Science	II	4	4	50	50
4	4	Concepts & Ideologies of Political Science	II	4	4	50	50
5	5	Political Institutions	III	4	4	50	50
6	6	Indian Constitution	III	4	4	50	50
7	7	Western Political Thought: Ancient & Medieval	III	4	4	50	50
8	8	Indian Federal System	III	4	4	50	50
9	9	Indian Government	IV	4	4	50	50
10	10	Dynamics of Indian Political System	IV	4	4	50	50
11	11	Indian Political Thought	IV	4	4	50	50
12	12	E-Governance	IV	4	4	50	50
13	13	Local Administration	V	4	4	50	50
14	14A	Political Reporting	V	4	4	50	50
15	14B	Legal literacy - Rights Awareness	V	4	4	50	50
16	15A	Electoral Politics & Voting Behaviour	V	4	4	50	50
17	15B	Legislative Procedures and Practices	V	4	4	50	50
18		Internship	VI	4	4	50	50
19	7.1	Western Political Thought: Modern	VII	4	4	50	50
20	7.1	India's Foreign Policy	VII				
21	7.2	Modern Political Analysis	VII	4	4	50	50


22	7.2	Local Governments in India	VII				
23	7.3	Comparative Politics	VII	4	4	50	50
24	7.3	State Government and Politics in A. P	VII				
25	7.4	Research Methodology (Skill Enhancement)	VII	4	4	50	50
26	7.4	International Law (Skill Enhancement)	VII				
27	7.5	Environmental Politics (Skill Enhancement)	VII	4	4	50	50
28	7.5	Ethics and Politics (Skill Enhancement)	VII				
29	8.1	Public Policy Analysis	VIII	4	4	50	50
30	8.1	Theory of International Relations	VIII				
31	8.2	Human Rights in India	VIII	4	4	50	50
32	8.2	Women and Political Process in India	VIII				
33	8.3	Select Constitutions: U.K, U.S.A, Switzerland, China	VIII	4	4	50	50
34	8.3	Social Movements and Revolutions in India	VIII				
35	8.4	International Organizations & Global Issues	VIII	4	4	50	50
36	8.4	Media and Politics	VIII				
37	8.5	Political Leadership: Special Reference to India	VIII	4	4	50	50
38	8.5	Elections and Political Process in India	VIII				


 (Dr. B V TIRUPANYAM)
 Principal
 Chairperson
 Board of Studies
 Dept. of Political Science

**PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE**

**COURSE STRUCTURE OF SUBJECT
POLITICAL SCIENCE
Program: Political Science Minor
From 2023-24 admitted batch onwards**

Sl. No.	Course No.	Title of Course	Semester	Hours	Credits	Marks	
						Internal	Semester End Exam
1	1	Fundamentals of Social Sciences	II	4	4	50	50
2	2	Indian Constitution	III	4	4	50	50
3	3	Indian Government	IV	4	4	50	50
4	4	Dynamics of Indian Political System	IV	4	4	50	50
5	5	E-Governance	V	4	4	50	50
6	6	Local Administration	V	4	4	50	50



 (Dr. B V TIRUPANYAM)
 Principal
 Chairperson
 Board of Studies
 Dept. of Political Science

**PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE**

**COURSE STRUCTURE OF SUBJECT
OFFICE MANAGEMENT AND SECRETARIAL PRACTICES**

For 2020-21 admitted batch

Sl. No.	Course No.	Title of Course	Semester	Hours	Credits	Marks	
						Internal	Semester End Exam
1	1	Office Management and Methods	I	5	4	40	60
2	2	E-Governance	II	5	4	40	60
3	3	Computing Basics and its Applications	III	This course is included in BOS of Dept of Computer Applications			
4	4	Secretarial Practice and Basics Phonography-I	IV	5	4	40	60
5	5	Public Personal Administration	IV	5	4	40	60
6	6A	Personality Development and Communication Skill	V	5	4	40	60
7	7A	Negotiation and Conflict Management	V	5	4	40	60
8	6B	Organizational Behaviour	V	5	4	40	60
9	7B	Leadership and Management Skills	V	5	4	40	60
10	6C	e-Governance	V	5	4	40	60
11	7C	Management of Human Resources	V	5	4	40	60


 (Dr. B V TIRUPANYAM)
 Chairperson
 Board of Studies
 Dept. of Political Science

**PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE**

PROGRAM OUTCOMES

A student who graduates with Political Science as one of the options should be able to:

1. Demonstrate knowledge and analytical proficiency across the political science subfields.
2. Use writing skills to communicate theoretical perspectives, findings, and interpretations of political issues.
3. Apply theoretical perspectives and research methods to generate positions about contemporary political issues and/or explanations of political phenomena.
4. Utilize critical thinking skills to assess political ideas and events.
5. Identify opportunities for civic engagement and participation in political processes.
6. Integrate political knowledge with faith, ethnic, race, and/or gender identities.

PROGRAM SPECIFIC OUTCOMES

A student who graduates with Political Science as one of the options will acquire:

1. Substantive Knowledge

- a) Students will be able to define and apply concepts and theories of political science.
- b) Students will be able to demonstrate substantive knowledge of institutions, processes and values that shape politics within and among states.
- c) Students will be able to use major theories, concepts, and methodologies in the study of politics.
- d) Students will be able to identify the structure and operations of the Indian and other political systems.

2. Critical Thinking


- a) Students will graduate with the ability to think critically about political concepts and systems.
- b) Students will demonstrate the ability to apply their knowledge of politics by using the major analytic and theoretical frameworks in several subfields of political science.
- c) Students will demonstrate the ability to construct and evaluate analytical arguments and write clear logical prose.

3. Writing Skills

- a) Students will be able to elaborate on the subject matter thought in the course
- b) Students will be able to arrange the theoretical points in logical manner
- c) Students will be able to simplify the complex terminological words and phrases in analytical manner

4. Engagement in Politics

- a) Students shall be prepared for active citizenship role and demonstrate an ongoing interest in national and global politics.
- b) Students will demonstrate a sense of political agency and be able to identify the specific ways in which an individual can participate meaningfully in politics.


(Dr. B V TIRUPANYAM)
Principal 31/07/2023
Chairperson
Board of Studies
Dept. of Political Science

(Political Science)**PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE****1. COURSE TITLE: FUNDAMENTALS OF SOCIAL SCIENCES
(CORE Paper I) SEMESTER - I 2023-24**

Total Learning Hours: 75

Total Credits: 4

Course Outcomes: After Studying this course student shall be able to:

1. Recall the previous knowledge about Political Science.
2. Understand the nature, scope and approaches of Political Science;
3. Understand concepts intrinsic to the study of Political Science; and
4. Apply the knowledge to observe the field level phenomena.

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 Social Sciences

Unit -II : Understanding History and Society

1. Defining History, Its Nature and Scope
2. History- A Science or an Art
3. Importance of History in the Present Society
4. Types of History and Chronology of Indian History

Unit – III : Society and Social Behaviour

1. Definition , Nature and Scope of Psychology
2. Importance of Social Interaction
3. Need of Psychology for present Society
4. Thought process and Social Behavior

Unit – IV : Political Economy

1. Understanding Political Systems
2. Political Systems – Organs of State
3. Understanding over Economics - Micro and Macro concepts
4. Economic Growth and Development - Various aspects of development

Unit - V : Essentials of Computer

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

Books Recommended:

- 1 *Principles of Political Science*: A.C. Kapur
2. *Political Ideologies-An Introduction*: Andrew Heywood
3. *Political Theory-An Introduction*: Rajeev Bhargava & Ashok Acharya (Ed.)
4. *Modern Political Theory*: S. P. Varma
5. *An Introduction to Political Theory*: O.P.Gauba

Online Sources :

1. <https://www.jus.uio.no/english/services/library/treaties/01/1-02/rights-duties-states.xml>
2. <https://www.britannica.com/topic/multiculturalism>
3. <https://gacbe.ac.in/pdf/ematerial/18MEN33C-U1.pdf>
4. <https://web.sol.du.ac.in/info/study-materials-ug>

CO-PO Mapping: (1: Slight [Low]; 2: Moderate[Medium]; 3: Substantial[High], - : No Relation)

	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	PSO4
CO1	3	3	3	2	2	2	3	2	1	1
CO2	3	3	2	2	2	1	3	2	2	1
CO3	2	2	2	3	3	3	2	2	1	2
CO4	1	1	1	2	2	2	1	2	3	3

(Political Science)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: FUNDAMENTALS OF SOCIAL SCIENCES
(CORE Paper I) SEMESTER - I 2023 - 24

Time: 2 Hours

Max Marks: 50

SECTION - I

I. Answer any THREE of the following questions. Must Attempt Atleast one question From each part. Each question carries 10 marks 3x10= 30 Marks

PART-A

1. Explain the methods and approaches commonly used in Social Sciences.
2. Assess the importance of studying history in the present society
3. Define Psychology and explain its nature and scope.

PART-B

4. Define political systems and outline the organs of the state.
5. Explain the differences between microeconomics and macroeconomics and illustrate with examples.
6. Describe the milestones of computer evolution. Explain the significance of each generation of computers and their contributions to technological advancement.

SECTION - II

II. Answer any FOUR of the following questions. Each question carries 5 marks. 4x5 = 20 Marks

7. The Scope of Social Science
8. Distinguish Between Natural Science and Social Sciences
9. Historical Research
10. Types of History
11. Social Interaction
12. Economic Growth
13. Basics of the Internet

Blue Print for Semester End Exam Question Paper (Without Choice)

Sl. No:	Unit	No of Essays	No of Short Essays	Total Marks
1	I	1	2	20
2	II	1	2	20
3	III	1	1	15
4	IV	2	1	25
5	V	1	1	15
TOTAL		5	7	95

(Political Science)**PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA****DEPARTMENT OF POLITICAL SCIENCE****COURSE TITLE: PERSPECTIVES ON INDIAN SOCIETY****(CORE Paper I) SEMESTER - I 2023 - 24**

Total Learning Hours: 75

Total Credits: 4

Course Outcomes: After Studying this course student shall be able to:

1. Understand the Origin and Evolution and Classification of Constitutions;
2. Understand and analyses organs and forms of Governments;
3. Gain a deep insight into the various agents involved in the political process; and
4. Apply the knowledge to analyse and evaluate the existing Political systems.

UNIT – I : 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

1. Cultural & Heritage sites of Tourism in India
2. Indian Dance, Music and Yoga
3. Rise of Nationalism Under British Rule in brief (1857-1947)
4. Contemporary history of India-integration of Princely States, abolition of Zamindari, formation of linguistic states

UNIT – III : 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 - IV: 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 – V : 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

Books Recommended:

- 1 *Indian Political Parties*: Peter Ronald de Souja & E.Sreedharan (Ed.)
2. *Grammar of Politics*: Laski. H.J.
3. *Substance of Politics*: A. Appadorai
4. *Modern Political Theory*: S.P.Varma
5. *Political Theory: Ideas & Concepts*: Sushila Ramaswamy

Online Resources:

1. <http://egyankosh.ac.in/handle/123456789/57892>
2. <http://hdl.handle.net/123456789/23668>
3. <https://egyankosh.ac.in/bitstream/123456789/57904/1/BLOCK%202.pdf>

CO-PO Mapping:(1: Slight [Low]; 2: Moderate[Medium]; 3: Substantial[High], - : No relation)

	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	PSO4
CO1	3	3	3	2	2	2	3	2	1	1
CO2	3	3	2	2	2	1	3	2	2	1
CO3	2	2	2	3	3	3	2	2	1	2
CO4	1	1	1	2	2	2	1	2	3	3

(Political Science)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: PERSPECTIVES ON INDIAN SOCIETY
(CORE Paper II) SEMESTER - I 2023 - 24

Time: 2 Hours

Max Marks: 50

SECTION - I

I. Answer any THREE of the following questions. Must Attempt Atleast one question
From each part. Each question carries 10 marks 3x10= 30 Marks

PART-A

1. Discuss the concept of human nature and its implications in real-life engagements.
2. Evaluate the factors that led to the rise of nationalism during the British rule in India
3. Discuss the philosophical foundations of the Indian Constitution, drawing from its underlying principles and values.

PART-B

4. Describe the features of the Indian economy and contribution of various sectors to Indian Economy.
5. Analyze the economic reforms of liberalization, privatization, and globalization in India.
5. Assess the influence of social networking platforms like WhatsApp, Twitter, and Facebook on human behavior and interpersonal relationships

SECTION - II

II. Answer any FOUR of the following questions. Each question carries
5 marks. 4x5 = 20 Marks

7. Individualism and collectivism
8. Social influence on human life
9. Heritage sites in India
10. Fundamental rights
11. Directive Principles
12. Reserve Bank of India
13. Email

Blue Print for Semester End Exam Question Paper (Without Choice)

Sl. No:	Unit	No of Essays	No of Short Essays	Total Marks
1	I	1	2	20
2	II	1	2	20
3	III	1	1	15
4	IV	2	1	25
5	V	1	1	15
TOTAL		5	7	95

(Political Science)**PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: FUNDAMENTALS OF POLITICAL SCIENCE
(CORE Paper III) SEMESTER - II 2023 - 24**

Total Learning Hours: 75

Total Credits: 4

Course Outcomes: After Studying this course student shall be able to:

1. Understand the Origin and Evolution and Classification of Constitutions;
2. Understand and analyses organs and forms of Governments;
3. Gain a deep insight into the various agents involved in the political process; and
4. Apply the knowledge to analyse and evaluate the existing Political systems.

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

Books Recommended:

- 1 *Indian Political Parties*: Peter Ronald de Souza & E.Sreedharan (Ed.)
2. *Grammar of Politics*: Laski. H.J.
3. *Substance of Politics*: A. Appadorai
4. *Modern Political Theory*: S.P.Varma
5. *Political Theory: Ideas & Concepts*: Sushila Ramaswamy

Online Resources:

1. <http://egyankosh.ac.in/handle/123456789/57892>
2. <http://hdl.handle.net/123456789/23668>
3. <https://egyankosh.ac.in/bitstream/123456789/57904/1/BLOCK%202.pdf>

CO-PO Mapping:(1: Slight [Low]; 2: Moderate[Medium]; 3: Substantial[High], - : No relation)

	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	PSO4
CO1	3	3	3	2	2	2	3	2	1	1
CO2	3	3	2	2	2	1	3	2	2	1
CO3	2	2	2	3	3	3	2	2	1	2
CO4	1	1	1	2	2	2	1	2	3	3

(Political Science)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: FUNDAMENTALS OF POLITICAL SCIENCE
(CORE Paper III) SEMESTER - II 2023 - 24

Time: 2 Hours

Max Marks: 50

SECTION - I

I. Answer any THREE of the following questions. Must Attempt Atleast one question From each part. Each question carries 10 marks 3x10= 30 Marks

PART-A

1. Define Political Science and explain its scope
2. Explain the study of political science in Behavioral Approaches
3. Define state and Analyze the elements of state

PART-B

4. Critically examine the Thomas Hobbes Social Contract Theory?
5. Discuss the meaning and functions of welfare state?
6. Critically analyze in Rousseau's concept of General Will

SECTION - II

II. Answer any FOUR of the following questions. Each question carries 5 marks. 4x5 = 20 Marks

7. Explain importance of political science
8. Relation between Political science and Economics
9. Philosophical Approaches
10. Divine Origin Theory
11. System Approach
12. John Locke
13. Modern State

Blue Print for Semester End Exam Question Paper (Without Choice)

Sl. No:	Unit	No of Essays	No of Short Essays	Total Marks
1	I	1	2	20
2	II	1	2	20
3	III	1	1	15
4	IV	2	1	25
5	V	1	1	15
TOTAL		6	7	95

Political Science)**PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: CONCEPTS & IDEOLOGIES OF POLITICAL SCIENCE
(CORE Paper IV) SEMESTER - II 2023 - 24**

Total Learning Hours: 75

Total Credits: 4

Course Outcomes: After Studying this course student shall be able to:

1. Understand the Origin and Evolution and Classification of Constitutions;
2. Understand and analyses organs and forms of Governments;
3. Gain a deep insight into the various agents involved in the political process; and
4. Apply the knowledge to analyse and evaluate the existing Political systems.

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 - V: Isms

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

Books Recommended:

- 1 *Indian Political Parties*: Peter Ronald de Souza & E.Sreedharan (Ed.)
2. *Grammar of Politics*: Laski. H.J.
3. *Substance of Politics*: A. Appadorai
4. *Modern Political Theory*: S.P.Varma
5. *Political Theory: Ideas & Concepts*: Sushila Ramaswamy

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2. <http://hdl.handle.net/123456789/23668>
3. <https://egyankosh.ac.in/bitstream/123456789/57904/1/BLOCK%202.pdf>

CO-PO Mapping:(1: Slight [Low]; 2: Moderate[Medium]; 3: Substantial[High], - : No relation)

	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	PSO4
CO1	3	3	3	2	2	2	3	2	1	1
CO2	3	3	2	2	2	1	3	2	2	1
CO3	2	2	2	3	3	3	2	2	1	2
CO4	1	1	1	2	2	2	1	2	3	3

(Political Science)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: CONCEPTS & IDEOLOGIES OF POLITICAL SCIENCE
(CORE Paper IV) SEMESTER - II 2023 - 24

Time: 2 Hours

Max Marks: 50

SECTION - I

**I. Answer any THREE of the following questions. Must Attempt Atleast one question
 From each part. Each question carries 10 marks** **3x10= 30 Marks**

PART-A

1. Define Law and Explain the main sources of law?
2. Define Equality and Explain the various types of Equality?
3. Discuss the meaning of rights and various theories of rights?

PART-B

4. Examine the Individualism?
5. Critically analyze in details the ideology of Marxism ?
6. Define Liberty and Explain various types of Liberty?

SECTION - II

**II. Answer any FOUR of the following questions. Each question carries
 5 marks.** **4x5 = 20 Marks**

7. Rule of law
8. Civil Rights
9. Power
10. Authority
11. Ideology of Liberalism
12. Multiculturalism
13. Socialism

Blue Print for Semester End Exam Question Paper (Without Choice)

Sl. No:	Unit	No of Essays	No of Short Essays	Total Marks
1	I	2	1	25
2	II	1	2	20
3	III	1	1	15
4	IV	1	1	15
5	V	1	2	20
TOTAL		6	7	95

(Political Science)**PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA****DEPARTMENT OF POLITICAL SCIENCE****COURSE TITLE: INDIAN GOVERNMENT AND POLITICS****(CORE Paper III) SEMESTER - III 2023 - 24**

Total Learning Hours: 75

Total Credits: 4

Course Outcomes: After Studying this course student shall be able to:

1. Spell out various components of Indian constitution;
2. Know the structure and functions of various constitutional bodies;
3. Understand the structure and functioning of organs of Indian government; and
4. Describe the factors influencing the Indian political system.

Unit - I : Social And Ideological Base Of The Indian Constitution (20hours)

1. Constitutional Development in India during British Rule-A Historical Perspective with reference to Government of India Acts, 1909, 1919 and 1935(Added Topic: Simon Commission)
2. Constituent Assembly-Nature, Composition, Socio-Economic, Philosophical Dimensions and Salient Features of the Indian Constitution.

Unit - II : Individual And State (15 Hours)

3. Fundamental Rights, Directive Principles of State Policy and Fundamental Duties- Difference between Fundamental Rights and Directive Principles of State Policy. (Added Topic: Uniform civil code)
4. The 'Doctrine of Basic Structure of the Constitution' with reference to Judicial Interpretations and Socio-Political Realities

Unit - III : Union Executive and Legislature (15 Hours)

5. President of India-Mode of Election, Powers and Functions. (Added Topic: Importance of Discretionary powers of the president)
6. Parliament-Composition, Powers and Functions, Legislative Committees, Prime Minister and Council of Ministers-Powers and Functions, Role in Coalition Politics (Added Topic: Implementation of media on Indian political system) **(Assignment Module)**

Unit - IV : State Executive and Legislature (10 Hours)

7. Governor-Mode of Appointment, Powers and Functions (Added Topic: Role of Governor)
8. Legislature-Composition, Powers and Functions, Chief Minister and Council of Ministers-Powers and Functions. **(Seminar Module)**

UNIT-V : The Indian Judiciary (15 Hours)

9. Supreme Court-Composition and Appointments, Powers and Functions or Jurisdiction of the Supreme Court, Judicial Review, Judicial Activism.(Added Topic: Collegium)**(Self Study Module)**
10. High Court-Composition, Powers and Functions, Debates on the Mode of appointment of Judges-National Judicial Appointments Commission and Judicial Reforms.

Books Recommended:

1. Politics in India: Rajini Kothari
2. Indian Government and Politics: S. S. Awasti
3. Introduction to constitution of India: D. D. Basu
4. Indian Politics: Contemporary Issues and Concerns, Singh & Saxena

Online Resources:

1. <https://egyankosh.ac.in/bitstream/123456789/17193/1/Unit-1.pdf>
2. <https://egyankosh.ac.in/handle/123456789/54008>
3. <https://egyankosh.ac.in/bitstream/123456789/21045/1/Unit-12.pdf>

CO-PO Mapping:(1: Slight [Low];2: Moderate[Medium]; 3: Substantial[High],- : No relation)

	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	PSO4
CO1	3	3	3	2	2	2	3	2	1	1
CO2	3	3	2	2	2	1	3	2	2	1
CO3	2	2	2	3	3	3	2	2	1	2
CO4	1	1	1	2	2	2	1	2	3	3

(Political Science)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: INDIAN GOVERNMENT AND POLITICS
(CORE Paper III) SEMESTER - III 2023 - 24

Time: 2 Hours

Max Marks: 50

SECTION - I

**I. Answer any THREE of the following questions. Must Attempt Atleast one question
 From each part. Each question carries 10 marks** **3x10= 30 Marks**

PART-A

1. Explain the salient features of Indian Constitution?
2. Discuss the difference between fundamental rights and directive principles of state policy
3. Describe the composition of Parliament of India and its functions?

PART-B

4. Examine the powers and functions of Supreme Court of India?
5. Critically analyze the powers and functions of the office of the President of India?
6. Explain the power and functions of Governor?

SECTION - II

**II. Answer any FOUR of the following questions. Each question carries
 5 marks.** **4x5 = 20 Marks**

7. Fundamental Duties
8. Basic Structure of constitution theory
9. The council of ministers
10. Role of chief minister
11. Public accounts committee
12. National Judicial Appointments Commission
13. Simon Commission

Blue Print for Semester End Exam Question Paper (Without Choice)

Sl. No:	Unit	No of Essays	No of Short Essays	Total Marks
1	I	1	1	15
2	II	1	2	20
3	III	2	1	25
4	IV	1	2	20
5	V	1	1	15
TOTAL		6	7	95

(Political Science)

PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: INDIAN POLITICAL PROCESS
(CORE Paper IV) SEMESTER - IV 2023 - 24

Total Learning Hours: 75

Total Credits: 4

Course Outcomes : After Studying this course student shall be able to:

1. Understand how to study political processes in India;
2. Analyse the factors influencing the Indian politics;
3. Differentiate the ideological basis of political parties; and
4. Critically assess grassroot politics in India.

Unit - I : Federal Processes

(15 Hours)

1. Features of Indian Federal System- Centre-State Relations- Legislative, Administrative and Financial (Added Topic: GST).
2. Emerging Trends in Centre-State Relations -Restructuring Centre- State Relations Recommendations of Sarkaria Commission, M.M.Punchi Commission(Added Topic: Cooperative Federalism).

Unit - II : Electoral Processes

(15 Hours)

3. The Election Commission of India, Powers and Functions (Added Topic: Structure of Election Commission).
4. Issues of Electoral Reforms Voting Behaviour- Determinants and Problems of Defections (Added Topic: Anti Defection Law). **(Assignment Module)**

Unit - III : Grassroot Democracy-Decentralisation

(15 Hours)

5. Panchayat Raj system-Local and Urban Governments-Structure, Powers and Functions. (Added Topic:Lord Ripan) **(Seminar Module)**
6. Democratic Decentralization-Rural Development and Poverty alleviation with Reference to 73rd and 74th Constitutional Amendment Acts, Challenges and Prospects (Added Topic: Corruption, Resource scarcity).

Unit - IV : Social Dynamics And Emerging Challenges To Indian Political System(15 Hours)

7. Role of Caste, Religion, Language and Regionalism in India (Added Topic:communal harmony).
8. Politics of Reservation, Criminalization of Politics and Internal threats to Security (Added Topic: Mandal Commission).

Unit-V: Regulatory And Governance Institutions

(15 Hours)

9. NITI Ayog, Finance Commission, Comptroller and Auditor General of India.
10. Central Vigilance Commission, Central Information Commission, Lokpal and Lokayukta (Added Topic: Santhanam Committee). **(Self Study Module)**

Books Recommended:

1. Contemporary India Economy, society, politics: Chandhoke N and Priyadarshini P (Eds) (2009)
2. Understanding Contemporary India Critical perspectives: Vanaik A and Bhargava R (Eds) (2010)
3. Secularism and its Critics: Rajeev Bhargava (Ed) (1998)
4. Indian Politics contemporary issues and Concerns new Delhi.

Online Resources:

1. <https://egyankosh.ac.in/bitstream/123456789/19139/1/Unit-25.pdf>
2. <https://egyankosh.ac.in/handle/123456789/3717>
3. <https://egyankosh.ac.in/handle/123456789/32091>

CO-PO Mapping: (1: Slight [Low]; 2: Moderate[Medium]; 3: Substantial[High], - : No relation)

	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	PSO4
CO1	3	3	3	2	2	2	3	2	1	1
CO2	3	3	2	2	2	1	3	2	2	1
CO3	2	2	2	3	3	3	2	2	1	2
CO4	1	1	1	2	2	2	1	2	3	3

(Political Science)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: INDIAN POLITICAL PROCESS
(CORE Paper IV) SEMESTER - IV 2023 - 24

Time: 2 Hours

Max Marks: 50

SECTION - I

**I. Answer any THREE of the following questions. Must Attempt Atleast one question
 From each part. Each question carries 10 marks** 3x10= 30 Marks

PART-A

1. Explain in details centre-state relations in the legislative sphere.
2. Analyze the process of electoral reforms in India.
3. Discuss the provisions of 73rd constitutional amendment.

PART-B

4. Critically discuss the role played by factors of caste and religion in Indian politics
5. Examine the role of Finance commission of India.
6. Analyse the features of Indian federal system.

SECTION - II

**II. Answer any FOUR of the following questions. Each question carries
 5 marks.** 4x5 = 20 Marks

7. Sarkaria Commission
8. Election commission of India
9. Urban local Government
10. Regionalism in India
11. Lokpal
12. NITI Aayog
13. Emergency provisions in the Indian Constitution

Blue Print for Semester End Exam Question Paper (Without Choice)

Sl. No:	Unit	No of Essays	No of Short Essays	Total Marks
1	I	2	1	25
2	II	1	1	15
3	III	1	2	20
4	IV	1	1	15
5	V	1	2	20
TOTAL		6	7	95

(Political Science)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: GLOBAL POLITICAL THOUGHT
(CORE Paper V) SEMESTER - IV 2023 - 24

Total Learning Hours: 75

Total Credits: 4

Course Outcomes : After Studying this course student shall be able to:

1. Explain the influential concepts in Western political thinking;
2. Relate the impact of prominent thinkers on existing political systems;
3. Organise the existing theories to understand the political processes; and
4. Critically assess origin and evolution of modern political systems.

Unit - I : Ancient Political thought (15 Hours)

1. Indian political thought : Kautilya
2. Greek Political thought : Plato and Aristotle

Unit - II : Medieval Political Thought (15 Hours)

3. St. Augustin

Unit-III : Social Contractualism & Utilitarian Political Thought (15 Hours)

4. Social Contractualism : Thomas Hobbes, John Locke, Jean Jacques Rousseau
5. Utilitarianism : Jermy Bentham
6. Liberalism : J.S.Mill

Unit - IV : Modern Political Thought (15 Hours)

7. Gandhi ,Ambedkar
8. Niccolo Machiavelli-State

Unit-V : Marxist Political Thought (15 Hours)

9. Karl Marx
10. Antonio Gramsci

Books Recommended:

1. Political Ideas in Ancient India: R. S. Sharma
2. Modern Indian political thought: Bidyut Chakrabarty and Rajendra Kumar Pandey
3. History of Political Thought-Plato to Marx: Subrata Mukherjee & Sushila
4. A History of Political Theory: G. H. Sabine
5. Western Political Thought: O.P. Gauba

Online Resources:

1. <https://www.egyankosh.ac.in/handle/123456789/24354>
2. <https://web.sol.du.ac.in/info/study-materials-ug>
3. <https://tripurauniv.ac.in/Content/pdf/StudyMaterialsDetail/MA%20Political%20Science%24.01st%20Semester/POLS-703C-Western%20Political%20Thought%20I.pdf>
5. <https://e-docs.eplo.int/phocadownloadpap/userupload/aportinou->
6. https://ddceutkal.ac.in/Syllabus/MA_Pol_Science/Western_Political_Thought.pdf

CO-PO Mapping: (1: Slight [Low]; 2: Moderate [Medium]; 3: Substantial [High], - : No relation)

	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	PSO4
CO1	3	3	3	2	2	2	3	2	1	1
CO2	3	3	2	2	2	1	3	2	2	1
CO3	2	2	2	3	3	3	2	2	1	2
CO4	1	1	1	2	2	2	1	2	3	3

(Political Science)**PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER****COURSE TITLE: GLOBAL POLITICAL THOUGHT
(CORE Paper V) SEMESTER - IV 2023 - 24**

Time: 2 Hours

Max Marks: 50

SECTION - I**I. Answer any THREE of the following questions. Must Attempt Atleast one question
From each part. Each question carries 10 marks**

3x10= 30 Marks

PART-A

1. Critically Explain Plato's theory of Justice?
2. Analyze the Kautilya Political Philosophy
3. Discuss St. Augustine theory of two cities

PART-B

4. Critically examine the John Locke Social Contract Theory?
5. Explain Dr. B. R. Ambedkar's views on caste system?
6. Discuss Karl Marx's theory of Communism?

SECTION - II**II. Answer any FOUR of the following questions. Each question carries
5 marks.**

4x5 = 20 Marks

7. Rousseau's concept of General Will
8. Bentham's prison reforms
9. Aristotle's Classification of Governments.
10. Antonio Gramsci
11. St. Augustine
12. Nonviolence of Gandhi
13. Machiavelli's views on Prince

Blue Print for Semester End Exam Question Paper (Without Choice)

Sl. No:	Unit	No of Essays	No of Short Essays	Total Marks
1	I	2	1	25
2	II	1	1	15
3	III	1	2	20
4	IV	1	2	20
5	V	1	1	15
TOTAL		6	7	95

(Political Science)

**PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE**

**COURSE TITLE: PRINCIPLES OF PUBLIC ADMINISTRATION
(ELECTIVE Paper VI C) SEMESTER - V 2023 - 24**

Total Learning Hours: 75

Total Credits: 4

Course Outcomes : After Studying this course student shall be able to:

1. Define what Public Administration is and explain its scope;
2. Understand the importance and evaluation of Local Governments;
3. Evaluate the various committee reports on Local Governments; and
4. Suggest the necessary steps to strengthen the Local Governments

Unit - I (15 Hours)

1. Public Administration – Nature, Scope and Importance
2. Public Administration – Private Administration
-Politics – Administration Dichotomy

Unit - II (15 Hours)

3. Principles of Organisation – Hierarchy, Span of Control, Unity of Command and Centralisation and De-centralisation.
4. Line and Staff agencies. **(Assignment Module)**

UNIT III (15 Hours)

5. Balwant Rai Mehta and Ashok Mehta Committee Reports:
Structure Functions and Finance,
Second generation and Third generation Panchayats **(Assignment Module)**

Unit-IV (15 Hours)

6. 73rd Constitutional Amendment act and Organizational structures for Panchayathi Raj **(Seminar Module)**
7. Structure and functions of Panchayati Raj:
Gram Panchayats, Mandal Parishad and Zilla Parishad

Unit-V (15 Hours)

8. 74th Constitutional Amendment act and Organizational structures for Urban local bodies
9. Structure and functions of Urban local bodies :
Nagara Panchayats, Municipalities and Municipal Corporations **(Self Study Module)**

Books Recommended:

1. Sharma, M.P, Public Administration Theory and Practice, Kitab Mahal, Allahabad, 2005
2. Avasthi Maheswari, Public Administration, Lakshminarayan Agarwal, Agra, 2008.
3. Local Self Government in India: S.R. Maheswari
4. Panchayat raj in India : a comparative study by Rattan Lal Khanna

Online Resources:

1. <https://egyankosh.ac.in/bitstream/123456789/25454/1/Unit-1.pdf2>.
2. <https://egyankosh.ac.in/handle/123456789/25205>
3. <http://egyankosh.ac.in/handle/123456789/50843>
4. <https://egyankosh.ac.in/bitstream/123456789/25824/1/Unit-13.pdf>
5. <https://egyankosh.ac.in/handle/123456789/25824>

CO-PO Mapping:(1: Slight [Low]; 2: Moderate[Medium]; 3: Substantial[High], - : No relation)

	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	PSO4
CO1	3	3	3	2	2	2	3	2	1	1
CO2	3	3	2	2	2	1	3	2	2	1
CO3	2	2	2	3	3	3	2	2	1	2
CO4	1	1	1	2	2	2	1	2	3	3

(Political Science)**PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER****COURSE TITLE: PRINCIPLES OF PUBLIC ADMINISTRATION
(ELECTIVE Paper VI C) SEMESTER - V 2023 - 24**

Total Learning Hours: 75

Total Credits: 4

Time: 2 Hours

Max Marks: 50

SECTION - I**I. Answer any THREE of the following questions. Must Attempt Atleast one question
From each part. Each question carries 10 marks** 3x10= 30 Marks**PART-A**

1. Define public administration and explain its scope?
2. Define Hierarchy and explain its advantages and disadvantages?
3. Explain the role of Line and Staff agencies in an organisation?

PART-B

4. Write a note on Balawant Rai Mehta and Ashok Mehta Committees Reports?
5. What are the main features of 73th constitutional amendment act?
6. Examine the structure and function of urban local bodies?

SECTION - II**II. Answer any FOUR of the following questions. Each question carries
5 marks.** 4x5 = 20 Marks

7. Public and private administrations
8. Politics administration dichotomy
9. Span of control
10. Grama Sabha
11. Functions of Panchayat Raj
12. 74th Constitutional Amendment act
13. Third generation Panchayats

Blue Print for Semester End Exam Question Paper (Without Choice)

Sl. No:	Unit	No of Essays	No of Short Essays	Total Marks
1	I	1	2	20
2	II	2	1	25
3	III	1	1	15
4	IV	1	2	20
5	V	1	1	15
TOTAL		6	7	95

(Political Science)**PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA****DEPARTMENT OF POLITICAL SCIENCE****COURSE TITLE: INDIAN FOREIGN POLICY****(ELECTIVE Paper VII C) SEMESTER - V 2023 - 24**

Total Learning Hours: 75

Total Credits: 4

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Course Outcomes : After Studying this course student shall be able to:

1. Define what International Relations is and explain its scope;
 2. Know the significant concepts and theories of International Relations; and
 3. Describe the structure and functions of significant international organisations.
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Unit - I (15 Hours)

1. International Relations: Nature, Scope & Significance

Unit - II (15 Hours)

2. Approaches to study International Relations
Idealism, Realism, and Systems Theory
3. Concepts of International Relations: Balance of power,
National interest, Collective Security & Diplomacy (**Assignment Module**)

Unit - III (15 Hours)

4. Indian Foreign of Policy: Evolution, Features and Determinants
5. Continuity and change in Indian Foreign Policy

Unit - IV (15 Hours)

6. India and Non-Alignment Movement, Relevance of NAM ,
7. India and SAARC (**Assignment Module**)
8. India in the UNO in protection of International Peace

Unit-V (15 Hours)

9. Indo- USA Relations
10. Indo - Russia Relations
11. India - China Relations

Books Recommended:

1. International Relations: Palmer and Parkins
2. Theory of International Politics: Kenneth N. Waltz.
3. Sharma, M.P, Public Administration Theory and Practice, Kitab Mahal, Allahabad, 2005.
4. Understanding International Relations: Chris Brown and Kirsten Ainley

Online Resources:

1. <https://egyankosh.ac.in/handle/123456789/62834>
2. <https://egyankosh.ac.in/handle/123456789/20750>
3. <https://egyankosh.ac.in/handle/123456789/24430>
4. <https://egyankosh.ac.in/bitstream/123456789/21145/1/Unit-24.pdf>

CO-PO Mapping:(1: Slight [Low]; 2: Moderate[Medium]; 3: Substantial[High], - : No relation)

	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	PSO4
CO1	3	3	3	2	2	2	3	2	1	1
CO2	3	3	2	2	2	1	3	2	2	1
CO3	2	2	2	3	3	3	2	2	1	2
CO4	1	1	1	2	2	2	1	2	3	3

(Political Science)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: INDIAN FOREIGN POLICY
(ELECTIVE Paper VII C) SEMESTER - V 2023 - 24

Total Learning Hours: 75

Total Credits: 4

Time: 2 Hours

Max Marks: 50

SECTION - I

I. Answer any THREE of the following questions. Must Attempt Atleast one question From each part. Each question carries 10 marks 3x10= 30 Marks

PAPRT-A

1. Explain the scope of International Relations?
2. Analyze the Realist approach to International Relations?
3. Examine the concept of Balance of power in International Relations?

PAPRT-B

4. Explain the features of Indian Foreign Policy?
5. Discuss the achievements and failures of UNO?
6. Analyze the Indo - USA Relations?

SECTION - II

II. Answer any FOUR of the following questions. Each question carries 5 marks. 4x5 = 20 Marks

7. Significance of International Relations
8. National Interest
9. Determinants of Indian Foreign Policy
10. SAARC
11. Indo - China Relation
12. Non-Alignment Movement
13. Diplomacy

Blue Print for Semester End Exam Question Paper (Without Choice)

Sl. No:	Unit	No of Essays	No of Short Essays	Total Marks
1	I	1	1	15
2	II	2	2	30
3	III	1	1	15
4	IV	1	2	20
5	V	1	1	15
TOTAL		6	7	95

(Office Management and Secretarial Practices)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: OFFICE MANAGEMENT AND METHODS
(CORE Paper I) SEMESTER - I 2023-24

Total Learning Hours: 75

Total Credits: 4

Course Outcomes : After Studying this course student shall be able to:

1. Familiarize with the activities in modern office;
2. Smooth functioning of any organization depends upon the way various activities are organized;
3. Understand concept of modern office; and
4. Apply the knowledge to observe the field level phenomena.

Unit - I: Office and office management: meaning of office, functions of office-primary and administrative functions, importance of office. Relation of office with other departments of business Organization. Concept of paperless office, virtual office, back and front office, open and private office. Definition and elements of office management, duties of an Office Manager. (Added Topic: Historical background of the concept of office) (15 Hours)

Unit - II: Filing and Indexing : Meaning and importance of filing, essential of good filing system. Centralized and decentralized filing system. Meaning, need and types of indexing used in the business organization. (Added Topic: contents of file) (15 Hours)

Unit - III: Office forms: Meaning and types of forms used in business organization, advantages, forms controls, objectives, form designing, principles of forms designing and specimens off or ms used in office. Office Record Management - Meaning, importance of record keeping management, principles of record management and types of records kept in a business organization. (Added Topic: Protection of electronic record) (15 Hours)

Unit - IV: Office Machines and equipment : Importance, objectives of office machines. Office Safety and Security - Meaning, importance of office Safety, safety hazards and steps to improve office safety. Security hazards and steps to improve office security. (Added Topic: evolution in office machinery) (15 Hours)

Unit - V: Measurement of Office Work : Importance, purpose, difficulty in measuring office work, Different ways of measurement, setting of work standards, benefits of work standards. Techniques of setting standards. Office Manuals - Meaning, need, types of office manual sand steps in preparing of office manuals. (Added Topic: concept and meaning of office work standards) (15 Hours)

Books Recommended:

1. *Office Organisation and Management*: S.P. Arora.
2. *Office Organisation and Management*: M.E. Thukaram Rao.
3. *Modern Business Organization*: T.N. Chhabra
4. *Office Management and Commercial Correspondence*: Balraj Duggal.

Online Resources:

1. <http://egyankosh.ac.in//handle/123456789/62333>
2. <https://egyankosh.ac.in/handle/123456789/61683>
3. <https://egyankosh.ac.in/bitstream/123456789/25649/1/Unit-16.pdf>

CO-PO Mapping:(1: Slight [Low];2: Moderate[Medium]; 3: Substantial[High],- : No relation)

	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	PSO4
CO1	3	3	3	2	2	2	3	2	1	1
CO2	3	3	2	2	2	1	3	2	2	1
CO3	2	2	2	3	3	3	2	2	1	2
CO4	1	1	1	2	2	2	1	2	3	3

(Office Management and Secretarial Practices)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: OFFICE MANAGEMENT AND METHODS
(CORE Paper I) SEMESTER - I 2023 - 24

Time: 2 Hours

Max Marks: 50

SECTION - I

I. Answer any THREE of the following questions. Must Attempt Atleast one question From each part. Each question carries 10 marks 3x10= 30 Marks

PAPRT-A

1. Describe the functions and importance of office.
2. Analyse the meaning and essentials of good filing system.
3. Discuss the various types of forms and Principles of form designing.

PAPRT-B

4. Examine the importance and objectives of office machines and equipment.
5. Explain different ways of measurement and difficulties in measuring of office work.
6. Discuss about the Office Record Management

SECTION - II

II. Answer any FOUR of the following questions. Each question carries 5 marks. 4x5 = 20 Marks

7. Concept of paperless office.
8. Indexing.
9. MS used in office.
10. Office record management.
11. Office safety and security.
12. Setting of work standards.
13. Types of office manual.

Blue Print for Semester End Exam Question Paper (Without Choice)

Sl. No:	Unit	No of Essays	No of Short Essays	Total Marks
1	I	1	2	20
2	II	1	1	15
3	III	2	1	25
4	IV	1	2	20
5	V	1	1	15
TOTAL		6	7	95

(Office Management and Secretarial Practices)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: COMMUNICATION AND BUSINESS
CORRESPONDENCE
(CORE Paper 2) SEMESTER - II 2023 -24

Total Learning Hours: 75

Total Credits: 4

Course Outcomes : After Studying this course student shall be able to:

1. To develop verbal and non-verbal communication skills;
2. The practical applications of verbal and non-verbal communication skills;
3. Create understanding of the structure of letters; and
4. Apply the knowledge to observe the types of letters.

Unit - I

(15 Hours)

1. **Communication** : Meaning, importance, process, of communication, objectives of effective communication. Forms of communication - oral, written, visual and audio-visual. Types of office communication internal and external. Barrier to communication and overcoming the barriers(Added Topic: essentials of good communication).

Unit - II

(15 Hours)

2. **Business Correspondence** : Meaning, importance, qualities of good business Correspondence, Structure and layout of business letters and types of business letters(Added Topic: determinants of good business correspondence).

Unit - III

(15 Hours)

3. **Letters of enquires and replies** : Letters of status and credit enquiries, Letters placing orders, Confirmation, modification and non-acceptance of orders, Letters of complaints and adjustments, Circular letters (Added Topic: classification of letters).

Unit - IV

(15 Hours)

4. **Dunning Letter** : Banking correspondence, Insurance letters, Employment related letters, Correspondence with public bodies/authorities(Added Topic: types of dunning letters).

Unit - V

(15 Hours)

5. **Office meetings** : Notice, Agenda, Resolutions, Minutes and confirmation of the Minutes, Abbreviations and terms used in Business Correspondence(Added Topic: venue of meeting).

Books Recommended:

- 1.Sinha, K.K., *Business Communication*, Galgotia and Sons, New Delhi.
- 2.P.K. Ghosh, “*Office Management*”, Sultan Chand & Sons. New Delhi
- 3.Chawla, Shailesh K. *Essential Business Communication*, Mayur Paper Back.Campbell, Jeremy, Grammatical Man. Simon & Schuster.

Online Resources:

1. <https://www.businesscommunicationarticles.com/status-inquiry-letter>
2. <https://egyankosh.ac.in/bitstream/123456789/13314/1/Unit-13.pdf>
3. <https://egyankosh.ac.in/handle/123456789/40043>

CO-PO Mapping:(1: Slight [Low]; 2: Moderate[Medium]; 3: Substantial[High], - : No relation)

	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	PSO4
CO1	3	3	3	2	2	2	3	2	1	1
CO2	3	3	2	2	2	1	3	2	2	1
CO3	2	2	2	3	3	3	2	2	1	2
CO4	1	1	1	2	2	2	1	2	3	3

(Office Management and Secretarial Practices)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER

COURSE TITLE: COMMUNICATION AND BUSINESS CORRESPONDENCE
(Paper II) SEMESTER - II 2023 -24

Time: 2 Hours

Max Marks: 50

SECTION - I

I. Answer any THREE of the following questions. Must Attempt Atleast one question From each part. Each question carries 10 marks

3x10= 30 Marks

PAPRT-A

1. Define communication and discuss its importance and various types.
2. Examine critically the structure and layout of business letters.
3. Analyze the Letters of Status and Credit enquires.

PAPRT-B

4. Classify the various types of dunning letters.
5. Describe the Abbreviations and terms used in business correspondence.
6. Discuss about office meeting minuties.

SECTION - II

II. Answer any FOUR of the following questions. Each question carries 5 marks.

4x5 = 20 Marks

7. Forms of communications.
8. Qualities of good business correspondence.
9. Circular letters.
10. Banking Correspondence.
11. Employment related letters.
12. Notice.
13. Minutes of meetings.

Blue Print for Semester End Exam Question Paper (Without Choice)

Sl. No:	Unit	No of Essays	No of Short Essays	Total Marks
1	I	1	2	20
2	II	1	1	15
3	III	1	1	15
4	IV	1	2	20
5	V	2	1	25
TOTAL		6	7	95

(Office Management and Secretarial Practices)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: SECRETARIAL PRACTICE AND BASICS PHONOGRAPHY-I
(CORE Paper 4) SEMESTER - IV 2023 -24

Total Learning Hours: 75

Total Credits: 4

Course Outcomes : After Studying this course student shall be able to:

1. To familiarize with the activities of modern office;
2. To familiarize with role of a Private Secretary in an office;
3. To gain essential skills in handling of various office operations; and
4. As it is very important for an Executive Assistant to write rapidly and accurately.

Unit-I : Secretary-Meaning of Secretary, Types/Kinds of Secretaries, importance of Secretary, qualifications and qualities of Secretary, duties of Secretary, changing profile of the Secretary. (Added Topic: Difference between Private and Public office Secretary)(15 Hours)

Organizational Structure-Definition, meaning and process, level and functions (Operational Functions- Office, Production, Financial, Marketing, Personnel etc. and Managerial Functions- Planning, Organizing, Staffing, Directing, Coordinating, Controlling. Delegation and Decentralization of Authority. (Added Topic: Delegation of authority merits and demerits)

Unit-II : Meetings- Meaning and purpose of meetings, types of meetings, preparation for meetings: Notice, Agenda, Quorum, Role of Chairman, Minutes of meetings, duties of Secretary before, during and after a meeting, additional terms used in meetings. (Added Topic: physical setup of meeting venue) (15Hours)

Unit-III : Handling of Mail-Meaning of Mail, Need for establishing inward and outward mail routines, Nature of Mail - E mail and Physical Mail, Types of Mail - Inward Mail, Outward Mail and Inter-departmental Mail, Handling of Inward and Outward Mail, Mechanizing of Mail Services, Services provided by Courier Companies.(Added Topic: historical evolution of mail) (15Hours)

Unit-IV : Office Automation-Meaning of Mechanization, factors for selection of office machines, advantages and disadvantages of mechanization, Types of Machines - Communication Equipment, Copying Machines, Accounting, Tabulating and Computing Machines and Miscellaneous Machines(Added Topic: Future of office automation and its effects)**Stationery**- Need and importance of stationery, purchase of stationery, storage of Stationery,issue and control of stationery(Added Topic: economical use of stationery) (15 Hours)

Unit-V : Appointments and Travel Arrangements- Scheduling appointments, duties of Secretary before, during and after appointment. Preparation of itinerary, role and selection of travel agency, reservations(Added Topic: Concept of Itinerary) (15 Hours)

Books Recommended:

1. Office Management, B.R. Duggal, KitabMahal, New Delhi.
2. Principles of Office Management, Dr. R.C. Bhatia, Lotus Press, Darya Ganj, NewDelhi
3. Office Organization and Management, S.P. Arora, Vikas Publishing House.

Online Resources :

1. <https://egyankosh.ac.in/bitstream/123456789/74031/1/Unit-1.pdf>
2. <http://hdl.handle.net/123456789/40046>

CO-PO Mapping:(1: Slight [Low]; 2: Moderate[Medium]; 3: Substantial[High], - : No relation)

	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	PSO4
CO1	3	3	3	2	2	2	3	2	1	1
CO2	3	3	2	2	2	1	3	2	2	1
CO3	2	2	2	3	3	3	2	2	1	2
CO4	1	1	1	2	2	2	1	2	3	3

(Office Management and Secretarial Practices)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: SECRETARIAL PRACTICE AND BASICS PHONOGRAPHY-I
(CORE Paper IV) SEMESTER - IV 2023 -24

Time: 2 Hours

Max Marks: 50

SECTION - I

I. Answer any THREE of the following questions. Must Attempt Atleast one question From each part. Each question carries 10 marks 3x10= 30 Marks

PAPRT-A

1. Discuss the meaning and importance of secretary and its types.
2. Analyse the definitions, meaning and purpose of meetings.
3. Write an essay on handling of Inward mail and Outward mail.

PAPRT-B

4. Examine the meaning of mechanization and factors for selection of office machines.
5. Critically analyse the preparation of itinerary and role of travel agency.
6. Explain the Managerial Functions.

SECTION - II

II. Answer any FOUR of the following questions. Each question carries 5 marks. 4x5 = 20 Marks

7. Qualities of Secretary.
8. Managerial functions.
9. Notice.
10. Services provided by courier companies.
11. Importance of Stationery.
12. Copying machines.
13. Duties of Secretary.

Blue Print for Semester End Exam Question Paper (Without Choice)

Sl. No:	Unit	No of Essays	No of Short Essays	Total Marks
1	I	2	1	25
2	II	1	2	20
3	III	1	1	15
4	IV	1	2	20
5	V	1	1	15
TOTAL		6	7	95

(Office Management and Secretarial Practices)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: PUBLIC PERSONNEL ADMINISTRATION
(CORE Paper V) SEMESTER - IV 2023 -24

Total Learning Hours: 75

Total Credits: 4

Course Outcomes : After Studying this course student shall be able to:

1. To familiarize with the Structure of Civil Services;
2. To familiarize with process of Recruitment, Training etc;
3. To inculcate the professional ethics and moral values; and
4. To understand the process of governing in democratic system.

UNIT- I : (15 Hours)

Public Personnel Administration

Nature - Scope - Importance, Structure of Civil Services in India - All India Services - Central Services, State Services, Position Classification. (Added Topic: Meaning of Public Personnel Administration)

UNIT- II : (15 Hours)

Civil Services

Recruitment, Training, Second Administrative Reforms Commission, Accountability - Permanent Executives. (Added Topic: Evolution of Civil Service Recruitment in India)

UNIT- III : (15 Hours)

Higher Civil Services

Ethical Values, Discipline - Morale and Motivation, Employees Welfare - Retirement Benefits. (Added Topic: neutrality in Civil Service)

UNIT- IV : (15 Hours)

Employer

Employee Relations, Civil Services Unionism - Right to Strike. (Added Topic: Causes Of Strike)

UNIT - V : (15 Hours)

Promotion

Principles and Importance, Emerging Problems in Personnel Administration. (Added Topic: Democratisation And Personnel Administration)

Books Recommended:

1. Stahl O. (1975). Glenn Public Personnel Administration Oxford & IBH, New Delhi.
2. Goel, S.L. (1984). Public Personnel Administration, Sterling, New Delhi.
3. Varma, S.P. & Sharma, S.K. (1985). Managing Public Personnel Systems II, AP, New Delhi.

Online Resources:

1. <https://egyankosh.ac.in/handle/123456789/53775>
2. <https://egyankosh.ac.in/handle/123456789/69685>
3. <https://egyankosh.ac.in/handle/123456789/19278>
4. <https://egyankosh.ac.in/bitstream/123456789/19278/1/Unit-16.pdf>

CO-PO Mapping:(1: Slight [Low]; 2: Moderate[Medium]; 3: Substantial[High], - : No relation)

	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	PSO4
CO1	3	3	3	2	2	2	3	2	1	1
CO2	3	3	2	2	2	1	3	2	2	1
CO3	2	2	2	3	3	3	2	2	1	2
CO4	1	1	1	2	2	2	1	2	3	3

(Office Management and Secretarial Practices)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: PUBLIC PERSONNEL ADMINISTRATION
(CORE Paper V) SEMESTER - IV 2023 -24

Time: 2 Hours

Max Marks: 50

SECTION - I

I. Answer any THREE of the following questions. Must Attempt Atleast one question From each part. Each question carries 10 marks

3x10= 30 Marks

PAPRT-A

1. Write an essay on the nature and scope of Public Personnel Administration
2. Discuss the nature and features of Indian Civil Services
3. What is Morale and Motivation and explain the types of Morale and Motivation

PAPRT-B

4. Describe the Employer-Employee Relations
5. Critically analyse the emerging problems in personnel administration
6. Explain about All Indian Services.

SECTION - II

II. Answer any FOUR of the following questions. Each question carries 5 marks.

4x5 = 20 Marks

7. Central Services
8. Position Classification
9. Second Administrative Reforms Commission
10. Permanent Executives
11. Employee's Welfare
12. Right to Strike
13. Promotion

Blue Print for Semester End Exam Question Paper (Without Choice)

Sl. No:	Unit	No of Essays	No of Short Essays	Total Marks
1	I	2	1	25
2	II	1	2	20
3	III	1	2	20
4	IV	1	1	15
5	V	1	1	15
TOTAL		6	7	95

(Office Management and Secretarial Practices)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: PERSONALITY DEVELOPMENT AND
COMMUNICATION SKILLS
(CORE Paper VI A) SEMESTER - V 2023 -24

Total Learning Hours: 75

Total Credits: 4

Course Outcomes : After Studying this course student shall be able to:

1. Developing the Effective communication skills among students;
2. Inculcating the soft skills in theoretical and practical ways;
3. Learning about the essential factors for personality development and bringing them in practice; and
4. Create understanding of the non-verbal forms of communication.

UNIT- 1 :

Effective Communication Skills

(15 Hours)

Effective Communication, Effective Speaking, Effective Listening, Persuasive Skills, Interview Skills (Added Topic: Barriers of Effective Communication).

UNIT- 2 :

Soft Skills

(15 Hours)

Knowing Yourself (SWOT), Emotional Intelligence, Empathy, Interpersonal Skills (Added Topic: Group Dynamics).

UNIT- 3 :

Personality Development

(15 Hours)

Self Confidence, Self Efficacy, Self Esteem, Developing Positive Attitude, Self Development, Group Discussion (Added Topic: Types of Personality).

UNIT- 4 :

Non-Verbal Communication

(15 Hours)

Paralanguage, Body Language, Proxemics, Professional Grooming and Etiquette Skills (Added Topic: Semantics).

UNIT- 5 :

Techniques of Personality Development

(15 Hours)

Stress Management, Time Management, Team Building, Goal Setting (Added Topic: Leadership traits and qualities).

Books Recommended:

1. Alex K. Soft Skills – Know Yourself and Know the World , S. Chand & Company Pvt, Ltd., New Delhi, Third Revised Edition, 2016.
2. Bharatnagar Nitin and Mamta Bharatnagar, Effective Communication and Soft Skills: Strategies for Success, Pearson Education, New Delhi
3. Chaturvedi P.D., Fundamental of Business Communication, Pearson Education, New Delhi, 2012.
4. Dulek Ronald E. and John S. Fielden, Principles of Business Communication, Macmillan Publishing Company, London, 1990'
5. Onkar R.M. Personality Development and Career Management, S.Chand & Company Pvt. Ltd., New Delhi, Third Revised Edition, 2014.

Online Resources:

1. <https://egyankosh.ac.in/bitstream/123456789/8988/1/Unit-13.pdf>
2. <https://egyankosh.ac.in/handle/123456789/77157>
3. <https://egyankosh.ac.in/bitstream/123456789/20818/1/Unit-1.pdf>

CO-PO Mapping:(1: Slight [Low]; 2: Moderate[Medium]; 3: Substantial[High], - : No relation)

	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	PSO4
CO1	3	3	3	2	2	2	3	2	1	1
CO2	3	3	2	2	2	1	3	2	2	1
CO3	2	2	2	3	3	3	2	2	1	2
CO4	1	1	1	2	2	2	1	2	3	3

(Office Management and Secretarial Practices)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: PERSONALITY DEVELOPMENT AND COMMUNICATION SKILLS
(CORE Paper VI A) SEMESTER - V 2023 -24

Time: 2 Hours

Max Marks: 50

SECTION - I

I. Answer any THREE of the following questions. Must Attempt Atleast one question From each part. Each question carries 10 marks 3x10= 30 Marks

PAPRT-A

1. Explain the features of effective communication.
2. Analyse the concept of SWOT.
3. Discuss the meaning of self development.

PAPRT-B

4. Write about the basic aspects of body language.
5. Critically analyse the concept of Stress Management.
6. Examine the various types of effective communication

SECTION - II

II. Answer any FOUR of the following questions. Each question carries 5 marks. 4x5 = 20 Marks

7. Emotional Intelligence
8. Interpersonal Skills
9. Group Discussion
10. Self Confidence
11. Proxemics
12. Time Management
13. Interview Skills

Blue Print for Semester End Exam Question Paper (Without Choice)

Sl. No:	Unit	No of Essays	No of Short Essays	Total Marks
1	I	2	1	25
2	II	1	2	20
3	III	1	2	20
4	IV	1	1	15
5	V	1	1	15
TOTAL		6	7	85

(Office Management and Secretarial Practices)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: NEGOTIATION AND CONFLICT MANAGEMENT
(CORE Paper VII A) SEMESTER - V 2023 -24

Total Learning Hours: 75

Total Credits: 4

Course Outcomes : After Studying this course student shall be able to:

1. Acquiring theoretical knowledge of negotiation process and its relevance in different professions.
2. Inculcation of better understanding of the practice aspect of negotiation with the hope of descriptive examples, class discussions and role play.
3. Development of necessary understanding to distinguish between negotiations and conflict management.
4. Having been fostered to grow as an individual in organization and society to become a professional and effective leader.

UNIT- 1 :

Negotiation and Negotiation in Professional Settings (15 Hours)

Definition and importance, Negotiation in day-to-day life, Negotiation vs other social interactions, Negotiation at workplace, Negotiation in legal settings, Negotiation for leaders (Added Topic: qualities of a good negotiator).

UNIT- 2 :

Negotiation Strategies (15 Hours)

Types of Negotiations, negotiation process, factors for successful negotiations, essential skills for negotiation, tricks used in negotiations process, psychological advantage of negotiations, Techniques of negotiations, issues in negotiations (Added Topic: concept of BATNA).

UNIT- 3 :

Understanding of Conflict (15 Hours)

Understanding of conflict, components, perspective of conflict, types of conflict, models of conflict, relationship between conflict and performance in team, levels of conflict (Added Topic: causes of conflict).

UNIT- 4 :

Managing interpersonal conflict (15 Hours)

Thomas conflict resolution approach, behaviour style and conflict handling, Coser Schank model of conflict resolution, dealing with difficult subordinates, boss & colleagues (Added Topic: Role of manager in conflict resolution).

UNIT- 5 :

Conflict resolution and Cost (15 Hours)

Conflict resolution models, framework models, classical ideas, new development in conflict resolution, Assessing the workplace conflict(Added Topic: Competitive and win-win approach).

Books Recommended:

1. Carrell, Micheal R and Heavrin, Christina (2007) Negotiation Essentials: Theory, Skills and Practices, Perarson:USA
2. Cohen, Herb (1994) You Can Negotiatie Anything, Carol Publishing Groups:USA.
3. Wiggins, Charles B and Lowry, L Randolph (2005) Negotiation and Settlement.
4. Advocacy: A Book of Readings, (2nd Edition), West Academic Publishing.

Online Resources:

1. <https://egyankosh.ac.in/bitstream/123456789/83471/1/Unit-9.pdf>
2. <https://egyankosh.ac.in/bitstream/123456789/38394/1/Unit-7.pdf>
3. [What is a BATNA? - PON - Program on Negotiation at Harvard Law School](#)

CO-PO Mapping:(1: Slight [Low]; 2: Moderate[Medium]; 3: Substantial[High], - : No relation)

	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	PSO4
CO1	3	3	3	2	2	2	3	2	1	1
CO2	3	3	2	2	2	1	3	2	2	1
CO3	2	2	2	3	3	3	2	2	1	2
CO4	1	1	1	2	2	2	1	2	3	3

(Office Management and Secretarial Practices)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: NEGOTIATION AND CONFLICT MANAGEMENT
(CORE Paper VII A) SEMESTER - V 2023 -24

Time: 2 Hours

Max Marks: 50

SECTION - I

**I. Answer any THREE of the following questions. Must Attempt Atleast one question
 From each part. Each question carries 10 marks** 3x10= 30 Marks

PAPRT-A

1. Define the Negotiation and discuss its importance.
2. Explain the process of negotiation.
3. Critically analyse the concept of conflict.

PAPRT-B

4. Describe the Thomas conflict resolution approach.
5. Discuss the various models of conflict resolution.
6. Explain about various of types of negotiation.

SECTION - II

**II. Answer any FOUR of the following questions. Each question carries
 5 marks.** 4x5 = 20 Marks

7. Leaders at Negotiation
8. Successful negotiation characterises.
9. Components of conflict
10. Levels of conflict
11. Coser Schank model of conflict resolutions
12. Framework models
13. Negotiation at workplace.

Blue Print for Semester End Exam Question Paper (Without Choice)

Sl. No:	Unit	No of Essays	No of Short Essays	Total Marks
1	I	1	2	20
2	II	2	1	25
3	III	1	2	20
4	IV	1	1	15
5	V	1	1	15
TOTAL		6	7	95

(MULTI DISCIPLINARY COURSE)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: SOCIAL WORK
SEMESTER - I 2023 - 24

Total Learning Hours: 30

Total Credits: 2

Course Outcomes : After Studying this course student shall be able to:

1. Understand the basic concepts relating to social work practice, values, principles of social work and social problems in India
2. List out different approaches of providing help to the people in need.
3. Acquaint the process of primary methods of social work
4. Get to know the skills of working with individuals, groups and communities.

Unit - I : Introduction to social work and concepts related to social work (10 Hours)

1. Introduction to Social Work- Definition- Scope- objectives - Functions- social service, social welfare services, social reform, major social problems in India; Social work philosophy, values, objectives, principles, methods and fields of social work.

Unit - II : Methods of Working with Individuals and Groups (10 Hours)

2. Social case work –Definition-scope and importance of social case work, principles and process of social case work -Tools and techniques in social case work- Counseling skills. Social Group Work-Definition-scope- the need for social group work –Group work process - Principles of Group Work -Stages of Group Work-Facilitation skills and techniques.

Unit - III : Working with Communities and Field Work in social work (10 Hours)

3. Community – definition - characteristics- types- community organisation as a method of social work-definition-objectives-principles- phases of community organization – concepts of community development, community participation and community empowerment. Field work in social work – Nature, objectives and types of field work - Importance of field work supervision.

Books Recommended:

1. Chowdhary, Paul. D. (1992). Introduction to Social Work. New Delhi: Atma Ram and Sons.
2. Friedlander W.A. (1955). Introduction to social welfare, New York, Prentice Hall.
3. Government of India, (1987). Encyclopedia of Social Work in India (Set of 4 Volumes). New Delhi, Publications Division, Ministry of Information and Broadcasting.
4. Lal Das, D.K. (2017). Practice of Social Research – Social Work Perspective, Jaipur, Rawat Publications.
5. Siddiqui, H.Y.(2007). Social Group Work. Jaipur: Rawat Publications

Online Resources:

1. <https://egyankosh.ac.in/handle/123456789/76162>
2. <https://egyankosh.ac.in/handle/123456789/17085>
3. <http://egyankosh.ac.in//handle/123456789/51361>

CO-PO Mapping:(1: Slight [Low]; 2: Moderate[Medium]; 3: Substantial[High], - : No relation)

	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	PSO4
CO1	3	3	3	2	2	2	3	2	1	1
CO2	3	3	2	2	2	1	3	2	2	1
CO3	2	2	2	3	3	3	2	2	1	2
CO4	1	1	1	2	2	2	1	2	3	3

(MULTI DISCIPLINARY COURSE)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: SOCIAL WORK
SEMESTER - I 2023 - 24

Time: 2 Hours

Max Marks: 50

SECTION - A

I. Answer any THREE of the following questions. Must Attempt Atleast one question From each part. Each question carries 10 marks

3x10= 30 Marks

PAPER- A

1. Discuss about values of social work?
2. Describe the characteristics of community?
3. Write the qualities of a leader?
4. Describe the importance of field work in social work?
5. Write the various fields of social work?

PAPER-B

6. Write the objectives of social work?
7. Write a note on social welfare service?
8. Write a short note on social reforms?

SECTION - B

II. Answer any FOUR of the following questions. Each question carries 5 marks.

4x5 = 20 Marks

9. Explain various social problems in India
10. Describe various methods of social work
11. Explain the concept of community development.
12. Define Social Case work and discuss the process of social case work.
13. Write in detail principles of social work.

Blue Print for Semester End Exam Question Paper (Without Choice)

Sl. No:	Unit	No of Essays	No of Short Essays	Total Marks
1	I	2	3	35
2	II	2	2	30
3	III	1	3	25
TOTAL		5	8	90

(CERTIFICATE COURSE)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: HUMAN RIGHTS
OPEN TO ALL STREAMS (BA/BCom/BSc/BVoc) 2023 - 24

Total Learning Hours: 44

Total Credits: 2

Course Outcomes : After Studying this course student shall be able to:

1. Know the concept of human rights;
2. Classify kinds of human rights; and
3. Describe the mechanisms existing for protection of human rights.

Unit - I : (7 Hours)

1. Evolution of Human Rights, Meaning and definition
2. Nature and scope of Human Rights

Unit - II : (14 Hours)

3. Classification of Human Rights:
 - a. Civil and Political Rights
 - b. Social, Economic and Cultural Rights
 - c. Collective Rights

Unit - III : (11 Hours)

4. UN Charter-Universal Declaration of Human Rights: 1948-Philosophy and Significance
5. International Covenant on Civil and Political Rights-1966 - International Covenant on Socio, Cultural and Economic Rights-1966.-Provisions and Implementation.

Unit - IV : (12 Hours)

6. Human Rights Movement –Role of NGO's:
Amnesty International, Human rights Watch & Asia Watch
7. Human Rights Enforcement: National Human Rights Commission in India
8. Human Rights Violations in the today's world

Books Recommended:

1. Human Rights: Scott Davidson.
2. The Concept of Human Rights: Jack Domelly
3. The History of Human Rights: From Ancient Times to the Globalization Era: M. Ishay
4. Human Rights, An Introduction: Darren O Byrne.

Online Resources:

1. <https://egyankosh.ac.in/handle/123456789/43178>
2. <https://egyankosh.ac.in/handle/123456789/43200>
3. <https://egyankosh.ac.in/handle/123456789/43131>

Blue Print for Semester End Exam Question Paper (Without Choice)

Sl. No:	Unit	No of Essays	No of Short Essays	Total Marks
1	I	2	1	25
2	II	2	2	30
3	III	1	2	20
4	IV	1	2	20
TOTAL		6	7	95

(CERTIFICATE COURSE)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: HUMAN RIGHTS
OPEN TO ALL STREAMS (BA/BCom/BSc/BVoc) 2023 - 24

Time: 2 Hours

Max Marks: 50

SECTION - I

I. Answer any THREE of the following questions. Must Attempt Atleast one question From each part. Each question carries 10 marks

3x10= 30 Marks

PAPRT-A

1. Write an essay on evolution of human rights?
2. Discuss the important aspects of classification of human rights?
3. Write an essay on Universal Declaration of Human Rights?

PAPRT-B

4. Examine the structure of National Human Rights Commission in India?
5. Critically examine human rights violations in the todays world?
6. Critically analysis the Role of NGOs in Human Rights Movement.

SECTION - II

II. Answer any FOUR of the following questions. Each question carries 5 marks.

4x5 = 20 Marks

7. Explain briefly Economic and Social Rights
8. Describe the Scope of Human Rights
9. Classify different types of Human Rights
10. Analyse the Civil and Political Rights
11. Write a short note on UDHR.
12. Write a short note on NHRC of India
13. Write a short note on Amnesty International.

(CERTIFICATE COURSE)
PITHAPUR RAJAH'S COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: INDIAN CONSTITUTION AND POLITICS
OPEN TO ALL STREAMS (BA/BCom/BSc/BVoc) 2023 - 24

Total Learning Hours: 45

Total Credits: 2

Course Outcomes : After Studying this course student shall be able to:

1. Spell out various components of Indian constitution;
2. Know the structure and functions of various constitutional bodies; and
3. Describe the factors influencing the Indian political system.

Unit - I : (12 Hours)

1. Constituent Assembly – Salient features of Indian constitution.
2. Fundamental rights – Fundamental duties – Directive Principles of state policy

Unit - II : (15 Hours)

3. Central Legislature: Indian Parliament – composition – Powers and functions.
4. Central Executive: President – Election – Powers and functions.
Union council of Ministers – Prime Minister.

5. Judiciary: Supreme Court – composition –
Powers and functions – judicial review

Unit - III : (10 Hours)

6. Indian Party system – national & regional.
7. Election commission – Electoral reforms

Unit - IV : (8 Hours)

8. Socio-Economic factors in Indian Politics –
Religion, caste, region movements, National Integration.

Books Recommended:

1. Politics in India: Rajini Kothari
2. Indian constitution: M.V. Pylee
3. Indian Government and Politics: S. S. Awasti
4. Introduction to constitution of India: D. D. Basu
5. Indian Government and Politics: K.R. Acharya
6. Indian Politics: Contemporary Issues and Concerns, Singh & Saxena
7. Introduction to the constitution of India, 5th ed., Sharma.

Online Resources:

1. <https://egyankosh.ac.in/handle/123456789/22990>
2. <https://egyankosh.ac.in/bitstream/123456789/21046/1/Unit-11.pdf>
3. <https://egyankosh.ac.in/handle/123456789/5726>

Blue Print for Semester End Exam Question Paper (Without Choice)

Sl. No:	Unit	No of Essays	No of Short Essays	Total Marks
1	I	2	1	25
2	II	2	2	30
3	III	1	2	20
4	IV	1	2	20
TOTAL		6	7	95

(CERTIFICATE COURSE)
PITHAPUR RAJAH'S COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: INDIAN CONSTITUTION AND POLITICS
OPEN TO ALL STREAMS (BA/BCom/BSc/BVoc) 2023 - 24

Time: 2 Hours

Max Marks: 50

SECTION - I

I. Answer any THREE of the following questions. Must Attempt Atleast one question From each part. Each question carries 10 marks

3x10= 30 Marks

PART-A

1. Explain the salient features of Indian Constitution?
2. Discuss the difference between fundamental rights and directive principles of state policy
3. Describe the composition of Parliament of India and its functions?

PART-B

4. Examine the powers and functions of Supreme Court of India?
5. Critically analyze the powers and functions of the office of the President of India?
6. Explain the power and functions of Governor?

SECTION - II

II. Answer any FOUR of the following questions. Each question carries 5 marks.

4x5 = 20 Marks

7. Fundamental Duties
8. Basic Structure of constitution theory
9. The council of ministers
10. Role of chief minister
11. Public accounts committee
12. National Judicial Appointments Commission
13. Simon Commission

(CERTIFICATE COURSE)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: GENDER AND EQUALITY
OPEN TO ALL STREAMS (BA/BCom/BSc/BVoc) 2023 - 24

Total Learning Hours: 30

Total Credits: 2

Course Outcomes : After Studying this course student shall be able to:

1. To relate to basic concepts of gender and gender equality;
2. To explain gender disparities and issues related to gender inequality; and
3. To justify oneself as a gender-sensitive individual.

Unit - I : (10 Hours)

Conceptualizing Gender: Sex and Gender, Types of Gender. Concepts in relation with Gender-Gender needs

Gender Roles, Gender Stereotyping, Gender Discrimination, Gender Identity.

Unit - II : (10 Hours)

Gender Issues and Gender based Violence: Human Rights violations, Major gender-based violence: Sexual abuse, Domestic Violence, Female infanticide, dowry death, workplace harassment.

Unit - III : (10 Hours)

State Initiatives to promote Gender Equality: Law Enforcing Agencies: All Women's Police Stations, Vigilance Cell, Legal Aid-Cells, Women's cell, Family Courts, Childline, Jagrata Samithi, Equal opportunity cell, Service Providers and Helplines for Women and Children.

Books Recommended:

1. Women in India: Towards Gender Equality by R C Mishra
2. Writing Gender, Writing Nation: Women's Fiction in Post-Independence India by Bharti Arora
3. Gender Equality Results Case Study: India: Enhancing Energy-Based Livelihoods for Women Micro-Entrepreneurs by Asian Development Bank

Online Resources:

1. <https://christopencourseware.com/public/notes/1629651443.pdf>
2. <https://christopencourseware.com/public/notes/1629651765.pdf>
3. <https://christopencourseware.com/public/notes/1629652261.pdf>

(CERTIFICATE COURSE)
PITHAPUR RAJAH'S GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: GENDER AND EQUALITY
OPEN TO ALL STREAMS (BA/BCom/BSc/BVoc) 2023 - 24

Time: 2 Hours

Max Marks: 50

SECTION - I

I. Answer any THREE of the following questions. Must Attempt Atleast one question From each part. Each question carries 10 marks 3x10= 30 Marks

PAPRT-A

1. What is gender equality and explain various types of gender equality.
2. Explain gender disparities and issues related to gender inequality
3. Explain role of men and women as equal contributors in building human society.

PAPRT-B

4. Critically analyze the difference between the gender equality and gender equality
5. Analyze the Concepts in relation with Gender-Gender needs ?
6. Discuss the State Initiatives to promote Gender Equality?

SECTION - II

II. Answer any FOUR of the following questions. Each question carries 5marks.

4x5 = 20 Marks

7. Gender Discrimination
8. Gender Identity
9. Domestic Violence
10. Human Rights violations
11. Law Enforcing Agencies
12. Types of Gender
13. workplace harassment

Blue Print for Semester End Exam Question Paper (Without Choice)

Sl. No:	Unit	No of Essays	No of Short Essays	Total Marks
1	I	2	3	35
2	II	2	2	30
3	III	2	2	30
TOTAL		6	7	95

PITHAPUR RAJAH'S GOVT. COLLEGE (A) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
LIST OF PAPER SETTERS & EXAMINERS
2023 - 24

1. Dr. K. Sita Mahalakshmi
Lecturer in Political Science
Govt. Degree College(A), Rajamahendravaram
2. Sri P. Babjee
Lecturer in Political Science
Govt. Degree College (A), Rajamahendravaram
3. Dr. D.S.V.S. Balasubrahmanyam
Lecturer in Political Science
SRR & CVR Govt. Degree College(A), Vijayawada
4. Sri P.V.V. Satyanarayana
Lecturer in Political Science
Govt. Degree College, Jaggampeta
5. Sri Kulkarni.N.S.
Lecturer in Political Science
Govt. Degree College, Mummidivaram
6. Smt. V. Pallavi
Lecturer in Political Science
Govt. Degree College, Pithapuram
7. Smt. K. Parvathi Devi
Lecturer in Political Science
Govt. Degree College(A), Tuni
8. Sri K.S.V. Rangarao
Lecturer in Political Science
Y.N. College (A), Narasapur
9. Sri Y.K. Satyanarayana Murthy
Lecturer in Political Science
S.K.B.R. College, Amalapuram

DEPARTMENT OF POLITICAL SCIENCE
PITHAPUR RAJAH'S GOVT. COLLEGE (A), KAKINADA
Action Plan for conduct of co-curricular activities
Special event/Guest lecture during the academic year 2023 - 24

Sl. No.	Date	Event Proposed	Remarks
1	24 th October 2023	United Nation Organisation Day	
2	26 th November 2023	Observation of National Constitutional Day	
3	10 th December 2023	Observation of Human Rights Day	
4	4 th week of December 2023	Field Trip	
5	20 th January 2024	Voter awareness programme for college students	
6	25 th January 2024	Observation of National Voters Day	
7	5 th February 2024	Parliament Budget sessions Collaborations with Economics Department	
8	1 st March 2024	Mock Parliament	
9	11 th March 2024	Certificate Course	
10	24 th April 2024	MOOCs	
11	14 th June 2024	National Conference	
13	1 st July 2024	MOU'S with Urban and Rural Bodies	