

**P. R. GOVT. COLLEGE (AUTONOMOUS)
KAKINADA**

**Affiliated to Adikavi Nannaya University
Rajamahendravaram**



DEPARTMENT OF POLITICAL SCIENCE

**BOARD OF STUDIES MEETING
14th DECEMBER 2021**

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
BOARD OF STUDIES MEETING - 2021 - 22

Date: 14-12-2021

Venue: Department of Political Science.

The board of studies meeting of the Department of Political Science took place at 11 a.m. on 14-12-2021 in both partly online and partly offline mode in the Computer Science Lab I, P. R. Government College (Autonomous) Kakinada for the academic year 2021-22.

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 from 1st to VIth semesters of B.A. for the academic year 2021-2022.

Name, designation and affiliation of the members:

1. P.V.V. Satyanarayana
Lecturer In-charge, Dept. of Political Science - Chairperson
P. R. Govt. College (A) Kakinada
2. Smt. Dr. Sita Mahalakshmi
Lecturer, Dept. of Political Science - University Nominee
Govt. Degree College, Kovvuru
3. Sri K. Narasimha Rao
Retd. Lecturer, Dept. of Political Science - Subject Expert
P. R. Govt. College (A) Kakinada
4. Sri D. Sunil Kumar
Free lancer - Alumni
Political Science
5. Sri Kulkarni Nagesh Sureshrao
Lecturer, Dept. of Political Science - Member
P. R. Govt. College(A) Kakinada
6. Sri G. Nageswara Rao
Guest Faculty, Dept. of Political Science - Member
P. R. Govt. College(A) Kakinada
7. Sri D. Vijay Kumar
Alumni & Guest Faculty, - Alumni, Member
Office Management and Secretarial Practices
P. R. Govt. College(A) Kakinada
8. THP (TM) - B. Samatha - Student Representative
9. EEP (EM) - P. Varshini - Student Representative

(P.V.V. Satyanarayana)
Chairperson
Board of Studies
Dept. of Political Science

**P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
BOARD OF STUDIES MEETING - 2021 - 22**

Agenda

1. Approval of revamped syllabus and model question papers semester wise, comprising 40 marks for Internal Assessment and 60 marks for Semester-End-Examination for IInd and IIIrd B.A. courses. And adapting the APSCHE proposed syllabus for Ist Year B.A. with 50 marks for Internal Assessment and 50 marks for Semester-End- Examination.
2. Approval of waive off of minimum qualifying mark for internal assessment for the academic year 2021- 22.
3. Approval of panel of names for appointment as examiners and question paper setters for the academic year 2021- 22.
4. Approval of Annual Academic plan for the academic year 2021- 22.
5. Approval of credit system introduced by Adi Kavi Nannaya University, Rajahmundry for the academic year 2021- 22.
6. Approval of Departmental action plan for the academic year 2021-22.
7. Approval of two nominated student representative members in Board of Studies for the academic year 2021- 22.
8. Approval of CBCS patterned syllabus and model question papers for subject electives and Cluster electives for the academic year 2021- 22.
9. Approval of project work for the (VIth Semester) III year BA students as part of their Cluster for the academic year 2021- 22.
10. Any other proposals with the permission of the chair.

(P.V.V. Satyanarayana)
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Dept. of Political Science

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
BOARD OF STUDIES MEETING - 2020 - 21

Resolutions:

1. Resolved to approve the revamped syllabus and model question papers semester wise, comprising 40 marks for Internal Assessment and 60 marks for Semester-End- Examination for IInd and IIIrd B.A. courses for the academic year 2020-21. And adapting the APSCHE proposed syllabus for Ist Year B.A. with 50 marks for Internal Assessment and 50 marks for Semester-End- Examination.
2. Resolved to approve 20 marks for mid semester exam 10 marks for Assignment and 10 marks for any one or two of the; Class seminar, Group Discussion, Field Trip, Study Project, Quiz and Publication in an academic journal for IInd and IIIrd B.A. courses for the academic year 2021-22. And 25 marks for mid semester exam and 10 marks for project and 10 marks for viva and 5 marks for any one of the; Class seminar, Group Discussion, Field Trip, Study Project, Quiz and Publication in an academic journal for Ist B.A. course for the academic year 2021-22.
3. Resolved to approve minimum qualifying mark for internal assessment was waived for the academic year 2021-22.
4. Resolved to approve panel of names appended for appointment as examiners and question paper setters for the academic year 2021-22.
5. Resolved to approve Annual Academic Plan for the academic year 2021-22.
6. Resolved to approve credit system introduced by Adi Kavi Nannaya University, Rajamahendravaram for the academic year 2021-22.
7. Resolved to approve Departmental action plan for the academic year 2021-22.
8. Resolved to approve two nominated student representative members in Board of Studies for the academic year 2021-22.
9. Resolved to approve CBCS patterned syllabus and model question papers for subject electives and Cluster electives for the academic year 2021-22.
10. Resolved to approve project work for the (VIth Semester) III year BA students as part of their Cluster for the academic year 2021-22.

(P.V.V. Satyanarayana)
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P. R. 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 Appre nticesh ip 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

**P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE**

**COURSE STRUCTURE OF SUBJECT
POLITICAL SCIENCE**

From 2021-22 admitted batch onwards

Sl. No.	Course No.	Title of Course	Semester	Hours	Credits	Marks	
						Internal	Semester End Exam
1	1	Introduction to Political Science	I	5	4	50	50
2	2	Basic Organs of the Government	II	5	4	50	50
3	3	Indian Government and Politics	III	5	4	50	50
4	4	Indian Political Process	IV	5	4	50	50
5	5	Western Political Thought	IV	5	4	50	50
6	6A	Political Reporting	V	5	4	50	50
7	7A	Legal Literacy-Rights Awareness	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
11	7C	Personnel Administration	V	5	4	50	50
12	6D	Electoral Politics and Voting Behaviour	V	5	4	50	50
13	7D	Legislative Procedures and Practices	V	5	4	50	50

For 2020-21 admitted batch

Sl. No.	Course No.	Title of Course	Semester	Hours	Credits	Marks	
						Internal	Semester End Exam
1	1	Introduction to Political Science	I	5	4	40	60
2	2	Basic Organs of the Government	II	5	4	40	60
3	3	Indian Government and Politics	III	5	4	40	60
4	4	Indian Political Process	IV	5	4	40	60

5	5	Western Political Thought	IV	5	4	40	60
6	6A	Political Reporting	V	5	4	40	60
7	7A	Legal Literacy-Rights Awareness	V	5	4	40	60
8	6B	E-Governance	V	5	4	40	60
9	7B	Local Administration	V	5	4	40	60
10	6C	Office Management	V	5	4	40	60
11	7C	Personnel Administration	V	5	4	40	60
12	6D	Electoral Politics and Voting Behaviour	V	5	4	40	60
13	7D	Legislative Procedures and Practices	V	5	4	40	60

For 2018-19 admitted batch (V & VI Semesters)

Sl. No.	Course No.	Title of Course	Semester	Hours	Credits	Marks	
						Internal	Semester End Exam
1	5	Indian Political Thought	V	5	4	40	60
2	6	Western Political Thought	V	5	4	40	60
3	7A	Principles Of Public Administration	VI	5	4	40	60
4	7B	Local Self Governments In Andhra Pradesh	VI	5	4	40	60
5	8A1	Comparative Constitutionalism UK and USA	VI	5	4	40	60
6	8A2	Human Rights in Comparative Perspective	VI	5	4	40	60
7	8A3	Project Work	VI	5	4	40	60
8	8B1	International Relations	VI	5	4	40	60
9	8B2	Indian Foreign Policy	VI	5	4	40	60
10	8B3	Project Work	VI	5	4	40	60

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Dept. of Political Science

**P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE**

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

From 2021-22 admitted batch onwards

Sl. No.	Course No.	Title of Course	Semester	Hours	Credits	Marks	
						Internal	Semester End Exam
1	1	Office Management and Methods	I	5	4	50	50
2	2	Communication and Business Correspondence	II	5	4	50	50
3	3	Computing Basics and its Applications	III	This course is part of the BOS of Dept of Computer Applications			
4	4	Secretarial Practice and Basics Phonography-I	IV	5	4	50	50
5	5	Public Personal Administration	IV	5	4	50	50

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

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P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: INTRODUCTION TO POLITICAL SCIENCE
(CORE Paper I) SEMESTER - I 2021-22

Total Learning Hours: 75

Total Credits: 4

Objectives: After Studying this course student shall be able to:

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

Unit – I INTRODUCTION (15 Hours)

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

Unit – II STATE (15 Hours)

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

Unit – III CONCEPTS OF POLITICAL SCIENCE (15 Hours)

5. Law, Liberty, Equality.
6. Power, Authority and Legitimacy

Unit – IV THEORIES OF RIGHTS (15 Hours)

7. Meaning, Nature and Classification of Rights
8. Theories of Rights.

Unit – V POLITICAL IDEOLOGIES (15 Hours)

9. Liberalism, Individualism, Anarchism.
10. Socialism, Marxism and Multiculturalism.

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

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	1	1	15
4	IV	1	1	15
5	V	1	2	20
TOTAL		5	7	85

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: INTRODUCTION TO POLITICAL SCIENCE
(CORE Paper I) SEMESTER - I 2021 - 22

Time: 2 ½ Hours

Max Marks: 50

SECTION - A

I. Answer any THREE questions.

3x10= 30 Marks

1. Define Political Science and explain its scope
2. Analyze the elements of state
3. Explain the concept of power and describe types of power
4. Explain the meaning of rights and various theories of rights
5. Explain in details the ideology of Marxism

SECTION - B

II. Answer any FOUR questions

4x5 = 20 Marks

6. Explain importance of political science
7. Write a note on social contract?
8. Write a note on territory
9. Concept of Political equality
10. Natural rights
11. Ideology of Liberalism
12. Ideology of Multiculturalism

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: BASIC ORGANS OF THE GOVERNMENT
(CORE Paper II) SEMESTER - II 2021-22

Total Learning Hours: 75

Total Credits: 4

Objectives: After Studying this course student shall be able to:

1. Understand the Origin and Evolution of the concept of Constitutionalism and classification of Constitutions;
2. Understand and analyses organs and forms of Governments along with a deep insight into the various agents involved in the political process; and
3. Apply the knowledge to analyse and evaluate the existing systems.

Unit – I - CONSTITUTION (15 Hours)

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

Unit – II ORGANS OF THE GOVERNMENT (15 Hours)

3. Theory of Separation of Powers - B.D. Montesquieu.
4. Legislature-Unicameral and Bicameral-Power and Functions, Executive-Types, Powers and Functions. Judiciary-Powers and Functions.

Unit – III FORMS OF GOVERNMENT (15 Hours)

5. Unitary and Federal forms of Governments-Merits and Demerits.
6. Parliamentary and Presidential forms of Governments- Merits and Demerits.

Unit – IV DEMOCRACY (15 Hours)

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

Unit – V POLITICAL PARTIES, PRESSURE GROUPS AND PUBLIC OPINION (15 Hours)

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

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

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	1	1	15
4	IV	1	1	15
5	V	1	2	20
TOTAL		5	7	85

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: BASIC ORGANS OF THE GOVERNMENT
(CORE Paper II) SEMESTER - II 2021 - 22

Time: 2 ½ Hours

Max Marks: 50

SECTION - A

I. Answer any THREE questions.

3x10= 30 Marks

1. Explain the difference between rigid and flexible constitutions
2. Explain the powers and functions of judiciary
3. Explain the meaning of indirect democracy and its merits and demerits
4. Describe in details the difference between Unitary and Federal forms of government
5. Write an essay on types of political parties and the functions of political party.

SECTION - B

II. Answer any FOUR questions

4x5 = 20 Marks

6. Describe the process of Evolution of Constitution
7. Write a note on parliamentary government
8. Explain the meaning unwritten constitutions
9. Discuss Recall as a device of direct democracy
10. Explain the meaning of pressure groups
11. Write a short note on Theory of separation of powers
12. Describe the types of executive

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: INDIAN GOVERNMENT AND POLITICS
(CORE Paper III) SEMESTER - III 2022-22

Total Learning Hours: 75

Total Credits: 4

Objectives: 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 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)
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-Differences between Fundamental Rights and Directive Principles of State Policy.
4. The ‘Doctrine of Basic Structure of the Constitution’ with reference to Judicial Interpretations and Socio-Political Realities

Unit – III UNION EXECUTIVE (15 Hours)

5. President of India-Mode of Election, Powers and Functions.
6. Parliament-Composition, Powers and Functions, Legislative Committees, Prime Minister and Council of Ministers-Powers and Functions, Role in Coalition Politics (**Assignment Module**)

Unit – IV STATE EXECUTIVE (10 Hours)

7. Governor-Mode of Appointment, Powers and Functions
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. (**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 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.
8. Indian Government and Politics : B.C.Fadia

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	2	20
4	IV	1	2	20
5	V	1	2	20
TOTAL		5	10	100

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: INDIAN CONSTITUTION
(CORE Paper III) SEMESTER - III 2021 - 22

Time: 2 ½ Hours

Max Marks: 60

SECTION - A**I. Answer any THREE questions.**

3x10= 30 Marks

1. Explain the salient features of Indian Constitution?
భారత రాజ్యాంగ ముఖ్య లక్షణాలను వివరించుము?
2. Discuss difference between fundamental rights and directive principles of state policy
1935 భారత ప్రభుత్వ చట్టంలోని ప్రధాన అంశాలను చర్చించుము?
3. Describe the composition of Parliament of India and its functions?
ప్రాధమిక హక్కులపై ఒక వ్యాసము వ్రాయుము?
4. Examine the powers and functions of Supreme Court of India?
భారత సుప్రీంకోర్టు అధికారాలు విధులను పరిశీలించుము?
5. Explain the powers and functions of the office of the President of India?
భారత రాష్ట్రపతి అధికారాలు విధులను వివరించుము?

SECTION - B**II. Answer any SIX questions**

6x5 = 30 Marks

- | | |
|--|---|
| 6. Simon Commission | కేంద్ర రాష్ట్ర ఆర్థిక సంబంధాలు |
| 7. Composition of Constituent assembly | ఆదేశిక సూత్రాలు |
| 8. Fundamental Duties | ప్రాధమిక విధులు |
| 9. Basic Structure of constitution theory | రాజ్యాంగ సభ నిర్మాణము |
| 10. Mode of election of the President of India | 1919 భారత ప్రభుత్వ చట్టం |
| 11. The council of ministers | సర్కారియా కమిషన్ సూచనలు |
| 12. Office of the Governor | 42వ రాజ్యాంగ సవరణ చట్టం |
| 13. Role of chief minister | భారత రాజ్యాంగ ప్రాధమిక నిర్మాణము |
| 14. National Judicial Appointments Commission | భారతదేశంలో సాంఘికోద్యమాలకు కారణాలు |
| 15. Judicial review and judicial activism | శాసన శాఖపై కార్యనిర్వాహక వర్గ ఆదిపత్యము |

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: INDIAN POLITICAL PROCESS
(CORE Paper IV) SEMESTER - IV 2021 - 22

Total Learning Hours: 75

Total Credits: 4

Objectives: 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; and
3. Differentiate the ideological basis of political parties.

Unit – I FEDERAL PROCESSES

(15 Hours)

1. Features of Indian Federal System-

Centre-State Relations- Legislative, Administrative and Financial

2. Emerging Trends in Centre-State Relations-Restructuring Centre- State Relations

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

Unit – II ELECTORAL PROCESSES

(15 Hours)

3. The Election Commission of India, Powers and Functions.

4. Issues of Electoral Reforms, Voting Behaviour-

Determinants and Problems of Defections.

(Assignment Module)

Unit – III GROSSROOT DEMOCRACY-DECENTRALISATION

(15 Hours)

5. Panchayat Raj system-Local and Urban Governments-Structure, Powers and Functions.

(Seminar Module)

6. Democratic Decentralization-Rural Development and Poverty alleviation with

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

Unit – IV SOCIAL DYNAMICS AND EMERGING CHALLENGES TO INDIAN

POLITICAL SYSTEM

(15 Hours)

7. Role of Caste, Religion, Language and Regionalism in India.

8. Politics of Reservation, Criminalization of Politics and Internal threats to Security.

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 (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. PHI

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	2	20
4	IV	1	2	20
5	V	1	2	20
TOTAL		5	10	100

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: INDIAN POLITICAL PROCESS
(CORE Paper IV) SEMESTER - IV 2021 - 22

Time: 2 ½ Hours

Max Marks: 60

SECTION - A**I. Answer any THREE questions.**

3x10= 30 Marks

1. Explain in details the centre-state relations in the legislative sphere.
ఉత్పత్తి విదానము మరియు ఉత్పత్తి సంబంధాలపై మార్క్స్ అభిప్రాయాలను వివరించుము.
2. explain the process of electoral reforms in India
భారత రాజకీయాలలో కులం పాత్రను వివరించుము.
3. discuss the provisions of 73rd constitutional amendment.
“భారతదేశం ఒక లౌకిక రాజ్యము” సమర్పించుము.
4. Analyze the role played by factors of caste and religion in Indian politics
భారత జాతీయ కాంగ్రెస్ పై ఒక వ్యాసము వ్రాయుము
5. Examine the role of Finance commission of India.
భారత ఎన్నికలలో ఓటరు ప్రవర్తనను ప్రభావితం చేసే అంశాలను వివరించుము.

SECTION - B**II. Answer any SIX questions**

6x5 = 30 Marks

6. Emergency provisions in the Indian Constitution
7. NITI Ayog .
8. Model Code of Conduct
9. Election commission of India
10. Urban local Government
11. Democratic Decentralisation
12. Regionalism in India
13. Jammu & Kashmir problem of terrorism
14. Lokpal
15. Sarkaria Commission

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: WESTERN POLITICAL THOUGHT
(CORE Paper V) SEMESTER - IV 2021 - 22

Total Learning Hours: 75

Total Credits: 4

Objectives: 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; and
3. Organise the existing theories to understand the political processes.

Unit – I ANCIENT GREEK POLITICAL THOUGHT (15 Hours)

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

Unit – II MEDIEVAL AND MODERN POLITICAL THOUGHT (15 Hours)

3. St. Augustine-Theory of Two Cities
4. Niccolo Machiavelli-State and Statecraft. **(Assignment Module)**

Unit – III CONTRACTUAL POLITICAL THOUGHT (15 Hours)

5. Thomas Hobbes- Social Contract and Absolute Sovereignty **(Seminar Module)**
6. John Locke- Human Nature, State of Nature, Social Contract, Natural Rights and Limited Government
7. Jean Jacques Rousseau- Human Nature, State of Nature, Social Contract, General Will and Popular Sovereignty

Unit – IV UTILITARIAN POLITICAL THOUGHT (15 Hours)

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

Unit-V : MARXIST POLITICAL THOUGHT (15 Hours)

10. Karl Marx-Dialectical Materialism, Theory of Surplus Value and Class Struggle.
11. Antonio Gramsci-Hegemony and Civil Society. **(Self Study Module)**

Books Recommended:

1. *History of Political Thought-Plato to Marx* : Subrata Mukherjee & Sushila
2. *A History of Political Theory* : G. H. Sabine
3. *Greek Political Theory : Plato and His Predecessors* : E.Baker
4. *Western Political Thought* : O.P.Gauba

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	2	20
4	IV	1	2	20
5	V	1	2	20
TOTAL		5	10	100

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: WESTERN POLITICAL THOUGHT
(CORE Paper V) SEMESTER - IV 2021 - 22

Time: 2 ½ Hours

Max Marks: 60

SECTION - A

I. Answer any THREE questions.

3x10= 30 Marks

1. Explain Plato's theory of Justice?
ప్లాటో ధర్మ సిద్ధాంతమును వివరించుము?
2. Explain Machiavelli's advice to the prince about statecraft.
మాఖియవెల్లి రాజుకు ఇచ్చిన సలహాలను వివరించుము?
3. Critically examine the Rousseau's Social Contract Theory?
రూసో సామాజిక ఒడంబడిక సిద్ధాంతాన్ని విమర్శనాత్మకముగా వివరించుము?
4. Discuss Jeremy Bentham's ideology of utilitarianism
ఉపయోగితా వాదంపై బెంథమ్ భావాలను చర్చించుము?
5. Explain the Marx's theory of communism?
కార్ల్ మార్క్స్ కమ్యూనిస్ట్ సిద్ధాంతమును వివరించుము?

SECTION - B

II. Answer any SIX questions.

6x5 = 30 Marks

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|---|------------------------------------|
| 6. Machiavelli's views on Prince | ప్రభువుపై మాఖియవెల్లి అభిప్రాయాలు |
| 7. Aristotle's Classification of Governments. | అరిస్టాటిల్ ప్రభుత్వాల వర్గీకరణ. |
| 8. Locke's theory of Natural Rights | లాక్ సహజ హక్కుల సిద్ధాంతము |
| 9. Rousseau's concept of General Will | రూసో జనీచ్చ భావన |
| 10. Bentham's prison reforms | బెంథమ్ కారాగార సంస్కరణలు |
| 11. J.S. Mills' views on Liberty | స్వేచ్ఛపై జి.యస్. మిల్ అభిప్రాయాలు |
| 12. Robert Owen and Saint Simon | రాబర్ట్ ఓవెన్ మరియు సెయింట్ సైమన్ |
| 13. Theory of Surplus Value | మిగులు విలువ సిద్ధాంతము |
| 14. Philosopher King | తాత్విక ప్రభువు |
| 15. Hegemony | ఆధిపత్యం |

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: INDIAN POLITICAL THOUGHT
(CORE Paper V) SEMESTER - V 2021 - 22

Total Learning Hours: 75

Total Credits: 4

Objectives: After Studying this course student shall be able to:

1. Explain the influential concepts in Indian political thinking;
2. Relate the impact of prominent thinkers on existing political systems; and
3. Organise the existing theories to understand the political processes.

Unit - I

(15 Hours)

1. Salient features of Indian Political Thought
2. Manu
3. Kautilya

Unit - II

(20 Hours)

4. Raja Rammohan Roy **(Assignment Module)**
5. Pandita Ramabai: Gender
6. Dadabai Naoroji: Drain Theory and Poverty
7. M G Ranade: The Role of the State and Religious Reform

Unit - III

(20 Hours)

8. Savarkar V D : Hindutva or Hindu Cultural Nationalism
9. Mohammed Iqbal: Islamic Communitarian Nationalism

Unit - IV

(20 Hours)

8. Mahatma Gandhi **(Seminar Module)**
9. Pandit Jawaharlal Nehru
10. M.N.Roy: Radical Humanism
11. Dr. B. Ambedkar **(Self Study Module)**

Books Recommended:

1. Political Ideas in Ancient India: R. S. Sharma
2. A History of Political Thought: G. H. Sabine
3. Annihilation of Caste: B. R. Ambedkar
4. Modern Political Theory: W. Ebentein
5. Modern Indian political thought: Bidyut Chakrabarthy and Rajendra Kumar Pandey

Blue Print for Semester End Exam Question Paper (Including Choice)

Sl. No:	Unit	No of Essays	No of Short Essays	Total Marks
1	I	2	2	30
2	II	1	3	25
3	III	1	3	25
4	IV	1	2	20
TOTAL		5	10	100

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: INDIAN POLITICAL THOUGHT
(CORE Paper V) SEMESTER - V 2021 - 22

Time: 2 ½ Hours

Max Marks: 60

SECTION - A**I. Answer any THREE questions.**

3x10= 30 Marks

1. Explain salient features of ancient Indian political thought?
ప్రాచీన భారత రాజనీతి తత్వవిచార లక్షణాలను వివరించుము?
2. Discuss the contribution of Manu to Indian political philosophy?
భారత రాజనీతి తత్వవిచారానికి మనువు చేసిన సేవలను చర్చించుము?
3. Write an essay on Raja Rammohan Roy's social reforms?
రాజా రామ్మోహన్ రాయ్ సాంఘిక సంస్కరణల పై ఒక వ్యాసము వ్రాయుము?
4. Critically examine Nehru's views on democracy?
ప్రజాస్వామ్యంపై నెహ్రూ భావాలను విమర్శనాత్మకముగా పరిశీలించుము?
5. Critically examine Ambedkar's views on caste system?
కులవ్యవస్థపై అంబేడ్కర్ భావాలను విమర్శనాత్మకముగా పరిశీలించుము?

SECTION - B**II. Answer any Six questions.**

6x5 = 30 Marks

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| 6. Saptanga theory of Kautilya | కౌటిల్యుని సప్తాంగ సిద్ధాంతము |
| 7. Pandita Ramabhai's views on Gender. | లింగ భేదము పై పండిత రమాభాయ్ భావాలు. |
| 8. Political ideas of extremists | అతివాదుల రాజకీయ భావాలు |
| 9. Drain theory | డ్రైయిన్ సిద్ధాంతము |
| 10. Nonviolence of Gandhi | గాంధీ అహింసా వాదము |
| 11. Civil disobedience movement | శాసనోల్లంఘన ఉద్యమము |
| 12. M. N. Roy's Radical Humanism. | ఎమ్. ఎన్. రాయ్ తీవ్ర మానవతావాదము. |
| 13. Ambedkar's views on religion | మతము పై అంబేడ్కర్ భావాలు |
| 14. Jayprakash Narayan | జయప్రకాష్ నారాయణ |
| 15. Varna dharma | వర్ణధర్మ |

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: WESTERN POLITICAL THOUGHT
(CORE Paper VI) SEMESTER - V 2021 - 22

Total Learning Hours: 75

Total Credits: 4

Objectives: 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; and
3. Organise the existing theories to understand the political processes.

Unit - I

(20 Hours)

1. Plato: Ideal state-Concept of Justice. Education System-Communism
2. Aristotle: Best Possible state -Citizenship -Slavery - Revolutions
3. Machiavelli

Unit - II

4. Thomas Hobbes

(19 Hours)

5. John Locke

6. J. J. Rousseau (**Assignment Module**)

Unit - III

(18 Hours)

7. Jermy Bentham (**Seminar Module**)

8. J. S. Mill

Unit - IV

(18 Hours)

9. Utopian Socialism (**Self Study Module**)

10. Scientific Socialism: Karl Marx & Engels

Books Recommended:

1. Political Ideas in Ancient India: R. S. Sharma
2. Western Political Thought: Amal Kumar Mukopadhyay
3. A History of Political Thought: G. H. Sabine
4. Annihilation of Caste: G. H. Ambedkar
5. Modern Political Theory: W. Ebentein
6. A History of Political Thought: Plato to Marx, Mukherjee & Ramaswamy
7. Political Ideologies: Their Origins and Impact, Baradat, Prentice Hall of India.

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	2	30
2	II	1	3	25
3	III	1	3	25
4	IV	1	2	20
TOTAL		5	10	100

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: WESTERN POLITICAL THOUGHT
(CORE Paper VI) SEMESTER - V 2021 - 22

Time: 2 ½ Hours

Max Marks: 60

SECTION - A

I. Answer any THREE questions.

3x10= 30 Marks

1. Explain Plato's theory of Justice?
ప్లాటో ధర్మ సిద్ధాంతమును వివరించుము?
2. Explain Aristotle's views on the causes and remedies of revolutions?
విప్లవాలపై అరిస్టాటిల్ భావాలను వాటి నివారణోపాయాలను వివరించుము?
3. Critically examine the Thomas Hobbes Social Contract Theory?
థామస్ హోబ్స్ సామాజిక ఒడంబడిక సిద్ధాంతాన్ని విమర్శనాత్మకముగా వివరించుము?
4. Discuss Karl Marx's theory of Communism?
కార్ల్ మార్క్స్ కమ్యూనిస్ట్ సిద్ధాంతమును గూర్చి చర్చించుము ?
5. Explain the importance of J.S. Mills Individualism?
జె.యస్. మిల్ వ్యక్తి శ్రేయోవాద సిద్ధాంత ప్రాధాన్యతను వివరించుము?

SECTION - B

II. Answer any SIX questions.

6x5 = 30 Marks

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|---|------------------------------------|
| 6. Machiavelli's views on Prince | ప్రభువుపై మాఖియవెల్లి అభిప్రాయాలు |
| 7. Aristotle's Classification of Governments. | అరిస్టాటిల్ ప్రభుత్వాల వర్గీకరణ. |
| 8. Locke's theory of Natural Rights | లాక్ సహజ హక్కుల సిద్ధాంతము |
| 9. Rousseau's concept of General Will | రూసో జనీచ్చ భావన |
| 10. Bentham's prison reforms | బెంథామ్ కారాగార సంస్కరణలు |
| 11. J.S. Mills' views on Liberty | స్వేచ్ఛపై జె.యస్. మిల్ అభిప్రాయాలు |
| 12. Robert Owen and Saint Simon | రాబర్ట్ ఓవెన్ మరియు సెయింట్ సైమన్ |
| 13. Theory of Surplus Value | మిగులు విలువ సిద్ధాంతము |
| 14. Philosopher King | తాత్విక ప్రభువు |
| 15. Aristocracy | శిష్ట జన పాలన |

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: PRINCIPLES OF PUBLIC ADMINISTRATION
(ELECTIVE-1 Paper VII) SEMESTER - VI 2021 - 22

Total Learning Hours: 75

Total Credits: 4

Objectives: After Studying this course student shall be able to:

1. Define what Public Administration is and explain its scope;
2. Know the significant concepts in Public Administration; and
3. Describe various theories of Public Administration.

Unit - I (19 Hours)

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

Unit - II (20 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 (19 Hours)

5. Bureaucracy: Types - Weberian Bureaucracy
6. Communication - Types of Communication **(Assignment Module)**
7. Motivation: Theory X, Theory Y, Herzberg, Rencis Likert

Unit - IV (17 Hours)

8. Leadership - Kinds **(Seminar Module)**
9. Public Relations - Meaning and Importance **(Self Study Module)**

Books Recommended:

1. Public Administration Theory & Practice - Prof. Mohit Bhattacharya
2. New Horizons of Public Administration - Prof. Mohit Bhattacharya
3. Public Administration Theory & Practice - Avasthi and Maheshwari
4. Indian Public Administration - Chitra Ramachandran
5. Public Administration theory and Practice -M. P. Sarma
6. Indian administration -R. K. Arora
7. Public administration - Vishnu Bhagavan & Vidyabhushan
8. Prabhutvapalana Shastram: Telugu Academy Publication

Blue Print for Semester End Exam Question Paper (Including Choice)

Sl. No:	Unit	No of Essays	No of Short Essays	Total Marks
1	I	2	2	30
2	II	1	3	25
3	III	1	3	25
4	IV	1	2	20
TOTAL		5	10	100

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: PRINCIPLES OF PUBLIC ADMINISTRATION
(ELECTIVE - A Paper VII) SEMESTER - VI 2021 - 22

Time: 2 ½ Hours

Max Marks: 60

SECTION - A

I. Answer any THREE questions.

3x10= 30 Marks

1. Define public administration and explain its scope?
ప్రభుత్వ పాలనా శాస్త్రమును నిర్వచించి పరిధిని వివరించుము?
2. Define Hierarchy and explain its advantages and disadvantages?
క్రమానుగత శ్రేణిని నిర్వచించి ప్రయోజనాలను లోపాలను వివరించుము?
3. Explain the role Line and Staff agencies in an organisation?
వ్యవస్థలో లైన్ మరియు స్టాఫ్ ఏజెన్సీల పాత్రను వివరించుము?
4. Explain the features of Weberian bureaucracy?
వెబర్ ఉద్యోగి స్వామ్య లక్షణాలను వివరించుము ?
5. Write an essay on the importance of public relations?
పౌరసంబంధాల ప్రాధాన్యతపై ఒక వ్యాసము వ్రాయుము?

SECTION - B

II. Answer any SIX questions.

6x5 = 30 Marks

- | | |
|---------------------------------------|--------------------------------------|
| 6. Public and private administrations | ప్రభుత్వ పయివేటు పాలనలు |
| 7. Politics administration dichotomy | రాజకీయాలు పాలన ద్విభాగత్వ సిద్ధాంతము |
| 8. Determinants of Span of control | నియంత్రణావధి నిర్ణాయకాలు |
| 9. Advantages of centralisation | కేంద్రీకరణ ప్రయోజనాలు |
| 10. Types of communication | ప్రసారము రకాలు |
| 11. Theory 'X' | 'X' సిద్ధాంతము |
| 12. Kinds of leadership | నాయకత్వ రకాలు |
| 13. Concept of public relations | పౌరసంబంధాల భావన |
| 14. POSD CORB | పోస్ట్ కార్బ్ |
| 15. Auxiliary agencies | అనుషంగిక ఏజెన్సీలు |

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: LOCAL SELF GOVERNMENTS IN ANDHRA PRADESH
(ELECTIVE - B Paper VII) SEMESTER - VI 2021 - 22

Total Learning Hours: 75

Total Credits: 3

Objectives: After Studying this course student shall be able to:

1. Understand the importance and evaluation of Local Governments;
2. Evaluate the various committee reports on Local Governments; and
3. Suggest the necessary steps to strengthen the Local Governments.

UNIT I

(16 Hours)

1. Local Government: Concept, features and Importance
2. Evaluation of Local Government in India:

Community Development programme and National Extension Service

UNIT II

(22 Hours)

3. Balwant Rai Mehta and Ashok Mehta Committee Reports:

Structure Functions and Finance,

Second generation and Third generation Panchayats (**Assignment Module**)**UNIT III**

(19 Hours)

4. 73rd Constitutional Amendment Act and

Organizational structures for Panchayathi Raj (**Seminar Module**)

5. 74th Constitutional Amendment Act and

Organizational structures for Urban local bodies

UNIT IV

(18 Hours)

6. Structure and functions of Panchayati Raj in Andhra Pradesh:

Gram Panchayats, Mandal Parishad and Zilla Parishad

7. Structure and functions of Urban local bodies in Andhra Pradesh:

Nagara Panchayats, Municipalities and Municipal Corporations (**Self Study Module**)

8. Problems of autonomy: Financial and Administrative spheres

Books Recommended:

Panchayat Raj in India – R.L. Khan

Grass Without Roots – Jain, L., et.al (ed.)

Power to the people: The Politics and Progress of Decentralisations – Sivaramakrishna, K.C.

Rural Development – I. Sathya Sundaram

Local Self Government in India: S.R. Maheswari

Blue Print for Semester End Exam Question Paper (Including Choice)

Sl. No:	Unit	No of Essays	No of Short Essays	Total Marks
1	I	1	2	20
2	II	2	2	30
3	III	1	3	25
4	IV	1	3	25
TOTAL		5	10	100

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: LOCAL SELF GOVERNMENTS IN ANDHRA PRADESH
(ELECTIVE - B Paper VII) SEMESTER - VI 2021 - 22

Time: 2 ½ Hours

Max Marks: 60

SECTION - A

I. Answer any THREE questions.

3x10= 30 Marks

1. Explain the main features of local governments?
స్థానిక ప్రభుత్వాల ముఖ్య లక్షణాలను వివరించుము?
2. What are the main features of 73th constitutional amendment act?
73వ రాజ్యాంగ సవరణ చట్టంలోని ప్రధాన అంశాల పై ఒక వ్యాసము వ్రాయుము ?
3. Explain the role political parties in local bodies?
స్థానిక ప్రభుత్వాలలో రాజకీయ పార్టీల పాత్రను వివరించుము?
4. Write a note on Balawant Rai Mehta and Ashok Mehta Committees Reports?
బల్వాంత్ రాయ్ మెహత మరియు అశోక్ మెహత కమిటీల నివేదికల పై ఒక వ్యాసము వ్రాయుము ?
5. What are the causes and remedies for rural unrest?
గ్రామీణ అశాంతికి గల కారణాలేవి? వాటికి పరిష్కారమార్గాలను సూచించుము?

SECTION - B

II. Answer any Six questions.

6x5 = 30 Marks

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| 6. Important items in the resolutions of Rippon | రిప్పన్ తీర్మానములోని ప్రధాన అంశాలు |
| 7. Democratic Decentralization | ప్రజాస్వామ్య వికేంద్రీకరణ |
| 8. Financial sources of local governments in A. P. | ఆంధ్రప్రదేశ్ లో స్థానిక సంస్థల ఆర్థిక వనరులు |
| 9. Rural Development | గ్రామీణాభివృద్ధి |
| 10. Grama Sabha | గ్రామ సభ |
| 11. Functions of Panchayat Raj | పంచాయతీ రాజ్ విధులు |
| 12. Community Development Programme | కమ్యూనిటీ డెవలప్ మెంట్ ప్రోగ్రామ్ |
| 13. National Extension Service | జాతీయ విస్తరణ సేవ |
| 14. Velugu Programme | వెలుగు పథకము |
| 15. Rural Problems | గ్రామీణ సమస్యలు |

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: COMPARATIVE CONSTITUTIONALISM UK, USA & SWITZERLAND
(Cluster ELECTIVE - A1 Paper VIII) SEMESTER - VI 2021 - 22

Total Learning Hours: 75

Total Credits: 4

Objectives: After Studying this course student shall be able to:

1. Know the fundamental basis of classification of governments;
2. Classify various forms of governments; and
3. Describe the important features of British, American and Swiss constitutions.

Unit - I (15 Hours)

1. Constitution - Kinds of Constitution

Unit - II (20 Hours)

2. British constitution:

- a. Main features of the British constitution
- b. Prime Minister - Cabinet system - Powers & functions
- c. Parliament - Powers & functions
- d. Judiciary - Rule of Law **(Assignment Module)**

Unit - III (20 Hours)

3. American constitution:

- a. Main Features of the American constitution
- b. President: Powers and Functions. **(Seminar Module)**
- c. American Congress
- d. Supreme court and Judicial Review

Unit - IV (20 Hours)

4. Swiss Constitution:

- a. Main features of the Swiss Constitution
- b. Direct Democratic Devices **(Self Study Module)**
- c. Federal Executive
- d. Federal Assembly

Books Recommended:

1. World constitutions, Vidya Bhushan and Vishnu Bhagavan.
2. The New British Constitution: Vernon Bogdanor
3. Swiss Constitutional Law: Thomas Fleiner, Alexander Misic and Nicole Töpferwien
4. Select Constitutions 16th Edition: A.C. Kapur, K.K. Mishra.
5. American Constitutional Law, Volume 1: The Structure of Government: Ralph A. Rossum, G. Alan Tarr
6. Constitutions of the World: Albert P. Blaustein

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	2	30
2	II	1	3	25
3	III	1	3	25
4	IV	1	2	20
TOTAL		5	10	100

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: COMPARATIVE CONSTITUTIONALISM UK, USA & SWITZERLAND
(Cluster ELECTIVE - A1 Paper VIII) SEMESTER - VI 2021 - 22

Time: 2 ½ Hours

Max Marks: 60

SECTION - A

I. Answer any THREE questions.

3x10= 30 Marks

1. Explain the advantages and disadvantages of parliamentary form of government?
పార్లమెంటరీ ప్రభుత్వ గుణ దోషాలను వివరించుము?
2. Critically examine the Theory of Separation of Powers?
అధికార పుంజుకరణ సిద్ధాంతమును విమర్శనాత్మకముగా పరిశీలించుము?
3. Discuss the important features of British Constitution?
బ్రిటీష్ రాజ్యాంగ ముఖ్య లక్షణాలను వివరించుము?
4. Examine the powers and functions of American President?
అమెరికా అధ్యక్షుని అధికారాలు విధులను పరిశీలించుము?
5. Critically examine devices of direct democracy?
ప్రత్యక్ష ప్రజాస్వామ్య పద్ధతులను విమర్శనాత్మకముగా వివరించుము?

SECTION - B

II. Answer any Six questions.

6x5 = 30 Marks

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| 6. Classification of constitutions | రాజ్యాంగాల వర్గీకరణ |
| 7. Features of presidential form of government | అధ్యక్ష తరహా ప్రభుత్వ లక్షణాలు |
| 8. Structure of British Parliament | బ్రిటీష్ పార్లమెంట్ నిర్మాణము |
| 9. Rule of Law | సమన్వయ పాలన |
| 10. Features of American Constitution | అమెరికా రాజ్యాంగ లక్షణాలు |
| 11. Judicial Review | న్యాయసమీక్షాధికారము |
| 12. Features of Swiss Constitution | స్విస్ రాజ్యాంగ లక్షణాలు |
| 13. Powers of Swiss Federal Assembly | స్విస్ ఫెడరల్ అసెంబ్లీకి గల అధికారములు |
| 14. Plural executive | బహుసభ్య కార్యనిర్వాహక వర్గము |
| 15. Responsible government | బాధ్యతాయుత ప్రభుత్వము |

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: HUMAN RIGHTS
(Cluster ELECTIVE - A2 Paper VIII) SEMESTER - VI 2021 - 22

Total Learning Hours: 75

Total Credits: 4

Objectives: 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

(18 Hours)

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

Unit - II

(21 Hours)

3. Classification of Human Rights:
 - a. Civil and Political Rights
 - b. Social, Economic and Cultural Rights
 - c. Collective Rights (**Assignment Module**)

Unit - III

(18 Hours)

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

Unit - IV

(18 Hours)

6. Human Rights Movement -Role of NGO's: (**Self Study Module**)
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.

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	2	30
2	II	1	3	25
3	III	1	3	25
4	IV	1	2	20
TOTAL		5	10	100

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: HUMAN RIGHTS
(Cluster ELECTIVE - A2 Paper VIII) SEMESTER - VI 2021 - 22

Time: 2 ½ Hours

Max Marks: 60

SECTION - A**I. Answer any THREE questions.**

3x10= 30 Marks

1. Write an essay on evolution of human rights?
మానవ హక్కుల పరిణామంపై ఒక వ్యాసము వ్రాయుము?
2. Discuss the important aspects of classification of human rights?
మానవ హక్కుల వర్గీకరణలోని ప్రధాన అంశాలను చర్చించుము?
3. Write an essay on Universal Declaration of Human Rights?
విశ్వమానవ హక్కుల ప్రకటన పై ఒక వ్యాసము వ్రాయుము?
4. Examine the structure of National Human Rights Commission in India?
భారత మానవ హక్కుల సంఘం నిర్మాణమును పరిశీలించుము?
5. Critically examine human rights violations in the today's world?
సేటి ప్రపంచంలో మానవహక్కుల ఉల్లంఘనను విమర్శనాత్మకముగా వివరించుము?

SECTION - B**II. Answer any Six questions.**

6x5 = 30 Marks

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| 6. Scope of Human Rights | మానవహక్కుల పరిధి |
| 7. Meaning and definition of Human Rights | మానవహక్కుల అర్థం నిర్వచనము |
| 8. Civil and Political Rights | పౌర రాజకీయ హక్కులు |
| 9. Collective Rights | సమూహ హక్కులు |
| 10. Amnesty International | ఆమ్నెస్టీ ఇంటర్ నేషనల్ |
| 11. Human rights Watch | హ్యూమన్ రైట్స్ వాచ్ |
| 12. Significance of UDHR | విశ్వమానవ హక్కుల ప్రకటన ప్రాధాన్యత |
| 13. ICCPR 1966 | ఐ.సి.సి.సి.ఆర్ 1966 |
| 14. Magna Carta | మాగ్నాకార్టా |
| 15. Social Rights | సామాజిక హక్కులు |

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: INTERNATIONAL RELATIONS
(Cluster ELECTIVE - B1 Paper VIII) SEMESTER - VI 2021 - 22

Total Learning Hours: 75

Total Credits: 4

Objectives: 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.

Unit - I

(12 Hours)

1. International Relations: Nature, Scope & Significance

Unit - II

(21 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

(21 Hours)

4. Causes for the First World War
5. Causes for the Second World War (**Seminar Module**)

Unit - IV

(21 Hours)

6. Cold War and its Impact.
7. U N O - Aims and Objectives - Organs - Achievements & (**Self Study Module**)
Failures, Suggestions to strengthen the UNO - Need for revision of the charter.

Books Recommended:

1. The Age of Extremes: The Short Twentieth Century, 1914-1991: Eric Hobsbawm
2. Perception and Misperception in International Politics: Robert Jervis
3. The Tragedy of Great Power Politics: John J. Mearsheimer
4. The Rise & Fall of the Great Powers: Economic Change & Military Conflict from 1500 to 2000: Paul M. Kennedy
5. Theory of International Politics: Kenneth N. Waltz
6. Politics among Nations: Hans J. Morgenthau
7. International Relations: Palmer and Parkins
8. Understanding International Relations: Chris Brown and Kirsten Ainley

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	2	30
2	II	1	3	25
3	III	1	3	25
4	IV	1	2	20
TOTAL		5	10	100

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: INTERNATIONAL RELATIONS
(Cluster ELECTIVE - B1 Paper VIII) SEMESTER - VI 2021 - 22

Time: 2 ½ Hours

Max Marks: 60

SECTION - A**I. Answer any THREE questions.**

3x10= 30 Marks

1. Explain the scope of International Relations?
అంతర్జాతీయ సంబంధాల పరిధిని వివరించుము?
2. Critically examine the causes of World War II?
రెండవ ప్రపంచయుద్ధానికి గలకారణాలను విమర్శనాత్మకంగా పరిశీలించుము?
3. Discuss the achievements and failures of UNO?
ఐక్యరాజ్య సమితి విజయాలను వైఫల్యాలను చర్చించుము?
4. Write an essay on the impact of cold war?
ప్రచ్ఛన్న యుద్ధ ప్రభావముపై ఒక వ్యాసము వ్రాయుము?
5. Write an essay on the Realist approach to International Relations?
అంతర్జాతీయ సంబంధాలకు గల వాస్తవిక దృక్పథం పై వ్యాసము వ్రాయుము?

SECTION - B**II. Answer any SIX questions**

6x5 = 30 Marks

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| 6. Significance of International Relations | అంతర్జాతీయ సంబంధాల ప్రాధాన్యత |
| 7. Causes of World War I | మొదటి ప్రపంచయుద్ధ కారణాలు |
| 8. Idealist approach to international relations | అంతర్జాతీయ సంబంధాలకు గల ఆదర్శవాద దృక్పథం |
| 9. Consequences of World War II | రెండవ ప్రపంచయుద్ధ ఫలితాలు |
| 10. Powers of Security Council | భద్రతామండలి అధికారాలు |
| 11. Collective Security | సమిష్టి భద్రత |
| 12. Cold War | ప్రచ్ఛన్న యుద్ధము |
| 13. Balance of power | శక్తి సమతౌల్యము |
| 14. International court of justice | అంతర్జాతీయ న్యాయస్థానము |
| 15. Hans Morgenthau | హాన్స్ మార్గెన్థా |

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: INDIAN FOREIGN POLICY
(Cluster ELECTIVE - B2 Paper VIII) SEMESTER - VI 2021 - 22

Total Learning Hours: 75

Total Credits: 4

Objectives: 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.

Unit - I

(19 Hours)

1. Indian Foreign of Policy: Evolution, Features and Determinants
2. Continuity and change in Indian Foreign Policy

Unit - II

(18 Hours)

3. India and Non-Alignment Movement, Relevance of NAM (**Assignment Module**)
4. India in the UNO in protection of International Peace

Unit - III

(21 Hours)

5. Indo- US Relations: Pre- Cold War Era, Post- Cold War Era
6. India – China Relations: Pre- Cold War Era, Post- Cold War Era (**Seminar Module**)

Unit - IV

(17 Hours)

7. Indo- Pakistan Relations. (**Self Study Module**)
8. India and SAARC.

Books Recommended:

1. The Age of Extremes: The Short Twentieth Century, 1914-1991: Eric Hobsbawm
2. Perception and Misperception in International Politics: Robert Jervis
3. The Tragedy of Great Power Politics: John J. Mearsheimer
4. The Rise & Fall of the Great Powers: Economic Change & Military Conflict from 1500 to 2000: Paul M. Kennedy
5. Theory of International Politics: Kenneth N. Waltz
6. Politics among Nations: Hans J. Morgenthau
7. International Relations: Palmer and Parkins
8. Understanding International Relations: Chris Brown and Kirsten Ainley

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	2	30
2	II	1	3	25
3	III	1	3	25
4	IV	1	2	20
TOTAL		5	10	100

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: INDIAN FOREIGN POLICY
(Cluster ELECTIVE - B2 Paper VIII) SEMESTER - VI 2021 - 22

Time: 2 ½ Hours

Max Marks: 60

SECTION - A**I. Answer any THREE questions.**

3x10= 30 Marks

1. Explain the determinants of Indian foreign policy?
భారత విదేశాంగ విదాన నిర్ణాయకాలను వివరించుము?
2. Critically examine continuity and change in Indian Foreign Policy?
భారత విదేశాంగ విదానంలో గల కొనసాగింపు మరియు మార్పులను విమర్శనాత్మకంగా పరిశీలించుము?
3. Discuss India's role in Non-Alignment movement?
అలీనోద్యమంలో భారత దేశ పాత్రను చర్చించుము?
4. Write an essay on Indo-US relations?
భారత అమెరికా సంబంధాలపై ఒక వ్యాసము వ్రాయుము ?
5. Write an essay on Indo-Pak relations?
భారత పాకిస్తాన్ సంబంధాలపై ఒక వ్యాసము వ్రాయుము ?

SECTION - B**II. Answer any SIX questions**

6x5 = 30 Marks

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|---|--|
| 6. Evolution of Indian foreign policy | భారత విదేశాంగ విదానం పరిణామము |
| 7. Features of Indian foreign policy | భారత విదేశాంగ విదానం లక్షణాలు |
| 8. Relevance of NAM | అలీనోద్యమ ప్రాధాన్యత |
| 9. India's role in UNO | ఐక్యరాజ్య సమితిలో భారతదేశ పాత్ర |
| 10. Indo-China relations in cold war era | ప్రచ్ఛన్న యుద్ధ కాలంలో భారత చైనా సంబంధాలు |
| 11. Indo-China relations in post cold war era | ప్రచ్ఛన్న యుద్ధం తరువాత భారత చైనా సంబంధాలు |
| 12. Indo-Pak relations in post cold war era | ప్రచ్ఛన్న యుద్ధం తరువాత భారత పాక్ సంబంధాలు |
| 13. Objectives of SAARC | సార్క్ లక్ష్యాలు |
| 14. International court of justice | అంతర్జాతీయ న్యాయస్థానము |
| 15. Hans Morgenthau | హాన్స్ మార్గెన్థా |

(Office Management and Secretarial Practices)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: OFFICE MANAGEMENT AND METHODS
(CORE Paper I) SEMESTER - I 2021-22

Total Learning Hours: 75

Total Credits: 4

Objectives: After Studying this course student shall be able to:

1. Familiarize with the activities in modern office;
2. Understand concept of modern office; and
3. Apply the knowledge to observe the field level phenomena.

Unit - I (15 Hours)

1. 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.

Unit - II (15 Hours)

2. 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.

Unit - III (15 Hours)

3. 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.

Unit - IV (15 Hours)

4. 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.

Unit - V (15 Hours)

5. 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.

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.

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	1	1	15
TOTAL		5	10	85

(Office Management and Secretarial Practices)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: OFFICE MANAGEMENT AND METHODS
(CORE Paper I) SEMESTER - I 2021 - 22

Time: 2 ½ Hours

Max Marks: 50

SECTION - A

I. Answer any THREE questions.

3x10= 30 Marks

1. Question?
2. Question?
3. Question?
4. Question?
5. Question?

SECTION - B

II. Answer any FOUR questions

4x5 = 20 Marks

6. Question?
7. Question?
8. Question?
9. Question?
10. Question?
11. Question?
12. Question?

(Office Management and Secretarial Practices)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: COMMUNICATION AND BUSINESS CORRESPONDENCE
(CORE Paper 2) SEMESTER – II 2021-22

Total Learning Hours: 75

Total Credits: 4

Objectives: After Studying this course student shall be able to:

1. To develop verbal and non-verbal communication skills placing
2. The practical applications of verbal and non-verbal communication skills

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.

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.

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.

Unit – IV (15 Hours)

4. **Dunning Letter** - Banking correspondence, Insurance letters, Employment related letters, Correspondence with public bodies/authorities.

Unit – V (15 Hours)

5. **Office meetings** – Notice, Agenda, Resolutions, Minutes and confirmation of the Minutes, Abbreviations and terms used in Business Correspondence.

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.

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	1	1	15
TOTAL		5	10	85

(Office Management and Secretarial Practices)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: COMMUNICATION AND BUSINESS CORRESPONDENCE
(Paper II) SEMESTER - II 2021 - 22

Time: 2 ½ Hours

Max Marks: 50

SECTION - A

I. Answer any THREE questions.

3x10= 30 Marks

1. Question?
2. Question?
3. Question?
4. Question?
5. Question?

SECTION - B

II. Answer any FOUR questions

4x5 = 20 Marks

6. Question?
7. Question?
8. Question?
9. Question?
10. Question?
11. Question?
12. Question?

(Office Management and Secretarial Practices)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: SECRETARIAL PRACTICE AND BASICS PHONOGRAPHY-I
(CORE Paper 4) SEMESTER - IV 2021-22

Total Learning Hours: 75

Total Credits: 4

Objectives: 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

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.

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. (15 Hours)

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. (15 Hours)

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. (15 Hours)

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.

Stationery: Need and importance of stationery, purchase of stationery, storage of Stationery, issue and control 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. (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.

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	2	20
4	IV	1	2	20
5	V	1	2	20
TOTAL		5	10	100

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: SECRETARIAL PRACTICE AND BASICS PHONOGRAPHY-I
(CORE Paper IV) SEMESTER - IV 2021 - 22

Time: 2 ½ Hours

Max Marks: 60

SECTION - A

I. Answer any THREE questions.

3x10= 30 Marks

1. Question?

2. Question?

3. Question?

4. Question?

5. Question?

SECTION - B

II. Answer any SIX questions

6x5 = 30 Marks

6. Question?

7. Question?

8. Question?

9. Question?

10. Question?

11. Question?

12. Question?

13. Question?

14. Question?

15. Question?

(Office Management and Secretarial Practices)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: PUBLIC PERSONNEL ADMINISTRATION
(CORE Paper V) SEMESTER - IV 2021-22

Total Learning Hours: 75

Total Credits: 4

Objectives: 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

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.

UNIT-II

(15 Hours)

Civil Services – Recruitment, Training, Second Administrative Reforms Commission, Accountability – Permanent Executives.

UNIT-III

(15 Hours)

Higher Civil Services – Ethical Values, Discipline – Morale and Motivation, Employees Welfare – Retirement Benefits.

UNIT-IV

(15 Hours)

Employer – Employee Relations, Civil Services Unionism – Right to Strike.

UNIT – V

(15 Hours)

Promotion – Principles and Importance, Emerging Problems in 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

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	2	20
4	IV	1	2	20
5	V	1	2	20
TOTAL		5	10	100

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: PUBLIC PERSONNEL ADMINISTRATION
(CORE Paper V) SEMESTER - IV 2021 - 22

Time: 2 ½ Hours

Max Marks: 60

SECTION - A

I. Answer any THREE questions.

3x10= 30 Marks

1. Question?
2. Question?
3. Question?
4. Question?
5. Question?

SECTION - B

II. Answer any SIX questions

6x5 = 30 Marks

6. Question?
7. Question?
8. Question?
9. Question?
10. Question?
11. Question?
12. Question?
13. Question?
14. Question?
15. Question?

(SKILL DEVELOPMENT COURSE)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: PUBLIC RELATIONS
SEMESTER - I 2021-22

Total Learning Hours: 30

Total Credits: 2

Objectives: After Studying this course student shall be able to:

1. Understand the historical background and role Public Relations in various areas
2. Have insight into the use of the technological advancements in Public Relations
3. Comprehend tools of Public Relations in order to develop the required skills.
4. Understand the ethical aspects and future of Public Relations in India
5. Develop writing skills for news papers and creation of Blogs.

Unit - I

(10 Hours)

1. Public Relations-Meaning, Definition, Nature and Scope, Historical Background, Technological and Media Revolution and Role in Business, Government, Politics, NGOs and Industry.

Unit - II

(10 Hours)

2. Concepts of Public Relations-Press, Publicity, Lobbying, Propaganda, Advertising, Sales Promotion and Corporate Marketing Services, Tools of Public Relations-Press Conferences, Meets, Press Releases, Announcements, Webcasts

Unit - III

(10 Hours)

3. Public Relations and Mass Media, Present and future of Public Relations in India, Ethics of Public Relations and Social Responsibility, Public Relations and Writing-Printed Literature, Newsletters, Opinion papers and Blogs

Books Recommended:

1. Brown, Rob, Public Relations and the Social Web, Kogan Page India, New Delhi, 2010.
2. Cutlipscottetal, Effective Public Relations, London, 1995.
3. Black Sam, Practical Public Relations, Universal Publishers, 1994.
4. S.M.Sardana, Public Relations: Theory and Practice.
5. J.V.Vilanilam, Public Relations in India: New Tasks and Responsibilities, SAGE Publications India Pvt Ltd, New Delhi2011.
6. Websites on Public relations.

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	3	35
3	III	2	2	30
TOTAL		6	8	110

(SKILL DEVELOPMENT COURSE)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: PUBLIC RELATIONS
SEMESTER - I 2021-22

Time: 1 ½ Hours

Max Marks: 50

SECTION - A

I. Answer any FOUR questions.

4 x 5= 20 Marks

1. Define Public Relations?
2. Discuss the meaning of propaganda
3. What is media revolution?
4. Write a note of mass media
5. Discuss the Press Conferences as tool of Public Relations
6. Write a note on Newsletters
7. What is the scope of public relations in government?
8. write about webcasts

SECTION - B

II. Answer any THREE questions

3 x 10 = 30 Marks

9. Explain the meaning and nature of Public Relations?
10. Explain the difference between publicity and propaganda
11. Explain the ethics of public relations and its social responsibility?
12. Discuss the historical background of public relations and its role in government, politics, NGOs and Industry?
13. Discuss various tools of Public Relations
14. Write an essay on importance of Printed literature in public relations.

(SKILL DEVELOPMENT COURSE)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: SOCIAL WORK METHODS
SEMESTER - II 2021-22

Total Learning Hours: 30

Total Credits: 2

Objectives: 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.
6. Madan, G.R. (2009). Indian Social Problems (Volume 1 & 2). New Delhi: Allied publishers Private Limited.
7. Siddiqui, H.Y.(2007). Social Group Work. Jaipur: Rawat Publications
8. Pasty McCarthy &Carolyn Hatcher, (2002). Presentation skills. The Essential Guide for Students. New Delhi, Sage Publications.

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	3	35
3	III	2	2	30
TOTAL		6	8	110

(SKILL DEVELOPMENT COURSE)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: SOCIAL WORK METHODS
SEMESTER - II 2021-22

Time: 1 ½ Hours

Max Marks: 50

SECTION - A

I. Answer any FOUR questions.

4 x 5= 20 Marks

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.
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 THREE questions

3 x 10 = 30 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.

**P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
LIST OF PAPER SETTERS & EXAMINERS
2021 - 22**

1. Dr. K. Sita Mahalakshmi
Lecturer in Political Science
Govt. Degree College, Kovvuru
2. Sri K.S.V. Rangarao
Lecturer in Political Science
Y.N. College (A), Narasapur
3. Sri P. Babjee
Lecturer in Political Science
Govt. College (A), Rajamahendravaram
4. Sri Y.K. Satyanarayana Murthy
Lecturer in Political Science
S.K.B.R. College, Amalapuram
5. Dr. D.S.V.S. Balasubrahmanyam
Lecturer, Dept. of Public Administration
Government Degree College, Bhimavaram.

DEPARTMENT OF POLITICAL SCIENCE
P.R. GOVT. COLLEGE (A), KAKINADA
Action Plan for conduct of co-curricular activities
Special event/Guest lecture during the academic year 2021 - 22

Sl. No.	Date	Event Proposed	Remarks
1	November 2021	Voter awareness programme for college students	
2	26 th November 2021	Observation of National Constitutional Day	
3	10 th week of December 2021	Observation of Human Rights Day	
4	25 th January 2022	Observation of National Voters Day	