

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

**Affiliated to Adikavi Nannaya University
Rajahmendravaram**



DEPARTMENT OF POLITICAL SCIENCE

**BOARD OF STUDIES MEETING
14th NOVEMBER 2022**

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
BOARD OF STUDIES MEETING - 2022 - 23

Date: 14-11-2022

Venue: Department of Political Science.





The board of studies meeting of the Department of Political Science took place at 11 a.m. on 14-11-2022 in both partly online and partly offline mode in the Computer Science Lab I, P. R. Government College (Autonomous) Kakinada for the academic year 2022-23.




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 Ist to VIth semesters of B.A. for the academic year 2022-2023.


Name, designation and affiliation of the members:

- | | | |
|--|---|--------------------------------|
| 1. P.V.V. Satyanarayana Lecturer In-charge, Dept. of Political Science P. R. Govt. College (A) Kakinada | - | Chairperson |
| 2. Smt. Dr. Sita Mahalakshmi Lecturer, Dept. of Political Science Govt. Degree College, Kovvuru | - | University Nominee |
| 3. Sri K. Narasimha Rao Retd. Lecturer, Dept. of Political Science P. R. Govt. College (A) Kakinada | - | Subject Expert |
| 4. Sri L. Akhil Simhadri Free lancer Public Administration | - | Alumni & Industrial nominee |
| 5. Sri Kulkarni Nagesh Suresh Rao Lecturer, Dept. of Political Science P. R. Govt. College(A) Kakinada | - | Member |
| 6. Sri G. Nageswara Rao Guest Faculty, Dept. of Political Science P. R. Govt. College(A) Kakinada | - | Member |
| 7. Sri D. Vijay Kumar Alumni & Guest Faculty, Office Management and Secretarial Practices P. R. Govt. College(A) Kakinada | - | Alumni |
| 8. II HEP(EM) - Y. Karun Ganga Kumar | - | Student Representative |
| 9. II OMSP - I. Geethika Priya | - | Student Representative |

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Chairperson
Board of Studies
Dept. of Political Science

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
BOARD OF STUDIES MEETING - 2022 - 23

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 IIIrd B.A. courses.
2. Approval of revamped syllabus and model question papers semester wise, comprising 50 marks for Internal Assessment and 50 marks for Semester-End- Examination for Ist and IInd year courses.
3. Approval of waiver off of minimum qualifying mark for internal assessment for the academic year 2022- 23.
4. Approval of panel of names for appointment as examiners and question paper setters for the academic year 2022- 23.
5. Approval of Annual Academic plan for the academic year 2022- 23.
6. Approval of credit system introduced by Adi Kavi Nannaya University, Rajamahendravaram for the academic year 2022- 23.
7. Approval of Departmental action plan for the academic year 2022-23.
8. Approval of two nominated student representative members in Board of Studies for the academic year 2022- 23.
9. Approval of minimum attendance for internal exams for the academic year 2022-23.
10. Approval of skill enhancement courses for final year students for the academic year 2022-23.
11. Any other proposals with the permission of the chair.


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P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
BOARD OF STUDIES MEETING - 2022 - 23

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 IIIrd B.A. courses for the academic year 2022-23. It is also 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 IIIrd B.A. courses for the academic year 2022-23
2. 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 Ist and IIrd B.A. courses for the academic year 2022-23. It is also resolved to approve 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 and IInd B.A. courses for the academic year 2022
3. Resolved to approve minimum qualifying mark for internal assessment was waived for the academic year 2022-23.
4. Resolved to approve panel of names appended for appointment as examiners and question paper setters for the academic year 2022-23.
5. Resolved to approve Annual Academic Plan for the academic year 2022-23.
6. Resolved to approve credit system introduced by Adi Kavi Nannaya University, Rajamahendravaram for the academic year 2022-23.
7. Resolved to approve Departmental action plan for the academic year 2022-23.
8. Resolved to approve two nominated student representative members in Board of Studies for the academic year 2022-23.
9. Resolved to approve minimum attendance for appearing in the internal exams as per the staff council resolutions for academic year 2022-23.
10. Resolved to approve Political Science skill enhancement courses titled (6C) Office Management and (7C) Personnel Administration; and in Office Management And Secretarial Practices skill enhancement courses titled Office (6A) Personality Development and Communication Skill and (7A) Negotiation and Conflict Management for academic year 2022-23.

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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 |

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Board of Studies
Dept. of Political Science

**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 |


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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 |
| 6 | 6A | Personality Development and Communication Skill | V | 5 | 4 | 50 | 50 |
| 7 | 7A | Negotiation and Conflict Management | V | 5 | 4 | 50 | 50 |
| 8 | 6B | Organizational Behaviour | V | 5 | 4 | 50 | 50 |
| 9 | 7B | Leadership and Management Skills | V | 5 | 4 | 50 | 50 |
| 10 | 6C | e-Governance | V | 5 | 4 | 50 | 50 |
| 11 | 7C | Management of Human Resources | 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 | 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 |


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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.


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(Political Science)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: INTRODUCTION TO POLITICAL SCIENCE
(CORE Paper I) SEMESTER - I 2022-23

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 : Introduction (15 Hours)

1. Definition, Nature, Scope and Importance of Political Science - Relations with allied disciplines, Philosophy and Sociology (Added Topic: Traditional Definitions).
2. Approaches to the study of Political Science: Traditional Approaches-Philosophical, Historical. Modern Approaches - Behavioural and System Approach (Added Topic: Marxist 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 (Added Topic: International recognition as Essential element of state).
4. Concepts of Modern State and Welfare State (Added Topic: Treaty of Westphalia).

Unit - III : Concepts Of Political Science (15 Hours)

5. Law, Liberty, Equality (Added Topic: Concept of Complex equality) .
6. Power, Authority and Legitimacy.

Unit - IV: Theories Of Rights (15 Hours)

7. Meaning, Nature and Classification of Rights (Added Topic: Human Rights)
8. Theories of Rights (Added Topic: Natural Rights, Historical Theory, Legal theory).

Unit - V : Political Ideologies (15 Hours)

9. Liberalism, Individualism, and Anarchism (Added Topic: Mercantilism).
10. Socialism, Marxism and Multiculturalism (Added Topic: Dialecticalism) .

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)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: INTRODUCTION TO POLITICAL SCIENCE
(CORE Paper I) SEMESTER - I 2022 - 23

Time: 2 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. Discuss the meaning of rights and various theories of rights
5. Critically analyze 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

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 |

(Political Science)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: BASIC ORGANS OF THE GOVERNMENT
(CORE Paper II) SEMESTER - II 2022-23

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 : Constitution (15 Hours)

1. Meaning, Definition, Origin and Evolution of Constitution. (Added Topic: Difference between ancient and modern constitutions).
2. Classification of the Constitutions-Written and Unwritten; Rigid and Flexible (Added Topic: USA & UK Constitutions) .

Unit - II : Organs Of The Government (15 Hours)

3. Theory of Separation of Powers - B.D. Montesquieu (Added Topic: Checks and Balances).
4. Legislature-Unicameral and Bicameral -Power and Functions, Executive-Types, Powers and Functions . Judiciary-Powers and Functions (Added Topic: Judicial Review) .

Unit - III : Forms Of Government (15 Hours)

5. Unitary and Federal forms of Governments-Merits and Demerits (Added Topic: United Kingdom).
6. Parliamentary and Presidential forms of Governments- Merits and Demerits (Added Topic: United States of America).

Unit - IV : Democracy (15 Hours)

7. Meaning, Definition, Significance, Theories and Principles of Democracy (Added Topic: Concept of Rule of Law) .
8. Types of Democracy: Direct and Indirect Democracy -Methods, Merits and Demerits-Essential Conditions for Success of Democracy (Added Topic: Threats to the spirit 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 (Added Topic: political recruitment)
10. Pressure Groups - Meaning, Definition, Types, Functions and Significance of Public Opinion (Added Topic: Role of interest groups in democracy)

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)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: BASIC ORGANS OF THE GOVERNMENT
(CORE Paper II) SEMESTER - II 2022 - 23

Time: 2 Hours

Max Marks: 50

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

3x10= 30 Marks

1. Compare and contrast the rigid and flexible constitutions
2. Describe 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 a critical 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

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 |

(Political Science)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: INDIAN GOVERNMENT AND POLITICS
(CORE Paper III) SEMESTER - III 2022-23

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.
4. The 'Doctrine of Basic Structure of the Constitution' with reference to Judicial Interpretations and Socio-Political Realities (Added Topic: In the context of Globalization and liberalisation)

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: Rise in powers of the Prime Minister) **(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)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: INDIAN GOVERNMENT AND POLITICS
(CORE Paper III) SEMESTER - III 2022 - 23

Time: 2 Hours

Max Marks: 50

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 the 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. Critically analyze the powers and functions of the office of the President of India?
భారత రాష్ట్రపతి అధికారాలు విధులను వివరించుము?

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

4x5 = 20 Marks

- | | |
|---|------------------------------------|
| 6. Simon Commission | కేంద్ర రాష్ట్ర ఆర్థిక సంబంధాలు |
| 7. Fundamental Duties | ప్రాధమిక విధులు |
| 8. Basic Structure of constitution theory | రాజ్యాంగ సభ నిర్మాణము |
| 9. The council of ministers | నర్కారియా కమిషన్ సూచనలు |
| 10. Role of chief minister | భారత రాజ్యాంగ ప్రాధమిక నిర్మాణము |
| 11. Public accounts committee | |
| 12. National Judicial Appointments Commission | భారతదేశంలో సాంఘికోద్యమాలకు కారణాలు |

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 | 2 | 20 |
| 5 | V | 1 | 1 | 15 |
| TOTAL | | 5 | 7 | 85 |

(Political Science)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: INDIAN POLITICAL PROCESS
(CORE Paper IV) SEMESTER - IV 2022 - 23

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 grassroots 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)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: INDIAN POLITICAL PROCESS
(CORE Paper IV) SEMESTER - IV 2022 - 23

Time: 2 Hours

Max Marks: 50

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

3x10= 30 Marks

1. Explain in details centre-state relations in the legislative sphere.
ఉత్పత్తి విదానము మరియు ఉత్పత్తి సంబంధాలపై మార్క్స్ అభిప్రాయాలను వివరించుము.
2. Analyze the process of electoral reforms in India.
భారత రాజకీయాలలో కులం పాత్రను వివరించుము.
3. Discuss the provisions of 73rd constitutional amendment.
"భారతదేశం ఒక లౌకిక రాజ్యము" సమర్థింపుము.
4. Critically discuss 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**

4x5 = 20 Marks

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

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 | 1 | 15 |
| 5 | V | 1 | 2 | 20 |
| TOTAL | | 5 | 7 | 85 |

(Political Science)

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: WESTERN POLITICAL THOUGHT
(CORE Paper V) SEMESTER - IV 2022 - 23

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 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 (Added Topic: Features of Ancient Greek Political thought).

Unit - II : Medieval And Modern Political Thought (15 Hours)

3. St. Augustine-Theory of Two Cities (Added Topic: Role of the state)
4. Niccolo Machiavelli-State and Statecraft(Added Topic:Political Realism)(Assignment Module)

Unit - III : Contractual Political Thought (15 Hours)

5. Thomas Hobbes- Social Contract and Absolute Sovereignty
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. (Seminar Module) (Added Topic: Socio-Economic conditions of Europe)

Unit - IV : Utilitarian Political Thought (15 Hours)

8. Jermy Bentham-Theory of Utility, Law and Reforms (Added Topic:Prison reforms).
9. J.S.Mill-Theory of Liberty and Representative Government. (Added Topic: Mills contribution to Women's rights).

Unit-V : Marxist Political Thought (15 Hours)

10. Karl Marx-Dialectical Materialism, Theory of Surplus Value and Class Struggle (Added Topic: Historical Materialism).
11. Antonio Gramsci-Hegemony and Civil Society(Added Topic: Organic elite) (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

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)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: WESTERN POLITICAL THOUGHT
(CORE Paper V) SEMESTER - IV 2022 - 23

Time: 2 Hours

Max Marks: 50

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

3x10= 30 Marks

1. Critically 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. 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. Analyze the Marx's theory of communism?
కార్ల్ మార్క్స్ కమ్యూనిస్ట్ సిద్ధాంతమును వివరించుము?

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

4x5 = 20 Marks

- | | |
|---------------------------------------|------------------------------------|
| 6. Machiavelli's views on Prince | ప్రభువుపై మాఖియవెల్లి అభిప్రాయాలు |
| 7. Rousseau's concept of General Will | రూసో జనేచ్ఛ భావన |
| 8. Bentham's prison reforms | బెంథామ్ కారాగార సంస్కరణలు |
| 9. J. S. Mill's views on Liberty | స్వేచ్ఛపై జె.యస్. మిల్ అభిప్రాయాలు |
| 10. Theory of Surplus Value | మిగులు విలువ సిద్ధాంతము |
| 11. Philosopher King | తాత్విక ప్రభువు |
| 12. Hegemony | ఆధిపత్యం |

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 | 1 | 15 |
| 3 | III | 1 | 1 | 15 |
| 4 | IV | 1 | 2 | 20 |
| 5 | V | 1 | 2 | 20 |
| TOTAL | | 5 | 7 | 85 |

(Political Science)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: OFFICE MANAGEMENT
(ELECTIVE Paper VI C) SEMESTER - V 2022 - 23

Total Learning Hours: 75

Total Credits: 4

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

1. Understand fundamental knowledge of Office Management that can be applied to a career;
2. Have knowledge on office administration and identify job competencies;
3. Enhance skills, strategies and techniques of various office communication; and
4. To compete with the global competencies in office management.

Unit-I (15 Hours)

1. Introduction to Office: Office structure-Office Management: Meaning, Nature, Importance, Elements and Functions of Office Management-Basic Principles of office management. (Added Topic: Office infrastructure)

Unit-II (15 Hours)

2. Office organizations: Definition, Characteristics-Office Planning, Accommodation, Layout and Office Environment.(Added Topic: Importance of office planning)

Unit-III (15 Hours)

3. Office Record Management: Objectives and Importance-Filing System: Steps in filing, Essentials for filing, Classification and arrangements of files, Modern filing methods using Information and Communication Technology and devices-Indexing: Essentials of a good indexing and Records retention and Micro filing(Added Topic: Types of Indexing)

Unit-IV (15 Hours)

4. Office Communication: Meaning and mailing, Barriers to communication -Correspondence and Report Writing-Types- Periodical reports. (Added Topic: Wireless communication)

Unit-V (15 Hours)

5. Form Letters: Meaning, Principles, Factors in designing office forms-Supervisory Skills Importance of Motivation and Leadership-Issues in Office Management-Recent trends: e-office, use of modern appliances and application of IT in office management. (Added Topic: Email format)

Books Recommended:

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

Online Resources:

1. <https://egyankosh.ac.in/handle/123456789/62242>
2. <https://egyankosh.ac.in/handle/123456789/32873>
3. <https://egyankosh.ac.in/bitstream/123456789/33238/1/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 |

(Political Science)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: OFFICE MANAGEMENT
(ELECTIVE Paper VI C) SEMESTER - V 2022 - 23

Total Learning Hours: 75

Total Credits: 4

Time: 2 ½ Hours

Max Marks: 60

SECTION - A

I. Answer any THREE questions.

3x10= 30 Marks

1. Explain the meaning of Office Management and describe its importance.
2. Define Office Organization and explain its characteristics.
3. Explain essential steps in filing and classification and arrangement of files
4. Explain the meaning of Office Communication and discuss various barriers to communication.
5. Explain the Meaning of office forms and describe the principles and factors in designing office forms.

SECTION - B

II. Answer any FOUR questions

6x5 = 30 Marks

6. Office structure
7. Principles of office management
8. Office Environment
9. Accommodation
10. Indexing
11. Micro filing
12. Barriers to communication
13. Periodical Reports
14. Circular letters
15. E-office

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 |

(Political Science)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: PERSONNEL ADMINISTRATION
(ELECTIVE Paper VII C) SEMESTER - V 2022 - 23

Total Learning Hours: 75

Total Credits: 4

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

1. Understand Personnel Administration that can be applied to a career;
2. Acquire knowledge on recruitment, selection and training;
3. Have knowledge on Personnel administration and identify job competencies; and
4. Enhance skills, strategies and techniques for redressal of grievances in Administration.

Unit-I (15 Hours)

1. Personnel Administration: Concept, Nature, Scope and Significance-Hierarchy in Personnel Administration-Roles and Responsibilities of Personnel Administrative Officers- Bureaucracy: Meaning, Characteristics, Nature, Importance and its role in modern state (Added Topic: Max Weber)

Unit-II (15 Hours)

2. Recruitment: Meaning and Importance, Types of Recruitment, Methods of recruitment with regard to All India, Central and State Services-Union Public Service Commission and State Public Service Commission - Constitutional provisions and Composition, Functions and Role (Added Topic: Staff selection commission)

Unit-III (15 Hours)

3. Training: Meaning, Objectives, Types and Significance-Training Institutions in India- Promotion Promotion procedure-Career Planning, Evaluation and Development- Motivation and Morale Performance Appraisal. (Added Topic: Evolution of civil services training in India)

Unit-IV (15 Hours)

4. Administrative Ethics: Integrity in administration-Code of Conduct-Common Lapses and Disciplinary Procedure-Employee and Employer Relations-Rights of Civil Servants (Added Topic: Democratic ethos in administration)

Unit-V (15 Hours)

5. Problems in Personnel Administration: Employees participation in administration- Grievances Institutional arrangements for settlement of disputes-Change in work place, Counseling and Time Management(Added Topic: Central Administrative tribunal in India)

Books Recommended:

1. Avasthi Maheswari, Public Administration, Lakshminarayan Agarwal, Agra, 2008.
2. Goel, S.L, Personnel Administration, Deep and Deep Publications, New Delhi, 2009.
3. Sharma, M.P, Public Administration Theory and Practice, Kitab Mahal, Allahabad, 2005.
4. Tripathi P.C, Human Resource Development, S.Chand Publications, New Delhi, 2016.

Online Resources:

1. <https://egyankosh.ac.in/handle/123456789/3753>
2. <https://egyankosh.ac.in/handle/123456789/3754>
3. <https://egyankosh.ac.in/handle/123456789/18082>

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)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: PERSONNEL ADMINISTRATION
(ELECTIVE Paper VII C) SEMESTER - V 2022 - 23

Total Learning Hours: 75

Total Credits: 4

Time: 2 ½ Hours

Max Marks: 60

SECTION - A

I. Answer any THREE questions.

3x10= 30Marks

1. Explain the meaning of Personnel Administration and describe its scope
2. Define Recruitment and explain various types of recruitment
3. Explain meaning of training and discuss various types of training
4. What is administrative ethics? Explain the code of conduct
5. Explain the institutional arrangement for settlement of disputes.

SECTION - B

II. Answer any SIX questions

6x5 = 30 Marks

6. Bureaucracy
7. All India Services
8. Career Planning
9. Integrity
10. Time Management
11. Audit
12. State Public Service Commission
13. Promotion
14. Disciplinary Procedure

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 |

(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 2022-23

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)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: OFFICE MANAGEMENT AND METHODS
(CORE Paper I) SEMESTER - I 2022 - 23

Time: 2 Hours

Max Marks: 50

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

3x10= 30 Marks

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.
4. Examine the importance and objectives of office machines and equipment.
5. Explain different ways of measurement and difficulties in measuring of office work.

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

4x5 = 20 Marks

6. Concept of paperless office.
7. Indexing.
8. MS used in office.
9. Office record management.
10. Office safety and security.
11. Setting of work standards.
12. 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 | 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
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: COMMUNICATION AND BUSINESS CORRESPONDENCE
(CORE Paper 2) SEMESTER - II 2022-23

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)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: COMMUNICATION AND BUSINESS CORRESPONDENCE
(Paper II) SEMESTER - II 2022 - 23

Time: 2 Hours

Max Marks: 50

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

3x10= 30 Marks

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.
4. Classify the various types of dunning letters.
5. Describe the Abbreviations and terms used in business correspondence.

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

4x5 = 20 Marks

6. Forms of communications.
7. Qualities of good business correspondence.
8. Circular letters.
9. Banking Correspondence.
10. Employment related letters.
11. Notice.
12. 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 | 1 | 1 | 15 |
| TOTAL | | 5 | 7 | 85 |

(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 2022-23**

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)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: SECRETARIAL PRACTICE AND BASICS PHONOGRAPHY-I
(CORE Paper IV) SEMESTER - IV 2022 - 23

Time: 2 Hours

Max Marks: 50

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

3x10= 30 Marks

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.
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.

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

4x5 = 20 Marks

6. Qualities of Secretary.
7. Managerial functions.
8. Notice.
9. Services provided by courier companies.
10. Importance of Stationery.
11. Copying machines.
12. 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 | 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 | 7 | 85 |

(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 2022-23

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)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: PUBLIC PERSONNEL ADMINISTRATION
(CORE Paper V) SEMESTER - IV 2022 - 23

Time: 2 Hours

Max Marks: 50

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

3x10= 30 Marks

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
4. Describe the Employer-Employee Relations
5. Critically analyse the emerging problems in personnel administration

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

4 x 5 = 20 Marks

6. Central Services
7. Position Classification
8. Second Administrative Reforms Commission
9. Permanent Executives
10. Employee's Welfare
11. Right to Strike
12. 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 | 1 | 2 | 20 |
| 2 | II | 1 | 2 | 20 |
| 3 | III | 1 | 1 | 15 |
| 4 | IV | 1 | 1 | 15 |
| 5 | V | 1 | 1 | 15 |
| TOTAL | | 5 | 7 | 85 |

(Office Management and Secretarial Practices)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: PERSONALITY DEVELOPMENT AND COMMUNICATION SKILLS
(CORE Paper VI A) SEMESTER - V 2022-23

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)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: PERSONALITY DEVELOPMENT AND COMMUNICATION SKILLS
(CORE Paper VI A) SEMESTER - V 2022 - 23

Time: 2 ½ Hours

Max Marks: 60

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

3x10= 30 Marks

1. Explain the features of effective communication.
2. Analyse the concept of SWOT.
3. Discuss the meaning of self development.
4. Write about the basic aspects of body language.
5. Critically analyse the concept of Stress Management.

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

6 x 5 = 30 Marks

6. Interview Skills
7. Effective Listening
8. Emotional Intelligence
9. Interpersonal Skills
10. Self Confidence
11. Group Discussion
12. Paralanguage
13. Proxemics
14. Time Management
15. Goal Setting.

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 |

(Office Management and Secretarial Practices)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: NEGOTIATION AND CONFLICT MANAGEMENT
(CORE Paper VII A) SEMESTER - V 2022-23

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, Pearson:USA
2. Cohen, Herb (1994) You Can Negotiate 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)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: NEGOTIATION AND CONFLICT MANAGEMENT
(CORE Paper VII A) SEMESTER - V 2022 - 23

Time: 2 ½ Hours

Max Marks: 60

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

3x10= 30 Marks

1. Define the Negotiation and discuss its importance.
2. Explain the process of negotiation.
3. Critically analyse the concept of conflict.
4. Describe the Coser Schank model of conflict resolution.
5. Discuss the various models of conflict resolution.

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

6 x 5 = 30 Marks

6. Negotiation at workplace
7. Leaders at Negotiation
8. Successful negotiation characterises.
9. Psychological Advantage
10. Components of conflict
11. Levels of conflict
12. Thomas' conflict resolutions approach
13. Behaviour style
14. Framework models
15. Workplace conflict

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 |

(SKILL DEVELOPMENT COURSE)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: PUBLIC RELATIONS
SEMESTER - I 2022 - 23

Total Learning Hours: 30

Total Credits: 2

Course Outcomes : 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.Vilani, Public Relations in India: New Tasks and Responsibilities, SAGE Publications India Pvt Ltd, New Delhi2011.
6. Websites on Public relations.

Online Resources:

1. <https://egyankosh.ac.in/handle/123456789/601>
2. <https://egyankosh.ac.in/bitstream/123456789/33214/5/Unit-4.pdf>
3. <https://egyankosh.ac.in/handle/123456789/72040>

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 |

(SKILL DEVELOPMENT COURSE)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: PUBLIC RELATIONS
SEMESTER - I 2022-23

Time: 2 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.

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 | 100 |

(SKILL DEVELOPMENT COURSE)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: SOCIAL WORK METHODS
SEMESTER - II 2022-23

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 |

(SKILL DEVELOPMENT COURSE)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: SOCIAL WORK METHODS
SEMESTER - II 2022-23

Time: 2 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.

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)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: HUMAN RIGHTS
OPEN TO ALL STREAMS (BA/BCom/BSc/BVoc) 2022-23

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>

(CERTIFICATE COURSE)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: HUMAN RIGHTS
OPEN TO ALL STREAMS (BA/BCom/BSc/BVoc) 2022-23

Time: 2 Hours

Max Marks: 50

Answer any TEN questions.

10 x 5= 50 Marks

1. Explain meaning of Human Rights.
2. Describe the Scope of Human Rights.
3. Define Human Rights.
4. Explain the nature of Human Rights.
5. Classify different types of Human Rights .
6. Analyse the Civil and Political Rights.
7. Explain briefly Economic and Social Rights.
8. Explain the meaning of Collective Rights.
9. Write a short note on UDHR.
10. Analyse the Philosophy behind the UDHR.
11. Describe the International Covenant on Civil and Political Rights.
12. Explain the International Covenant on Socio, Cultural and Economic Rights.
13. Critically analysis the Role of NGOs in Human Rights Movement.
14. Write a short note on Amnesty International.
15. Write a short note on NHRC of India.
16. Analyse the situation of Human Rights Violations in the contemporary world.

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

| Sl. No: | Unit | No of Short Essays | Total Marks |
|--------------|------|--------------------|-------------|
| 1 | I | 4 | 20 |
| 2 | II | 4 | 20 |
| 3 | III | 4 | 20 |
| 4 | IV | 4 | 20 |
| TOTAL | | 16 | 80 |

(CERTIFICATE COURSE)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
COURSE TITLE: INDIAN CONSTITUTION AND POLITICS
OPEN TO ALL STREAMS (BA/BCom/BSc/BVoc) 2022-23

Total Learning Hours: 45

Total Credits: 2

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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.

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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>

(CERTIFICATE COURSE)
P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
MODEL QUESTION PAPER
COURSE TITLE: INDIAN CONSTITUTION AND POLITICS
OPEN TO ALL STREAMS (BA/BCom/BSc/BVoc) 2022-23

Time: 2 Hours

Max Marks: 50

Answer any TEN questions.

10 x 5= 50 Marks

1. Explain about the Indian Constitution.
2. Directive principles of state policy.
3. Fundamental Duties.
4. Composition of Constituent assembly.
5. Describe the composition of Parliament of India.
6. Mode of election of the President of India.
7. Prime Minister .
8. Judicial review.
9. Write a short note on Supreme Court of India.
10. Explain the Indian Party system.
11. Write a short note on Electoral reforms.
12. Critically analysis the Role of Elections commission.
13. Explain the Socio-Economic factors in Indian Politics.
14. region movements.
15. caste.
16. Write a short note on National Integration.

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

| Sl. No: | Unit | No of Short Essays | Total Marks |
|--------------|------|--------------------|-------------|
| 1 | I | 4 | 20 |
| 2 | II | 4 | 20 |
| 3 | III | 4 | 20 |
| 4 | IV | 4 | 20 |
| TOTAL | | 16 | 80 |

P. R. GOVT. COLLEGE (AUTONOMOUS) KAKINADA
DEPARTMENT OF POLITICAL SCIENCE
LIST OF PAPER SETTERS & EXAMINERS
2022 - 23

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 2022 - 23

| Sl. No. | Date | Event Proposed | Remarks |
|----------------|--------------------------------|--|----------------|
| 1 | 26 th November 2022 | Observation of National Constitutional Day | |
| 2 | 10 th December 2022 | Observation of Human Rights Day | |
| 3 | 20 th January 2023 | Voter awareness programme for college students | |
| 4 | 25 th January 2023 | Observation of National Voters Day | |

