



GOVIND GURU TRIBAL UNIVERSITY BANSWARA

B.A. Three Year Graduate Course Semester - III POLITICAL SCIENCE Skill Enhancement Courses (SEC) SEC - I (POL6586T)

LEGISLATIVE PRACTICES AND PROCEDURES

Unit-I

Powers and functions of people's representative at different tiers of governance:

Members of Parliament, State legislative assemblies, functionaries of rural and urban local self - government from Zila Parishad, Municipal Corporation to Panchayat/ward.

Unit-II

Legislative Process:

Question: Rules of Putting Questions to the Minister: Types of Questions (written and verbal; supplementary). Others: Rules Relating to Calling Attention, Adjournment, Censure and No-Confidence.

Unit-III

Legislative procedures:

How a bill becomes law, role of the Standing committee in reviewing a bill.

Budget: Overview of Budget Process, Role of Parliament in reviewing the Union Budget, Examination of Demands for Grants of Ministries, Working of Ministries.

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Essential Readings:

S. Vanka, (2008) Primer on MPLADS, Centre for Policy Research, New Delhi,
Available at <http://www.prsindia.org/parliamenttrack/primers/mplads-487/>, Accessed:
19.04.2013

H. Kalra, (2011) Public Engagement with the Legislative Process PRS, Centre for
Policy Research, New Delhi,

Government of India (Lok Sabha Secretariat), (2009) Parliamentary Procedures
Government of India, (Ministry of Parliamentary Affairs) (2009), Subordinate
Legislation, Parliamentary Procedure,

D. Kapur and P. Mehta, (2006) 'The Indian Parliament as an Institution of
Accountability', Democracy, Governance and Human Rights,

Agarwal and T. Somanathan, (2005) 'Public Policy Making in India: Issues and
Remedies',

P. Mehta, 'India's Unlikely Democracy: The Rise of Judicial Sovereignty', Journal of
Democracy, Vol. 18(2), pp.70-83.

Strengthening Parliamentary Committees PRS, Centre for Policy Research, New
Delhi,

G. Rose, (2005) 'How to Be a Media Darling: There's No getting Away From It',
State Legislatures, Vol. 31(3).

N. Jayal and P. Mehta (eds), (2010) The Oxford Companion to Politics in India,
Oxford University Press: New Delhi,

B. Jalan, (2007) India's Politics, New Delhi: Penguin.

S.J. Phansalkar, Policy Research in the Indian Context

N. Singh, 'Some Economic Consequences of India's Institutions of Governance: A
Conceptual Framework',

R. Guha, (2007), India After Gandhi, Macmillan: New Delhi.

Parliamentary Procedures (Abstract Series) published by Lok Sabha, Committees of
Parliament, Parliamentary Procedure, Ministry of Parliamentary Affairs,

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GOVIND GURU TRIBAL UNIVERSITY BANSWARA

B.A. **Three Year Graduate Course** **Semester - IV** **POLITICAL SCIENCE** **Skill Enhancement Courses (SEC)** **SEC - II** **(POL6587T)** **INFORMATION TECHNOLOGY**

Unit I:-

Introduction to Information Technology- Overview of IT and its relevance in Various Fields.

Basic Concepts-Hardware, Software, Operating Systems and Applications.

UNIT II:-

Basics of Word Processing Software (MS WORD and Google DOCS),

Document Formatting , Page setup, Printing ;

Introduction to Spreadsheet Software (Excel and Google Sheets),

Basics of Data Entry and Formulas and Functions

UNIT III:-

Introduction to Presentation Software (Power Point and Google Slides),

Basics of Creating and Designing Effective Presentations.

Digital Communication Tools-E mail, Social Media and Collaborating Platforms

(Google Drive, Microsoft Office Online)

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Suggested Readings:

1. Introduction to computer Science, ITL Education solution Limited, R&DWing, PEARSON Education, Edition 2004.
 2. Rajaraman V. – Fundamental of Computers, Prentice Hall of India Pvt. Ltd., New Delhi – 2nd edition, 1996.
 3. Computer Rapidex
 - 4 "Computer Fundamentals: Concepts, Systems & Applications" by R.K. Taxali
 5. "Information Technology: The Complete Reference" by G. K. Gupta
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B.A. **Three Year Graduate Course** **Semester - V** **POLITICAL SCIENCE** **Skill Enhancement Courses (SEC)** **SEC - III** **(POL7588T)** **DEMOCRATIC AWARENESS THROUGH LEGAL LITERACY**

Unit 1 Introduction

- 1.1 Democratic Awareness- Meaning and Significance
- 1.2 Legal Literacy- Meaning, Significance and Classification of Law

Unit 2 Indian Judicial System and Legal Aids

- 2.1 Structure of Indian Judiciary- Supreme Court, Subordinate and Specialized Courts such as Juvenile Courts and Mahila Courts.
- 2.2 Legal Aids
- Right to Legal Aid : Public Interest Litigation, Lokadalat, Lokayukta

Unit 3 Brief Understanding of the Laws Applicable in India

- 3.1 Laws Relating to Criminal Jurisdiction: Provision Relating to Filing an FIR, Arrest, Bail ,
Prevention of Atrocities on Scheduled Castes and Scheduled Tribes.
- 3.2 Laws Relating to Consumer Rights, Cyber-Crimes.

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Essential Readings:

- Creating Legal Awareness, edited by Kamala Sankaran and Ujjwal Singh (Delhi: OUP, 2007)
- Legal literacy: available amongst interdisciplinary courses on Institute of Life Long Learning (Delhi University) Virtual Learning Portal namely vle.du.ac.in
- Reading list for course on Legal Literacy
- Multiple Action Research Group, Our Laws Vols 1-10, Delhi.
- Indian Social Institute, New Delhi, Legal Literacy Series Booklets.
- S.K. Agarwala, Public Interest Litigation in India,
- K.M. Munshi Memorial Lecture, Second Series, Indian Law Institute, Delhi, 1985.
- S.P. Sathe, Towards Gender Justice, Research Centre for Womens' Studies, SNDT Women's University, Bombay, 1993.
- Asha Bajpai, Child Rights in India : Law, Policy, and Practice, Oxford University Press, New Delhi, 2003
- Agnes, Flavia Law and Gender Equality, OUP, 1997.
- Sagade, Jaga, Law of Maintenance: An Empirical Study, ILS Law College, Pune 1996.
- B.L. Wadhera, Public Interest Litigation - A Handbook, Universal, Delhi, 2003.
- Nomita Aggarwal, Women and Law in India, New Century, Delhi, 2002.
- P.C. Rao and William Sheffield Alternate Dispute Resolution: What it is and How it Works, Universal Law Books and Publishers, Delhi, 2002
- V.N. Shukla's Constitution of India by Mahendra P. Singh, Eastern Book Co. 10th edition 2001.
- Parmanand Singh, 'Access to Justice and the Indian Supreme Court', 10 & 11 Delhi Law Review 156, 1981-82.
- J. Kothari, (2005) 'Criminal Law on Domestic Violence', Economic and Political Weekly, Vol. 40(46), pp. 4843-4849.
- P. Mathew, and P. Bakshi, (2005) 'Indian Legal System', New Delhi: Indian Social Institute.

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B.A. Three Year Graduate Course Semester - VI POLITICAL SCIENCE Skill Enhancement Courses (SEC) SEC - IV (POL7589T)

LEADERSHIP AND PERSONALITY DEVELOPMENT

UNIT I-

- Leadership: Meaning and Importance, Essential qualities of an effective leader . Leadership styles: Traditional, Transactional, Transformational, Inspirational and servant leadership. Contemporary Leaders.

UNIT II-

- Personality: Concept and Definition, Determinants of personality, Personality characteristics in organizations: Self evaluation, Locus of control, Self-esteem.
- Self-monitoring: Positive and negative Impact. Organizational Context of Leadership and Personality,

Unit III-

- Self-development skills:
- Effective communication, Skills for successful interview, Stress management , Goal-setting, Time-management

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Suggested Readings:

1. Bast, F. (2016). Crux of time management for students. Available at: <https://www.ias.ac.in/article/fulltext/reso/021/01/0071-0088>
2. Cialdini, R.B. (2001). Influence: The Psychology of Persuasion, Revised Edition. Harper Collius.
3. Green, C.J. (2015). Leadership and soft skills for students: Empowered to succeed in High School, College and beyond. Dog Ear Publishing.
4. Velayudhan, A. and Amudhadevi, N. V. (2012). Personality Development for College Students. LAP Lambert Academic Publishing.
5. Organisational Behaviour , M.Parikh and R.Gupta , TataMcGraw Hill Education Private Limited
6. Organisational Behavior, D. Nelson, J.C Quick and P. Khandelwal, . Cengage Publication

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