



**Darrang College
(Autonomous),
Tezpur-784001**

**Syllabus for
FYUGP
Political Science
(Major)**

Approved by :

Board of Studies meeting held on 30th July, 2025

&

Academic Council vide Resolution no. 04, dated- 12/08/2025

1ST SEMESTER
Subject: Skill Enhancement Course
POL-SEC-01013
DEMOCRACY AND LEADERSHIP BUILDING

Course Title: DEMOCRACY AND LEADERSHIP BUILDING
Course Code: SEC-01013
Total Credits: 3 (Theory: 2, Practical: 1)
Contact Hours: 45 (Lecture: 36, Tutorial: 9)
Distribution of Marks: Internal –20 | External – 30 | Practical / Assignment -25 | Total – 75

Course objectives:

- To learn the meaning, structure, challenges and conditions for the success of Democracy.
- To enable students to gain leadership qualities.
- To understand the implementation of 73rd amendment in practice and to study the women's participation in PRI.
- To make students understand the activities and responsibilities related to NSS and NCC and role of media in democracy.

Course Outcomes:

By the end of the course, students will be able to:

- Understand the fundamentals of democracy and its functioning.
- Analyze the concept of leadership and its significance.
- To examine the relationship between democracy and leadership.

Teaching-Learning Process:

- Interactive lectures
- Group activities

Teaching-Learning Tools:

- ICT (presentations, videos, e-resources)
- Whiteboard, charts, models
- Reference texts, handouts
- Group work, seminar discussions

Evaluation/Assessment:

- Internal Assessment (20 Marks):
- External Examination (30 Marks):

Written exam at the end of the semester

- Practical /Assignment (25 Marks)

Detailed Syllabus:

Unit	Title	Contents	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
Unit I	Understanding Democracy	• Meaning • Features • Kinds • Conditions required for success of Democracy & Challenges	12	3	—	15
Unit II	Leadership	• Meaning and Theories • Qualities • Importance • Challenges	12	3	—	15
Unit III	Democracy and Leadership	• Importance of Public Opinion • Representation (73rd Amendment and rural Government in India) and Women's Participation • Role of NCC and NSS in leadership building • Role of Mass Media	12	3		15

Suggested Reading List:

NATIONAL SERVICE SCHEME MANUAL (REVISED), available at
http://nss.wbut.ac.in/documents/NSS_manual_2006.pdf

Gauba, O P (2007), *An Introduction to Political Theory*, Macmillan India Ltd.

ANO Handbook, NCC, Available at
http://nccindia.nic.in/site/default/files/ANO+Hand+Book_1.pdf

Niraja Gopal Jayal and others, *Local Governance in India- Decentralization and Beyond*, Oxford University Press, 2006.

Atul Kohli(Ed.). *The Success of India's Democracy*.Cambridge:Cambridge University Press.

Sudhakar, V. *New Panchayati Raj System-Local Self government community Development* - Jaipur: Mangle Deep Publications, 2002.

R. Erikson and K. Tedin, (2011) *American Public Opinion*, 8th edition, New York: Pearson Longman Publishers. Pp. 40

2nd SEMESTER
Subject: Skill Enhancement Course

Option A.

POL-SEC-02013 : Public Speaking Skills

Or

Option B.

POL-SEC-02023: Parliamentary Procedures and Practices

**Skill Enhancement
Course
Public Speaking Skills
POL-SEC-02013**

**Subject: Skill
Enhancement Course**

Course Title: Public Speaking Skills

Course Code: SEC-02013

Total Credits: 3 (Theory: 2, Practical: 1)

Contact Hours: 45 (Lecture: 24, Tutorial: 6, Practical: 15)

Distribution of Marks: Theory – 50.

Practical- 25 Total – 75

Course Objectives-

- To develop students' oral communication and public speaking abilities.
- To foster confidence, clarity, and persuasion in public discourse.
- To prepare students for real-life situations like interviews, presentations, debates, and group discussions.

Course Learning Outcomes:

By the end of the course, students will be able to:

- Understand the foundations of effective public speaking.

- Apply vocal techniques, body language, and audience engagement strategies.
- Deliver structured speeches for various occasions with confidence and clarity.

Learning Process:

- Lecture-demonstrations, workshops, and peer evaluations.
- Role-playing, video feedback, and small-group activities.
- Practice-oriented learning with student-led presentations.

Teaching-Learning Tools:

- Audio-visual aids, microphones, podiums, cue cards.
- Video recording and feedback for performance review.
- Performance assessment checklists.

Evaluation/Assessment:

- **Practical (25 Marks):**

Viva voce, performance-based evaluation (preparation and delivery of a speech on a topic of students' choice to be evaluated by an External Examiner)

- **Theory (50 Marks):**

Written exam at the end of the semester

Detailed Syllabus:

Unit	Title	Contents	Lecture	Tutorial	Practical	Total Hours
Unit I	Fundamentals of Public Speaking	• Meaning and Importance of Public Speaking - Types of Speeches: Informative, Persuasive, Extempore, Special Occasion	12	3	Nil	15

		• Speech Planning: Topic Selection, Audience, Analysis, Purpose and Structure • Overcoming Stage Fright				
Unit II	Effective Communication Techniques	• Principles of effective communication • Voice Modulation, Pronunciation, Pitch and Pace • Use of Non-Verbal Communication: Eye Contact, Gestures, Posture • Visual Aids and Technology in Speeches • Listening and Feedback Skill	12	3	Nil	15
Unit III	Practical Module: Speech Delivery	- Practice Sessions: Prepared Speech, Extempore, Storytelling - Group Discussions and Debates - Peer Evaluation and Self-Reflection - Speech Recording and Review	Nil	Nil	15	15

Total Contact Hours: 45

Suggested Reference Books:

Carnegie, Dale. (1977). *The Quick and Easy Way to Effective Speaking*. Simon and Schuster, New York

Lucas, Stephen E.(2020). *The Art of Public Speaking*. McGraw-Hill Education, New York

Mohan, Krishna & Banerji, Meera. (2000). *Developing Communication Skills*. Macmillan India Limited

Kaul, Asha. (2015). *Effective Business Communication*. PHI
TED Talks (YouTube / TED.com)

Or
**Skill Enhancement
Course
Parliamentary Procedures and Practices
POL-SEC-02023**

Course Title: Parliamentary Procedures and Practices
Course Code: SEC-02023
Total Credits: 3 (Theory: 2, Practical: 1)
Contact Hours: 45 (Lecture: 24, Tutorial: 6, Practical: 15)
Distribution of Marks: Theory – 50. Practical - 25 Total – 75

Course Objectives:

- To understand the constitutional framework of legislative procedures.
- To familiarize students with the process of bill drafting, introduction and passing process.
- To examine the role and functioning of parliamentary committees.
- To analyze the different types of motions and hours in the house and their significance.

Course Outcomes:

By the end of the course:

- To help the students in understanding the practical approaches to legislative practices
- To make students understand the procedures and processes related to drafting a bill and the passing of a bill and parliamentary committees.
- To make students learn about the basic functions of Parliament.

Teaching-Learning Process-

- Interactive lectures, group discussions, and case studies.
- Presentations, role-playing, and classroom-based observation

Teaching-Learning Tools:

- ICT-enabled teaching (videos, PPTs, digital simulations)
- Textbooks, research papers, and open-source digital content

Evaluation/Assessment:

Internal Assessment : (20 Marks)

Assignment/Project : (25Marks)

End Semester Examination: (30 Marks)

Detailed Syllabus:

Unit	Title	Contents	Lecture	Tutorial	Practical	Total Hours
Unit I	Constitutional Provisions and Kinds of Bill	• Constitutional Provisions of legislative Procedures (Articles 107-122) • Kinds of Bills: Ordinary • Bills, Money Bills, Finance Bills, Private Members Bills.	12	3	Nil	15
Unit II	Drafting, Introduction and Readings of the Bills- Procedures and Processes:	• Drafting of the Bill: • First Reading and Departmental Standing Committee, • Second Reading • Third Reading, Passage of the Bill, Consent by the President, Gazette Notification.	12	3	Nil	15
Unit III	Motions and Hours in the House	Parliamentary committees. • Question Hour • Zero Hour • Calling • Attention Motion • Adjournment Motion • Privilege Motion • Censure Motion • No-Confidence Motion.	Nil	Nil	15	15

**Total
Contact
Hours: 45**

Suggested Readings List:

Avasthi&Avasthi: Indian Administration, Lakshmi Narain Agarwal, Agra, 2012.

B.L. Fadia & Kuldeep Fadia: 'Indian Government and Politics', Sahitya Bhaban, Agra,2016

D.D. Basu: 'Introduction to the Constitution of India', Wadhwa, New Delhi, 2004.

Manual of Parliamentary Procedures in the Government of India: Ministry of Parliamentary Affairs, May, 2018,http://mpa.gov.in/sites/default/files/manual2018_0_0.pdf

Laxmikanth: 'Indian Polity', McGraw Hills Education (India) Private Ltd, New Delhi,2016.

M.V. Pylee: 'Constitutional Government in India', S. Chand & Company Pvt. Ltd., New Delhi,2016.

Siulisarkar: 'Public Administration in India', PHI Learning Private Ltd., New Delhi, 2100.

VishnoBhagwan&VidyaBhushan: 'Indian Administration', S. Chand & Company Pvt. Ltd., New Delhi, 2016.