



# Darrang College (Autonomous), Tezpur-784001

## Syllabus for FYUGP

Subject: Political Science

Course Type: SEC

2025-2026

**Approved by:**

Board of Studies meeting held on 20-12-2025

&

Academic Council vide Resolution no. 2, dated- 29-12-2025

## **DARRANG COLLEGE (AUTONOMOUS)**

### **Four Year Undergraduate Program (FYUGP) Syllabus**

#### **Subject: Political Science.**

- Programme : Four Year Undergraduate Programme(FYUGP)
- Subject: Political Science( SEC)
- Academic Session :2025-2026 onwards

#### **Programme specific Outcomes:**

Upon successful completion, students will be able to:

- Cultivate knowledge of theories, concepts, and research methods in humanities and social sciences.
- Examines how global, national and regional developments affect society.
- The Political Science degree furnishes the students with a unique multidisciplinary approach in social sciences and prepares them for further academic study and for careers in the public and the private sector.
- Realize the world, country, society and have awareness of ethical problems, social rights, values and responsibility to the self and to others.
- Understand and follow changes in patterns of political behaviour, ideas and structures. Develop the ability to make logical inferences about social and political issues on the basis of comparative and historical knowledge.
- Take individual and team responsibility, function effectively and respectively as an individual and a member or a leader of a team; and have the skills to work effectively in multi-disciplinary teams.
- Know how to access and evaluate data from various sources of information.

### **Teaching-Learning Process:**

The process will be learner-centric and include:

- Interactive Lectures and Tutorials
- Group Discussions, Seminars, and Workshops
- ICT-enabled Learning and Use of MOOCs

### **Evaluation/Assessment**

- Continuous Internal Assessment (CIA): 40% weightage through assignments, presentations, seminars, class tests, and practicals.
- End-Semester Examination (ESE): 60% weightage through a written examination at the end of each semester.

<b><u>SEMESTER - I</u></b>					
<b>Course</b>	<b>Course title</b>	<b>Course code</b>	<b>Credit</b>	<b>Marks</b>	<b>Internal assessment</b>
<b>SEC</b>	<b>Democracy and Leadership Building</b>	<b>SEC-01013</b>	<b>3</b>	<b>75</b>	<b>20</b>
<b>SEMESTER -II</b>					

<b>SEC</b>	<b>PUBLIC SPEAKING SKILLS OR PARLIAMENTARY PROCEDURES AND PRACTICES</b>	<b>SEC-02013/02023</b>	<b>3</b>	<b>75</b>	<b>20</b>
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**SEMESTER - III**

<b>Course</b>	<b>Course title</b>	<b>Course code</b>	<b>Credit</b>	<b>Marks</b>	<b>Intern assess</b>
<b>SEC</b>	<b>SOFT SKILL (MOOCS/SWAYAM</b>	<b>SEC-03013</b>	<b>3</b>	<b>75</b>	<b>20</b>

**SEMESTER-I**

**FYUGP (1st Semester) SEC SYLLABUS**  
**1ST SEMESTER**  
**Subject: Skill Enhancement Course**

**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 73<sup>rd</sup> 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 o 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
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Unit I	Understanding Democracy	<ul style="list-style-type: none"> <li>• Meaning</li> <li>• Features</li> <li>• Kinds</li> <li>• Conditions required for success of Democracy &amp; Challenges</li> </ul>	12
Unit II	Leadership	<ul style="list-style-type: none"> <li>• Meaning and Theories</li> <li>• Qualities</li> <li>• Importance</li> <li>• Challenges</li> </ul>	12
Unit III	Democracy and Leadership	<ul style="list-style-type: none"> <li>• Importance of Public Opinion</li> <li>• Representation (73<sup>rd</sup> Amendment and rural Government in India) and Women's Participation</li> <li>• Role of NCC and NSS in leadership building</li> <li>• Role of Mass Media</li> </ul>	12

### **Suggested Reading List:**

**NATIONAL SERVICE SCHEME MANUAL (REVISED), available at [http://nss.wbut.ac.in/documents/NSS\\_manual\\_2006.pdf](http://nss.wbut.ac.in/documents/NSS_manual_2006.pdf)**

**Gauga, 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](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*, 8<sup>th</sup> edition, New York: Pearson Longman Publishers. Pp. 40**

**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	Content	Lecture	Tutorial	Practical	Total Hours
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<b>Unit I</b>	<b>Fundamentals of Public Speaking</b> <ul style="list-style-type: none"> <li>- Meaning and Importance of Public Speaking - Types of Speeches: Informative, Persuasive, Extempore, Special Occasion</li> <li>- Speech Planning: Topic Selection, Audience Analysis, Purpose and Structure</li> <li>- Overcoming Stage Fright</li> </ul>	12	3	—	15
<b>Unit II</b>	<b>Effective Communication Techniques</b> <ul style="list-style-type: none"> <li>- Principles of effective communication</li> <li>- Voice Modulation, Pronunciation, Pitch and Pace</li> <li>- Use of Non-Verbal Communication: Eye Contact, Gestures, Posture</li> <li>- Visual Aids and Technology in Speeches</li> <li>- Listening and Feedback Skills</li> </ul>	12	3	—	15
<b>Unit III</b>	<b>Practical Module: Speech Delivery</b> <ul style="list-style-type: none"> <li>- Practice Sessions: Prepared Speech, Extempore, Storytelling</li> <li>- Group Discussions and Debates</li> <li>- Peer Evaluation and Self-Reflection</li> <li>- Speech Recording and Review</li> </ul>	—	—	15	15

**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**

**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
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<b>Unit I</b>	<b>Constitutional Provisions and Kinds of Bill</b>	Constitutional Provisions of legislative Procedures (Articles 107-122) Kinds of Bills: Ordinary Bills, Money Bills, Finance Bills, Private Members Bills.	12	3	—
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<b>Unit II</b>	<b>Drafting, Introduction Readings of the Bills- Procedures and Processes:</b>	<ul style="list-style-type: none"> <li>• Drafting of the Bill, First Reading and Departmental Standing Committee,</li> <li>• Second Reading</li> <li>• Third Reading, Passage of the Bill, Consent by the President, Gazette Notification.</li> </ul>	12	3	
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<b>Unit III</b>	<b>Motions and Hours in the House</b>	Parliamentary committees. <ul style="list-style-type: none"> <li>• Question Hour</li> <li>• Zero Hour</li> <li>• Calling</li> <li>• Attention Motion</li> <li>• Adjournment Motion</li> <li>• Privilege Motion</li> <li>• Censure Motion</li> <li>• No-Confidence Motion.</li> </ul>	12	3	
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**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](http://mpa.gov.in/sites/default/files/manual2018_0_0.pdf)

M. 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.

<https://egyanKosh.ac.in>

### **SEMESTER III**

**Course Title: SOFT SKILL (MOOCS/SAYAM)**

**Course Code: SEC-03013**

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

**Contact Hours: As decided by the platform**

**Distribution of Marks: As decided by the platform**

## **Course Objectives:**

- To introduce learners to the fundamental concepts of soft skills and help them understand their importance in personal and professional development.
- To develop effective communication competencies including verbal, non-verbal, written, and telephonic communication for better interpersonal interactions.
- To enhance analytical, leadership, and organizational skills through modules on negotiation, group discussion, meeting management, and workplace ethics.
- To prepare students for professional readiness through training in report writing, presentations, résumé preparation, interviews, and emotional intelligence.

## **Course Outcomes:**

- Students will be able to communicate confidently and effectively, using appropriate verbal, non-verbal, and written communication techniques in various contexts.
- Students will demonstrate improved interpersonal, leadership, and teamwork skills, enabling them to function efficiently in group and organizational settings.

- Students will acquire the ability to prepare professional documents, including business letters, reports, and résumés, following proper format, structure, and style.
- Students will be equipped with essential workplace competencies, such as adaptability, emotional intelligence, critical thinking, and the ability to face interviews and presentations successfully.

<b>Week</b>	<b>Topic</b>	<b>Lecture</b>	<b>Tutorial</b>	<b>Practical</b>	<b>Total</b>
Week 1	Introduction to Soft Skills, Aspects of Soft Skills, Effective Communication Skills, Classification of Communication, Personality Development				
Week 2	Positive				

	Thinking, Telephonic Communication Skills, Communicating without Words, Paralanguage				
Week 3	Proxemics, Haptics: The Language of Touch, Meta- communication, Listening Skills, Types of Listening				
Week 4	Negotiation Skills, Culture as Communication				

	, Organizational Communication				
Week 5	Communication Breakdown, Advanced Writing Skills, Principles of Business Writing				
Week 6	Business Letters, Business Letters: Format and Style, Types of Business Letter				
Week 7	Writing Reports, Types of Report,				

	Strategies for Report Writing, Evaluation and Organization of Data				
Week 8	Structure of Report, Report Style, Group Communication Skills				
Week 9	Leadership Skills, Group Discussion, Meeting Management, Adaptability & Work Ethics				
Week 10	Advanced				

	Speaking Skills, Oral Presentation, Speeches & Debates, Combating Nervousness, Patterns & Methods of Presentation, Oral Presentation: Planning & Preparation				
Week 11	Making Effective Presentations, Speeches for Various				

	Occasions, Interviews, Planning & Preparing: Effective Résumé,				
Week 12	Facing Job Interviews, Emotional Intelligence & Critical Thinking, Applied Grammar				

**Suggested Reading List:**

1. Butterfield, Jeff. *Soft Skills for Everyone*. New Delhi: Cengage Learning. 2010.
2. Chauhan, G.S. and Sangeeta Sharma. *Soft Skills*. New Delhi: Wiley. 2016.
3. Goleman, Daniel. *Working with Emotional Intelligence*. London: Bantam Books. 1998.
4. Hall, Calvin S. et al. *Theories of Personality*. New Delhi: Wiley. Rpt. 2011.
5. Holtz, Shel. *Corporate Conversations*. New Delhi: PHI. 2007.
6. Kumar, Sanajy and PushpLata. *Communication Skills*. New Delhi: OUP. 2011.
7. Lucas, Stephen E. *The Art of Public Speaking*. McGraw-Hill Book Co. International Edition, 11<sup>th</sup> Ed. 2014.
8. Penrose, John M., et al. *Business Communication for Managers*. New Delhi: Thomson South Western. 2007.
9. Sharma, R.C. and Krishna Mohan. *Business Correspondence and Report Writing*. New Delhi: TMH. 2016.
10. Sharma, Sangeeta and Binod Mishra. *Communication Skills for Engineers and Scientists*. New Delhi: PHI Learning. 2009, 6<sup>th</sup> Reprint 2015.
11. Thorpe, Edgar and Showick Thorpe. *Winning at Interviews*. Pearson Education. 2004.
12. Turk, Christopher. *Effective Speaking*. South Asia Division: Taylor & Francis. 1985.