



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

Syllabus for FYUGP

**Subject: Political Science
Course Type: SEC**

Approved by:

Board of Studies meeting held on 20-12-2025

&

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

<u>SEMESTER - I</u>							
Course	Course title	Course code	Credit	Marks	Internal assessment	End Semester Exams	Practical
SEC	Democracy and Leadership Building	SEC-01013	3	75	20	30	25
<u>SEMESTER - II</u>							
SEC	PUBLIC SPEAKING SKILLS OR PARLIAMENTARY PROCEDURES AND PRACTICES	SEC-02013/02023	3	75	20	30	25

<u>SEMESTER - III</u>							
Course	Course title	Course code	Credit	Marks	Internal assessment	End Semester Exams	Practical
SEC	SOFT SKILL (MOOCS/SWAYAM)	SEC-03013	3	75	20	30	25

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):

Written exam at the end of the semester
- 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	<ul style="list-style-type: none">• Meaning• Features• Kinds• Conditions required for success of Democracy & Challenges	12	3	—	15
Unit II	Leadership	<ul style="list-style-type: none">• Meaning and Theories• Qualities• Importance• Challenges	12	3	—	15
Unit III	Democracy and Leadership	<ul style="list-style-type: none">• 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*
Course Title: *Public Speaking Skills*
Course Code: *POL-SEC-02013*
Total Credits: *3 (Theory: 2, Practical: 1)*
Contact Hours: *60 (Lecture: 24, Tutorial: 6, Practical: 30)*
Distribution of Marks: Theory – 30, Internal- 20 and 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 (30 Marks):**
Written exam at the end of the semester

Detailed Syllabus

Unit	Content	Lecture	Tutorial	Practical	Total Hours
Unit I	Fundamentals of Public Speaking <ul style="list-style-type: none"> - Meaning and Importance of Public Speaking - Types of Speeches: Informative, Persuasive, Extempore, Special Occasion - Speech Planning: Topic Selection, Audience Analysis, Purpose and Structure - Overcoming Stage Fright 	12	3	—	15
Unit II	Effective Communication Techniques <ul style="list-style-type: none"> - 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 Skills 	12	3	—	15
Unit III	Practical Module: Speech Delivery <ul style="list-style-type: none"> - Practice Sessions: Prepared Speech, Extempore, Storytelling - Group Discussions and Debates - Peer Evaluation and Self-Reflection - Speech Recording and Review 	—	—	30	30

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	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • Question Hour • Zero Hour • Calling • Attention Motion 	Nil	Nil	15	15

		<ul style="list-style-type: none"> • Adjournment Motion • Privilege Motion • Censure Motion • No-Confidence Motion. 				
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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.

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.

Week	Topic	Lecture	Tutorial	Practical	Total
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: Bantou 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, 11th 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, 6th 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.