

KOLHAN UNIVERSITY

Chaibasa, Jharkhand, India

Proposed Syllabus for

Four Year Undergraduate Programme (FYUGP)

of

Bachelor of Computer Application (BCA)

Semester - 2

With Effect From Academic Year 2022 - 2023

As Per Revised Curriculum and Credit Framework for the FYUGP under the provisions of NEP - 2020

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Course Structure (Semester – II) for Four Year Undergraduate Programme (FYUGP) of

Bachelor of Computer	Applications	(BCA)
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Sem.	Paper Code	Paper Title	L-T-P	Credits	Contact Hours
	AEC-2	<i>Language and Communication Skills</i> : English Composition		2	
	SEC-2	Skill Enhancement Course 2: Mathematical & Computational Thinking Analysis		3	
	MDC-2	Multi-Disciplinary Course -2 (To be selected by the students from the list of available options)		3	
н	MN–2A (Theory)	Entrepreneurship Development	3-0-0	3	45
11	MN–2A (Practical)	Entrepreneurship Development Lab	0-0-1	1	30
MN-2A (Practical) Entrepreneurship Development Lab MJ-2 (Theory) Object Oriented Programming with C++	3-0-0	3	45		
	MJ–3 (Theory)	Data Structure using C++	3-0-0	3	45
	MJ (Practical-2)	Data Structure and C++ Lab	0-0-2	2	60
		Tota	l Credits	20	

Abbreviations:

L–T–P (Lecture–Tutorial–Practical), AEC (Ability Enhancement Course), VAC (Value Added Course), SEC (Skill Enhancement Course), MDC (Multi Disciplinary Course), MN–1 (Minor From Discipline–1), MN–2 (Minor From Vocational Studies/Discipline–2), IAP (Internship/Apprenticeship/Project), MJ (Major Disciplinary/Interdisciplinary Courses)

MN–2A (Theory): Entrepreneurship Development

3 Credits | 45 Minimum Class Hours | Semester II

Objectives:

It provides exposure to the students to the entrepreneurial cultural and industrial growth so as to prepare them to set up and manage their own small units.

Learning Outcomes:

This course will be able to create value. Students are able to create presentations and business plans that articulate and apply financial, operational, organizational, market, and sales knowledge to identify paths to value creation through 1) company formation (for-profit); 2) social innovation (nonprofit).

Outline of the Course

Mini	mum	Ex	am			Marks									
Class Time		me	Credits		Semester		End		Full		Pass		Total		
Hours		(Hours)		Internal		al	Semester		Mark		Marks		Marks		
Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th + Pr	
45	N/A	3	N/A	3	N/A	10+5=15	N/A	60	N/A	75	N/A	30	N/A	75+0=75	

Unit	Торіс	Minimum Class Hours
Ι	Introduction to the entrepreneur	08
Π	Promotion of a Venture	08
III	Entrepreneurial Behaviour	10
IV	Entrepreneurship & Innovation	12
V	Legal and Ethical Considerations	07
	Total	45

Detailed Syllabus

Unit I: Introduction to the Entrepreneur

Definition, emergence of entrepreneurial class; Definition and concern of Entrepreneurship, role of social economic environment; classification, Characteristics and importance of entrepreneur; leadership; risk taking; decision making and business planning, Role of entrepreneur

Unit II: Promotion of a Venture

Opportunities analysis; external environmental analysis (economic, social and technological, competitive factors), legal requirements of establishment of a new unit and rising of funds; Venture capital sources and documentation required.

(8 Hours)

(8 Hours)

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Unit III: Entrepreneurial Behaviour

Innovation and entrepreneur (Concept, Creativity, Invention & Innovation, Strategy for Innovation, Effective Commercialization, Innovation and Intellectual Property Rights), entrepreneurial behavior and Psycho- theories.

Entrepreneurial Development Programmes (EDP): EDP, their role, relevance and achievements; role of government in organizing EDP's critical evaluation.

Unit IV: Entrepreneurship & Innovation

Overview of project identification, search of a business idea, Identification of project, Business Opportunities, Understanding Design Thinking {concept and scope, key factors of design thinking, benefits, phases (Empathize, Define, Ideate, Prototype, Test)}

Creativity: Creativity, identification creative tools (S-C-A-M-P-E-R), Vertical thinking, lateral thinking, Critical Thinking, Phases of decision making, Critical thinking and objectivity, Applying structured knowledge to unstructured problems, Domain criteria, traditional and out-of-the-box thinking.

Unit V: Legal and Ethical Considerations

Legal forms of business organization, ethical Issues and social responsibilities of an entrepreneur.

Recommended Books:

- Vasant, DCSAI; Entrepreneurship, Himalaya Publishing House, 2003.
- Taneja &S.L. Gupta.; Entrepreneurship Development, 2003. •
- Pandey, I.M.; venture capital- The Indian Experience, Prentice Hall of India, 2003.

Further readings:

- Tandon B.C, "Environment and Entrepreneur", Chug publication, Allahabad.
- Srivastava S.B.; A practical guide to industrial entrepreneurs, Sultan Chand & Sons, New Delhi.
- Chandra, Prasana; Project Preparation, Appraisal, Implementation, TMH, New Delhi.



(10 Hours)

(12 Hours)

(7 Hours)

MN–2A (Practical): Entrepreneurship Development Lab

1 Credit | 30 Minimum Class Hours | Semester II

Objectives:

It provides exposure to the students to the entrepreneurial cultural and industrial growth so as to prepare them to set up and manage their own small units.

Learning Outcomes:

This course will be able to create value. Students are able to create presentations and business plans that articulate and apply financial, operational, organizational, market, and sales knowledge to identify paths to value creation through 1) company formation (for-profit); 2) social innovation (nonprofit).

Outline of the Course

Min	imum	Exa	am							Ma	rks			
C	lass	Tir	ne	Credits		Semester		End		Full		Pass		Total
He	ours	(Hours)				Internal		Semester		Ma	ark	Marks		Marks
Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th Pr		Th	Pr	Th	Pr	Th + Pr
N/A	30	N/A	3	N/A	1	N/A	N/A	N/A	25	N/A	25	N/A	10	0+25=25
	Marks Distribution of End Semester Practical Examination													
	• Written – 15 Marks • Viva-Voce – 05 Marks • Report File – 05 Marks													
	Experiment List													
	1 Case studies of successful entrepreneurs.													
	2	Cond	ucting	mock i	ntervie	ws: tes	ting ini	tiatives	team	spirit a	nd lead	lershin		

2	Conducting mock interviews: testing initiatives, team spirit and leadership.
3	Conducting meeting: purpose, procedure, participation, physical arrangements, recording and writing of minutes.
4	Share Your Story: Identify area of innovation and prepare a project of design thinking in the area of Your choice and present it through Sketch modeling (Preparing project proposal).
5	Conduct Market survey to know the demand for different products.
6	Presentations by the students (Individuals, Group).



MJ-2 (Theory): Object Oriented Programming with C++

3 Credits | 45 Minimum Class Hours | Semester II

Objectives:

The main objectives of the course are as follows-

- To get a clear understanding of object-oriented concepts.
- To understand the difference between object oriented and procedure oriented programming.
- To understand object-oriented programming through C++.
- To develop real life applications using Object Oriented Programming (OOP) concepts.

Learning Outcomes:

After completion of this course, a student will be able to-

- An understanding of the principles behind the object-oriented development process.
- Competence in the use of object-oriented programming language in the development of small to medium sized application programs.

Outline of the Course

Mini	mum	Ex	am			Marks									
Class		Ti	Time		Credits Se		Semester		End		ull	Pass		Total	
Hours		(Hours)			Internal		al	Sem	ester	Mark		Marks		Marks	
Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th Pr		Th	Pr	Th + Pr	
45	N/A	3	N/A	3	N/A	10+5=15	N/A	60	N/A	75	N/A	30	N/A	75+0=75	

Unit	Торіс	Minimum Class Hours
Ι	Introduction to Object Oriented Programming (OOP) and C++	10
Π	Arrays, Strings and Functions	08
III	Classes and Objects, Constructors and Destructors, Operator overloading	12
IV	Inheritance, Polymorphism, and File Handling	15
	Total	45

Detailed Syllabus

Unit I: Introduction to Object Oriented Programming (OOP) and C++

(10 Hours)

Object Oriented Programming: Introduction, OOP vs Procedure Oriented Programming, Basic concepts of OOP - Objects, Classes, Data Abstraction, Data Encapsulation, Data Hiding, Inheritance, Polymorphism, Dynamic binding and Message passing, Benefits of OOP, Applications of OOP.

Introduction to C++: Origins of C++, Structure of C++ program, Tokens, Keywords, Identifiers, Literals/ Constants, Variables, Data Types, Input/ Output in C++, iostream header file, Namespace, main() function, Operators and Expressions in C++, Implicit Conversions, Type casting, Control Structures.

Unit II: Arrays, Strings and Functions

(15 Hours)

Arrays: Declaration, Initialization, One and two-dimensional arrays.

Strings: Declaration, Initialization, Input/Output of strings, String manipulation functions, std::string class in C++.

Functions: Introduction, User defined and Library functions, Function prototypes, Calling functions, Function returning values, Passing arguments, Call by reference, Call by value, Inline functions, Default arguments, Function overloading.

Unit III: Classes and Objects, Constructors and Destructors, Operator overloading (12 Hours)

Classes and Objects: Defining a class, Members of a class - Data members and Member functions, Private, Public, and Protected visibility modes, Member function definition – inside class and outside class, Declaration of objects, Accessing class members, Arrays of Objects, Objects as Function Arguments, Difference between Structures and Classes.

Constructors and Destructors: Constructors - Characteristics, Declaration and definition, Types of constructors - Default, Parameterized, and Copy constructor, Constructor overloading, Destructors - Characteristics, Declaration and definition.

Operator Overloading: Defining Operator Overloading, Overloading of Unary and Binary Operators, Manipulation of strings using operators, Type Conversions.

Unit IV: Inheritance, Polymorphism, and File Handling

Inheritance: Introduction, Base and derived classes, Types of inheritance, Virtual base classes, Abstract classes, Constructors in inheritance, Overriding base class functions.

Polymorphism: Introduction, Compile time and Runtime polymorphism, Pointers to objects, this pointer, Pointers to derived classes, Virtual functions.

Files Handling: Introduction, Stream classes for files, Opening files, File modes, Error handling in file, Detecting end of file-eof(), Sequential input and output-put() and get(), Reading and writing objects-read() and write(), Random Access files.

Recommended Books:

- Balaguruswami, E., Object Oriented Programming in C++, Tata McGraw Hill Pub
- Lafore R., Object Oriented Programming using C++, Galgotia

Further readings:

- Herbert Schildt, C++: The Complete Reference, McGraw Hill
- K R Venugopal, Rajkumar Buyya, T Ravishankar, Mastering C++, Tata McGraw Hill



MJ–3 (Theory): Data Structure using C++

3 Credits | 45 Minimum Class Hours | Semester II

Objectives:

Data Structure is considered as one of the fundamental papers towards a more comprehensive understanding of programming and application development. Students are expected to work towards a sound theoretical understanding of Data Structures and also compliment the same with hands on experience with implementation.

The main objectives of the course are as follows-

- To understand the basic concepts of data structures and algorithms.
- To be able to practically implement the data structures like stack, queue, array, lists, tree etc.
- To understand and implement different searching and sorting techniques.

Learning Outcomes:

At the end of the course, students will be able to-

- Understand the need for Data Structures when building application.
- Able to walk through insert and delete for different data structures.
- Ability to calculate and measure efficiency of code.

Outline of the Course

Mini	mum	Ex	am			Marks									
Class		Time		Cre	Credits S		Semester		End		Full		ass	Total	
Hours		(Hours)				Intern	al	Semester		Mark		Marks		Marks	
Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th Pr		Th	Pr	Th + Pr	
45	N/A	3	N/A	3	N/A	10+5=15	N/A	60	N/A	75	N/A	30	N/A	75+0=75	

Unit	Торіс	Minimum Class Hours
Ι	Introduction to Data Structure	05
Π	Arrays, Searching and Sorting	08
III	Linked list	10
IV	Stacks & Queues	12
V	Trees	10
	Total	45

Detailed Syllabus

Unit I: Introduction to Data Structure

Basic concepts and terminology, Importance and applications of data structures, Types of data structures, Overview of operations on data structures: insertion, deletion, traversal, searching, and sorting, Performance Analysis, Performance Measurement.

(05 Hours)

Unit II: Arrays, Searching and Sorting

One-dimensional arrays, Multi-dimensional arrays, Array operations and algorithms: Sorting - Selection sort, Bubble sort, Quick sort, Insertion sort, Merge Sort; Searching- Linear Search and Binary Search.

Unit III: Linked list

Basic Concepts – Definition and Representation of linked list, Types of linked lists - Singly linked list, Doubly liked list, Circular linked list; Operations on Singly linked lists – Traversing, Searching, Insertion, Deletion;

Unit IV: Stacks & Queues

Stacks: Basic Concepts – Definition and Representation of stacks; Array Implementation of Stack, Operations on stacks; Linked list implementation of Stacks. Applications of stacks – Infix, postfix and prefix notations; Conversion from infix to postfix using stack; Evaluation of postfix expression using stack,

Queues: Basic Concepts – Definition and Representation of queues; Types of queues - Simple queues, Circular queues, Double ended queues (Deque), Priority queues; Operations on Simple queues; Linked list implementation of Queue; Applications of queue.

Unit V: Trees

Introduction, Terminology, Representation of Trees, Binary Trees, Properties of Binary Trees, Binary Tree Representations, Binary Tree Traversals, Binary Search Trees: Introduction, Searching a Binary Search Tree, Inserting an Element, Deleting an Element.

Recommended Books:

- Ellis Horowitz and Sartaj Sahni; Fundamentals of Data Structures in C; Universities Press
- Reema Thareja; Data Structures Using C; Oxford University Press, India

Further Readings:

- Kamathane; Introduction to Data structures; Pearson Education
- Y. Kanitkar; Data Structures Using C; BPB

(10 Hours)

(08 Hours)

(10 Hours)

(12 Hours)

MJ (Practical-2): Data Structure and C++ Lab

2 Credits | 60 Minimum Class Hours | Semester II

Objectives:

The main objectives of the course are as follows-

- To get a clear understanding of object-oriented concepts.
- To understand the difference between object oriented and procedure-oriented programming.
- To understand object-oriented programming through C++.
- To develop real life applications using Object Oriented Programming (OOP) concepts.
- To be able to practically implement the data structures like stack, queue, linked-list etc.
- To implement linear and non-linear data structures.
- To understand the different operations of binary search trees.
- To get familiarized to sorting and searching algorithms.

Learning Outcomes:

After completion of this course, a student will be able to-

- Write basic C++ program using control structures, arrays strings etc.
- Demonstrate the concepts of reusability through the use of functions.
- Write object-oriented application using OOP concepts such as encapsulation, abstraction, polymorphism, inheritance etc.
- Use stream classes to manipulate data files.
- Understand the need for Data Structures when building application.
- Write functions to implement linear and non-linear data structure operations.
- Suggest appropriate linear and non-linear data structure operations for solving a given problem.
- Analyze various sorting methods.

Outline of the Course

Mini	mum	n Exam Marks												
Class		Time		Credits		Semester		End		Full		Pass		Total
Hours		(Hours)				Internal		Semester		Mark		Marks		Marks
Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th + Pr
N/A	60	N/A	3	N/A	2	N/A	N/A	N/A	50	N/A	50	N/A	20	0+50=50
			Ma	rks Dis	tribut	ion of 1	End Se	mester	Pract	ical Ex	amina	tion		
•]	Experii	nents –	- 30 Ma	arks		• Viva	a-Voce	– 10 M	arks		• P	ractical	File –	10 Marks

Experiment List

Group – 'A': C++

Unit I: Introduction to C++ & Control Structures				
1.	 Write a program to find roots of a quadratic equation, ax² + bx + c = 0. Implement following conditions – If the discriminant is positive, then display two distinct real roots. If the discriminant is zero, then display two equal roots. If the discriminant is negative, then display two distinct complex roots. 			
2.	Write a program to display Fibonacci series – 0,1,1,2,3,5,8,13,N			
3.	Write a menu-based program to check - 1. Perfect number 2. Palindrome number 3. Prime number			
Unit II: Arrays, Strings and Functions				
4.	Write a program to input N integer elements into an array and swap the largest and lowest element.			
5.	Write a program to input order of two matrices and check if it satisfies the condition for addition of the matrices or not. If it satisfies the condition then find the sum of the matrices.			
6.	Write a program to input a string, find it's reverse and check whether it is palindrome or not without using any string library functions.			
7.	 Write a function <i>calculate()</i> which can take maximum three integer arguments x, y, and z, and returns – x² if only x is passed. x^y, if both x and y are passed. x^y + x^z, if all three arguments are passed. 			
8.	Write a program to show difference between call by value and call by reference.			
	Unit III: Classes and Objects, Constructors and Destructors, Operator overloading			
9.	Write an object-oriented program to create simple calculator to perform addition, subtraction, multiplication, and division of two numbers. Define appropriate data members and member functions. Your program must use constructor and destructor.			
10.	Define a class <i>Number</i> having a private integer data member <i>num</i> and member functions <i>input(</i>) and <i>display(</i>) to take the input and display the data respectively. Write a program using a friend function to use the class <i>Number</i> to find the sum of two numbers.			
11.	Write an object-oriented program to calculate area of square, rectangle and triangle using constructor overloading.			

	Define a class Tour with following description: Private Members:						
12.	travel_id(integer)no_of_adults(integer)no_of_kids(integer)source(string)destination(string)distance(float)total_fare(float)distance(float)distance						
	Public Members:						
	 A constructor to assign initial value as 0 to all integer and float data members and text "NULL" to all the string data members. calc_fare(): To calculate total_fare as follows – For each adult: 						
	Fare (Rs.) For distance (in K.M)						
	$\begin{array}{cccc} 500 & >=500 \\ 250 & <500 \text{ and }>=300 \\ 150 & <300 \end{array}$						
	For each kid the above fare will be 50% of the fare mentioned above.						
	• read_data(): To input the values of the data members except total_fare and call calc_fare() function.						
	• show_data(): displays the content of all the data members for a Tour.						
13.	Write a program to overload binary Addition (+) operator to find the sum of two complex numbers.						
14.	Write a program to overload relational operator == to compare two strings.						
15.	Write a program to demonstrate conversion from Basic to Class type.						
	Unit IV: Inheritance and Polymorphism						
16.	Create a base class called <i>shape</i> . Use this class to store two double type values that could be used to compute the area of figures. Derive two specific classes called <i>triangle</i> and <i>rectangle</i> from the base <i>shape</i> . Add to the base class, a member function <i>get_data()</i> to initialize base class data members and another member function <i>display_area()</i> to compute and display the area of figures. Make <i>display_area()</i> as a virtual function and redefine this function in the derived classes to suit their requirements.						
	Using these three classes, design a program that will accept dimensions of a triangle or a rectangle interactively, and display the area. Remember the two values given as input will be treated as lengths of two sides in the case of rectangles, and as base and height in the case of triangles.						
Unit V: Files and Streams							
17.	Write a complete employee management file handling program which will perform following operations on binary files - insert records, display record, search records and delete records.						

Group – 'B': Data Structure				
Unit I: Searching and Sorting				
1.	Write a function to search an element in the array using binary search.			
2.	Write a program to define a function to sort an array using bubble sort or selection sort or quick sort in ascending/ descending order.			
Unit II: Stack				
3.	Write a menu-based program to implement push, pop and traversal operations on a stack using array or linked list.			
Unit III: Queue				
4.	Write a menu-based program to implement insert, delete and traversal operations on a queue using array or linked list.			
Unit IV: Linked List				
5.	Write a menu driven program that uses functions to perform the following operations on singly linked list (i) Creation (ii) Insertion (iii) Deletion (iv) Traversal.			
Unit V: Tree				
6.	Write a program to create a binary search tree and perform Insertion and different types of traversals.			

Note: Additional lab assignments may be included based on topics covered in the theory paper.



Semester 2

COMMON COURSE (CC) : AEC 2 LANGUAGE AND COMMUNICATION SKILLS (LCS) Essentials of English Grammar and Composition Credits: 2 F.M. : 50 P.M. : 20 Lecture Hours: 30

Course Level Learning Outcomes: Some of the course learning outcomes that students of this course are required to demonstrate run thus:

Acquire the basic understanding of English grammar

- Acquire the official and business writing skills
- Acquire skills to present one's ideas in English

UNIT-I Grammar

[Credit- 0.8 Lecture Hours- 12]

Grammar - Part of speech & their types - Noun, Pronoun, Verb, Adjective, Adverb, Conjunction, Determiners.

Type of sentences: Simple, Compound & Complex.

UNIT II: Composition

[Credit- 1.2 Lecture Hours- 18]

Composition: Factual D escription, Paragraph Writing, Office Memo, Notices, Circulars, Agenda, Email, Blog Writing, Resume, Formal Letter, Letters of Complaint, Letters of Editor, Job Application, Inquiry Letter, Letter of Appreciation, Recommendation Letter.

Semester Examination and distribution of marks:-End Semester Examination (ESE) : 50 Marks

Group A Grammar

1. Ten objective questions based on grammatical exercises of the components prescribed $(2 \times 10 = 20)$

Group B Composition

Three questions based on the components prescribed in Unit II Composition (10 x 3 = 30) (Three questions to be answered out of a choice of Six.)

Note: There may be subdivisions in each question asked in the examination. Source Book:

Wren & Martin, High School English Grammar and Composition, S Chand Publication, New Delhi

Nesfield J C, Englsh Grammar, Composition and Usage,

Sanjay Kumar & PushpLata, Communication Skills, Oxford University Press

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20 Marks

30 Marks

Jharkhand NEP, FYUGP 2022-23 onwards

Major in Political Science



Revised Curriculum and Credit Framework for the Four-Year Undergraduate Programmes(FYUGP) As per Provisions of NEP-2020, implemented from the Academic Year 2022-23 onwards (KU

As per Provisions of NEP-2020, implemented from the Academic Year 2022-23 onware Ref.No.KU/R397/23,dated-14/03/23)

Kolhan University, Chaibasa, Jharkhand

Revised Courses of Study for Four Year Undergraduate Programme 2022-23, Major in Political Science

w.e.f. 2022-23 Academic Year

Jhai	khand, N	NEP, FYUGP 2022-2	3				
onwards							
Table 6: Semester wise Course Code and Credit Points for Single Major:							
Semester	Comn Major, & In	non, Introductory, Minor, Vocational ternship Courses		FM	РМ	Internal	University
	Code	Papers	Credits	1, 1111	1 .191.	Exam.F.M.	Exam.F.M.
	AEC- 1	Language and Communication Skills (MIL- 1)(Modern Indian Language including TRL) Hindi(50 Marks)	2	50	20	No Internal Exam	50
	VAC- 1	Value added Course-1 Section-A- Understanding India Section-B- Environmental Science	2+2 =4	50 50	20 20	No Internal Exam	50 50
Ι	SEC-1	Skill Enhancement Course-1 Digital Education	3	75	30	No Internal Exam	75
	MDC- 1	Multi-disciplinary Course-1 Citizenship and Governance	3	75	30	No Internal Exam.	75
	MN- 1A	Minor from Discipline-1 Globalization and Politics	4	100	40	25	75
	MJ-1	Major paper 1 (Disciplinary/ Interdisciplinary Major) Understanding Political Theory and Politics	4	100	40	25	75

Semester wise Course Code, Paper name and Credit Points

Multi-disciplinary Course-1

Citizenship and Governance

Course Code- MDC-1

Full Marks-75 Pass Marks-30

No Internal Examination

End Sem.UniversityExam-75

Credit-3

Paper Name- Citizenship and Governance

Course Objective:

This course will help the students to understand the meaning of good governance and how to realize this. Inspite of the best of the policy formulations and institutional arrangements, the government is unlikely to yield good governance if there is no active citizen participation. This course will not only help the students to learn about several institutional arrangements but will also equip them with information and techniques of how to apply them for better governance. They will be able to understand how both citizens and government complement each other in realizing good governance.

Learning Objectives:

1. The students will be able to explain meaning and factors and forces which enable good governance.

2. The students will be able to know about their rights which have been given to them and how the exercise of those rights set things right in the functioning of government and delivery of services to the people.

3. The students will understand the key areas of governance issues

Unit-I: Introduction to Good Governance

a) What is Good Governance?

b) Factors and Models of Good Governance

Unit-II: Democracy and Governance

- a). Relationship between democracy and Good Governance
- b). Democratic Governance, Environment Governance, Education and Health Governance

Unit-III: State and Citizenship in Governance

a) Role of the state in governance, policy formulations and enforcement of Social Audit

b) Role of the citizen in Governance: Civic Culture, Citizen Participation and Social Audit

Unit-IV: Institutional and Legal Arrangements

a) Citizen Charterb) Right to Informationc) Consumer Protection Actd) E-Governancee) Public Service Delivery

f).Lokpal

g) Lokayukta

Readings:

Yadav, Sushama And Balwan Gautam, "Lok Prashasan: Siddhant Evam Vyavahar", Orient Blckswain, Hyderabad.

Basu, Rumaki "Lok Prshasan", Jawahar Publication, Delhi.

Sharma, M.P., and B.L. Saana, "Lok Prashasan", Kitab Mahal, Delhi.

Avasthi and Avasthi, "Public administration", Laxmi Narayan Agrawal, Agra.

Phadia, B.L., "Bharatiya Prashasan", Sahitya Bhawan Agra.

Phadia, B.L., "Bharat Main Lok Prashasan", Sahitya Bhawan Agra.

Fadia, B.L. & K.Fadia, "Lok Prashasan", Sahitya Bhawan Agra.

Maheswari, S.R., "Indian Administration", Laxmi Narayan Agrawal, Agra.

White,L.D.,"Introduction to the Study of Public administration", S. Chand & Company, New Delhi.

Bhagawan, Vishnu and Vidya Bhushan, "A text Book of Public administration", S. Chand & Co. New Delhi.

Bhattacharya, Mohit "Public Administration and Planning", The World Press Pvt. Ltd., Calctta.

Bhattacharya, Mohit"New Horizons of Public administration", Jawahar Publisher Delhi.

Avasthi, A & S.R. Maheshwari, "Public Administration", Agra: Lakshmi Narain Agarwal, (latest Hindi and English editions)

S. R. Maheswari: Indian Administration.Orient BlackSwan

R.B. Jain: Contemporary Issues in Indian Administration, Vishal Publication

B. Chakrabarty and P. Chand: Indian Administration, Sage Publications

Noorjahan Bava, Development Policies and Administration in India, Uppal Publishing

Satyajit Singh and Pradeep K. Sharma [eds.] Decentralisation: Institutions and Politics inRural India,Oxford

Basu Rumki: Public Administration in India Mandates, Performance and Future Perspectives, Sterling Publishers

Maheshwari, S., & Maheswari, S. (1987). Public Policy Making in India. *The Indian Journal of Political Science*, 48(3), pp. 336-353.

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Semester-1 total Credits=20

For all Semesters=160 Credits

1 Credit -1-hour Class in a Week

4 Credit - 4 hours Class in a Week

15 weeks 60 hrs Class (60 Lectures)

In a week 3 classes+1 Tutorial=4 Classes

25 Marks Internal Examination may include 20 marks questions from **written Examination** (1 **Hr Exam**)/Assignment/Project/Tutorial wherever applicable whereas 5 marks will be awarded on the attendance/overall class performance in the semester

For End Sem.Examination-75 Marks, 3Hrs Exam

There will be two group of questions. Group A is Compulsory which will contain three questions. Question No.1 will be very short answer type consisting of five questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Objective type=1*5=5

Short Answer=5*2=10

Long Answer=15*4=<u>60</u>

Total 75

Note: Follow the Revised NEP Guidelines 2023, for details Ref.No.KU/R/397/23,dated-14/03/23(Enclosed)

KOLHAN UNIVERSITY, CHAIBASA FYUGP SEMESTER –II UNDER NEP SEC-II (SKILL ENHANCEMENT COURSE) Course Title: COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT

Total Marks: 75 CREDITS: 03 Pass Marks: 30 Total Lecture: 45 Hours

Learning Outcome

- > To understand the concept of Personality. To learn what personal grooming pertains.
- > To learn to make good resume and prepare effectively for interview.
- > To learn to perform effectively in group discussions.
- > To explore communication beyond language. To learn to manage oneself while communicating.
- > To acquire good communication skills and develop confidence.

Unit	Topics	No of hours
Ι	 PERSONALITY AND PERSONAL GROOMING Understanding Personality Definition and Meaning of Personality Types of Personality Components of Personality Determinants of Personality Assessment of Personality Grooming Self Dress for success 	10 Lecture hours (Including practical training upon all topics)
	 Make up & skin care Hair care & styles for formal look Art of accessorizing Oral Hygiene 	
П	 INTERVIEW PREPARATION AND GROUP DISCUSSION Meaning and Types of Interview [Face to Face, Telephonic, Video] Interview procedure [Opening. Listening, Closure] Preparation for Interview Resume Writing LinkedIn Etiquette Meaning and methods of Group Discussion Procedure of Group Discussion. Group Discussion simulation 	12 Lecture hours (Including mock interviews)

	Group discussion common error	
III	BODY LANGUAGE AND	10 Lecture hours
	BEHAVIOUR	
	Concept of human behavior	
	 Individual and group behavior 	
	 Developing Solf Awaranass 	
	Developing Sen-Awareness	
	• Benaviour and body language	
	• Dimensions of body language:	
	Proxemics	
	Haptics	
	Oculesics	
	Paralanguage	
	Kinesics	
	Sign Language	
	Chromatics	
	Chronemics	
	Offactics	
	• Cultural differences in Body	
	Language	
	Business Etiquette & Body language	
	 Body Language in the Post Corona 	
	Era	
	Virtual Meeting Etiquette	
	Social Media Etiquette	
IV	ART OF GOOD COMMUNICATION	13 Lecture hours
	Communication Process	
	• Verbal and Non-verbal communication	
	• 7 C's of effective communication	
	Barriers to communication	
	Paralinguistics	
	Pitch	
	Tone	
	Volume	
	Vocabulary	
	Word stress	
	Pause	
	• Types of communication	
	Assertive	
	Aggressive	
	Passive Aggressive	
	Listening Skills	
	Questioning Skills	
	Art of Small Talk	
	Email Writing	

- Suggested Readings:
 1. Cloninger, S.C., "Theories of Personality: Understanding Person", Pearson, New York, 2008, 5th edition.
 2. Luthans F. "Organizational Behaviour", McGraw Hill, New York, 2005, 12th edition.

- 3. Barron, R.A. & Brian D. "Social Psychology", Prentice Hall of India, 1998, 8th edition.
- 4. Adler R.B., Rodman G. & Hutchinson C.C., "Understanding Human Communication". Oxford University Press: New York, 2011.
- 5. A Reading for Academic Purpose by Robyn Brinks & Kelly Sipped.
- 6. Academic Writing by Aptech Onlinevarsity
- 7. Pronunciation by Jonathan Smith & Annette Margobs.
- 8. English Grammar by Aptech Learning Center.
- 9. Oxford Online LSR W
- 10. Basic Knowledge of Computer by John Monyjok.
- 11. Objectives of Reading, Writing & Listening Skills by Aptech Academy.

Suggested Digital platforms/ web links for reading:

- 1. https://www.smashigmagzine.com
- 2. https://files.eric.ed.gov
- 3. <u>https://site.nationalacademies.org</u>
- 4. <u>www.aptechmeerut.com</u> , <u>www.aptechlearning.com</u>
