KUVEMPU UNIVERSITY

JNANASAHYADRI, SHANKARAGHATTA

Under Graduate (BA) Syllabus for

Political Science Discipline 2025-26

(4th Semester)

Skill Development Paper

Programme Structure – Case 1: 3 Majors with General Degree

SEP Curriculum Structure for Undergraduate Programme for the Academic Year 2026-27
Details of Political Science UG Syllabus, Course Credit Structure, Teaching hours per week and Marks
(For Three Major: Case 1- Subject-Political Science)

Sl. No	Semester	Paper Title	Teaching Hours per week	Maximum Marks			Credits	Examination Hours	Value/Skill - Compulsory
				IA	Course End Exam	Total			
1	1	Paper-1	6	20	80	100	5	3	Constitution - I (Credirs-2)
2	2	Paper-2	6	20	80	100	5	3	Constitution - II (Credirs-2)
3	3	Paper-3	6	20	80	100	5	3	
		Elective Paper (Choose any one of the following)							
		Elective-1	4	20	80	100	3	3	
		Elective-1							
4	4	Paper-4	6	20	80	100	5	3	
		Elective Paper (Choose any one of the following)							
		Elective-2	4	20	80	100	3	3	
		Elective-2							
		Practical / Skill	3	10	40	50	2	1 1/2	Skill / Knowledge (Credirs-2)
5	5	Paper-5	5	20	80	100	4	3	
		Paper-6	4	20	80	100	3	3	
6	6	Paper-7	5	20	80	100	4	3	
		Paper-8	4	20	80	100	3	3	
		Total	**50**	**200**	**800**	**1000**	**40**	**30**	

- Constitutional Values I and II papers shall have two credits and three teaching hours.
- Skill paper shall have two credits and three teaching hours.

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B.A. POLITICAL SCIENCE

IV SEMESTER

Skill Development Paper

Civic Skills and Governance Practice

Objectives:

- To develop practical civic competence and enable students to engage effectively with governance systems at local, state and national levels.

- To train students in accessing and utilizing governance mechanisms such as RTI, citizen charters, e-governance platforms (Sakala, Bhoomi, Digital India, etc.).

- To introduce students to field observation and documentation skills related to local governance (Gram Panchayat, Municipality, Taluk administration).

- To enhance communication, drafting and presentation skills relevant for public service, NGO work, policy research and civic activism.

- To equip students with employable skills for competitive examinations, local governance roles and participatory democracy.

Learning Outcomes:

At the end of the course, students shall be able to:

- Understand and navigate governance structures and public service delivery systems at the local level.

- Access and use citizen-centric governance tools: RTI Act, Public Service Guarantee Act (Sakala), Citizen Charters, grievance redressal mechanisms.

- Conduct basic field observation and documentation of governance processes (Gram Sabha, Ward Committee, Panchayat meetings).

- Draft civic documents: RTI applications, grievance petitions, representations to authorities, meeting minutes, policy briefs.

- Use e-governance portals effectively for accessing schemes, services and information.

- Make oral and written presentations on governance issues suitable for civic forums, exams and employment contexts.

Unit-1: Introduction to Governance and Civic Engagement

- Meaning of Governance: Difference between Government and Governance
- Levels of Governance: Central, State, Local (Urban and Rural Local Bodies)
- Role of Citizens in Democracy: Participation, Accountability, Transparency
- Introduction to Good Governance: Principles and Elements

Unit-2: Citizen Rights and Governance Mechanisms

A. Right to Information (RTI) Act, 2005

- Background, objectives and salient features
- Who can file RTI? What information can be sought?
- Procedure for filing an RTI application
- Role of Public Information Officer (PIO) and Appellate Authority
- Practical exercise: Drafting a simple RTI application

B. Public Service Guarantee Act (Sakala – Karnataka)

- Objectives and coverage of services
- Time-bound delivery and penalties for delay
- How to track applications and file complaints
- Demonstration: Using Sakala portal

C. Citizen Charters

- Meaning, purpose and components
- Examples from government departments
- How to hold authorities accountable using Citizen Charters

Unit-3: E-Governance and Digital Literacy for Citizens

A. Introduction to E-Governance

- Meaning, objectives and importance
- Digital India Mission: Key components and citizen services
- Benefits and challenges of e-governance

B. Key E-Governance Platforms (Karnataka and National)

- **Sakala**: Public service delivery portal (demonstration)
- **Bhoomi**: Land records and online services
- **e-Court**: Case status tracking and services
- **SWAYAM**: Online learning and skill development
- **UMANG (Unified Mobile Application for New-age Governance)**: Accessing government services via mobile
- Other relevant portals: e-District, Aadhaar services, PDS, pension schemes

C. Practical Training

- Navigating government websites
- Downloading certificates and documents online
- Tracking applications and grievances
- Basic digital literacy for governance access

Unit-4: Field Work and Documentation Skills

A. Observation and Data Collection in Local Governance

- Field visit planning: Gram Panchayat, Municipality, Ward Office, Taluk Office
- Observing governance processes: Gram Sabha, Ward Committee meetings, public hearings
- Informal interviews with elected representatives, officials, citizens
- Preparing field notes and observation reports

B. Documentation and Drafting Skills

- Drafting an RTI application: Format, language, addressing authority

- Preparing a grievance petition/representation: Structure and submission process

- Writing meeting minutes: Recording proceedings of Gram Sabha, student parliament, committee meetings

- Preparing a short policy brief (2-3 pages): Identifying a local problem, analyzing causes, suggesting solutions

C. Communication and Presentation Skills

- Oral presentation skills: 5-7 minute individual/group presentations on field work or governance issues

- Use of visual aids: Charts, tables, simple PowerPoint presentations

- Group discussions and mock simulations: Mock Gram Sabha, mock grievance redressal forum

Pedagogy and Instructional Methods:

Theory and Demonstration (30% of class time)

- Classroom lectures on governance concepts, laws and mechanisms

- Demonstrations of e-governance portals and websites

- Guest lectures by local governance practitioners, RTI activists, officials (if feasible)

Practical Training and Skill Development (70% of class time)

- Hands-on practice: Filling RTI forms, using Sakala portal, navigating Bhoomi and e-Court websites

- Field visits to Gram Panchayat, Municipality, e-Governance centers (Seva Sindhu Kendras, Grama One centers)

- Group exercises: Mock Gram Sabha, role-play in grievance redressal, preparing citizen petitions

- Documentation practice: Writing field notes, drafting civic documents, preparing policy briefs

- Presentations by students on governance observations and issues

Use of Local Language:

- All materials, forms and exercises should be made available in Kannada and English to ensure accessibility and practical utility for students in Karnataka.

References:

1. Kanak Kanti Bagchi, *Good Governance and Development*, Abhijeet Publications, New Delhi, 2009.

2. C.P. Bharthwal (Ed.), *Good Governance in India*, Deep and Deep, New Delhi, 2003.

3. Alka Dhameja (Ed.), *Contemporary Debates in Public Administration*, Prentice Hall of India, New Delhi, 2003.

4. Niraja Gopal Jayal (Ed.), *Democratic Governance in India*, Sage, New Delhi, 2003.

5. Subhash C. Kashyap, *Our Parliament*, National Book Trust, New Delhi, 2021.

6. M. Laxmikanth, *Public Administration*, Tata McGraw-Hill, New Delhi, 2011.

7. Mohit Bhattacharya, *New Horizons of Public Administration*, Jawahar Publishers, New Delhi, 2018.

8. Government of India, *The Right to Information Act, 2005* – Full text and guidelines.

9. Government of Karnataka, *Karnataka Sakala Services Act, 2011* – Act and implementation guidelines.

10. Government of Karnataka, *Sakala Portal* – User manuals and FAQs: https://sakala.karnataka.gov.in

11. Government of Karnataka, *Bhoomi Portal* – Land records manual: https://bhoomi.karnataka.gov.in

12. Ministry of Electronics and IT, Government of India, *Digital India Programme* – Official documents and citizen guides.

13. National e-Governance Plan (NeGP) – Policy documents and implementation reports.

14. PRS Legislative Research, *Citizen's Guide to the RTI Act* – Available online.

15. Lok Sabha and Rajya Sabha Secretariat, *Study Material on Parliamentary Practices and Citizen Participation*.

16. Sakala (Karnataka Public Service Guarantee Act): https://sakala.karnataka.gov.in

17. Bhoomi (Land Records): https://bhoomi.karnataka.gov.in

18. e-Court Services: https://ecourts.gov.in

19. SWAYAM (Online Learning): https://swayam.gov.in

20. UMANG App (Unified Mobile Application for New-age Governance): Download from Play Store/App Store

21. Digital India Portal: https://digitalindia.gov.in

22. RTI Online (Central Government): https://rtionline.gov.in

23. MyGov India (Citizen Engagement Platform): https://mygov.in

24. Karnataka One Portal: https://karnataka.gov.in

25. Kannada RTI manuals and citizen guides published by Karnataka Information Commission.

26. District administration and Taluk office pamphlets on Sakala, Bhoomi and citizen services.

27. Gram Panchayat and Municipality handbooks in Kannada.