SYLLABUS & PROGRAMME STRUCTURE

Skill Enhancement Course (SEC)
Political Science
(Honours and General)
(Choice Based Credit System)

(Effective from the Academic Session 2017-2018)

Fourth Semester

MAHARAJA BIR BIKRAM UNIVERSITY
AGARTALA, TRIPURA: 799004

LEGISLATIVE PRACTICES AND PROCEDURES

FULL MARKS - 100

Unit-I
Powers and functions of people's representative at different tiers of governance:
Members of Parliament, State legislative assemblies, functionaries of rural and urban local self - government from Zila Parishad, Municipal Corporation to Panchayat/ward.

Unit-II
Supporting the legislative process:
How a bill becomes law, role of the Standing committee in reviewing a bill, legislative consultants, the framing of rules and regulations.

Unit-III
Supporting the Legislative Committees:
Types of committees, role of committees in reviewing government finances, policy, programmes, and legislation.

Unit-IV
Reading the Budget Document:
Overview of Budget Process, Role of Parliament in reviewing the Union Budget, Examination of Demands for Grants of Ministries, Working of Ministries.

Suggested Readings:
1. M. Madhavan, and N. Wahi, (2008) *Financing of Election Campaigns* PRS, Centre for Policy Research, New Delhi, Available at: http://www.prsindia.org/uploads/media/conference/Campaign_finance_brief.pdf, Accessed: 19.04.2013

2. S. Vanka, (2008) *Primer on MPLADS,* Centre for Policy Research, New Delhi, Available at http://www.prsindia.org/parliamenttrack/primers/mplads-487/, Accessed: 19.04.2013

3. H. Kalra, (2011) *Public Engagement with the Legislative Process* PRS, Centre for Policy Research, New Delhi, Available at: http://www.prsindia.org/administrator/uploads/media/Conference%202011/Public%20Eng agement%20with%20the%20Legislative%20Process.pdf, Accessed: 19.04.2013.

4. Government of India (*Lok Sabha* Secretariat), (2009) *Parliamentary Procedures (Abstract Series)*, Available at http://164.100.47.132/LssNew/abstract/index.aspx, Accessed: 19.04.2013

5. Government of India, (Ministry of Parliamentary Affairs), (2009) *Legislation, Parliamentary Procedure,* Available at http://mpa.nic.in/Manual/Manual_English/Chapter/chapter-09.htm, Accessed: 19.04.2013

6. Government of India, (Ministry of Parliamentary Affairs) (2009), *Subordinate Legislation*, *Parliamentary Procedure,* Available at: http://mpa.nic.in/Manual/Manual_English/Chapter/chapter-11.htm Accessed: 19.04.2013

7. D. Kapur and P. Mehta, (2006) 'The Indian Parliament as an Institution of Accountability', *Democracy, Governance and Human Rights,* Programme Paper Number 23, United Nations Research Institute for Social Development, Available at:

http://www.unrisd.org/UNRISD/website/document.nsf/240da49ca467a53f80256b4f005ef2 45/8e6fc72d6b546696c1257123002fcceb/$FILE/KapMeht.pdf, Accessed: 19.04.2013

8. O. Agarwal and T. Somanathan, (2005) '*Public Policy Making in India: Issues and Remedies*', Available at: http://www.cprindia.org/admin/paper/Public_Policy_Making_in_India_14205_TV_SOMANA THAN.pdf, Accessed: 19.04.2013

9. B. Debroy, (2001) 'Why we need law reform' *Seminar* January.

10. P. Mehta, 'India's Unlikely Democracy: The Rise of Judicial Sovereignty', *Journal of Democracy,* Vol. 18(2), pp.70-83.

11. Government link: http://loksabha.nic.in/; http://rajyasabha.nic.in/; http://mpa.nic.in/

12. K. Sanyal, (2011) *Strengthening Parliamentary Committees* PRS, Centre for Policy Research, New Delhi, Available at: http://www.prsindia.org/administrator/uploads/media/Conference%202011/Strengthening

13. %20Parliamentary%20Committees.pdf, Accessed: 19.04.2013

14. Celestine, (2011) *How to Read the Union Budget* PRS, Centre for Policy Research, New Delhi, Available at http://www.prsindia.org/parliamenttrack/primers/how-to-read-the- union-budget-1023/, Accessed: 19.04.2013

15. G. Rose, (2005) **'**How to Be a Media Darling: There's No getting Away From It', *State Legislatures*, Vol. 31(3).

16. N. Jayal and P. Mehta (eds), (2010)*The Oxford Companion to Politics in India,* Oxford University Press: New Delhi,

17. Jalan, (2007) *India's Politics,* New Delhi: Penguin.

18. Initiating Discussion on Various Type of Debates in *Rajya Sabha*, Available at http://rajyasabha.nic.in/rsnew/publication_electronic/75RS.pdf, Accessed: 19.04.2013.

19. *Praxis of Parliamentary Committees: Recommendations of Committee on Rules* published by *Rajya Sabha,* available at: http://rajyasabha.nic.in/rsnew/publication_electronic/Praxis.pdf,Accessed: 19.04.2013.

20. S.J. Phansalkar, Policy Research in the Indian Context

21. N. Singh, *'Some Economic Consequences of India's Institutions of Governance: A Conceptual Framework'*, Available at: http://econ.ucsc.edu/faculty/boxjenk/wp/econ_conseq_2003_rev2.pdf,Accessed: 19.04.2013.

22. R. Guha, (2007), *India After Gandhi*, Macmillan: New Delhi.

23. *Parliamentary Procedures (Abstract Series)* published by *Lok Sabha*, Available at http://164.100.47.132/LssNew/abstract/index.aspx, website: www.loksabha.nic.in, Accessed: 19.04.2013.

24. *Committees of Lok Sabha*, Available at: http://164.100.47.134/committee/committee_list.aspxAccessed: 19.04.2013. *Ethics Committee of Rajya Sabha*, available at: http://rajyasabha.nic.in/rsnew/publication_electronic/ethics_committee.pdf,Accessed: 19.04.2013.

25. *Committees of Parliament, Parliamentary Procedure, Ministry of Parliamentary Affairs*, Available at http://mpa.nic.in/Manual/Manual_English/Chapter/chapter-12.htm, Accessed: 19.04.2013.

26. *Nomination of Members of Parliament on Committees, Councils, Boards and Commissions, etc., set up by the Government, Ministry of Parliament Affairs*, Available at http://mpa.nic.in/Manual/Manual_English/Chapter/chapter-14.htm, Accessed: 19.04.2013. *Parliamentary Procedures: Problems and Perspectives 2009 Published* by *Rajya Sabha*, Available at http://rajyasabha.nic.in/rsnew/publication_electronic/parl_procedure2009.pdf, Accessed: 19.04.2013.

27. *Primer on the Budget Process* published by PRS, Available at http://www.prsindia.org/parliamenttrack/primers/the-budget-process-484/, Accessed: 19.04.2013.

28. *Background note on Financial Oversight by Parliament* published by PRS, Available at http://www.prsindia.org/administrator/uploads/media/Conference%20note/Conference%20note%20on%20financial%20oversight.pdf,Accessed: 19.04.2013.

29. P. Keefer and S Khemani, (2009) 'When Do Legislators Pass On "Pork"? The Determinants of Legislator Utilization of a Constituency Development Fund in India', in *World Bank Policy Research Working Paper Series* 4929, pp. 1-45, Available at SSRN: http://ssrn.com/abstract=1405160, Accessed: 19.04.2013.

30. *Parliamentary Procedures (Abstract Series)*, *Lok Sabha*, Available at http://164.100.47.132/LssNew/abstract/process.htm

31. *Budget, Parliamentary Procedure, Ministry of Parliamentary Affairs*, available at http://mpa.nic.in/Manual/Manual_English/Chapter/chapter-07.htm, Accessed: 19.04.2013. http://mpa.nic.in/mpahandbook/parlia13.pdf

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SEC: General Information:

- Skill Enhancement Course (SEC) is an integral component of both Honours and General Programmes across the Streams under UGC CBCS UG Syllabi.
- SEC-1 of each Subject will consist of diverse topics/themes the Earlier Semesters and similarly SEC-2 of each Subject will consist of diverse topics/themes related to the Later Semesters.
- Topics/Themes must be incorporated in each of two Syllabi of SEC meant for Project & Assignments corresponding to CBCS Honours & General/Pass Programmes. PROJECTS & Assignments should be guided in such a way that all Projects/Assignments are prepared by students on different titles & aspects/dimensions of topics/themes/issues incorporated in University approved SEC Syllabi.
- SEC will represent a well mentored and self prepared Project work in written form by a student on respective Syllabi or 5 Assignments in terms of systematic answers in written form against a broad type of question/query carrying 20 marks each applicable across all Streams & Programmes. In case of Science Faculty, Assignments may be on Practical issues/topics/experiments.

SEC: Distribution across Streams & Programmes :

- One Paper of SEC finds its place in each of Third and Fourth Semesters under **Honours Curricula across the Arts/Science/ Commerce Streams** comprising altogether two Papers. In this case SEC must relate to the Honours Subjects only.
- One Paper of SEC finds its place in each of Third to Sixth Semesters under **Arts General Programmes** comprising altogether four papers. Two Papers of SEC will be associated with first Elective Subject and two Papers of SEC will be associated with second Elective Subject (as per sequence of filling up Elective Subjects in the admission forms or preference of the candidate submitted otherwise) in case of Arts (General)Programmes. Across the Third to Sixth Semesters a candidate will take SEC in the sequence : SEC(First Elective, First Paper) or SEC-11, SEC (Second Elective, First Paper) or SEC-21, SEC(First Elective, Second Paper) or SEC-12 & SEC (Second Elective, Second Paper) or SEC-22 respectively.
- For **Science (General) Programme** 4 Papers of SEC will be tagged with at least two out of three Electives and the highest number of SEC Papers under a given Elective must not be more than two.
- The Commerce Department will conduct the SEC in the relevant themes/ topics/issues related to the respective SEC Syllabi: 2 Papers for Honours & 4 Papers for **Commerce (General) Programmes** structurally distributed as like as Arts.
- Same sub topic/theme cannot be opted by a given candidate/student in preparation of Project/ Assignments at different Semesters under SEC .

SEC: Assessment of Project/Assignments :

- Assessment of SEC will be made on Evaluation of the Written Form of Project Work consisting of 80 marks and Oral Interaction /Feedback with the students on Project / Theme consisting of 20 marks.
- A Project must consist of the following 6 Chapters:
  1. Introduction,
  2. Basic Concepts,
  3. Main Analysis on the selected Theme/ Theory,
  4. Supplementary or Complimentary Analysis to the Main Theme/Theory,
  5. Self Study Report & Conclusion ,
  6. List of References of Books & Other Materials.
- The Project & Assignment will follow the University approved Syllabi materials on Subject & Paper specific topics/themes/issues.
- The Project must consist of all the basic features including Cover Page, Preface, Certification by Guide and Contents etc. apart from Chapterisation.
- The word limits of a Project will be in between 2500 to 3500 and the word limits of an Assignment will be in between 400 to 500.
- 80 Marks on written form of Projects will be assessed as per the following format:

Assessment Profile of a Project		
Sl. No.	Assessment Aspects	Assigned Marks
01	Nature of Project Theme & Chapterisation	20
02	Topical Coverage & Consistency of Analysis.	20
03	Way of Presentation & Technical Elements	20
04	Academic Quality & Excellence.	20
	Marks on Project Presentation:	80
	Marks on Oral Feedback :	20
	Total Marks on Project :	100

- Both the evaluated/ assessed Projects and bunch of Assignments will remain under the custody of the related Departments and the University may ask for the despatch of the Projects or bunch of Assignments as & when necessitated.
- The total marks on Projects or Assignments will have to be transmitted by the College to the University on or before the stipulated date.
- This is a general guideline. The respective department(s) may incorporate or modify as department(s) deem fit.

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