



Skill Enhancement Courses (SECs) for Semester -V,

From 2022-23(Syllabus-Curriculum)
Structure of SECs for Semester-V

(To choose One pair from the Four alternate pairs of SECs)

Uni Code	Course Number 6 & 7	Name of Course	Hours/ Week	Credits	Marks	
					IA – 20 Filed Work 5	Sem End
	6C	Office Management	5	4	25	75
	7C	Personnel Administration	5	4	25	75

FIRST and SECOND PHASES (2 spells) of APPRENTICESHIP
between 1st and 2nd year andbetween 2nd and 3rd year (two summer
vacations)

***Note:** THIRD PHASE of APPRENTICESHIP Entire 6th Semester

Note-1: Note: For Semester-V, for the domain subject Political Science, any one of the four pairs of SECs shall be chosen as courses 6C & 7C The pair shall not be broken (ABCD allotment is random, not on any priority basis).

Note-2: One of the main objectives of Skill Enhancement Courses (SEC) is to inculcate skills related to the domain subject in students. The syllabus of SEC will be partially skill oriented. Hence, teachers shall also impart practical training to students on the skills embedded in syllabus citing related real field situations.



B.A	Semester – V (Skill Enhancement Course- Elective)	Credits:4
Course: 6C	Office Management	Hrs/Wk:5

Learning Outcomes:

Students at the successful completion of the course will be able to;

1. Understand fundamental knowledge of Office Management that can be applied to a career.
2. Have knowledge on office administration and identify job competencies.
3. Understand the importance of record management and allied sections.
4. Comprehend the administrative process in office
5. Identify the challenges in the background of ICT.
6. Enhance skills, strategies and techniques to compete with the global competencies in office management.

Syllabus:(Hours: Teaching: 60, Training: 10, Others incl. unit tests: 05)

Unit: 1

Introduction to Office, Office structure-Office Management: Meaning, Nature, Importance, Elements and Functions of Office Management-Basic Principles of office management.

Unit: 2

Office organization: Definition, Characteristics-Office Planning, Accommodation, Layout and Office Environment.

Unit: 3

Office Record Management-Objectives and Importance-Filing System: Steps in filing, Essentials for filing, Classification and arrangements of files, Modern filing methods using Information and Communication Technology and devices-Indexing: Essentials of a good indexing and Records retention and Micro filing.

Unit: 4

Office Communication: Meaning and mailing, Barriers to communication -Correspondence and Report Writing-Types- Periodical reports.

Unit: 5

Form Letters: Meaning, Principles, Factors in designing office forms-Supervisory Skills-Importance of Motivation and Leadership-Issues in Office Management-Recent trends: e-office, use of modern appliances and application of IT in office management.



References:

1. R.S.N.Pillai&Bagavathi, Office Management, S.Chand Publishers, New Delhi, 2014.
2. R.K.Chopra, Office Management, Himalaya Publishing House, New Delhi, 2016.
3. B.N.Tandon, Manual of Office Management and Correspondence, S.Chand Publications, New Delhi, 2014.
4. Sudhir Andrews, Front Office Management and Operations, Tata McGraw Hill Publishing Co. Ltd, India, New Delhi, 2008.
5. Balachandran V, Office Management, Tata McGraw Hill Publishing Co. Ltd, India, New Delhi, 2009.
6. Bhatia R.C, Principles of Office Management, Lotus Press, New Delhi, 2005.
7. Sharma, R.K & Others, Office Management, Kalyani Publishers, New Delhi, 1991.
8. Chopra, R.K, Modern Office and Its Management, Himalaya Publishing House, Hyderabad, 2008.
9. Niraj Kumar, Modern Office Management, New Royal Book Co, Lucknow, 2013.
10. Gopal Krishnan and Sundaresan, M, Material Management: An Integrated Approach, Prentice Hall of India, New Delhi, 2014.
11. Satyasnarayana, J, E-Government, Prentice Hall of India, New Delhi, 2015.
12. Kooiman, J (ed), Modern Governance: New Government-Society Interactions, Sage Publications, London, 2014.
13. Bhatnagar, S.C, E-Government: From Vision to Implementation, Sage Publications, New Delhi, 2014.
14. Singhal. A and Evertt, Rogers, India's Information Revolution, Sage Publications, New York, 1990.
15. Srinivas Vallabhan, S.V, Computer Application in Business, Sultan Chand & Sons, New Delhi, 2014.
16. Web resources suggested by the Teacher concerned and the College Librarian including reading material.

Co-Curricular Activities(*Training of students by the teacher: Total 10 hours*):

a) Mandatory:

1. **FOR TEACHER:** Training of students by teacher in the classroom or in the field for a total of not less than 10 hours on application of ICT tools in Office Management, utilizing the modern tools through hands on experience, procedures and practices in filing, indexing and maintaining office records, imparting skills on office correspondence.



2. **FOR STUDENT:** Students have to visit to a Government office or industry or private organization and observe the filing system, records management, utilization of manuals available, application of ICT, communication flow in the organizations, problems encountered by management in communication, record individual observations and individually submit his / her observation as a hand-written Fieldwork/Project work Report not exceeding 10 pages in the given format to the teacher.
3. Suggested Fieldwork/Project work Format:
Title Page, Student Details, Acknowledgements, Index page, Objectives, Step-wise process, Findings, Conclusion and References.
4. Max marks for Fieldwork/Project work Report: 05
5. Unit Tests /Internal Examinations

b) Suggested Co-Curricular Activities

1. Training of students by a related field expert in Office Management.
2. Reading Local Daily newspaper either print or online.
3. Reading Editorial pages, blogs and websites for various ideological perspectives.
4. Assignments.
5. Discuss the debates around any recent trends, technological advancements and invention of new appliances that are to be used in modern officer management.
6. Plan and organize a capacity building session for the stakeholders.
7. Seminars, Group discussions, Quiz, Debates etc.
8. Invited lectures and presentations on recent global trends in office management.
9. Make visit to a Government office or reputed industry or private firm interact with its members and record their experiences and gain Hands on Experience of records maintenance, indexing and filing procedures.



B.A	Semester – V (Skill Enhancement Course- Elective)	Credits:4
Course: 7C	Personnel Administration	Hrs/Wk:5

Learning Outcomes:

Students at the successful completion of the course will be able to;

1. Understand Personnel Administration that can be applied to a career.
2. Acquire knowledge on recruitment, selection and training and identify job competencies.
3. Understand the importance and role of civil services in Indian Governance.
4. Provide an overview on issues in administration.
5. Enhance skills, strategies and techniques for redressal of grievances in administration

Syllabus:(Hours: Teaching: 60, Training: 10, Others incl. unit tests: 05)

Unit: 1

Personnel Administration: Concept, Nature, Scope and Significance-Hierarchy in Personnel Administration-Roles and Responsibilities of Personnel Administrative Officers- Bureaucracy: Meaning, Characteristics, Nature, Importance and its role in modern state.

Unit: 2

Recruitment: Meaning and Importance, Types of Recruitment, Methods of recruitment with regard to All India, Central and State Services-Union Public Service Commission and State Public Service Commissions-Constitutional provisions and Composition, Functions and Role.

Unit: 3

Training: Meaning, Objectives, Types and Significance-Training Institutions in India-Promotion- Promotion procedure-Career Planning, Evaluation and Development-Motivation and Morale- Performance Appraisal.

Unit: 4

Administrative Ethics-Integrity in administration-Code of Conduct-Common Lapses and Disciplinary Procedure-Employee and Employer Relations-Rights of Civil Servants.

Unit: 5

Problems in Personnel Administration-Employees participation in administration-Grievances- Institutional arrangements for settlement of disputes-Change in work place, Counseling and Time Management.



References:

1. Avasthi Maheswari, Public Administration, Lakshminarayan Agarwal, Agra, 2008.
2. Goel, S.L, Personnel Administration, Deep and Deep Publications, New Delhi, 2009.
3. Sharma, M.P, Public Administration Theory and Practice, Kitab Mahal, Allahabad, 2005.
4. Tripathi P.C, Human Resource Development, S.Chand Publications, New Delhi, 2016.
5. David E.Kalaignar, Public Personnel Management, IPMA, Prentice Hall Inc, Eaglewood Chiffs, New Jersy, 1986.
6. C.M.Jain, Public Personnel Administration, College Book Depot, Jaipur, 2003
7. K.Aswarthappa, Human Resource Management : Text and Cases, Tata McGraw Hill, New Delhi, 2008
8. V.S.P.Rao, Human Resource Management, Excel Books, New Delhi, 2007
9. O.GlennStanl, Public Personnel Administration, Oxford IBH Publication Co, New Delhi, 2008.
10. Chatterjee.Bhaskar, Human Resource Management, Sterling Publications, New Delhi, 2009.
11. Administrative Reforms Commission, 1969, Report on Personnel Administration.
12. Government of India, Second ARC, Tenth Report on Refurbishing of Personnel Administration.
13. Jain, R.B, Aspects of Personnel Administration, IIPA, New Delhi, 2008.
14. Maheswari Sriram, Public Administration in India: The Higher Civil Service, Oxford University Press, New Delhi, 2007.
15. Naff, Katherine C, Norma M, Riccucci, Personnel Management in Government, Politics and Process, Tayolr& Francis, New York, 2014.
16. Tead, Ordway, Personnel Administration, University of California Libraries.
17. Pundrik Ojha & Kiran Sharma, Personnel Administration, Raj Publishers, Agra, 2018.
18. Web resources suggested by the Teacher concerned and the College Librarian including reading material.



Co-Curricular Activities (*Training of students by the teacher: Total 15 hours*):

a) Mandatory:

1. **FOR TEACHER:** Training of students by teacher in the classroom for a total of not less than 10 hours on techniques of preparation of training schedules, training programmes, conducting interviews as part of selection, preparation of confidential reports, skilling on minutes reporting and maintaining service records, identifying the techniques for settlement of disputes in the organization.

2. **FOR STUDENT:** Students have to visit to a Government office or industry, observe the hierarchy of staff, recruitment and selection process, role and responsibilities, interact/interview the employer and employees in order to know how the strategies and techniques using for resolving disputes relating to personal or organizational issues and individually submit his / her observation as a hand-written Fieldwork/Project work Report not exceeding 10 pages in the given format to the teacher.

3. Suggested Fieldwork/Project work Format:

Title Page, Student Details, Acknowledgements, Index page, Objectives, Step-wise process, Findings, Conclusion and References.

4. Max marks for Fieldwork/Project work Report: 05

5. Unit Tests /Internal Examinations

b) Suggested Co-Curricular Activities

1. Training of students by a related field expert in Personnel Administration.
2. Reading Local Daily newspaper either print or online.
3. Reading Editorial pages, blogs and websites for various ideological perspectives.
4. Assignments.
5. Discuss the debates around any recent Ordinance, Bill or Act in the Parliament or State Legislature with regard to service matters of civil servants.
6. Plan and organize a capacity building session for the stakeholders
7. Seminars, Group discussions, Quiz, Debates etc.
8. Invited lectures and presentations on recent global trends in Personnel Administration.
9. Make visit to a Government office or reputed industry, interact with its members and record their experiences on job satisfaction, promotions, motivation and institutional arrangements for grievances.



References:

1. Basu, D.D, Introduction to Constitution of India, Nagpur, Lexis Nexis Butterworths, 2018.
2. P.R.Brass, The Politics of India since Independence, Cambridge, Cambridge University Press, 1974.
3. C.P.Bhambhari, Politics in India since Independence, Delhi, Shipra Publications, 1990.
4. J.C.Aggarwal&N.K.Choudari, Election in India, Shipra Publications, New Delhi, 1998.
5. R.Ali, Representative Democracy and Concept of Free and Fair Elections, Deep and Deep Publications, New Delhi, 2006.
6. D.Anand, Electoral Reforms-Curbing Role of Money Power, Indian Institute of Public Administration, New Delhi, 2005.
7. A.Bajpai, Indian Electoral System-An Analytical Study, Nardeen Book Centre, New Delhi, 2002.
8. A.K.Bhagat, Elections and Electoral Reforms in India, Vikas Publications, New Delhi, 2006.
9. R.P.Bhalla, The Electoral System, Its Operation, and Implications for Democracy in India, Teaching Politics, New Delhi, 1989.
10. R.Hegde, Electoral Reforms-Lack of Political Will, Bangalore, Karnataka State Janata Party, 1987.
11. P.N.Sharma, Elections and National Politics, Shipra Publications, New Delhi, 2004.
12. Eldersveld, S.J, Experimental Propaganda Techniques and Voting Behaviour, The American Political Science Review, New York, 1986.
13. Eldersveld, S.J, Theory and Method in Voting Behaviour Research, The American Political Science Review, New York, 1992.
14. Jain, S, State Funding of Elections and Political Parties in India Journal of the Indian Law Institute, Allahabad, 1999.
15. Sridharan, E, Toward State Funding of Elections in India : A Comparative Perspective on Possible Options, The Journal of Policy Reforms, 3:3, pp.229-254.
16. Rosenblum, N, Political Parties as Membership Groups, Columbia Law Review, 100(3), pp.813-844.
17. Web resources suggested by the Teacher concerned and the College Librarian including reading material.



Co-Curricular Activities (*Training of students by the teacher: Total 10 hours*):

A). Mandatory:

1. **FOR TEACHER:** Training of students by teacher in the classroom for a total of not less than 10 hours on collection of data relating to General Elections to Lok Sabha/Assembly or elections to Local bodies for a particular period, analysis of data by using statistical tools, preparation of questionnaire on voting behavior, identifying techniques for interpretation of election data and imparting skills involved in political campaigning by using new media.

2. **FOR STUDENT:** Students have to visit to nearby residential colony or street or a village, collect data regarding their voting behavior, voter turnout by interviewing the voters using formal and informal questionnaire, interaction with the voters and individually submit his / her observation as a hand-written Fieldwork/Project work Report not exceeding 10 pages in the given format to the teacher.

3. Suggested Fieldwork/Project work Format:

Title Page, Student Details, Acknowledgements, Index page, Objectives, Step-wise process, Findings, Conclusion and References.

4. Max marks for Fieldwork/Project work Report: 05

5. Unit Tests /Internal Examinations

B). Suggested Co-Curricular Activities

1. Training of students by a related field expert.
2. Reading Local Daily newspaper either print or online.
3. Reading Editorial pages, blogs and websites for various ideological perspectives.
4. Assignments.
5. Discuss the debates around any recent Ordinance, Bill or Act in the Parliament or State Legislature.
6. Discuss any contemporary practice or event that violates the true spirit of democracy and political equality.
7. Seminars, Group discussions, Quiz, Debates etc.
8. Witness any incident occurred in your surroundings that would be considered for obstacle for reforms in politics
9. Invited lectures and presentations on related topics by experts in Electoral Politics.
10. Read the guidelines issued by Supreme Court in landmark cases relating to Political Defections, Anti-democracy acts of political parties.

11. Arrange Guest Lectures inviting election authorities such as District Returning Officer /Observers / Experts in Election Management.



**ADIKAVI NANNAYA UNIVERSITY ::
RAJAHMAHENDRAVARAM**

B.A. Political Science Syllabus (w.e.f: 2020-21 A.Y)

**UG PROGRAM (4 Years Honors)
CBCS-2020-21**
(With History, Economics and Political Science Disciplines)

B.A
POLITICAL SCIENCE



Syllabus



DETAILS OF COURSE TITLES & CREDITS

Sem	Courses No	Name of Course	Course Type (T/L/P)	Hours/Week (Arts:5)	Credits (Arts:4)	Max. Marks Cont/ Internal /Mid - Assessment	Max. Marks Sem- end Exam
I	1	Introduction to Political Science	T	5	4	25	75
II	2	Basic Organs of the Government	T	5	4	25	75
III	3	Indian Government and Politics	T	5	4	25	75
IV	4	Indian Political Process	T	5	4	25	75
	5	Western Political Thought	T	5	4	25	75
Total				25	20	125	375

Note: *Course type code: T: Theory, L: Lab, P: Problemsolving



B.A	Semester: I	Credits: 4
Course: 1	Introduction To Political Science	Hrs/Wk: 5

Learning Outcomes:

On successful completion of the course the students will be able to;

- Recall the previous knowledge about Political Science and understand the nature and scope, traditional and modern approaches of Political Science.
- Understand concepts intrinsic to the study of Political Science.
- Have solid theoretical understanding of Rights and its theories along with the basic aspects of certain political ideologies.
- Apply the knowledge to observe the field level phenomena

UNIT I:**INTRODUCTION:**

1. Definition, Nature, Scope and Importance of Political Science – Relations with allied disciplines (History, Economics, Philosophy and Sociology).
2. Approaches to the study of Political Science: Traditional Approaches-Philosophical, Historical. Modern Approaches-Behavioral and System Approach.

UNIT II:**STATE:**

1. Definition of the State, Elements of the State, Theories of Origin of the State-(Divine Origin, Force, Evolutionary and Social Contract).
2. Concepts of Modern State and Welfare State.

UNIT III:**CONCEPTS OF POLITICAL SCIENCE:**

1. Law, Liberty, Equality.
2. Power, Authority and Legitimacy.

UNIT IV:**THEORIES OF RIGHTS:**

1. Meaning, Nature and Classification of Rights.
2. Theories of Rights.

UNIT V:**POLITICAL IDEOLOGIES:**

1. Liberalism, Individualism, Anarchism.
2. Socialism, Marxism and Multiculturalism.



REFERENCE BOOKS:

➤ A.C. Kapur	:	<i>Principles of Political Science</i>
➤ R.C.Agarwal	:	<i>Political Theory</i>
➤ J.C.Johari	:	<i>Contemporary Political Theory</i>
➤ Amaj Ray & Bhattacharya	:	<i>Political Theory and Institutions</i>
➤ O.P.Gauba	:	<i>An Introduction to Political Theory</i>
➤ Abbas, Hoveyda&Ranjay Kumar	:	<i>Political Theory</i>
➤ Andrew Hakes	:	<i>Political Theory: Philosophy, Ideology, Science</i>
➤ J.C.Johari	:	<i>Principles of Modern Political Science</i>
➤ RajeevBhargava& Ashok Acharya(ed)	:	<i>Political Theory-An Introduction</i>
➤ Andrew Heywood	:	<i>Political Ideologies-An Introduction</i>
➤ Norman Barry	:	<i>An Introduction to Modern Political Theory</i>
➤ JadiMusalaiah, V.Vasundhara Devi &V.Bhogendracharyulu, Prof.V.RavindraSastry (ed)	:	<i>Political Science Concepts, Theories & Institutions</i>
➤ Laski, H.J.	:	<i>Grammar of Politics</i>
➤ A.Appadorai	:	<i>Substance of Politics</i>
➤ Eddy Ashirvadam&K.K.Misra	:	<i>Political Theory</i>
➤ SushilaRamaswamy	:	<i>Political Theory: Ideas & Concepts, Political Theory & Thought, Key Concepts in Political Theory</i>
➤ VidyaDhar Mahajan	:	<i>Political Theory (Principles of Political Science)</i>
➤ S.P.Varma	:	<i>Modern Political Theory</i>



B.A	Semester: II	Credits: 4
Course: 2	Basic Organs Of The Government	Hrs/Wk: 5

Learning Outcomes:

On successful completion of the course the students will be able to:

- Understand the Origin and Evolution of the concept of Constitutionalism and classification of Constitutions.
- Acquaint themselves with different theories of origin of State.
- Understand and analyses organs and forms of Governments along with a deep insight into the various agents involved in the political process.
- Apply the knowledge to analyse and evaluate the existing systems

UNIT I:**CONSTITUTION:**

1. Meaning, Definition, Origin and Evolution of Constitution.
2. Classification of the Constitutions-Written and Unwritten; Rigid and Flexible.

UNIT II:**ORGANS OF THE GOVERNMENT:**

1. Theory of Separation of Powers-B.D.Montesquieu.
2. Legislature-Unicameral and Bicameral-Power and Functions, Executive-Types,Powers and Functions. Judiciary-Powers and Functions.

UNIT III:**FORMS OF GOVERNMENT:**

1. Unitary and Federal forms of Governments-Merits and Demerits.
2. Parliamentary and Presidential forms of Governments- Merits and Demerits.

UNIT IV:**DEMOCRACY:**

1. Meaning, Definition, Significance, Theories and Principles of Democracy.
2. Types of Democracy: Direct and Indirect Democracy-Methods, Merits and Demerits-Essential Conditions for Success of Democracy.

UNIT V:**POLITICAL PARTIES, PRESSURE GROUPS AND PUBLIC OPINION:**

1. Meaning, Definition and Classification of Political Parties: National and Regional-Functions of Political Parties.
2. Pressure Groups (Interest Groups)- Meaning, Definition, Types, Functions and Significance of Public Opinion.



REFERENCE BOOKS:

➤ SukhbirBhatnagar	:	<i>Constitutional Law and the Governance</i>
➤ A.C.Kapur	:	<i>Select Constitutions</i>
➤ R.C.Agarwal	:	<i>Political Theory</i>
➤ VidyaDhar Mahajan	:	<i>Political Theory (Principles of Political Science)</i>
➤ M.R.Biju	:	<i>Democratic Political Process</i>
➤ PeterRonald de Souja&E.Sreedharan (ed)	:	<i>Indian Political Parties</i>
➤ JadiMusalaiah, V.Vasundhara Devi &V.Bhogendracharyulu, Prof.V.RavindraSastry (ed)	:	<i>Political Science Concepts, Theories & Institutions</i>
➤ Laski. H.J.	:	<i>Grammar of Politics</i>
➤ A.Appadorai	:	<i>Substance of Politics</i>
➤ Eddy Ashirvadam&K.K.Misra	:	<i>Political Theory</i>
➤ SushilaRamaswamy	:	<i>Political Theory: Ideas & Concepts</i>
➤ S.P.Varma	:	<i>Modern Political Theory</i>

ANNEXURE

CO-CURRICULAR ACTIVITIES

• All Co-curricular activities recommended at Course – I
• Study of the outline features of Constitutions of U.S.A, U.K., Australia, Canada, South Africa, China and Japan in comparison to the Constitution of India.
• Study projects on selected local real time problems.
• Field visits to government establishments.



B.A	Semester: III	Credits: 4
Course: 3	Indian Government And Politics	Hrs/Wk: 5

Learning Outcomes:

On successful completion of the course the students will be able to:

- Acquire knowledge about the historical background of Constitutional development in India, appreciate philosophical foundations and salient features of the Indian Constitution.
- Analyze the relationship between State and individual in terms of Fundamental Rights and Directive Principles of State Policy.
- Understand the composition of and functioning of Union Government as well as State Government and finally
- Acquaint themselves with the judicial system of the country and its emerging trends such as judicial reforms.

UNIT I:**SOCIAL AND IDEOLOGICAL BASE OF THE INDIAN CONSTITUTION:**

1. Constitutional Development in India during British Rule-A Historical Perspective with reference to Government of India Acts, 1909, 1919 and 1935.
2. Constituent Assembly-Nature, Composition, Socio-Economic, Philosophical Dimensions and Salient Features of the Indian Constitution.

UNIT II:**INDIVIDUAL AND STATE:**

1. Fundamental Rights, Directive Principles of State Policy and Fundamental Duties-Differences between Fundamental Rights and Directive Principles of State Policy.
2. The 'Doctrine of Basic Structure of the Constitution' with reference to Judicial Interpretations and Socio-Political Realities.

UNIT III:**UNION EXECUTIVE:**

1. President of India-Mode of Election, Powers and Functions.
2. Parliament-Composition, Powers and Functions, Legislative Committees, Prime Minister and Council of Ministers-Powers and Functions, Role in Coalition Politics

UNIT IV:**STATE EXECUTIVE:**

1. Governor-Mode of Appointment, Powers and Functions.
2. Legislature-Composition, Powers and Functions, Chief Minister and Council of Ministers-Powers and Functions

UNIT V:**THE INDIAN JUDICIARY:**

1. Supreme Court-Composition and Appointments, Powers and Functions or Jurisdiction of the Supreme Court, Judicial Review, Judicial Activism.
2. High Court-Composition, Powers and Functions, Debates on the mode of appointment of Judges-National Judicial Appointments Commission and Judicial Reforms.



REFERENCE BOOKS:

➤ M.V.Pylee	:	<i>Indian Constitution, Constitutional Government in India Constitutional History of India</i>
➤ Durga Das Basu	:	<i>An Introduction to the Constitution of India</i>
➤ Rajni Kothari	:	<i>Politics in India</i>
➤ SanghMittra	:	<i>Indian Constitution Acts (East India Company to Independence)</i>
➤ Hoshier Singh, P.C.Mathur&Pankaj Singh (ed)	:	<i>Coalition Governments & Good Governance</i>
➤ B.C.Fadia	:	<i>Indian Government and Politics</i>
➤ SubhashC.Kashyap	:	<i>Concise Encyclopedia of Indian Constitution</i>
➤ P.B.Rathod&VimlaRathod	:	<i>Indian Constitution, Government and Political System</i>
➤ Verinder Grover (ed)	:	<i>Federal System, State Autonomy and Centre-State Relations in India.</i>
➤ Prof.Lalaiah,P.Venkatarama na, K.SaiBaba&K.Mallesam, Prof.V.RaveendraSastry (ed)	:	<i>Indian Government-Politics</i>
➤ M.Lakshmikant	:	<i>Indian Polity</i>
➤ R.C.Agarwal& Mahesh Bhatnagar	:	<i>Constitutional Development and National Movement of India</i>
➤ Singh &Saxena	:	<i>Indian Politics : Contemporary Issues and Concerns</i>
➤ Austin Granville	:	<i>The Indian Constitution : Cornerstone of a Nation, Working of a Democratic Constitution : The Indian Experience</i>
➤ W.H.Morris Jones	:	<i>Government and Politics of India</i>
➤ M.P.Jain	:	<i>Indian Constitutional Law</i>
➤ Subhash C. Kashyap.	:	<i>Our Constitution, Our Parliament, Our Political</i>



		<i>System</i>
➤ A.S.Narang	:	<i>Indian Political System, Process and Development</i>
➤ Rajeev Bhargav	:	<i>Politics and Ethics of the Indian Constitution</i>
➤ Bipin Chandra	:	<i>Nationalism & Colonialism in Modern India</i>
➤ Paul R.Brass	:	<i>The Politics in India since Independence</i>
➤ K.SubrataMitra	:	<i>Politics in India : Structure, Process and Policy</i>
➤ S.H.Patil	:	<i>The Constitution, Government and Politics in India</i>
➤ VishnooBhagwan&VidyaBhusan	:	<i>Indian Administration</i>

ANNEXURE

CO-CURRICULAR ACTIVITIES

• All Co-curricular activities recommended at Course – I
• Peers and self-assessment outputs from individual and collaborative work.
• Individual observations in field studies and recordings in the areas related to syllabus
• Conduct of a Mock Parliament on important current issues for awareness about the proceedings of the Parliament, intensity of debates and understanding the outcomes.
• A Field Visit to a Court to observe the structure and its exercise of powers.
• Discussion of Previous Question Courses relating to Services (Service Commissions and other Recruitment Agencies) for an understanding of different approaches
• Study projects on selected local real time problems.



B.A	Semester: IV	Credits: 4
Course: 4	INDIAN POLITICAL PROCESS	Hrs/Wk: 5

Learning Outcomes:

On successful completion of the course the students will be able to :

- Know and understand the federal system of the country and some of the vital contemporary emerging issues.
- Evaluate the electoral system of the country and to identify the areas of electoral reforms.
- Know the constitutional base and functioning of local governments with special emphasison 73rd& 74th Constitutional Amendment Acts.
- Understand the dynamics of Indian politics, challenges faced and gain a sensitive comprehension to the contributing factors.
- Apply the knowledge and critically comprehend the functioning of some of the regulatoryand governance institutions.
- Propose theoretical outline alternate models.

UNIT I:**FEDERAL PROCESSES:**

1. Features of Indian Federal System- Centre-State Relations-Legislative, Administrative and Financial.
2. Emerging Trends in Centre-State Relations-Restructuring Centre- State Relations- Recommendations of Sarkaria Commission, M.M.Punchi Commission.

UNIT II:**ELECTORAL PROCESSES:**

1. The Election Commission of India, Powers and Functions.
2. Issues of Electoral Reforms, Voting Behaviour-Determinants and Problems of Defections.

UNIT III:**GROSSROOT DEMOCRACY-DECENTRALISATION:**

1. Panchayat Raj system-Local and Urban Governments-Structure, Powers and Functions.
2. Democratic Decentralization-Rural Development and Povertyalleviation with reference to 73rd and 74th Constitutional Amendment Acts, Challenges and Prospects.

UNIT IV:**SOCIAL DYNAMICS AND EMERGING CHALLENGES TO INDIAN POLITICAL SYSTEM:**

1. Role of Caste, Religion, Language and Regionalism in India.
2. Politics of Reservation, Criminalization of Politics and Internal threats to Security.

UNIT V:**REGULATORY AND GOVERNANCE INSTITUTIONS:**

1. NITI Ayog, Finance Commission, Comptroller and Auditor General of India.
2. Central Vigilance Commission, Central Information Commission, Lokpal and Lokayukta.



REFERENCE BOOKS:

➤ M.V.Pylee	:	<i>Indian Constitution</i> <i>Constitutional Government in India</i>
➤ D.D.Basu	:	<i>An Introduction to the Constitution of India</i>
➤ Rajni Kothari	:	<i>Politics in India, Caste in Indian Politics</i>
➤ PeuGhosh	:	<i>Indian Government and Politics</i>
➤ Prof.Lalaiah, P.Venkataramana, K.SaiBaba&K.Mallesam, Prof.V.RaveendraSastry (ed)	:	<i>Indian Government-Politics</i>
➤ M.R.Biju	:	<i>Democratic Political Process</i>
➤ J.K.Chopra (ed)	:	<i>Local Self-Government and Municipal Administration</i>
➤ Susan Bayly	:	<i>Caste, Society and Politics in India (From the Eighteenth Century to the Modern Age)</i>
➤ SubharataDutta	:	<i>Democratic Decentralisation and Grassroot Leadership in India</i>
➤ H.V.Hande	:	<i>Dr.B.R.Ambedkar& The Making of the Indian Constitution</i>
➤ S.K.Sharma&UshaSarma	:	<i>Politics and Administration in India- A Retrospective Survey</i>
➤ Hari Prasad Chhetri	:	<i>Panchayatraj System and Development Planning</i>
➤ B.C.Fadia	:	<i>Indian Government and Politics</i>
➤ UpendraBaxi&Biku Parekh	:	<i>Crisis and Change in Contemporary India</i>
➤ M.Lakshmikant	:	<i>Indian Polity, Governance in India</i>
➤ N.G.Jayal (ed)	:	<i>Democracy in India</i>
➤ Peter Ronald deSouza&E. Sridharan	:	<i>India's Political Parties</i>
➤ O.P.Tiwari	:	<i>Federalism and Centre-State Relations in India</i>
➤ AthulKohli (ed)	:	<i>The Success of India's Democracy</i>
➤ C.B.Raju	:	<i>Social Justice and the Constitution of India</i>
➤ V.K.Garg	:	<i>Caste and Reservation in India</i>



➤ U.Baxi	:	<i>The Indian Supreme Court and Politics Parliamentary Procedure, Law Privilege, Practice &Precedents</i>
➤ VishnooBhagwan&VidyaBhushan	:	<i>Indian Administration</i>
➤ S.H.Patil	:	<i>The Constitution, Government and Politics in India</i>

ANNEXURE
CO-CURRICULAR ACTIVITIES

• All Co-curricular activities recommended at Course – I & III
• A Field Visit to a Court / District Jail / Local Government Office to observe the structure and functioning
• Viva voce interviews.
• Computerised adaptive testing, literature surveys and evaluations.
• Encouragement to students to contribute articles to the magazines and seminars

ADIKAVI NANNAYA UNIVERSITY
RAJAMAHENDRAVARAM
CBCS / Semester System
(W.e.f. 2016-17 Admitted Batch)

I Semester Syllabus

B.A. POLITICAL SCIENCE

BASIC CONCEPTS OF POLITICAL SCIENCE

Unit-1: Explanatory Frameworks of Politics

1. What is Politics: Nature and Scope of Political Science
2. Approaches to the Study of Politics: Normative, Historical, Empirical Traditions (Behavioural)

Unit-2: What is the State

1. Origin and Evolution of the State – Evolution Theories – Divine Theory and Social Contract
2. The role of the Modern State: Social Democratic and Neo Liberal conceptions

Unit-3: Nations and Nationalism

1. Concept of Nation and Concept of Nationality
2. Conceptual Distinction between Nationality and Nation

Unit-4: Rights and Citizenship

1. Evolution of Rights: Civil and Social rights
2. Citizenship: Kinds – POI

Unit-5: Freedom(Liberty), Equality and Justice

1. Freedom(Liberty): Kinds of Liberty
2. Equality: Formal Equality, Kinds of Equality, Equality of Opportunity
3. Justice: Justice based on Needs and Rights

Reference books:

1. Bhargava Rajeev and Acharya Ashok (eds) (2008) Political Theory: An Introduction, Pearson, New Delhi.
2. Andrew Heywood (2007) Politics 3rd edition, Palgrave Macmillan, New York.
3. Bellamy R (1993) (Ed) Theories and Concepts of Politics, Manchester university press, New York.
4. Vincent A (2004) The Nature of Political Theory, Oxford University Press, New York.

ADIKAVI NANNAYA UNIVERSITY:: RAJAMAHENDRAVARAM
CBCS/ SEMESTER SYSTEM
II SEMESTER :: BA POLITICAL SCIENCE
(FOR 2016-17 ADMITTED BATCH)

PAPER-II (CORE): POLITICAL INSTITUTIONS
(CONCEPTS, THEORIES AND INSTITUTIONS)

Unit-1: Constitutionalism

1. The Purpose of Constitutional law, Theory of Separation of Powers
2. Structural Forms of the Modern State: Basic features of Parliamentary and Presidential forms of Government

Unit-2: Territorial Division of Authority of the Modern State

1. Basic features of Federal form of Government
2. Basic features of Unitary form of Government

Unit-3: Institutional forms of the Modern State

1. Democracy: Basic features of Classical (Direct Democracy) and Modern Representative Democracy
2. Models of Democracy: Procedural Democracy (Conditions for success of Democracy)

Unit-4: Judiciary and Democratic State

1. The nature, role and functions of the Judiciary
2. Judicial Review: Debates on the Supremacy of legislature or Judiciary in the protection of Constitutional law

Reference books:

1. Andrew Heywood (2007) Politics 3rd edition, Palgrave Macmillan, New York
2. Held, David (2006) Models of Democracy 3rd edition Oxford Polity Press
3. Birch A.H (2000) The Concepts and Theories of Democracy, London Routledge
4. Bogdanor, V (Ed) (1988) Constitutions in Democratic Politics Gower, Aldershot
5. Scott Gordon (1999) Controlling the State: Constitutionalism from Ancient Athens to Today, Cambridge, Harvard University Press.

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RAJAMAHENDRAVARAM

CBCS / Semester System

(From 2015-16 Batch)

III Semester Syllabus

B.A. POLITICAL SCIENCE

INDIAN CONSTITUTION

Unit-1: The Making of the Constitution

1. The ideological legacy of the Indian National Movement on the Constituent Assembly
2. The Nature and Composition of the Constituent Assembly

Unit-2: Philosophical Premises of the Indian Constitution

1. Preamble: The underlying values of the Indian Constitution
2. Salient features of the Constitution of India

Unit-3: Fundamental rights and Directive principles of State Policy

1. Individual and Collective Rights: Limitations on the fundamental Rights
2. Judicial Interpretation of Fundamental Rights
3. The doctrine of 'Basic Structure' of the Constitution: Kesavananda Bharathi Case

Unit-4: Indian Federalism

1. Unitary and Federal features in the Indian Constitution
2. Tension Areas between the Union and State Governments
Legislative, Administrative and Financial Spheres

Unit-5: Working of the Indian Constitution

1. The Values of the Indian Constitution and Ushering of Social Revolution in India
2. The causes for the Ascendancy of the Executive over legislature and Judiciary;
Major Controversies regarding the Amendments to the Constitution
3. Nature and Role of Higher Judiciary in India; Recent Debates on the mode of appointment of Judges

Reference books:

1. Granville Austin (1972) the Indian Constitution, Cornerstone of a Nation Oxford university Press, New Delhi.
2. Madhavkhosla (2012) the Indian Constitution, oxford university press, New Delhi
3. Granville Austin (1999) Working a Democratic Constitution; A History of the Indian Experience, Oxford University Press, New Delhi
4. Zoya Hasan, Sridharan E and Sudharshan R (Eds) 2002 India's living Constitution,

Permanent black, New Delhi

5. BaxiUendra (1980) the Indian Supreme Court and Politics Eastern book co, Lucknow



ADIKAVI NANNAYA UNIVERSITY
CBCS/SEMESTER SYSTEM
IV SEMESTER : B.A. POLITICAL SCIENCE
W.E.FROM 2015-16 ADMITTED BATCH

PAPER-IV (CORE): INDIAN POLITICAL PROCESS

Unit-1: Approaches to Study the Political Processes in India

1. Theory of Modernization: Transition from Tradition to Modernity
2. Marxian Approach: Transition from pre-capitalism to capitalism

Unit-2: Social Structure and Democratic Process

1. Transition of Caste System: From Hierarchy to Identity: Role of Agency
2. Politicisation of Intermediate and Dalit Caste Communities
3. Evolution of Modernity in India

Unit-3: Religion and Politics

1. Competing Communalisms: Majoritarian and Minoritarian
2. Debates on Secularism; Role of the State towards religion

Unit-4: Party and Electoral Processes in India

1. Electoral Trends of the lok Sabha from 1952 to 2014: From the One Party Congress System to Multi Party Coalitions
2. Determinants of Voting Behavior in India; Caste, Class, Patronage, Money etc.
3. Evolution of Party System in India: the Ideology and Social bases of major Political Parties: INC, BJP, CPM, DMK, BSP, TDP

Reference books:

1. Chandhoke N and Priyadarshini P (Eds) (2009) Contemporary India Economy, society, politics, Pearson, New Delhi.
2. Vanaik A and Bhargava R (Eds) (2010) Understanding Contemporary India Critical perspectives orient black swan New Delhi.
3. Jayal N G and Mehta PB (Eds) (2010) Oxford Companion to Indian Politics Oxford University Press, New Delhi.
4. Kohliatul and Prema Singh (Ed) (2013) Routledge Hand book of Indian Politics Routledge, New York.
5. Jaffrelot C (2003) India's Silent Revolution: The Rise of the Lower Caste in North India, C Hrust, London.
6. Stanely A. Kochanek, Robert L. Hardgrave, India Government and Politics in a Developing Nation, Boston, Wards Worth Publishing, 2006.
7. Rajeev Bhargava (Ed) Secularism and its Critics (1998), Delhi, OUP.

ADIKAVI NANNAYA UNIVERSITY

CBCS: SYLLABUS - SEMESTER WISE (2015-16)

THIRD YEAR; SEMESTER – V

B.A. POLITICAL SCIENCE

PAPER-V(CORE): INDIAN POLITICAL THOUGHT

Unit-1: Traditions of Ancient Indian Political Thought

1. Sources and features of Ancient Indian Political Thought
2. Manu: Social laws
3. Kautilya: Theory of the State

Unit-2: Renaissance Thought

1. Rammohun Roy: Religious and Social Reform
2. Pandita Ramabai: Gender

Unit-3: Early Nationalism

1. Dadabai Naoroji: Drain Theory and Poverty
2. Ranade M G : The Role of the State and Religious Reform

Unit-4: Religious Nationalism

1. Savarkar V D : Hindutva or Hindu Cultural Nationalism
2. Mohammed Iqbal: Islamic Communitarian Nationalism

Unit-5: Democratic Egalitarianism

1. Gandhi-Swaraj and Satyagraha
2. Jawaharlal Nehru- Democratic Socialism
3. Dr. Ambedkar B R – Annihilation of Caste System
4. M.N. Roy: Radical Humanism

Reference books:

1. Pantham Thomas and Kenneth Deutsch (Ed) (1986) Political thought in modern India, Sage, New Delhi
2. Bidyut Chakrabarty and Rajendra Kumar Pandey (2009) modern Indian political thought, Sage, New Delhi
3. Gurpreet Mahajan (2013), India : Political ideas and making of a democratic discourse, zed book, London
4. Partha Chatterjee (1986) nationalist thought and the colonial world: A derivative disclosure, zed books, London
5. Bhikhu Parekh (1999) colonialism, tradition and reform, Sage, New Delhi
6. Bhikhu Parekh (1989) Gandhi's political philosophy, Macmillan, London

CBCS: SYLLABUS - SEMESTER WISE (2015-16)
THIRD YEAR; SEMESTER – V
B.A. POLITICAL SCIENCE
PAPER-VI (CORE): WESTERN POLITICAL THOUGHT

Unit-1: Classical Western Political Thought

1. Plato: Theory of Forms, Critique of Democracy, Justice
2. Aristotle: Citizenship, State, Justice, Virtue

Unit-2: Early Medieval to the Beginning of Modern Thought

1. St. Augustine: Earthly City and Heavenly City, Evil, Freewill, Moral Action
2. Machiavelli, Statecraft, Virtue, Fortuna

Unit-3: Liberal Thought

1. Thomas Hobbes: Human nature, Social Contract, liberty, State
2. John Locke: Natural Rights, Consent, Social Contract, State
3. Rousseau: Social institutions and Moral Man, Equality, liberty and General Will

Unit-4: Liberal Democratic Thought

1. Jeremy Bentham: Utilitarianism
2. John Stuart Mill: Individual liberty, Representative Government

Unit-5: Philosophical Idealism and its critique

1. Hegel: Individual Freedom, Civil Society, State
2. Karl Marx: Alienation, Surplus Value, Materialist Conception of History, State

Reference books

1. Shefali Jha (2010) Western Political Thought from Plato to Karl Marx, Pearson, New Delhi
2. Boucher D and Kelly P (Eds) (2009) Political Thinkers from Socrates to the Present, Oxford University press, oxford
3. Coleman J (2000) A History of Modern Political Thought: From Ancient Greece to early Christianity, Blackwell publishers, oxford
4. Macpherson C B (1962) The Political Theory of Possessiveness Individualism, Oxford University press, oxford
5. Hampsher-monk I (2001) A History of Modern Political Thought: Major Political Thinkers from Hobbes to Marx, Blackwell publishers, oxford

ADIKAVI NANNAYA UNIVERSITY

Structure of BA - Political Science under CBCS w.e.f.2015-16

Yr	Sem ester	Paper	Title	Hr/ Wk	Cre dits	Marks	
						Int	Ext
III	VI	VII	VII-(B): Principles of Public Administration	5	4	25	75
		VIII	Elective VIII-C-1: International Relations	5	4	25	75
	VII		Elective VIII-C-2: Indian Foreign Policy	5	4	25	75
			Elective VIII-C-3: Contemporary Global Issues	5	4	25	75

Note: Student Activities like Data/picture analysis, Seminars, Assignments, Group Discussions, Case studies, Fieldwork, Surveys, Study Projects, Models are Part of Curriculum in all papers. The teacher shall identify appropriate activities for each unit and assign them to all the students for improving domain skills.

* Candidate has to choose only one paper

** Candidates are advised to choose Cluster (A) if they have chosen VII (A) and Choose Cluster (B) if they have chosen VII(B) etc. However, a candidate may choose any cluster irrespective of what they have chosen in paper VII

CBCS: SYLLABUS - SEMESTER WISE (2015-16)
THIRD YEAR; SEMESTER –VI
B.A. POLITICAL SCIENCE

PAPER-VII-(B)(Elective): PRINCIPLES OF PUBLIC ADMINISTRATION

Unit-1: Nature of Public Administration

1. Meaning, Nature and Scope of Public Administration
2. Significance of Public Administration
3. Public and Private Administration

Unit-2: Administrative Theories

1. Classical Theory-Henry Fayol
2. Human Relations theory-Elton Mayo
3. Rational Decision making theory-Herbert Simon

Unit-3: Principles of Organization

1. Hierarchy- Span of control-Unity of command
2. Decision Making-Communication
3. Co-ordination-leadership

Unit-4: Structure of organization

1. Chief Executive-Types and Functions
2. Department-Bases of Departmentalization
3. Line and Staff Agencies

Unit-5: Theories of Motivation

1. Meaning and importance of Motivation
2. Hierarchy of needs theory; Abraham Maslow
3. Theories of X and Y ; Douglas Mc Gregor

Reference books:

1. Pardhasaradhi (Eds) (2011) Public Administration; Concepts, Theories and Principles, Telugu Academy, Hyderabad
2. R.kSapru (2014) 3rd Edition, Administrative Theories and Management Thought, PHI learning Pvt.Ltd, New Delhi.
3. Prasad D R, Prasad V S,(Eds) (2010),Administrative Thinkers, Sterling Publishers, NewDelhi.

CBCS: SYLLABUS - SEMESTER WISE (2015-16)
THIRD YEAR; SEMESTER – VI
B.A. POLITICAL SCIENCE
PAPER: VIII-C-1 (Cluster Elective): INTERNATIONAL RELATIONS

Unit- I: Basic Concepts of International Relations

1. Meaning, Nature and Scope of International Relations
2. (a). Balance of power (b). National interests
(c). Collective Security (d). Diplomacy

Unit-II: Approaches to the study of International Relations

1. Idealism – Woodrow Wilson
2. Classical Realism – Hans Morgenthau
3. Neo – realism – Kenneth Waltz

Unit-III: Phases of International Relations (1914-1945)

1. Causes for the First World War
2. Causes for the Second World War

Unit-IV: Phases of International Relations (1945 onwards)

1. Origins of First Cold War
2. Rise and Fall of Détente
3. Origins and the End of Second Cold War

Unit-V: International Organisation

1. The role of UNO in the protection of International Peace
2. Problems of the Third World : Struggle for New International Economic Order

Reference Books:

1. Jackson, R and Sorensan Y, Introduction to International Relations; Theories and approaches, New York, OUP, 2008.
2. Baylis, J and Smith, S (Eds), The Globalization of World Politics; An Introduction to International Relations, Oxford, OUP, 2011
3. Aneek Chatterjee, International Relations Today; Concepts and Applications, New Delhi, Pearson Education, 2008.
4. E.H. Carr, International relations between the two world Wars, Lodon, Palgrave Macmillan, 2004.

CBCS: SYLLABUS - SEMESTER WISE (2015-16)
THIRD YEAR; SEMESTER –VI
B.A. POLITICAL SCIENCE
PAPER:VIII-C-2 (Cluster Elective): INDIAN FOREIGN POLICY

Unit- I: Evolution of Indian Foreign of Policy

1. Determinants of Indian Foreign of Policy
2. Continuity and change in Indian Foreign Policy

Unit-II: Non-Alignment and UNO

1. The role of India in the Non-Alignment Movement
2. Relevance of Non-Aligned Movement in the Contemporary World
3. Role of India in the UNO in protection of International Peace

Unit-III: India's Relation with USA and China

1. Indo- US Relations: Pre- Cold War Era, Post- Cold War Era
2. India – China Relations: Pre- Cold War Era, Post- Cold War Era

Unit-IV: India and her Neighbours

1. Indo- Pakistan Relations
2. India's role in South Asian Association of Regions Cooperation (SAARC)

Reference Books:

1. David Scott (Ed), Handbook of India's International Relations, London, Routledge,2011
2. Ganguly, S (Ed), India as an Emerging Power,Portland, Franck class, 2003
3. Pant, H, Contemporary Debates in Indian Foreign and Security Policy, London, Palgrave Macmillian,2008
4. Tellis, A and Mirski, S (Eds), Crux of Asia; China, India, and the Emerging global Order, Washington, Carnegie endowment for international peace,2013
5. Muni, S.D, India's Foreign Policy Delhi CUP, 2009
6. Alyssa Ayres and Raja Mohan, C (Eds), Power Realignment in Asia: China, India and the United States, New Delhi, Sage, 2002.
7. Appadorai, A, Domestic roots of Indian Foreign Policy, New Delhi, OUP,1971 Dutt, V.P, India's Foreign Policy in a Changing World, New Delhi,NBT,2011

CBCS: SYLLABUS - SEMESTER WISE (2015-16)
THIRD YEAR; SEMESTER – VI
B.A. POLITICAL SCIENCE
PAPER: VIII-C-3 (Cluster Elective): CONTEMPORARY GLOBAL ISSUES

Unit- I: Conceptions of Globalization

1. Economic Conception of Globalization
2. Political Conception of Globalization

Unit-II: Anchors of Global Political Economy

1. International Monetary Fund – Nature, Role and Functions
2. World Bank-Nature, Role and Functions
3. World Trade Organization: Origin, Nature and role in the context of Globalization

Unit-III: Nation State and Globalization

1. The role of Nation State in the context of Globalization
2. Consequences of Globalization – Rise of Inequalities within and across Nations

Unit-IV: Contemporary Global issues

1. Ecological Issues: International Agreements On Climate Change
2. International Terrorism: Non- State Actors and State Terrorism

Reference Books:

1. Ritzer, G., Globalization: A Basic Text, Sussex: Wiley- Black well,2009
2. Stieger, M., Globalization: A Very Short Introduction, Oxford, OUP,2013
3. Heywood, A., Global Politics, New York, Palgrave Macmillan,2011
4. Held, D et.al, Global Transformations; Politics, Economics and culture California, Stanford University Press,1999
5. J. Volger, 'Environmental Issues'in J. Baylis, S. Smith and Owens, P(Eds) Globalization of world politics, New York, Palgrave,2011