

B.A. Part I  
Political Science  
(Semester I)  
**Political Leadership**  
(Credits; 02 )  
**w.e.f. June 2023**  
**VSC P.I**

<b>Unit: I Introduction to Leadership</b>	<b>10</b>
a) Meaning & Definition of Leadership	
b) Types of Leadership	
c) Characteristics of Leadership	
d) Duties of Leadership	
e) Importance of Leadership	
<b>Unit: I Political Leadership</b>	<b>10</b>
a) Ideology of Political Leadership	
b) Leadership & legitimacy	
c) Political System & Leadership	
<b>Unit: III Skill &amp; Ethics Development</b>	<b>10</b>
a) Communication skill & Leadership	
b) Self Confidence & Leadership	
c) Ethics & Morality	

**References:**

1.

B.A. Part I  
Political Science  
(Semester II)  
**Human Rights**  
(Credits; 02 )  
w.e.f. June 2023

**VSC- II**

<b>Unit: I Human Rights : Meaning &amp; Origin</b>	<b>15</b>
a) Meaning of Human Rights	
b) Origin & Development	
c) Universal Declaration of Human Rights	
<b>Unit: II Human Rights &amp; Indian Constitution</b>	<b>15</b>
a) Preamble & Human Rights	
b) Fundamental Rights	
c) Child & Women's Rights	

B.A. Part I  
Political Science  
(Semester II)  
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**SEC**

**Office Management**

**Unit I**

- a) Meaning and Definition
- b) Functions of Office
- c) Office Section (Departments) & its Functions

**Unit II**

- a) Meaning and Definition
- b) Functions of management
- c) Meaning and Definition of Office Management

References

१. Office organization and Management- By S.P.Arora.
२. Office Management- By P.K. Ghosh
३. Office Management — By Kathiresan &Dr.Radha
४. Business Communication -By Urmila Rai and S M Rai