

Azad Jammu & Kashmir Board

1st Year — Arts

Civics

Chapter-wise Original Study & Revision Notes

PDF ONLY — Study and revision material written in original words for students to understand topics, revise key ideas, and practise questions. It is NOT an official AJK Board publication, NOT board notes, NOT leaked material, and NOT a guarantee of exam questions or marks.

Subjects follow the standard 1st Year Arts syllabus in general terms only. No verified AJK-specific official scheme, paper pattern, or marking scheme is claimed here. Where a date, figure, or official detail is uncertain, check your prescribed textbook and class notes — do not rely on memory from this booklet alone.

How to use this booklet: read one chapter, cover the answers and try the short questions aloud, then attempt the MCQs, then tick the revision checklist at the end.

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1. The State — Meaning, Elements and Functions
 2. Constitution — Meaning, Types and Importance
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- Revision Checklist (at the end)

Chapter 1: The State — Meaning, Elements and Functions

In Civics, a state is an organised political community: a group of people living in a defined territory under a government that makes and enforces laws, and that is recognised as sovereign. A state is wider than a government: governments change, while the state continues.

Learn the four elements — population, territory, government, and sovereignty — as a set, and be able to explain each in one sentence. Then link elements to functions: keeping order, protecting citizens, providing services, and representing the country.

Important Points

- Population: the people who live in the state; without people there is no state.
- Territory: a defined area of land (with its airspace and waters as defined by law).
- Government: the institutions that make, enforce, and interpret laws.
- Sovereignty: supreme authority within the territory and independence from outside control.
- Functions: law and order, defence, justice, public services, and welfare.

Short Questions & Answers

Q: Define a state in simple words.

A: A state is an organised political community of people living in a defined territory under a government, with sovereignty.

Q: Name the four elements of a state.

A: Population, territory, government, and sovereignty.

Q: What is the difference between state and government?

A: Government is the set of institutions that run the state at a given time; the state itself continues even when a government changes.

Long Questions & Answers

Q: Explain the four elements of a state.

A: Population provides the human basis of the state; a state needs people to govern and serve. Territory gives the state a defined area where its laws apply. Government is the machinery — executive, legislature, and judiciary in general terms — that makes and enforces laws. Sovereignty means supreme authority: within its territory no higher legal authority overrides the state, and outside it the state acts independently. If any element is missing, the community is not a state in the full political sense.

Q: Describe the main functions of a modern state.

A: A modern state keeps law and order through police and courts, defends its territory, and collects revenue to fund services. It also provides or supports education, health, transport, and welfare, protects rights, and represents the country in relations with other states. Earlier states focused mainly on order and defence; modern states add welfare and development, because citizens expect services and protection in daily life.

MCQs — Try First, Then Check the Key

1. The four elements of a state are:

- (A) Population, territory, government, sovereignty
- (B) Army, police, courts, schools
- (C) Cities, villages, towns, farms
- (D) Parties, voters, media, trade

2. Sovereignty means:

- (A) Supreme authority within a territory
- (B) Rule by one city
- (C) Absence of law
- (D) Foreign control

3. Government differs from state because:

- (A) Government changes, the state continues
- (B) They are identical
- (C) State has no people
- (D) Government has no laws

4. A main function of the state is:

- (A) Keeping law and order
- (B) Ending all services
- (C) Removing courts
- (D) Banning education

Answer Key (Chapter 1): 1 (A), 2 (A), 3 (A), 4 (A)

Chapter 2: Constitution — Meaning, Types and Importance

A constitution is the basic law that organises government and protects citizens. It explains how power is divided, how laws are made, and what rights people hold. Some constitutions are written in one document; others grow from laws, customs, and court decisions over time.

For revision, compare written and unwritten constitutions and rigid and flexible constitutions, and explain why a constitution matters even to ordinary citizens who never read the whole document.

Important Points

- Meaning: the supreme basic law that organises government and defines rights.
- Written constitution: contained in a formal document, e.g. Pakistan's Constitution of 1973 in general terms.
- Unwritten constitution: built from laws, customs, and precedents over time, not a single document.
- Rigid constitution: hard to amend, needs a special procedure; flexible: amended like ordinary law.
- Importance: limits power, protects rights, gives stability, and provides a peaceful method of change.

Short Questions & Answers

Q: What is a constitution?

A: It is the basic, supreme law that organises government, divides power, and defines citizens' rights.

Q: What is a written constitution?

A: A constitution contained in a formal written document.

Q: What is a rigid constitution?

A: One that can only be changed through a special, more difficult procedure than ordinary law-making.

Long Questions & Answers

Q: Distinguish between written and unwritten constitutions.

A: A written constitution is set out in a formal document that citizens and courts can refer to directly. It is clear and fixed in form, though it can be amended. An unwritten constitution is not contained in one document; it develops from statutes, customs, conventions, and court decisions over a long period. Both can work, but a written constitution makes the basic rules easier to find and harder to change casually, while an unwritten one can adapt gradually through practice.

Q: Why is a constitution important for citizens?

A: A constitution limits government power so that rulers must act within the law. It protects rights such as freedom of speech, equality before law, and fair treatment, in the terms the constitution itself sets. It gives stability because elections, courts, and law-making follow known rules. And it provides a peaceful way to change government and amend laws, instead of leaving change to force. Citizens benefit even without reading it, because its rules shape daily freedoms and protections.

MCQs — Try First, Then Check the Key

1. A constitution is:

(A) An ordinary school rule

- (B) The basic supreme law of a state
 - (C) A party manifesto only
 - (D) A newspaper report
2. A written constitution is found in:
- (A) A formal document
 - (B) Custom alone
 - (C) Speeches only
 - (D) No record at all
3. A rigid constitution is:
- (A) Easy to change like any law
 - (B) Changed only by a special procedure
 - (C) Never written
 - (D) Changed daily
4. A constitution protects citizens by:
- (A) Limiting power and defining rights
 - (B) Removing all laws
 - (C) Ending courts
 - (D) Banning elections

Answer Key (Chapter 2): 1 (B), 2 (A), 3 (B), 4 (A)

Chapter 3: Democracy — Meaning, Features and Conditions

Democracy is a system in which government is chosen by the people, usually through free elections, and remains accountable to them. Its core idea is simple: power belongs to the people, and rulers must answer to them.

A good answer names features — elections, freedoms, rule of law, and accountability — and then explains a condition for success, such as an informed citizenry, free media, and respect for minority rights. Democracy is not only voting on one day; it is a daily practice of rights and responsibilities.

Important Points

- Meaning: rule by the people, through elected representatives and accountability.
- Features: free and fair elections, adult voting rights in general terms, freedoms of speech and association, rule of law.
- Majority rule with minority rights: the majority decides, but minorities keep protected freedoms.
- Accountability: rulers can be questioned, criticised, and replaced through elections and lawful process.
- Conditions: educated and aware citizens, independent courts and media, tolerance, and respect for law.

Short Questions & Answers

Q: Define democracy in simple words.

A: Democracy is a system where government is chosen by the people through elections and remains accountable to them.

Q: Name three features of democracy.

A: Free elections, freedoms of speech and association, and rule of law with accountability.

Q: What does majority rule with minority rights mean?

A: The majority's decision prevails, but minorities retain protected rights and freedoms that the majority cannot lawfully remove.

Long Questions & Answers

Q: Explain the main features of democracy.

A: Democracy rests on free and fair elections in which citizens choose representatives. It protects freedoms — speech, association, and press in general terms — so citizens can discuss and criticise government. It follows the rule of law, meaning laws apply to rulers as well as citizens, and courts act independently. It practises accountability: governments explain decisions and can be replaced at elections. Finally, it combines majority rule with respect for minority rights, so winning an election does not give unlimited power.

Q: What conditions help democracy succeed?

A: Democracy succeeds when citizens are informed and take part, when elections are fair, and when courts and media can act independently. Tolerance matters: winners must respect losers, and losers must accept lawful results. Education helps citizens judge claims and choose wisely. Without these

conditions, elections alone cannot guarantee democratic government, because freedoms and accountability may be weakened even while voting continues.

MCQs — Try First, Then Check the Key

1. Democracy means:

- (A) Rule by the people through elections
- (B) Rule by one family forever
- (C) Rule without elections
- (D) Rule by foreign powers

2. A feature of democracy is:

- (A) Free and fair elections
- (B) Banning criticism
- (C) No rule of law
- (D) Permanent rulers

3. In democracy, minority rights are:

- (A) Protected
- (B) Removed by every majority
- (C) Irrelevant
- (D) Banned

4. Accountability in democracy means rulers:

- (A) Can be questioned and replaced lawfully
- (B) Answer to no one
- (C) Rule for life
- (D) Ignore elections

Answer Key (Chapter 3): 1 (A), 2 (A), 3 (A), 4 (A)

Chapter 4: Rights and Duties of Citizens

Rights are freedoms and protections that citizens hold, such as freedom of speech, equality before law, and access to education in the terms set by the constitution and laws. Duties are responsibilities citizens owe, such as obeying laws, paying taxes lawfully due, respecting others' rights, and taking part in public life.

Rights and duties go together: a right claimed without regard for others' rights creates conflict, and duties without rights can become unfair burden. Learn pairs — for example, freedom of speech with responsibility not to harm others.

Important Points

- Rights: freedoms and protections guaranteed by constitution and law, e.g. speech, equality, education in general terms.
- Duties: responsibilities such as obeying laws, paying lawful taxes, and respecting others.
- Balance: rights end where another person's rights begin.
- Political duties: voting honestly and taking part in lawful public life.
- Social duties: tolerance, honesty, care for public property, and help in community life.

Short Questions & Answers

Q: What is a right?

A: A freedom or protection guaranteed to citizens by the constitution and laws.

Q: What is a duty?

A: A responsibility a citizen owes to the state and to fellow citizens, such as obeying laws.

Q: Why do rights and duties go together?

A: Because enjoying a right responsibly means respecting others' rights and the law that protects everyone.

Long Questions & Answers

Q: Explain the relationship between rights and duties.

A: Rights give citizens freedoms and protections, while duties set the responsibilities that make those freedoms workable for everyone. Freedom of speech, for example, is a right, but using it to spread false harm against others abuses it. Obeying laws, paying lawful taxes, and respecting public property are duties that fund and protect shared life. When citizens practise both, rights remain real for all; when either side is ignored, freedom becomes conflict or duty becomes burden.

Q: Describe the main rights and duties of a citizen in general terms.

A: Main rights include equality before law, freedom of speech and association, freedom of religion in the terms set by law, and access to education. Main duties include obeying the constitution and laws, paying taxes lawfully due, voting honestly, respecting others' rights and beliefs, protecting public property, and serving the community when called upon lawfully. Exact wording and limits come from the constitution and laws in force, which students should check in their textbook.

MCQs — Try First, Then Check the Key

1. A citizen's right is:

- (A) A guaranteed freedom or protection
- (B) A favour from one official
- (C) Unlimited power
- (D) Freedom from all laws

2. Paying lawful taxes is a citizen's:

- (A) Right
- (B) Duty
- (C) Hobby
- (D) Punishment only

3. Rights and duties are:

- (A) Balanced and linked
- (B) Unrelated
- (C) Opposites with no link
- (D) Only for officials

4. Voting honestly is a:

- (A) Political duty
- (B) Ban on speech
- (C) Private business
- (D) Military order

Answer Key (Chapter 4): 1 (A), 2 (B), 3 (A), 4 (A)

Chapter 5: Political Parties and Pressure Groups

Political parties are organised groups that contest elections, form or oppose governments, and present policies to voters. Pressure groups are organisations that try to influence government decisions without contesting elections themselves — for example, trade, professional, or social-interest groups.

Distinguish the two clearly in exams: parties seek power through elections; pressure groups seek influence on policy. Both link citizens to government, but in different ways.

Important Points

- Political party: organised group contesting elections with a programme and leadership.
- Functions of parties: nominate candidates, campaign, form government or opposition, and link people to government.
- Opposition role: criticise government, offer alternatives, and hold rulers accountable.
- Pressure group: organisation influencing policy without seeking election power itself.
- Difference: parties seek office; pressure groups seek influence on specific issues.

Short Questions & Answers

Q: What is a political party?

A: An organised group that contests elections, presents policies, and seeks to form or influence government.

Q: What is a pressure group?

A: An organisation that tries to influence government policy without contesting elections itself.

Q: What is one function of an opposition party?

A: To criticise government policies, offer alternatives, and hold the government accountable.

Long Questions & Answers

Q: Explain the functions of political parties.

A: Political parties nominate candidates and campaign in elections, giving voters a clear choice of policies and leaders. The winning party (or coalition) forms government and tries to carry out its programme, while other parties form an opposition that questions decisions and offers alternatives. Parties also educate voters about issues, recruit leaders, and link citizens' concerns to government. Without parties, elections would be a contest of individuals with no shared programme or accountability.

Q: Distinguish political parties from pressure groups.

A: A political party seeks power: it contests elections, aims to form government, and presents a broad programme covering many issues. A pressure group does not contest elections or seek office; it focuses on specific interests — such as workers, traders, teachers, or an environmental cause — and tries to persuade government to adopt favourable policies through petitions, campaigns, and meetings. Both influence government, but parties do so by winning office, while pressure groups do so by influencing those in office.

MCQs — Try First, Then Check the Key

1. A political party mainly:

- (A) Contests elections and seeks government
- (B) Avoids all politics
- (C) Bans voting
- (D) Runs courts

2. A pressure group seeks:

- (A) Influence on policy, not election office
- (B) To form government directly
- (C) To end elections
- (D) To run the army

3. The opposition's role is to:

- (A) Hold government accountable
- (B) Approve everything silently
- (C) Ban debate
- (D) End parliament

4. Parties link citizens to government by:

- (A) Presenting programmes and candidates
- (B) Hiding policies
- (C) Avoiding voters
- (D) Banning campaigns

Answer Key (Chapter 5): 1 (A), 2 (A), 3 (A), 4 (A)

Chapter 6: Local Government

Local government brings administration close to the people. It deals with services that affect daily life — streets, water supply, sanitation, local markets, parks, and basic community facilities — through elected local bodies in general terms.

For exams, explain why local matters are better handled locally, name typical local services, and note limits: local bodies work within laws and funds set at higher levels, so they cannot solve every problem alone.

Important Points

- Meaning: government at local level, close to the community it serves.
- Services: water, sanitation, streets, street lighting, markets, parks, and local facilities in general terms.
- Advantage: local knowledge — local bodies understand local needs faster than distant offices.
- Participation: citizens can meet representatives, raise issues, and take part in local decisions.
- Limits: limited funds, limited legal powers, and dependence on higher levels for major projects.

Short Questions & Answers

Q: What is local government?

A: Government at the local level that manages community services and administration close to the people.

Q: Name three services of local government in general terms.

A: Water supply, sanitation, and maintenance of streets (with parks and markets as further examples).

Q: Why is local government useful?

A: Because it understands local needs, responds faster, and lets citizens take part in decisions affecting their area.

Long Questions & Answers

Q: Explain the importance of local government.

A: Local government matters because daily life depends on local services: clean water, sanitation, passable streets, and safe public places. A distant central office cannot know every street's problem, but a local body can inspect, prioritise, and respond quickly. Local government also trains citizens in democratic participation: people learn to raise issues, attend meetings, and hold representatives accountable on matters they see every day. It therefore strengthens both services and democracy.

Q: What problems can local government face?

A: Local bodies often face limited funds, because local taxes may not cover all needs, and limited legal powers, because major decisions and large projects need higher-level approval. Shortage of trained staff and equipment can also slow work. Corruption or poor management, where it occurs, further weakens services. Solutions include fair funding, clear powers, trained staff, transparency, and citizen oversight — so that local government can deliver the services people expect.

MCQs — Try First, Then Check the Key

1. Local government deals mainly with:

- (A) Daily local services
- (B) Foreign policy only
- (C) National defence only
- (D) Currency printing

2. A typical local service is:

- (A) Sanitation
- (B) Space travel
- (C) National courts
- (D) Foreign trade treaties

3. Local government helps participation because citizens can:

- (A) Raise local issues directly
- (B) Never meet representatives
- (C) Avoid all decisions
- (D) Ignore services

4. A limit of local government is:

- (A) Limited funds and powers
- (B) Unlimited money
- (C) Control of foreign policy
- (D) No local needs

Answer Key (Chapter 6): 1 (A), 2 (A), 3 (A), 4 (A)

Revision Checklist

Tick each item only when you can explain it in your own words without looking. If you cannot, re-read that chapter and try its questions again.

- The State — Meaning, Elements and Functions — main idea, important points, short and long answers, MCQs
- Constitution — Meaning, Types and Importance — main idea, important points, short and long answers, MCQs
- Democracy — Meaning, Features and Conditions — main idea, important points, short and long answers, MCQs
- Rights and Duties of Citizens — main idea, important points, short and long answers, MCQs
- Political Parties and Pressure Groups — main idea, important points, short and long answers, MCQs
- Local Government — main idea, important points, short and long answers, MCQs

Final note: This booklet supports revision. Your prescribed textbook, teacher's guidance, and class notes remain the main source for exact wording, dates, and official details. Good revision is steady and honest — understand, practise, and revise again.