**Class M.A I(sem –II) Subject: research methods**

**Session: 2018 Teacher: Dr. Abha**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 8th jan , 2018 | 13th jan , 2018 | Nature of science and scientific methods |
| Week 2 | 15th jan , 2018 | 20th jan , 2018 | Types of research –fundamental applied evaluative .qualitative research – concept and significance |
| Week 3 | 22nd jan , 2018 | 27th jan , 2018 | Basic elements of research |
| Week 4 | 29th jan , 2018 | 3rd feb, 2018 | Concepts –definition and functions |
| Week 5 | 5th feb, 2018 | 10th feb, 2018 | Hypothesis :definitions ,features and types and testing procedures |
| Week 6 | 12th feb, 2018 | 17th feb, 2018 | Research design: definition, concept and types |
| Week 7 | 19th feb, 2018 | 24th feb, 2018 | Survey research and case study Method |
| Week 8 | 26th feb, 2018 | 3rd mar, 2018 | Sampling: concept and types |  |
| Mid semester Exam(5th march-14th march 2018) | | | |
| Week 9 | 15th mar, 2018 | 17th mar, 2018 | Data processing: editing. Coding, and tabulation |
| Week 10 | 19th mar, 2018 | 24th mar, 2018 | Graphic representation |
| Week 11 | 26th mar, 2018 | **31st**  mar, 2018 | Measures of Central Tendency: Mean, median and mode |
| Week 12 | 2nd april, 2018 | 7th april, 2018 | Dispersion, Linear and rank Correlation |
| Week 13 | 9th april, 2018 | 14th april, 2018 | Report writing |
| Week 14 | 16th april, 2018 | 21st april, 2018 | Revision |

**Class M.A II(sem –IV) Subject: international administration**

**Session: 2018 Teacher: Dr. Abha**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 8th jan , 2018 | 13th jan , 2018 | International administration : origin, objectives |
| Week 2 | 15th jan , 2018 | 20th jan , 2018 | Role of U.N historical legacy and evaluation |
| Week 3 | 22nd jan , 2018 | 27th jan , 2018 | U.N organization functions and role |
| Week 4 | 29th jan , 2018 | 3rd feb, 2018 | International institutions-functions role and problems of WTO |
| Week 5 | 5th feb, 2018 | 10th feb, 2018 | World bank |
| Week 6 | 12th feb, 2018 | 17th feb, 2018 | International monetary fund, SAARC |
| Week 7 | 19th feb, 2018 | 24th feb, 2018 | ASEAN, functions and organization of U.N secretariat |
| Week 8 | 26th feb, 2018 | 3rd mar, 2018 | Future of U.N |  |
| Mid semester Exam(5th march-14th march 2018) | | | |
| Week 9 | 15th mar, 2018 | 17th mar, 2018 | Machinery to settle international disputes |
| Week 10 | 19th mar, 2018 | 24th mar, 2018 | Programmes and role of UNESCO |
| Week 11 | 26th mar, 2018 | **31st**  mar, 2018 | UNICEF |
| Week 12 | 2nd april, 2018 | 7th april, 2018 | ILO |
| Week 13 | 9th april, 2018 | 14th april, 2018 | WHO |
| Week 14 | 16th april, 2018 | 21st april, 2018 | UNDP |

**Class M.A II(sem –IV) Subject: emerging trends**

**Session: 2018 Teacher: Dr. Abha & Mr. Jagannath**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 8th jan , 2018 | 13th jan , 2018 | Environment adm: concept and significance  Human rights : concept and significance |
| Week 2 | 15th jan , 2018 | 20th jan , 2018 | Environment adm: concept and significance  Human rights : concept and significance |
| Week 3 | 22nd jan , 2018 | 27th jan , 2018 | Environment protection act 1986, universal declaration of human rights 1948 |
| Week 4 | 29th jan , 2018 | 3rd feb, 2018 | Environment protection act 1986, universal declaration of human rights 1948 |
| Week 5 | 5th feb, 2018 | 10th feb, 2018 | Environment protection act 1986, universal declaration of human rights 1948 |
| Week 6 | 12th feb, 2018 | 17th feb, 2018 | Central pollution control board, national human rights commission |
| Week 7 | 19th feb, 2018 | 24th feb, 2018 | Central pollution control board, national human rights commission |
| Week 8 | 26th feb, 2018 | 3rd mar, 2018 | Punjab pollution control board, consumer protection |  |
| Mid semester Exam(5th march-14th march 2018) | | | |
| Week 9 | 15th mar, 2018 | 17th mar, 2018 | Punjab pollution control board, consumer protection |
| Week 10 | 19th mar, 2018 | 24th mar, 2018 | Punjab state human rights commission |
| Week 11 | 26th mar, 2018 | **31st**  mar, 2018 | Administrative setup of consumer disputes |
| Week 12 | 2nd april, 2018 | 7th april, 2018 | Punjab state human rights commission |
| Week 13 | 9th april, 2018 | 14th April, 2018 | Redressal agencies |
| Week 14 | 16th april, 2018 | 21st april, 2018 | Regulatory administrtion |

**Class M.A II(sem –IV) Subject: Indian political System and Indian Administrative system**

**Session: 2018 Teacher: Mr.Jagannath**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 8th jan , 2018 | 13th jan , 2018 | Features of Indian Constitution |
| Week 2 | 15th jan , 2018 | 20th jan , 2018 | Types of Political System: Presidential and Parliamentary |
| Week 3 | 22nd jan , 2018 | 27th jan , 2018 | Forms of Political System: Unitary and Federal |
| Week 4 | 29th jan , 2018 | 3rd feb, 2018 | Political Executive at the Union Level: President, Prime Minister and Council of Ministers |
| Week 5 | 5th feb, 2018 | 10th feb, 2018 | Union Legislature - Lok Sabha and Rajya Sabha: Composition and Functions |
| Week 6 | 12th feb, 2018 | 17th feb, 2018 | Judiciary: Supreme Court; Judicial Review |
| Week 7 | 19th feb, 2018 | 24th feb, 2018 | Structure of Central Administration: a Ministry; a Department |
| Week 8 | 26th feb, 2018 | 3rd mar, 2018 | Cabinet Secretariat: Significance, Functions and Role |  |
| Mid semester Exam(5th march-14th march 2018) | | | |
| Week 9 | 15th mar, 2018 | 17th mar, 2018 | Prime Minister Office: Significance, Functions and Role |
| Week 10 | 19th mar, 2018 | 24th mar, 2018 | Election Commission: Structure, Functions and Role |
| Week 11 | 26th mar, 2018 | **31st**  mar, 2018 | Centre-State Relations: Legislative and Administrative |
| Week 12 | 2nd april, 2018 | 7th april, 2018 | Relationship between Political and Permanent Executive |
| Week 13 | 9th april, 2018 | 14th april, 2018 | Generalists and Specialist in Administration |
| Week 14 | 16th april, 2018 | 21st april, 2018 | revision |

**Class M.A II (sem –IV) Subject: People’s Empowerment and Urban GovernanceSession: 2018 Teacher: Mr.Jagannath**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 8th jan , 2018 | 13th jan , 2018 | Urbanisation and Urban Challenges in India |
| Week 2 | 15th jan , 2018 | 20th jan , 2018 | Issues in Urban Development Policy |
| Week 3 | 22nd jan , 2018 | 27th jan , 2018 | Problems of Development of Small and Medium Towns |
| Week 4 | 29th jan , 2018 | 3rd feb, 2018 | Evolution of Urban Local Government in India with special focus on the 74th Constitutional  Amendment Act. |
| Week 5 | 5th feb, 2018 | 10th feb, 2018 | Urban Local Bodies in India: |
| Week 6 | 12th feb, 2018 | 17th feb, 2018 | Municipal Corporation: Structure, Composition, Functions and Role |
| Week 7 | 19th feb, 2018 | 24th feb, 2018 | Municipal Council and Nagar Panchayat: Structure, Composition, Functions and Role |
| Week 8 | 26th feb, 2018 | 3rd mar, 2018 | Relationship between Deliberative and Executive wings |  |
| Mid semester Exam(5th march-14th march 2018) | | | |
| Week 9 | 15th mar, 2018 | 17th mar, 2018 | Urban Finance: Sources and Problems |
| Week 10 | 19th mar, 2018 | 24th mar, 2018 | State Finance Commission: Composition, Functions and Role with special reference to Urban  Local Bodies |
| Week 11 | 26th mar, 2018 | **31st**  mar, 2018 | Personnel Administration in Urban Governance: Role and Functions of Municipal Commissioner;  Executive Officer |
| Week 12 | 2nd april, 2018 | 7th april, 2018 | Provincialisation of Municipal Services |
| Week 13 | 9th april, 2018 | 14th april, 2018 | Swarna Jayanti Shahari Rozgar Yojana (SJSRY); Jawaharlal Nehru National Urban Renewal  Mission (JNNURM) |
| Week 14 | 16th april, 2018 | 21st april, 2018 | Problems and Challenges of Rural–Urban Relationship  State Control over Local Government Institutions |

**Class M.A I(sem –II) Subject: Administrative Law Session: 2018**

**Teacher: Dr. Silender Kumar**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 8th jan , 2018 | 13th jan , 2018 | Meaning, Growth and Scope of Administrative Law |
| Week 2 | 15th jan , 2018 | 20th jan , 2018 | Distinction between Constitutional Law |
| Week 3 | 22nd jan , 2018 | 27th jan , 2018 | Administrative Law  Droit Administratif |
| Week 4 | 29th jan , 2018 | 3rd feb, 2018 | Concept of Rule of Law and Principles of Natural Justice |
| Week 5 | 5th feb, 2018 | 10th feb, 2018 | Delegated Legislation: Need, Classification and Safeguards |
| Week 6 | 12th feb, 2018 | 17th feb, 2018 | Judicial Review of Administrative Action: Principles and Modes |
| Week 7 | 19th feb, 2018 | 24th feb, 2018 | Liability of the Administration; Contract and Tort |
| Week 8 | 26th feb, 2018 | 3rd mar, 2018 | Administrative Tribunals: Concept, Rationale and Types |  |
| Mid semester Exam(5th march-14th march 2018) | | | |
| Week 9 | 15th mar, 2018 | 17th mar, 2018 | Central Administrative Tribunal: Structure, Function and Role |
| Week 10 | 19th mar, 2018 | 24th mar, 2018 | Central Vigilance Commission: Structure, Functions, Role and Significance |
| Week 11 | 26th mar, 2018 | 31st mar, 2018 | Institution of Ombudsman: Concept and Genesis |
| Week 12 | 2nd april, 2018 | 7th april, 2018 | Lok Pal and Lok Ayukta in India: Significance, Functions and Role |
| Week 13 | 9th april, 2018 | 14th april, 2018 | Fundamentals of Departmenatl Proceedings: Suspension, Chargesheet, Enquiry and Penalties |
| Week 14 | 16th april, 2018 | 21st april, 2018 | revision |

**Class B.A III(sem –VI) Subject: Development Administration Session: 2018**

**Teacher: Dr. Silender Kumar**

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| S. No | Date From | Date Upto | Topics to be covered |
| Week 1 | 8th jan , 2018 | 13th jan , 2018 | Development: Meaning, Features and Aspects |
| Week 2 | 15th jan , 2018 | 20th jan , 2018 | Development Administration: Meaning, Nature, Scope and Significance |
| Week 3 | 22nd jan , 2018 | 27th jan , 2018 | Features of Developed and Developing Countries |
| Week 4 | 29th jan , 2018 | 3rd feb, 2018 | India as a Welfare State |
| Week 5 | 5th feb, 2018 | 10th feb, 2018 | Planning: Meaning, Objectives and Significance |
| Week 6 | 12th feb, 2018 | 17th feb, 2018 | Evolution of Planning Machinery in India at National, State Level and Local Level |
| Week 7 | 19th feb, 2018 | 24th feb, 2018 | Evolution of Planning Machinery in India at National, State Level and Local Level |
| Week 8 | 26th feb, 2018 | 3rd mar, 2018 | Public Enterprises: Concept and Forms |  |
| Mid semester Exam(5th march-14th march 2018) | | | |
| Week 9 | 15th mar, 2018 | 17th mar, 2018 | Role of Public Enterprises in Economic Development Managerial Problems of Public Enterprises |
| Week 10 | 19th mar, 2018 | 24th mar, 2018 | Union Ministry of Human Resource Development – Organisation, functions and Role |
| Week 11 | 26th mar, 2018 | **31st**  mar, 2018 | Union Ministry of Rural Development – Organisation, functions and Role |
| Week 12 | 2nd april, 2018 | 7th april, 2018 | Union Ministry of Health and Family Welfare – Organisation, functions and Role |
| Week 13 | 9th april, 2018 | 14th april, 2018 | Revision |
| Week 14 | 16th april, 2018 | 21st april, 2018 | Revision |

**Class B.A II(hons)(sem –IV) Subject: Public Policy and Analysis Session: 2018**

**Teacher: Dr. Silender Kumar**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 8th jan , 2018 | 13th jan , 2018 | Public policy: meaning , significance and types |
| Week 2 | 15th jan , 2018 | 20th jan , 2018 | Distinction between policy , planning, decision making and goals, policy cycle |
| Week 3 | 22nd jan , 2018 | 27th jan , 2018 | Policy analysia-meaning , significance, approaches to polcy analysis |
| Week 4 | 29th jan , 2018 | 3rd feb, 2018 | Public policy formulation |
| Week 5 | 5th feb, 2018 | 10th feb, 2018 | Models of policy making- incremental, rational and Institutional |
| Week 6 | 12th feb, 2018 | 17th feb, 2018 | Role of Role of Legislature, Executive and Judiciary |
| Week 7 | 19th feb, 2018 | 24th feb, 2018 | Political parties in policy formulation |
| Week 8 | 26th feb, 2018 | 3rd mar, 2018 | Public policy implementation |  |
| Mid semester Exam(5th march-14th march 2018) | | | |
| Week 9 | 15th mar, 2018 | 17th mar, 2018 | Role of Legislature, Executive, bureaucracy and judiaciary in policy implementation |
| Week 10 | 19th mar, 2018 | 24th mar, 2018 | Major problems in policy implemntation |
| Week 11 | 26th mar, 2018 | **31st**  mar, 2018 | Policy monitoring and evaluation |
| Week 12 | 2nd april, 2018 | 7th april, 2018 | Criteria for evaluation |
| Week 13 | 9th april, 2018 | 14th april, 2018 | Problems in policy evaluation |
| Week 14 | 16th april, 2018 | 21st april, 2018 | Revision |

**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Class: B.A. II SEMESTER Session: 2018**

**Subject: Indian Administration**

**Teacher: Dr.Nemi Chand Goliaya**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | Jan 8,2018 | Jan 13, 2018 | Features of Indian Administration |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | *Union Executive:* President; Prime Minister, and Council of Ministers |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | *Union Executive:* President; Prime Minister, and Council of Ministers |
| Week 4 | Jan 29 , 2018 | Feb 3, 2018 | *Union Legislature:* Lok Sabha - Composition and Functions; Rajya Sabha – Composition and Functions |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | *State Executive:* Governor, Chief Minister and State Council of Ministers |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | *State-Legislature:* Legislative Assembly and Legislative Council - Composition and Functions |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | *Centre-State Relations:* Administrative and Legislative |
| Week 8 | Feb 26, 2018 | Mar 3, 2018 | *Union and State Judiciary:* Supreme Court – Composition and Functions  High Court – Composition and Functions |
| Week 9 | Mar 5, 2018 | Mar 14, 2018 | Mid-Semester Exams |
| Week 10 | Mar 15, 2018 | Mar 17, 2018 | *Union and State Judiciary:* Supreme Court – Composition and Functions  High Court – Composition and Functions |
| Week 11 | Mar 19, 2018 | Mar 24, 2018 | *Control over Administration:* Legislative and Judicial |
| Week 12 | Mar 26, 2018 | Mar 31, 2018 | *Delegated Legislation:* Meaning, Reasons and Safeguards |
| Week 13 | April 2 , 2018 | April 7 , 2018 | District Administration: Structure and Functions |
| Week 14 | April 9, 2018 | April 14, 2018 | District Administration: Structure and Functions |
| Week 15 | April 16 , 2018 | April 21 , 2018 | Revision |

**Teaching Plan Class: 6th Semester (Hon) Session: 2018**

**Subject: Public Sector Enterprises**

**Teacher: Dr.Nemi Chand Goliaya**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | Jan 8,2018 | Jan 13, 2018 | Public Enterprises Reforms since 1991 |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | Public Enterprises Reforms since 1991 |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | Public Enterprises Reforms since 1991 |
| Week 4 | Jan 29 , 2018 | Feb 3, 2018 | MOU |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | MOU |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | MOU |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | Privatization: Menaing and Rationale; Achievement and Failures |
| Week 8 | Feb 26, 2018 | Mar 3, 2018 | Privatization: Menaing and Rationale; Achievement and Failures |
| Week 9 | Mar 5, 2018 | Mar 14, 2018 | Mid-Semester Exams |
| Week 10 | Mar 15, 2018 | Mar 17, 2018 | Privatization: Menaing and Rationale; Achievement and Failures |
| Week 11 | Mar 19, 2018 | Mar 24, 2018 | Disinvestment |
| Week 12 | Mar 26, 2018 | Mar 31, 2018 | Disinvestment |
| Week 13 | April 2 , 2018 | April 7 , 2018 | Disinvestment |
| Week 14 | April 9, 2018 | April 14, 2018 | Disinvestment |
| Week 15 | April 16 , 2018 | April 21 , 2018 | Revision |

**Teaching Plan Class: 6th Semester (Hon) Session: 2018**

**Subject: Development Administration**

**Teacher: Dr.Nemi Chand Goliaya**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | Jan 8,2018 | Jan 13, 2018 | Development: Meaning, Features and Aspects |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | Development Administration: Meaning, Nature, Scope and Significance |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | Features of Developed and Developing Countries |
| Week 4 | Jan 29 , 2018 | Feb 3, 2018 | India as a Welfare State |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | Planning: Meaning, Objectives and Significance |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | Evolution of Planning Machinery in India at National, State Level and Local Level |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | Evolution of Planning Machinery in India at National, State Level and Local Level |
| Week 8 | Feb 26, 2018 | Mar 3, 2018 | *Public Enterprises: Concept and Forms* |
| Week 9 | Mar 5, 2018 | Mar 14, 2018 | Mid-Semester Exams |
| Week 10 | Mar 15, 2018 | Mar 17, 2018 | Role of Public Enterprises in Economic Development Managerial Problems of Public Enterprises |
| Week 11 | Mar 19, 2018 | Mar 24, 2018 | Union Ministry of Human Resource Development – Organisation, functions and Role |
| Week 12 | Mar 26, 2018 | Mar 31, 2018 | Union Ministry of Rural Development – Organisation, functions and Role |
| Week 13 | April 2 , 2018 | April 7 , 2018 | Union Ministry of Health and Family Welfare – Organisation, functions and Role |
| Week 14 | April 9, 2018 | April 14, 2018 | Revision |
| Week 15 | April 16 , 2018 | April 21 , 2018 | Revision |

**Teaching Plan Class: M.A ( semIV) Session: 2018**

**Subject: Police Administration**

**Teacher: Dr.Nemi Chand Goliaya**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | Jan 8,2018 | Jan 13, 2018 | Police Administration : Evolution |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | Reforms in Police Administration |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | Crime : Types |
| Week 4 | Jan 29 , 2018 | Feb 3, 2018 | Police Set up at National Level |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | Police Set up at State level |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | Police Set up at District level |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | Police Set up at Local Level |
| Week 8 | Feb 26, 2018 | Mar 3, 2018 | Police Personnel |
| Week 9 | Mar 5, 2018 | Mar 14, 2018 | Mid-Semester Exams |
| Week 10 | Mar 15, 2018 | Mar 17, 2018 | Recruitment |
| Week 11 | Mar 19, 2018 | Mar 24, 2018 | Training |
| Week 12 | Mar 26, 2018 | Mar 31, 2018 | Conduct and Discipline |
| Week 13 | April 2 , 2018 | April 7 , 2018 | Community Policing |
| Week 14 | April 9, 2018 | April 14, 2018 | Police and Human Rights |
| Week 15 | April 16 , 2018 | April 21 , 2018 | Police and Women |

**Class B.A I (sem –II) Subject: Police Administration**

**Session: 2018 Teacher: Mohit Verma**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 8th jan , 2018 | 13th jan , 2018 | Preamble, Citizenship, Fundamental Rights, |
| Week 2 | 15th jan , 2018 | 20th jan , 2018 | Restrictions of Police Rights, Directive Principles of State Policy |
| Week 3 | 22nd jan , 2018 | 27th jan , 2018 | Fundamental Duties, Executive at the Union Level |
| Week 4 | 29th jan , 2018 | 3rd feb, 2018 | President |
| Week 5 | 5th feb, 2018 | 10th feb, 2018 | Prime Minister and Council of Ministers; |
| Week 6 | 12th feb, 2018 | 17th feb, 2018 | Union Legislature: Lok  Sabha and Rajya Sabha |
| Week 7 | 19th feb, 2018 | 24th feb, 2018 | Judiciary at the Union Level: Supreme Court Judiciary in the State : High Court and Subordinate Courts |
| Week 8 | 26th feb, 2018 | 3rd mar, 2018 | Executive at the State Level; Governor, Chief Minister and Council of Ministers |  |
| Mid semester Exam(5th march-14th march 2018) | | | |
| Week 9 | 15th mar, 2018 | 17th mar, 2018 | State Legislature: Vidhan  Sabha and Vidhan Parishad. |
| Week 10 | 19th mar, 2018 | 24th mar, 2018 | Public Accountability of Police through Constitutional and statutory bodies: National Commission for  Schedule Caste |
| Week 11 | 26th mar, 2018 | **31st**  mar, 2018 | National Commission for Schedule Tribes, National Commission for Women, National  Human Rights Commission. |
| Week 12 | 2nd april, 2018 | 7th april, 2018 | National Commission on Protection of Child Rights |
| Week 13 | 9th april, 2018 | 14th april, 2018 | Revision |

**Class M.A I(sem –II) Subject: Administrative Thought**

**Session: 2018 Teacher: Mohit Verma**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 8th jan , 2018 | 13th jan , 2018 | F.W. Taylor |
| Week 2 | 15th jan , 2018 | 20th jan , 2018 | Henri Fayol, |
| Week 3 | 22nd jan , 2018 | 27th jan , 2018 | Luther Gulick L. B. Urwick |
| Week 4 | 29th jan , 2018 | 3rd feb, 2018 | Max Weber |
| Week 5 | 5th feb, 2018 | 10th feb, 2018 | Elton Mayo |
| Week 6 | 12th feb, 2018 | 17th feb, 2018 | Mary Parker Follett, Chester I. Barnard |
| Week 7 | 19th feb, 2018 | 24th feb, 2018 | Chris Argyris, Frederick Herzberg |
| Week 8 | 26th feb, 2018 | 3rd mar, 2018 | Renesis Likert, Herbert A. Simon |  |
| Mid semester Exam(5th march-14th march 2018) | | | |
| Week 9 | 15th mar, 2018 | 17th mar, 2018 | Fred Riggs |
| Week 10 | 19th mar, 2018 | 24th mar, 2018 | Peter F. Drucker |
| Week 11 | 26th mar, 2018 | **31st**  mar, 2018 | Mahatma Gandhi |
| Week 12 | 2nd april, 2018 | 7th april, 2018 | Kautilya |
| Week 13 | 9th april, 2018 | 14th april, 2018 | Revision |

**Class: B.A -1(sem-I) Subject: Indian Administration**

**Session: 2018 Teacher: Mohit Verma**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | Jan 8 2018 | Jan 13 2018 | Features of Indian Administration |
| Week 2 | Jan 15 2018 | Jan 20 2018 | *Union Executive:* President; Prime Minister, and Council of Ministers |
| Week 3 | Jan 22 2018 | Jan 27 2018 | *Union Executive:* President; Prime Minister, and Council of Ministers |
| Week 4 | Jan 29 2018 | Feb 3 2018 | *Union Legislature:* Lok Sabha - Composition and Functions; Rajya Sabha – Composition and Functions |
| Week 5 | Feb 5 2018 | Feb 10 2018 | *State Executive:* Governor, Chief Minister and State Council of Ministers |
| Week 6 | Feb 12 2018 | Feb 17 2018 | *State-Legislature:* Legislative Assembly and Legislative Council - Composition and Functions |
| Week 7 | Feb 19 2018 | Feb 24 2018 | *Centre-State Relations:* Administrative and Legislative |
| Week 8 | Feb 26 2018 | Mar 3 2018 | *Union and State Judiciary:* Supreme Court – Composition and Functions  High Court – Composition and Functions |
| 2nd week march (mid semester exam) | | | |
| Week 9 | March 12 2018 | March 17 2018 | *Union and State Judiciary:* Supreme Court – Composition and Functions  High Court – Composition and Functions |
| Week 10 | March 19 2018 | March 24 2018 | *Control over Administration:* Legislative and Judicial |
| Week 11 | Mar 26 2018 | Mar 31 2018 | *Delegated Legislation:* Meaning, Reasons and Safeguards |
| Week 12 | April 2 2018 | April 07 2018 | District Administration: Structure and Functions |
| Week 13 | April 09 2018 | April14 2018 | District Administration: Structure and Functions |
| Week 14 | April16 2018 | April 21 2018 | Revision |

**Class: B.A -1(sem-I) Subject: Indian Administration**

**Session: 2018 Teacher: Dr.Dajinder Kaur**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | Jan 8 2018 | Jan 13 2018 | Features of Indian Administration |
| Week 2 | Jan 15 2018 | Jan 20 2018 | *Union Executive:* President; Prime Minister, and Council of Ministers |
| Week 3 | Jan 22 2018 | Jan 27 2018 | *Union Executive:* President; Prime Minister, and Council of Ministers |
| Week 4 | Jan 29 2018 | Feb 3 2018 | *Union Legislature:* Lok Sabha - Composition and Functions; Rajya Sabha – Composition and Functions |
| Week 5 | Feb 5 2018 | Feb 10 2018 | *State Executive:* Governor, Chief Minister and State Council of Ministers |
| Week 6 | Feb 12 2018 | Feb 17 2018 | *State-Legislature:* Legislative Assembly and Legislative Council - Composition and Functions |
| Week 7 | Feb 19 2018 | Feb 24 2018 | *Centre-State Relations:* Administrative and Legislative |
| Week 8 | Feb 26 2018 | Mar 3 2018 | *Union and State Judiciary:* Supreme Court – Composition and Functions  High Court – Composition and Functions |
| 2nd week march (mid semester exam) | | | |
| Week 9 | March 12 2018 | March 17 2018 | *Union and State Judiciary:* Supreme Court – Composition and Functions  High Court – Composition and Functions |
| Week 10 | March 19 2018 | March 24 2018 | *Control over Administration:* Legislative and Judicial |
| Week 11 | Mar 26 2018 | Mar 31 2018 | *Delegated Legislation:* Meaning, Reasons and Safeguards |
| Week 12 | April 2 2018 | April 07 2018 | District Administration: Structure and Functions |
| Week 13 | April 09 2018 | April14 2018 | District Administration: Structure and Functions |
| Week 14 | April16 2018 | April 21 2018 | Revision |

**Class: M.A-I(sem –II) Subject: Public policy and administration**

**Session:2018 Teacher: Dr.Dajinder Kaur**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | Jan 8 2018 | Jan 13 2018 | Public policy: concept, significance and scope  Evolution of policy sciences |
| Week 2 | Jan 15 2018 | Jan 20 2018 | Policy transfer: concept Rationale and types |
| Week 3 | Jan 22 2018 | Jan 27 2018 | Policy Analysis: Concept and Significance; Approaches with special reference to the  Incrementalist and Rationalist Paradigms |
| Week 4 | Jan 29 2018 | Feb 3 2018 | Public Policy Making Process: Role of Legislature, Executive and Judiciary; Planning  Commission and NDC |
| Week 5 | Feb 5 2018 | Feb 10 2018 | Planning  Commission and NDC |
| Week 6 | Feb 12 2018 | Feb 17 2018 | Policy-making: Political Parties, Interest Groups, Mass-media, Civil  Society, and International Agencies. |
| Week 7 | Feb 19 2018 | Feb 24 2018 | Public Policy Implementation, Monitoring and Control |
| Week 8 | Feb 26 2018 | Mar 3 2018 | Approaches to Policy Implementation |
| 2nd week march (mid semester exam) | | | |
| Week 9 | March 12 2018 | March 17 2018 | Role of Executive (with special reference to Bureaucracy), Legislature, Judiciary, Non-  Governmental Organisations, Pressure Groups; Major Issues and Problems in Policy  Implementation. |
| Week 10 | March 19 2018 | March 24 2018 | Policy Evaluation: Approaches to Policy Evaluation |
| Week 11 | Mar 26 2018 | Mar 31 2018 | Policy Impact; Criteria for Evaluation; |
| Week 12 | April 2 2018 | April 07 2018 | Role of Staff, CAG, Parliamentary and Departmental Committees in Evaluation; |
| Week 13 | April 09 2018 | April14 2018 | Problems in  policy evaluation |
| Week 14 | April16 2018 | April 21 2018 | revision |

**Class: M.A-II (sem –IV) Subject: Educational policy and administration**

**Session: 2018 Teacher: Dr.Dajinder Kaur**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | Jan 8 2018 | Jan 13 2018 | Educational Administration: Concept, Significance and Scope |
| Week 2 | Jan 15 2018 | Jan 20 2018 | Concepts: Universalization of Elementary Education, Non-Formal Education, Vocationalization of Secondary Education, Autonomous Colleges |
| Week 3 | Jan 22 2018 | Jan 27 2018 | Concepts: Universalization of Elementary Education, Non-Formal Education |
| Week 4 | Jan 29 2018 | Feb 3 2018 | , Vocationalization of Secondary Education, Autonomous Colleges |
| Week 5 | Feb 5 2018 | Feb 10 2018 | Problems and Challenges of Educational Administration |
| Week 6 | Feb 12 2018 | Feb 17 2018 | National Policy on Education |
| Week 7 | Feb 19 2018 | Feb 24 2018 | Education and Five-Year Plans: Approaches,  Priorities and investments |
| Week 8 | Feb 26 2018 | Mar 3 2018 | RTE, Main Features, Organisation and administration of an Indian University |
| 2nd week march (mid semester exam) | | | |
| Week 9 | March 12 2018 | March 17 2018 | Organization and Administration of Education at the Central Level with special reference to the  Department of Education |
| Week 10 | March 19 2018 | March 24 2018 | University Grants Commission: Structure, Functions and Role |
| Week 11 | Mar 26 2018 | Mar 31 2018 | National Council of Educational Research and Training: Structure, Functions and Role |
| Week 12 | April 2 2018 | April 07 2018 | Socio-economic Problems of Educational Development – Equality of Opportunity Employment  and Productivity, |
| Week 13 | April 09 2018 | April14 2018 | Nation Building and Citizenship; Globalization and Education  Implementation and Evaluation of Sarva Siksha Abhiyan |
| Week 14 | April16 2018 | April 21 2018 | Revision |

**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Class: B.A. II Session: 2018**

**Subject: Financial Administration**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | Jan 8,2018 | Jan 13, 2018 | Financial Administration : Meaning |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | Financial Administration : Significance |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | Meaning and types of Budget |
| Week 4 | Jan 29 , 2018 | Feb 3, 2018 | Principles of Budget |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | Preparation of Budget |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | Enactment of Budget |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | Organisation and functions of Union Ministry |
| Week 8 | Feb 26, 2018 | Mar 3, 2018 | Role of Finance Ministry |
| Week 9 | Mar 5, 2018 | Mar 14, 2018 | Mid-Semester Exams |
| Week 10 | Mar 15, 2018 | Mar 17, 2018 | Centre State Financial Relations |
| Week 11 | Mar 19, 2018 | Mar 24, 2018 | Composition and Functions of Union Finance Commission |
| Week 12 | Mar 26, 2018 | Mar 31, 2018 | Concept , objectives and types of Audit |
| Week 13 | April 2 , 2018 | April 7 , 2018 | Functions and Role of CAGI |
| Week 14 | April 9, 2018 | April 14, 2018 | Concept of Deficit Financing Fiscal Debt ,Public Debt and Public Expenditure |
| Week 15 | April 16 , 2018 | April 21 , 2018 | Legislative Control over Finance ,Public Accounts Committee, Estimates Committee |
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**Teacher: Ms. Chetanpreet Kaur Nilon**

**Teaching Plan Class: B.A. III Session: 2018**

**Subject: Police Administration (Law and Order)**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | Jan 8,2018 | Jan 13, 2018 | Historical perspective of Indian Penal Code |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | Brief Introduction of IPC and CrPC |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | Jurisdiction of IPC |
| Week 4 | Jan 29 , 2018 | Feb 3, 2018 | General Explanations |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | Punishments ( Important sections), Joint and Constructive Liability Section 34 &Section 149 |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | Offences under IPC - Abetment & Criminal Conspiracy |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | Offences against the State |
| Week 8 | Feb 26, 2018 | Mar 3, 2018 | Offences against Public Tranquility |
| Week 9 | Mar 5, 2018 | Mar 14, 2018 | Mid-Semester Exams |
| Week 10 | Mar 15, 2018 | Mar 17, 2018 | Offences affecting Human Body – Section 299, 300, 304A, 304B, 319, 320 |
| Week 11 | Mar 19, 2018 | Mar 24, 2018 | Offences affecting Human Body – Section 339, 340, 351, 354A to D, 359-362, 375, 376A to D |
| Week 12 | Mar 26, 2018 | Mar 31, 2018 | Classification of Offences in CrPC |
| Week 13 | April 2 , 2018 | April 7 , 2018 | Summons Case, Warrants Case |
| Week 14 | April 9, 2018 | April 14, 2018 | Role of Police Officer – First Information Report, Investigation |
| Week 15 | April 16 , 2018 | April 21 , 2018 | Arrest(Section 41) and Rights of Arrested person, Search (Section 165) |

**Teacher: Ms. Chetanpreet Kaur Nilon**

**Teaching Plan Class: B.A. II Session: 2018**

**Subject: Financial Administration**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | Jan 8,2018 | Jan 13, 2018 | Financial Administration : Meaning |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | Financial Administration : Significance |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | Meaning and types of Budget |
| Week 4 | Jan 29 , 2018 | Feb 3, 2018 | Principles of Budget |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | Preparation of Budget |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | Enactment of Budget |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | Organisation and functions of Union Ministry |
| Week 8 | Feb 26, 2018 | Mar 3, 2018 | Role of Finance Ministry |
| Week 9 | Mar 5, 2018 | Mar 14, 2018 | Mid-Semester Exams |
| Week 10 | Mar 15, 2018 | Mar 17, 2018 | Centre State Financial Relations |
| Week 11 | Mar 19, 2018 | Mar 24, 2018 | Composition and Functions of Union Finance Commission |
| Week 12 | Mar 26, 2018 | Mar 31, 2018 | Concept , objectives and types of Audit |
| Week 13 | April 2 , 2018 | April 7 , 2018 | Functions and Role of CAGI |
| Week 14 | April 9, 2018 | April 14, 2018 | Concept of Deficit Financing Fiscal Debt ,Public Debt and Public Expenditure |
| Week 15 | April 16 , 2018 | April 21 , 2018 | Legislative Control over Finance ,Public Accounts Committee, Estimates Committee |

**Teachers : Dr. Dajinder (4-6) and Ms. Chetanpreet Kaur Nilon (1-3)**

**Class : B.A III Subject: Development Administration**

**Session: 2017-2018 Teacher: Dr. Deepak Sharma**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 8th jan , 2018 | 13th jan , 2018 | Development: Meaning, Features and Aspects |
| Week 2 | 15th jan , 2018 | 20th jan , 2018 | Development Administration : Meaning, Nature |
| Week 3 | 22nd jan , 2018 | 27th jan , 2018 | Development Administration: Scope and Significance |
| Week 4 | 29th jan , 2018 | 3rd feb, 2018 | Features of Developed and Developing Countries |
| Week 5 | 5th feb, 2018 | 10th feb, 2018 | India as a Welfare State |
| Week 6 | 12th feb, 2018 | 17th feb, 2018 | Planning : Meaning , objective and significance |
| Week 7 | 19th feb, 2018 | 24th feb, 2018 | Planning Machinery in India at national , State and Local |
| Week 8 | 26th feb, 2018 | 3rd mar, 2018 | Public Enterprises : Concept and Forms |
| Mid semester Exam(5th march-14th march 2018) | | | |
| Week 9 | 15th mar, 2018 | 17th mar, 2018 | Role of Public Enterprises in Economic Development and its Managerial Problems |
| Week 10 | 19th mar, 2018 | 24th mar, 2018 | Public Enterprises Reforms since 1991: Concept of privatization |
| Week 11 | 26th mar, 2018 | **31st**  mar, 2018 | Administration of Rural Development at Local Level |
| Week 12 | 2nd april, 2018 | 7th april, 2018 | Education and Development : Role of State Administration in primary and Secondary Education |
| Week 13 | 9th april, 2018 | 14th april, 2018 | Health and Development : Role of Ministry of health and family welfare |
| Week 14 | 16th april, 2018 | 21st april, 2018 | Role of Voluntary Sector in Development |

**Class : B.A II Subject: Financial Administration**

**Session: 2017-2018 Teacher: Dr. Deepak Sharma**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 8th jan , 2018 | 13th jan , 2018 | Financial Administration : Meaning and Significance |
| Week 2 | 15th jan , 2018 | 20th jan , 2018 | Aspects of Public Finance |
| Week 3 | 22nd jan , 2018 | 27th jan , 2018 | Budget : Meaning, Types, Principles |
| Week 4 | 29th jan , 2018 | 3rd feb, 2018 | Budget : preparation and Enactment |
| Week 5 | 5th feb, 2018 | 10th feb, 2018 | Union Ministry of Finance : Organisation , Functions and Role |
| Week 6 | 12th feb, 2018 | 17th feb, 2018 | Centre State Financial Relations |
| Week 7 | 19th feb, 2018 | 24th feb, 2018 | Union Finance Commission: composition and functions |
| Week 8 | 26th feb, 2018 | 3rd mar, 2018 | Audit : Concept , objectives and types |
| Mid semester Exam(5th march-14th march 2018) | | | |
| Week 9 | 15th mar, 2018 | 17th mar, 2018 | CAGI: Appointment , functions and role |
| Week 10 | 19th mar, 2018 | 24th mar, 2018 | Concepts: Deficit Financing , fiscal debt |
| Week 11 | 26th mar, 2018 | **31st**  mar, 2018 | Concepts: Public Debt and Public Expenditure |
| Week 12 | 2nd april, 2018 | 7th april, 2018 | Legislative Control over Finance |
| Week 13 | 9th april, 2018 | 14th april, 2018 | Public Accounts Committee : Composition, Functions and Role |
| Week 14 | 16th april, 2018 | 21st april, 2018 | Estimate Committee: Composition , Functions and Role |

**Class : B.A II Subject: Law and Order Administration**

**Session: 2017-2018 Teacher: Dr. Deepak Sharma(1-3) and Mr. Mohit Verma (4-6)**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 8th jan , 2018 | 13th jan , 2018 | Meaning and Nature of law and order administration  Role and significance of law and order administration agencies |
| Week 2 | 15th jan , 2018 | 20th jan , 2018 | Scope of law and order administration  Interrelationships of law and order administration agencies |
| Week 3 | 22nd jan , 2018 | 27th jan , 2018 | Contd….. |
| Week 4 | 29th jan , 2018 | 3rd feb, 2018 | Significance of law and order administration in India  Civil Administration |
| Week 5 | 5th feb, 2018 | 10th feb, 2018 | Contd…. |
| Week 6 | 12th feb, 2018 | 17th feb, 2018 | Issues and emerging patterns of law and order  Civil Administration |
| Week 7 | 19th feb, 2018 | 24th feb, 2018 | Issues and emerging patterns of law and order  Prisons and Health |
| Week 8 | 26th feb, 2018 | 3rd mar, 2018 | Contd… |
| Mid semester Exam(5th march-14th march 2018) | | | |
| Week 9 | 15th mar, 2018 | 17th mar, 2018 | Role of law and order in crowd management  National Security : Concept |
| Week 10 | 19th mar, 2018 | 24th mar, 2018 | Communal Riots  National Security : Significance |
| Week 11 | 26th mar, 2018 | **31st**  mar, 2018 | Industrial and Agrarian Conflicts  Challenges to National Security |
| Week 12 | 2nd april, 2018 | 7th april, 2018 | Challenges before law and order administration |
| Week 13 | 9th april, 2018 | 14th april, 2018 | Contd… |
| Week 14 | 16th april, 2018 | 21st april, 2018 | Revision |