**Class: M.A sem-III Subject: Development Administration**

**Session: 2017-18 Teacher: Dr. Abha**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 22th july &july24 , 2017 | 29th july,2017 | Concept and significance of development |
| Week 2 | 31st Aug 2017 | 5th Aug 2017 | Sustainable development |
| Week 3 | 7th Aug 2017 | 12th Aug 2017 | Development administration |
| Week 4 | 14th Aug 2017 | 19th Aug 2017 | Main characteristics of developed and developing countries |
| Week 5 | 21st Aug 2017 | 26th Aug 2017 | Administrative capability and DA |
| Week 6 | 28th Aug 2017 | 2nd sept 2017 | Organisation for development planning at centre state and district levels |
| Week 7 | 4th sept 2017 | 9th sept 2017 | contd |
| Week 8 | 11th sept 2017 | 16th sept 2017 | Role of UN system in development |  |
| Week 9 | 18th sept 2017 | 23rd sept 2017 | Public enterprise : concept and Rationale |
| Week 10 | 25th sept 2017 | 29th sept, 2017 | Forms of org: department, public corporation, government company |
| Autumn break (30th sept 2017- 9 oct, 2017)  Mid semester Exam(10 oct 2017-17 oct 2017) | | | |
| Week 11 | 18th oct, 2017 | 21st oct, 2017 | Industrial policy 1956,1991 major subsequent developments |
| Week 12 | 23rd  **oct,** 2017 | 28th oct, 2017 | Population in policy and development |
| Week 13 | 30th oct, 2017 | 4th nov, 2017 | Role of bureaucracy in dev, people’s participation in development |
| Week 14 | 6th nov 2017 | 11th nov, 2017 | People’s participation in Development |
| Week 15 | 13th oct, 2017 | 18th nov, 2017 | Women and development |
| Week 17 | 27th nov, 2017 | -1st dec, 2017 | Revision |

**Class: M.A-I(semI) Subject: Public Financial Administration**

**Session: 2017-18 Teacher: Dr. Abha**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 22th july &july24 , 2017 | 29th july,2017 | Meaning and Significance of Public Financial Administration |
| Week 2 | 31st Aug 2017 | 5th Aug 2017 | Budget: Concept, Principles and Budget as an Instrument of Financial Administration, |
| Week 3 | 7th Aug 2017 | 12th Aug 2017 | Public  Policy and Management. |
| Week 4 | 14th Aug 2017 | 19th Aug 2017 | Concept and Types of Budgets: Traditional Budgeting; |
| Week 5 | 21st Aug 2017 | 26th Aug 2017 | , Performance Budgeting, Zero-Base  Budgeting. |
| Week 6 | 28th Aug 2017 | 2nd sept 2017 | Budget Preparation |
| Week 7 | 4th sept 2017 | 9th sept 2017 | Authorisation and Execution with special reference to India. |
| Week 8 | 11th sept 2017 | 16th sept 2017 | Union Ministry of Finance with special reference to its role in Monetary and Fiscal Policy Areas |  |
| Week 9 | 18th sept 2017 | 23rd sept 2017 | Union-State Financial Relations; |
| Week 10 | 25th sept 2017 | 29th sept, 2017 | revision |
| Autumn break (30th sept 2017- 9 oct, 2017)  Mid semester Exam(10 oct 2017-17 oct 2017) | | | |
| Week 11 | 18th oct, 2017 | 21st oct, 2017 | Finance Commission & Planning Commission. |
| Week 12 | 23rd  **oct,** 2017 | 28th oct, 2017 | Legislative Control over Finances |
| Week 13 | 30th oct, 2017 | 4th nov, 2017 | Concept of Audit: Role of Comptroller and Auditor General |
| Week 14 | 6th nov 2017 | 11th nov, 2017 | Resource Mobilization: Tax and Non-tax Sources, |
| Week 15 | 13th oct, 2017 | 18th nov, 2017 | Public Borrowings and Deficit Financing |
| Week 17 | 27th nov, 2017 | -1st dec, 2017 | revision |

**Class: M.A-I(semI) Subject: Public personnel Administration**

**Session: 2017-18 Teacher: Mr. jagan nath**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 22th july &july24 , 2017 | 29th july,2017 | Meaning and Significance of Public Personnel Administration |
| Week 2 | 31st Aug 2017 | 5th Aug 2017 | Role of Public Services |
| Week 3 | 7th Aug 2017 | 12th Aug 2017 | Career Systems – Concept and Types |
| Week 4 | 14th Aug 2017 | 19th Aug 2017 | Position Classification – Concept and Bases |
| Week 5 | 21st Aug 2017 | 26th Aug 2017 | Concepts and Significance: Human Resource Development, Human Resource Planning |
| Week 6 | 28th Aug 2017 | 2nd sept 2017 | Recruitment, Training, Promotion and Performance Appraisal |
| Week 7 | 4th sept 2017 | 9th sept 2017 | Constitutional Provisions with regard to Civil Services in India |
| Week 8 | 11th sept 2017 | 16th sept 2017 | Pay Commissions in India |  |
| Week 9 | 18th sept 2017 | 23rd sept 2017 | Union Public Service Commission (UPSC): Role and Functions |
| Week 10 | 25th sept 2017 | 29th sept, 2017 | Administrative Ethics; Code of Conduct |
| Autumn break (30th sept 2017- 9 oct, 2017)  Mid semester Exam(10 oct 2017-17 oct 2017) | | | |
| Week 11 | 18th oct, 2017 | 21st oct, 2017 | Disciplinary Action |
| Week 12 | 23rd  **oct,** 2017 | 28th oct, 2017 | Employer-Employee Relations: |
| Week 13 | 30th oct, 2017 | 4th nov, 2017 | Staff Associations |
| Week 14 | 6th nov 2017 | 11th nov, 2017 | Joint Consultative and Negotiation  Machinery |
| Week 15 | 13th oct, 2017 | 18th nov, 2017 | Revision |
| Week 17 | 27th nov, 2017 | -1st dec, 2017 | revision |

**Class: M.A-I(semI) Subject: People’s Empowerment and Rural Governance**

**Session: 2017-18 Teacher: Mr. jagan nath**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 22th july &july24 , 2017 | 29th july,2017 | People’s Empowerment: Concept; Rationale; Strategies |
| Week 2 | 31st Aug 2017 | 5th Aug 2017 | Evolution of Panchayati Raj in India with special focus on the 73rd Constitutional Amendment |
| Week 3 | 7th Aug 2017 | 12th Aug 2017 | Working on Panchayati Raj in India: Issues, Problems and Remedies |
| Week 4 | 14th Aug 2017 | 19th Aug 2017 | Gram Sabha : Composition, Functions, Finances and Role |
| Week 5 | 21st Aug 2017 | 26th Aug 2017 | Gram Panchayat : Composition, Finances, Functions and Role |
| Week 6 | 28th Aug 2017 | 2nd sept 2017 | (iii) Panchayat Samiti : Composition, Finances, Functions and Role |
| Week 7 | 4th sept 2017 | 9th sept 2017 | (iv) Zila Parishad : Composition, Finances, Functions and Role |
| Week 8 | 11th sept 2017 | 16th sept 2017 | State Election Commission: Composition, Functions and Role with special reference to Rural  Local Bodies |  |
| Week 9 | 18th sept 2017 | 23rd sept 2017 | Personnel Administration in Rural Governance: Role and Functions of Panchayat Secretary, |
| Week 10 | 25th sept 2017 | 29th sept, 2017 | Block Development and Panchayat Officer and District Development and Panchayat Officer |
| Autumn break (30th sept 2017- 9 oct, 2017) Mid semester Exam(10 oct 2017-17 oct 2017) | | | |
| Week 11 | 18th oct, 2017 | 21st oct, 2017 | State Finance Commission: Composition, Functions and Role with special reference to Rural  Local Bodies |
| Week 12 | 23rd  **oct,** 2017 | 28th oct, 2017 | Rural Development and Poverty Alleviation Schemes – Swarnajayanti Gram Swarozgar Yojana |
| Week 13 | 30th oct, 2017 | 4th nov, 2017 | Mahatma Gandhi National Rural Employment Guarantee Programme (MGNREGA |
| Week 14 | 6th nov 2017 | 11th nov, 2017 | Role of Cooperatives in Rural Development |
| Week 15 | 13th oct, 2017 | 18th nov, 2017 | Rural Problems and Challenges |
| Week 17 | 27th nov, 2017 | -1st dec, 2017 | revision |

**Class: M.A-II(semIII) Subject: Public Health Policy and Administration**

**Session: 2017-18 Teacher: Mr. jagan nath**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 22th july &july24 , 2017 | 29th july,2017 | Public Health Administration - Nature, Significance and Scope |
| Week 2 | 31st Aug 2017 | 5th Aug 2017 | Challenges of Public Health Administration |
| Week 3 | 7th Aug 2017 | 12th Aug 2017 | Implementation and Evaluation of Healthcare Policies and Programmes |
| Week 4 | 14th Aug 2017 | 19th Aug 2017 | Union Ministry of Health and Family Welfare: Organization, Functions and Role |
| Week 5 | 21st Aug 2017 | 26th Aug 2017 | Health Administration at the State Level: Organization, Functions and Role of |
| Week 6 | 28th Aug 2017 | 2nd sept 2017 | Department of  Health |
| Week 7 | 4th sept 2017 | 9th sept 2017 | ; Administration of Primary Healthcare at the Local Level |
| Week 8 | 11th sept 2017 | 16th sept 2017 | Healthcare Programmes in India - Family Welfare Programme |  |
| Week 9 | 18th sept 2017 | 23rd sept 2017 | Reproductive Child Healthcare |
| Week 10 | 25th sept 2017 | 29th sept, 2017 | Immunization Programme; National Rural Health Mission (NRHM) |
| Autumn break (30th sept 2017- 9 oct, 2017) Mid semester Exam(10 oct 2017-17 oct 2017) | | | |
| Week 11 | 18th oct, 2017 | 21st oct, 2017 | Hospital Management: Organization, Function and Role |
| Week 12 | 23rd  **oct,** 2017 | 28th oct, 2017 | National Institute of Health and Family Welfare: Structure, Functions and Role |
| Week 13 | 30th oct, 2017 | 4th nov, 2017 | Medical Council of India: Structure, Functions and Role |
| Week 14 | 6th nov 2017 | 11th nov, 2017 | WHO: Structure, Functions and Role in Asia |
| Week 15 | 13th oct, 2017 | 18th nov, 2017 | Revision |
| Week 17 | 27th nov, 2017 | -1st dec, 2017 | Revision |

**Class: B.A III Subject: Local Government**

**Session: 2017 Teacher: Mr.Silender**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 22th july &july24 , 2017 | 29th july,2017 | Meaning and significance of Local Government |
| Week 2 | 31st Aug 2017 | 5th Aug 2017 | Evolution of Local Government since 1882 |
| Week 3 | 7th Aug 2017 | 12th Aug 2017 | Role of deputy commissioner |
| Week 4 | 14th Aug 2017 | 19th Aug 2017 | Role of divisional commissioner |
| Week 5 | 21st Aug 2017 | 26th Aug 2017 | The 73rd constitutional amendment-provisions and its impact |
| Week 6 | 28th Aug 2017 | 2nd sept 2017 | Gram Sabha-composition, functions and powers |
| Week 7 | 4th sept 2017 | 9th sept 2017 | PRI’s in Punjab: -struture , functions sources of Finances and personnel |
| Week 8 | 11th sept 2017 | 16th sept 2017 | The 74th constitutional amendment-provisions and its impact |  |
| Week 9 | 18th sept 2017 | 23rd sept 2017 | Urban local bodies: structure, functions and source of finances |
| Week 10 | 25th sept 2017 | 29th sept, 2017 | Mayor-position, functions and powers |
| Autumn break (30th sept 2017- 9 oct, 2017)  Mid semester Exam(10 oct 2017-17 oct 2017) | | | |
| Week 11 | 18th oct, 2017 | 21st oct, 2017 | Municipal commissioner-position, functions and powers |
| Week 12 | 23rd  **oct,** 2017 | 28th oct, 2017 | Autumn break |
| Week 13 | 30th oct, 2017 | 4th nov, 2017 | (House exams) |
| Week 14 | 6th nov 2017 | 11th nov, 2017 | State control over local bodies |
| Week 15 | 13th oct, 2017 | 18th nov, 2017 | State finance commission: composition functions and role |
| Week 16 | 20th nov , 2017 | 25th nov 2017 | State finance commission: composition functions and role |
| Week 17 | 27th nov, 2017 | -1st dec, 2017 | Revision and class tests |

**Class: M.AI Subject: Disaster management**

**Session: 2017 Teacher: Mr.Silender**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 22th july &july24 , 2017 | 29th july,2017 | Disaster: Concept & Dimensions |
| Week 2 | 31st Aug 2017 | 5th Aug 2017 | Natural Disasters: Earthquakes, Volcanic Eruptions, Floods, Cyclones, Climate Change |
| Week 3 | 7th Aug 2017 | 12th Aug 2017 | Man-made Disasters: Anthropogenic, Soil degradation, Desertification, Deforestation |
| Week 4 | 14th Aug 2017 | 19th Aug 2017 | Disaster Management Act 2005 |
| Week 5 | 21st Aug 2017 | 26th Aug 2017 | Organisational Framework for Disaster Administration in India at the Union, State and Local  levels (including Nodal Agency |
| Week 6 | 28th Aug 2017 | 2nd sept 2017 | National Disaster Management, Authority, State Authority) |
| Week 7 | 4th sept 2017 | 9th sept 2017 | Role of Information and Communication Technology Systems in Disaster Management |
| Week 8 | 11th sept 2017 | 16th sept 2017 | Interstate and International Cooperation for Disaster Management  Role of NGOs and Army in Disaster Management |  |
| Week 9 | 18th sept 2017 | 23rd sept 2017 | Disaster Risk Reduction – Sustainable Development |
| Week 10 | 25th sept 2017 | 29th sept, 2017 | Disaster Preparedness; Relief and Rehabilitation |
| Autumn break (30th sept 2017- 9 oct, 2017)  Mid semester Exam(10 oct 2017-17 oct 2017) | | | |
| Week 11 | 18th oct, 2017 | 21st oct, 2017 | Role of NGOs and Army in Disaster Management |
| Week 12 | 23rd  **oct,** 2017 | 28th oct, 2017 | Disaster Management Training |
| Week 13 | 30th oct, 2017 | 4th nov, 2017 | revision |

**Class: B.A I Subject: Administrative Theory**

**Session: 2017 Teacher: Dr.Dajinder kaur**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 22th july &july24 , 2017 | 29th july,2017 | Meaning, nature , scope and significance of public administration; |
| Week 2 | 31st Aug 2017 | 5th Aug 2017 | Public and private administration |
| Week 3 | 7th Aug 2017 | 12th Aug 2017 | Relationship of public administration with other social sciences |
| Week 4 | 14th Aug 2017 | 19th Aug 2017 | Organization: meaning , types: formal and informal organization |
| Week 5 | 21st Aug 2017 | 26th Aug 2017 | Meaning and features of the forms of organization: department, public corporation and govt company |
| Week 6 | 28th Aug 2017 | 2nd sept 2017 | Contd…. |
| Week 7 | 4th sept 2017 | 9th sept 2017 | Principles of organization : Hierarchy, span of control |
| Week 8 | 11th sept 2017 | 16th sept 2017 | Unity of command , Authority and Responsibility |  |
| Week 9 | 18th sept 2017 | 23rd sept 2017 | Chief executive ; line and staff agencies |
| Week 10 | 25th sept 2017 | 29th sept, 2017 | Centralization and decentralization; |
| Autumn break (30th sept 2017- 9 oct, 2017)  Mid semester Exam(10 oct 2017-17 oct 2017) | | | |
| Week 11 | 18th oct, 2017 | 21st oct, 2017 | Decision making |
| Week 12 | 23rd  **oct,** 2017 | 28th oct, 2017 | Co-ordination: concept; methods and hindrances |
| Week 13 | 30th oct, 2017 | 4th nov, 2017 | Communication : concept, process and barriers |
| Week 14 | 6th nov 2017 | 11th nov, 2017 | Leadership: concept styles, qualities of good leader.. |
| Week 15 | 13th oct, 2017 | 18th nov, 2017 | Leadership: concept styles, qualities of good leader.. |
| Week 16 | 20th nov , 2017 | 25th nov 2017 | Coordination |
| Week 17 | 27th nov, 2017 | -1st dec, 2017 | Revision |

**Class: M.A I(sem-I) Subject: Administrative Theory**

**Session: 2017 Teacher: Dr.Dajinder Kaur**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 22th july &july24 , 2017 | 29th july,2017 | Nature, Scope and Role of Public Administration in Developed and Developing Countries |
| Week 2 | 31st Aug 2017 | 5th Aug 2017 | Evolution and Development of Public Administration: |
| Week 3 | 7th Aug 2017 | 12th Aug 2017 | New Public Administration; New Public  Management; |
| Week 4 | 14th Aug 2017 | 19th Aug 2017 | Public Choice and Principle Agent Theories |
| Week 5 | 21st Aug 2017 | 26th Aug 2017 | Theories of Organisation: Classical, Bureaucratic, Human Relations, Behavioural and Systems |
| Week 6 | 28th Aug 2017 | 2nd sept 2017 | . Principles of Organisation: Hierarchy, Span of Control |
| Week 7 | 4th sept 2017 | 9th sept 2017 | Centralisation and Decentralisation Unity of Command, Communication, |
| Week 8 | 11th sept 2017 | 16th sept 2017 | The Chief Executive: Types, Functions and Role |  |
| Week 9 | 18th sept 2017 | 23rd sept 2017 | Line and Staff Agencies |
| Week 10 | 25th sept 2017 | 29th sept, 2017 | ; Headquarter and Field relationships. |
| Autumn break (30th sept 2017- 9 oct, 2017)Mid semester Exam(10 oct 2017-17 oct 2017) | | | |
| Week 11 | 18th oct, 2017 | 21st oct, 2017 | Accountability of Administration – Legislative, Executive and Judicial |
| Week 12 | 23rd  **oct,** 2017 | 28th oct, 2017 | Citizen and Administration Interface: Concept and Philosophy; Citizen Charter |
| Week 13 | 30th oct, 2017 | 4th nov, 2017 | Administrative Reforms: Concept and Philosophy |
| Week 14 | 6th nov 2017 | 11th nov, 2017 | E – Governance: Concept; Rationale; Significance |
| Week 15 | 13th oct, 2017 | 18th nov, 2017 | Results Framework Document (RFD): Concept; rationale; significance |
| Week 16 | 20th nov , 2017 | 25th nov 2017 | Revision |
| Week 17 | 27th nov, 2017 | -1st dec, 2017 | Revision |

**Class: M.A I(sem-I) Subject: organizational behaviour**

**Session: 2017 Teacher: Dr.Dajinder Kaur**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 22th july &july24 , 2017 | 29th july,2017 | Organization Behaviour: Concept and Rationale. |
| Week 2 | 31st Aug 2017 | 5th Aug 2017 | Organisational Goals: Concept; Types |
| Week 3 | 7th Aug 2017 | 12th Aug 2017 | Management by Objectives: Concept; Rationale; Steps |
| Week 4 | 14th Aug 2017 | 19th Aug 2017 | Team building: Concept; Types of Teams |
| Week 5 | 21st Aug 2017 | 26th Aug 2017 | Decision Making: Concept; Types and Process |
| Week 6 | 28th Aug 2017 | 2nd sept 2017 | Leadership: Concept; Theories – Trait; Situational; Behavioural |
| Week 7 | 4th sept 2017 | 9th sept 2017 | Motivation: Concept; Theories – Needs Hierarchy; Motivation –Hygiene; Theory X-Theory Y. |
| Week 8 | 11th sept 2017 | 16th sept 2017 | Group Dynamics: Concept, Types and Dynamics of Group Formation |  |
| Week 9 | 18th sept 2017 | 23rd sept 2017 | Conflict and Negotiations: Concept, |
| Week 10 | 25th sept 2017 | 29th sept, 2017 | Rationale and Strategies |
| Autumn break (30th sept 2017- 9 oct, 2017)Mid semester Exam(10 oct 2017-17 oct 2017) | | | |
| Week 11 | 18th oct, 2017 | 21st oct, 2017 | : Organisational Change: Concept; Process; Resistance to change |
| Week 12 | 23rd  **oct,** 2017 | 28th oct, 2017 | Foundations of Organizational Structure |
| Week 13 | 30th oct, 2017 | 4th nov, 2017 | Designing and Contingent Factors |
| Week 14 | 6th nov 2017 | 11th nov, 2017 | Organisational Effectiveness: Concept and Approaches |
| Week 15 | 13th oct, 2017 | 18th nov, 2017 | Organisational Development: Concept and Rationale |
| Week 16 | 20th nov , 2017 | 25th nov 2017 | revision |
| Week 17 | 27th nov, 2017 | -1st dec, 2017 | Revision |

**Class: B.A III Subject: Local Government**

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

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 22th july &july24 , 2017 | 29th july,2017 |  |
| Week 2 | 31st Aug 2017 | 5th Aug 2017 |  |
| Week 3 | 7th Aug 2017 | 12th Aug 2017 |  |
| Week 4 | 14th Aug 2017 | 19th Aug 2017 |  |
| Week 5 | 21st Aug 2017 | 26th Aug 2017 | Meaning and significance of Local Government, |
| Week 6 | 28th Aug 2017 | 2nd sept 2017 | Evolution of Local Government since 1882 |
| Week 7 | 4th sept 2017 | 9th sept 2017 | Evolution of Local Government since 1882 |
| Week 8 | 11th sept 2017 | 16th sept 2017 | Role of deputy commissioner, Role of divisional commissioner. |  |
| Week 9 | 18th sept 2017 | 23rd sept 2017 | Rural Urban Development : Dimensions and Issues |
| Week 10 | 25th sept 2017 | 29th sept, 2017 | The 73rd Constitutional amendment-Provisions and its Impact |
| Autumn break (30th sept 2017- 9 oct, 2017)  Mid semester Exam(10 oct 2017-17 oct 2017) | | | |
| Week 11 | 18th oct, 2017 | 21st oct, 2017 | Gram Sabha-composition, functions and powers PRI’s in Punjab: Structure , functions sources of Finances and personnel |
| Week 12 | 23rd  **oct,** 2017 | 28th oct, 2017 | The 74th constitutional amendment-provisions and its impact, Urban local bodies: structure, functions and source of finances |
| Week 13 | 30th oct, 2017 | 4th nov, 2017 | Mayor; position, functions and powers, State control over local bodies |
| Week 14 | 6th nov 2017 | 11th nov, 2017 | State finance commission: composition functions and role |
| Week 15 | 13th oct, 2017 | 18th nov, 2017 | Provincialisation of Municipal Services |
| Week 16 | 20th nov 2017 | 25th Nov 2017 | Rural urban Relationship: Challenges and Remedies |

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

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

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 22th july &july24 , 2017 | 29th july,2017 |  |
| Week 2 | 31st Aug 2017 | 5th Aug 2017 |  |
| Week 3 | 7th Aug 2017 | 12th Aug 2017 |  |
| Week 4 | 14th Aug 2017 | 19th Aug 2017 |  |
| Week 5 | 21st Aug 2017 | 26th Aug 2017 | Meaning and Significance of Personnel Administration |
| Week 6 | 28th Aug 2017 | 2nd sept 2017 | Civil Service: Meaning, Features |
| Week 7 | 4th sept 2017 | 9th sept 2017 | Civil Service: Classification and Functions |
| Week 8 | 11th sept 2017 | 16th sept 2017 | Bureaucracy : Meaning , Characteristics |  |
| Week 9 | 18th sept 2017 | 23rd sept 2017 | Bureaucracy : Demerits and Remedies |
| Week 10 | 25th sept 2017 | 29th sept, 2017 | Recruitment ,:Meaning Methods and Problems |
| Autumn break (30th sept 2017- 9 oct, 2017)  Mid semester Exam(10 oct 2017-17 oct 2017) | | | |  | |  | UPSC: Composition , Functions and Role |
| Week 11 | 18th oct, 2017 | 21st oct, 2017 | SPSC: Composition , Functions and Role |
| Week 12 | 23rd  **oct,** 2017 | 28th oct, 2017 | Training: Meaning, Types, Methods, Training: Higher civil services |
| Week 13 | 30th oct, 2017 | 4th nov, 2017 | Conduct, Discipline and Ethics |
| Week 14 | 6th nov 2017 | 11th nov, 2017 | Promotion : Meaning , significance and principles |
| Week 15 | 13th oct, 2017 | 18th nov, 2017 | Morale :Causes and Measures , |
| Week 16 | 20th nov 2017 | 25th Nov 2017 | Corruption in Administration: Causes and Remedies |
| Week 17 | 27th nov, 2017 | -1st dec, 2017 | Administrative Tribunals : Meaning ,Types ,Advantages and Disadvantages |

**Class : B.A II Subject: Police Personnel**

**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 | 22th july &july24 , 2017 | 29th july,2017 |  |
| Week 2 | 31st Aug 2017 | 5th Aug 2017 |  |
| Week 3 | 7th Aug 2017 | 12th Aug 2017 |  |
| Week 4 | 14th Aug 2017 | 19th Aug 2017 |  |
| Week 5 | 21st Aug 2017 | 26th Aug 2017 |  |
| Week 6 | 28th Aug 2017 | 2nd sept 2017 | Meaning, Nature and Scope of Police Personnel Administration and its significance, Recruitment: Meaning and Methods; |
| Week 7 | 4th sept 2017 | 9th sept 2017 | Scope of Police Personnel Administration and its significance, Recruitment: Meaning and Methods; |
| Week 8 | 11th sept 2017 | 16th sept 2017 | Scope of Police Personnel Administration and its significance,  Recruitment of Police Personnel in India |
| Week 9 | 18th sept 2017 | 23rd sept 2017 | Career System in Police Administration Training: Meaning and Types; |
| Week 10 | 25th sept 2017 | 29th sept, 2017 | Career System in Police Administration Concept and Significance: Pay Policy,  Training of IPS Officers and State Police Services in India |
| Autumn break (30th sept 2017- 9 oct, 2017)  Mid semester Exam(10 oct 2017-17 oct 2017) | | | |
| Week 11 | 18th oct, 2017 | 21st oct, 2017 | Contd… |
| Week 12 | 23rd  **oct,** 2017 | 28th oct, 2017 | Job Analysis of Police Personnel  Compensation and Fringe Benefits, Promotion of Police Personnel in India |
| Week 13 | 30th oct, 2017 | 4th nov, 2017 | Contd…. |
| Week 14 | 6th nov 2017 | 11th nov, 2017 | Compensation and Fringe Benefits,  Performance Appraisal;  Police Ethics |
| Week 15 | 13th Nov, 2017 | 18th nov, 2017 | Police Ethics,Code of Conduct |
| Week 16 | 20th Nov to 2017 | 25th Nov 2017 | Corruption – Meaning and Causes |

**Class: BA II Subject: Personnel Administration**

**Session: 2017 Teacher: Rupinder Aulakh**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 22th july &july24 , 2017 | 29th july,2017 | Personnel Administration: Meaning and Significance |
| Week 2 | 31st Aug 2017 | 5th Aug 2017 | Civil Service : Meaning, Features, Classification and Functions |
| Week 3 | 7th Aug 2017 | 12th Aug 2017 | Bureaucracy : Meaning , characteristics, Merits and Demerits |
| Week 4 | 14th Aug 2017 | 19th Aug 2017 | Recruitment: Meaning and Methods |
| Week 5 | 21st Aug 2017 | 26th Aug 2017 | Recruitment: Problems and Measures to combat them |
| Week 6 | 28th Aug 2017 | 2nd sept 2017 | UPSC: Composition, functions and role |
| Week 7 | 4th sept 2017 | 9th sept 2017 | SPSC: Composition, functions and role |
| Week 8 | 11th sept 2017 | 16th sept 2017 | Training –Meaning, Methods, Types and Training of Higher Civil Services in India |  |
| Week 9 | 18th sept 2017 | 23rd sept 2017 | Conduct, Discipline and Ethics in Public Services |
| Week 10 | 25th sept 2017 | 29th sept, 2017 | Promotion : Meaning, Significance and Principles |
| Autumn break (30th sept 2017- 9 oct, 2017)  Mid semester Exam(10 oct 2017-17 oct 2017) | | | |
| Week 11 | 18th oct, 2017 | 21st oct, 2017 | Morale: Meaning, Types and Causes of Low Morale |
| Week 12 | 23rd oct, 2017 | 28th oct, 2017 | Morale: Measures for Improvement |
| Week 13 | 30th oct, 2017 | 4th nov, 2017 | Corruption in Administration: Meaning and Causes |
| Week 14 | 6th nov 2017 | 11th nov, 2017 | Corruption in Administration: Case Studies and Remedies |
| Week 15 | 13th oct, 2017 | 18th nov, 2017 | Administrative Tribunals: Meaning and Types |
| Week 17 | 27th nov, 2017 | -1st dec, 2017 | Administrative Tribunals: Advantages and Disadvantages |

**Class: BAIII Subject: Police Administration (OB)**

**Session: 2017 Teacher: Rupinder Aulakh**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 22th july &july24 , 2017 | 29th july,2017 | Organisational Behaviour : Concept, Nature and Significance |
| Week 2 | 31st Aug 2017 | 5th Aug 2017 | Foundations of Organizational Behaviour- Scientific Mangament, Human Relations |
| Week 3 | 7th Aug 2017 | 12th Aug 2017 | System and Contingency, Models of Organizational Behaviour |
| Week 4 | 14th Aug 2017 | 19th Aug 2017 | Motivation: Concept, Significance and measures to motivate the police personnel |
| Week 5 | 21st Aug 2017 | 26th Aug 2017 | Maslow’s need hierarchy and McGregor’s- Theory X &Y |
| Week 6 | 28th Aug 2017 | 2nd sept 2017 | Morale: Concept, factors to build the morale in Indian police |
| Week 7 | 4th sept 2017 | 9th sept 2017 | Leadership: Concept, Trait and Situational Theory, Qualities of a good leader |
| Week 8 | 11th sept 2017 | 16th sept 2017 | Communication: Concept, Process, Types and Barriers. |  |
| Week 9 | 18th sept 2017 | 23rd sept 2017 | Communication Modes in Indian Police;  Decision Making: Concept and Types |
| Week 10 | 25th sept 2017 | 29th sept, 2017 | Decision making: Measures to improve communication ties in police administration  Simon’s Rationale Comprehensive Theory |
| Autumn break (30th sept 2017- 9 oct, 2017)  Mid semester Exam(10 oct 2017-17 oct 2017) | | | |
| Week 11 | 18th oct, 2017 | 21st oct, 2017 | Transactional Analysis: Meaning and Types of Transactions |
| Week 12 | 23rd  **oct,** 2017 | 28th oct, 2017 | Transactional Analysis: Types of Transactions (elaboration) |
| Week 13 | 30th oct, 2017 | 4th nov, 2017 | Organizational Change: Concept and rationale |
| Week 14 | 6th nov 2017 | 11th nov, 2017 | Organizational Change: Resistance to change (strategical measures) |
| Week 15 | 13th oct, 2017 | 18th nov, 2017 | Organizational Development: Concept and need in the present era |
| Week 17 | 27th nov, 2017 | -1st dec, 2017 | Organizational Development: Rationale, benefits and suggestive measures |