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

**Session: 2020 Teacher: Dr.Nemi Chand Goliaya**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 9th jan , 2020 | 11th jan , 2020 | Features of Indian Administration |
| Week 2 | 13th jan , 2020 | 18th jan , 2020 | *Union Executive:* President; Prime Minister, and Council of Ministers |
| Week 3 | 20nd jan , 2020 | 25th jan , 2020 | *Union Executive:* President; Prime Minister, and Council of Ministers |
| Week 4 | 27th jan , 2020 | 1st feb, 2020 | *Union Legislature:* Lok Sabha - Composition and Functions; Rajya Sabha – Composition and Functions |
| Week 5 | 3 th feb, 2020 | 8th feb, 2020 | *State Executive:* Governor, Chief Minister and State Council of Ministers |
| Week 6 | 10th feb, 2020 | 15th feb, 2020 | *State-Legislature:* Legislative Assembly and Legislative Council - Composition and Functions |
| Week 7 | 17th feb, 2020 | 22 feb, 2020 | *Centre-State Relations:* Administrative and Legislative |
| Week 8 | 24th feb, 2020 | 29feb, 2020 | *Union and State Judiciary:* Supreme Court – Composition and Functions  High Court – Composition and Functions |
| Week 9 | 2nd mar, 2020 | 5 th mar, 2020 | *Union and State Judiciary:* Supreme Court – Composition and Functions  High Court – Composition and Functions |
| Mid semester Exam 6th march-13th march 2020) | | | |
| Week 11 | 14th mar, 2020 | 21th mar, 2020 | *Union and State Judiciary:* Supreme Court – Composition and Functions  High Court – Composition and Functions |
| Week 12 | 24 th mar, 2020 | **28**  mar, 2020 | *Control over Administration:* Legislative and Judicial |
| Week 13 | 30 march , 2020 | 4th april, 2020 | *Control over Administration:* Legislative and Judicial |
| Week 14 | 7 april, 2020 | 11th april, 2020 | *Delegated Legislation:* Meaning, Reasons and Safeguards |
| Week 15 | 15 april, 2020 | 18th april, 2020 | *Delegated Legislation:* Meaning, Reasons and Safeguards |
| Week 16 | 20th april, 2020 | 24th april, 2020 | District Administration: Structure and Functions |
| Week 17 | 27th april, 2020 | 2 May, 2020 | District Administration: Structure and Functions |
| Week 18 | 4 th May, 2020 |  | Revision |

**Class B.A II (sem –IV) Subject: Public Administration**

**Session: 2020 Teacher: Dr.Nemi Chand**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 9th jan , 2020 | 11th jan , 2020 | Financial Administration: Meaning and Significance |
| Week 2 | 13th jan , 2020 | 18th jan , 2020 | Aspects of Public Finance. |
| Week 3 | 20nd jan , 2020 | 25th jan , 2020 | Budget: Meaning, Types and Principles |
| Week 4 | 27th jan , 2020 | 1st feb, 2020 | Budget: Preparation and Enactment |
| Week 5 | 3 th feb, 2020 | 8th feb, 2020 | Union Ministry of Finance: Organisation, Functions and Role |
| Week 6 | 10th feb, 2020 | 15th feb, 2020 | Centre-State Financial Relations |
| Week 7 | 17th feb, 2020 | 22 feb, 2020 | Union Finance Commission: Composition and Functions |
| Week 8 | 24th feb, 2020 | 29feb, 2020 | Audit: Concept, Objectives and Types |
| Week 9 | 2nd mar, 2020 | 5 th mar, 2020 | Comptroller and Auditor General of India(CAGI) : Appointment, Functions and Role |
| Mid semester Exam 6th march-13th march 2020) | | | |
| Week 11 | 14th mar, 2020 | 21th mar, 2020 | Concepts: Deficit Financing, Fiscal Deficit, |
| Week 12 | 24 th mar, 2020 | **28**  mar, 2020 | Public Debt and Public Expenditure. |
| Week 13 | 30 march , 2020 | 4th april, 2020 | Legislative Control over Finance. Public Accounts |
| Week 14 | 7 april, 2020 | 11th april, 2020 | Legislative Control over Finance. Public Accounts |
| Week 15 | 15 april, 2020 | 18th april, 2020 | Committee:Composition, Functions and Role. Estimates |
| Week 16 | 20th april, 2020 | 24th april, 2020 | Committee:Composition, Functions and Role. |
| Week 17 | 27th april, 2020 | 2 May, 2020 | Revision |
| Week 18 | 4 th May, 2020 |  | Revision |

**Class B.A II(HON) (sem –IV) Subject: Public Administration (Hon)**

**Session: 2020 Teacher: Dr.Nemi Chand Goliaya**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 9th jan , 2020 | 11th jan , 2020 | Public Policy - Meaning, Significance and Types |
| Week 2 | 13th jan , 2020 | 18th jan , 2020 | Public Policy - Meaning, Significance and Types |
| Week 3 | 20nd jan , 2020 | 25th jan , 2020 | Distinction between Policy, Planning , Decision making and Goals |
| Week 4 | 27th jan , 2020 | 1st feb, 2020 | Policy Cycle |
| Week 5 | 3 th feb, 2020 | 8th feb, 2020 | Policy Analysis- Meaning, Significance |
| Week 6 | 10th feb, 2020 | 15th feb, 2020 | Approaches to Policy Analysis |
| Week 7 | 17th feb, 2020 | 22 feb, 2020 | Public Policy Formulation |
| Week 8 | 24th feb, 2020 | 29feb, 2020 | Models of Policy-Making:Incremental, Rational, Institutiona |
| Week 9 | 2nd mar, 2020 | 5 th mar, 2020 | Role of Legislature, Executive, Judiciary, Political Parties in policy formulation |
| Mid semester Exam 6th march-13th march 2020) | | | |
| Week 11 | 14th mar, 2020 | 21th mar, 2020 | Public Policy Implementation |
| Week 12 | 24 th mar, 2020 | **28**  mar, 2020 | Role of Executive, Legislature, |
| Week 13 | 30 march , 2020 | 4th april, 2020 | Bureaucracy and Judiciary in Policy Implementation |
| Week 14 | 7 april, 2020 | 11th april, 2020 | Major problems in policy implementation |
| Week 15 | 15 april, 2020 | 18th april, 2020 | Policy Monitoring and Evaluation |
| Week 16 | 20th april, 2020 | 24th april, 2020 | Criteria for Evaluation |
| Week 17 | 27th april, 2020 | 2 May, 2020 | Problems in Policy Evaluation |
| Week 18 | 4 th May, 2020 |  | Revision |

**Class M.A-I 2ND Semester Public Administration Paper-I Administrative thought.**

**Session: 2020 Teacher: Dr.Nemi Chand Goliaya**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 9th jan , 2020 | 11th jan , 2020 | Identity of Public Administration: Woodrow Wilson |
| Week 2 | 13th jan , 2020 | 18th jan , 2020 | Principles of Management: Henri Fayol, |
| Week 3 | 20nd jan , 2020 | 25th jan , 2020 | Luther Gulick and L.B. Urwick |
| Week 4 | 27th jan , 2020 | 1st feb, 2020 | Scientific Management: Frederick Winslow Taylor |
| Week 5 | 3 th feb, 2020 | 8th feb, 2020 | Bureaucratic Theory: Max Weber, Karl Marx |
| Week 6 | 10th feb, 2020 | 15th feb, 2020 | Elton Mayo (Hawthorne Experiments) |
| Week 7 | 17th feb, 2020 | 22 feb, 2020 | Mary Parker Follett (Conflict and Leadership) |
| Week 8 | 24th feb, 2020 | 29feb, 2020 | Chester I. Barnard (Functions of Executive) |
| Week 9 | 2nd mar, 2020 | 5 th mar, 2020 | Herbert Simon (Decision making) |
| Mid semester Exam 6th march-13th march 2020) | | | |
| Week 11 | 14th mar, 2020 | 21th mar, 2020 | Chris Argyris (Immaturity-Maturity Theory) Rensis Likert (Systems Management) |
| Week 12 | 24 th mar, 2020 | **28**  mar, 2020 | Motivation: Abraham Maslow (Needs Hierarchy); Frederick Herzberg (Motivation –  Hygiene); Douglas McGregor (Theory X and Theory Y) |
| Week 13 | 30 march , 2020 | 4th april, 2020 | Fred W. Riggs (Ecological Approach) |
| Week 14 | 7 april, 2020 | 11th april, 2020 | Peter Drucker (Modern Management) |
| Week 15 | 15 april, 2020 | 18th april, 2020 | Vincent Ostrom (Public Choice Theory) |
| Week 16 | 20th april, 2020 | 24th april, 2020 | Kautilya (Principles and elements of public administration; Saptanga Theory of State;  Recruitment and Training) |
| Week 17 | 27th april, 2020 | 2 May, 2020 | Revision |
| Week 18 | 4 th May, 2020 |  | Revision |