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

**Session: 2020 Teacher: Dr. Dajinder kaur**

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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 III (sem –VI) Subject: Public Administration**

**Session: 2020 Teacher: Dr. Dajinder kaur**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 9th jan , 2020 | 11th jan , 2020 | Development: Meaning, Features and Aspects.; |
| Week 2 | 13th jan , 2020 | 18th jan , 2020 | Development Administration: Meaning, Nature, Scope and Significance |
| Week 3 | 20nd jan , 2020 | 25th jan , 2020 | Features of Developed and Developing Countries |
| Week 4 | 27th jan , 2020 | 1st feb, 2020 | India as a Welfare State |
| Week 5 | 3 th feb, 2020 | 8th feb, 2020 | Planning: Meaning, Objectives and Significance |
| Week 6 | 10th feb, 2020 | 15th feb, 2020 | Planning Machinery in India at National, State and Local |
| Week 7 | 17th feb, 2020 | 22 feb, 2020 | Public Enterprises: Concept and Forms Role of Public Enterprises in Economic Development |
| Week 8 | 24th feb, 2020 | 29feb, 2020 | Managerial Problems of Public Enterprises |
| Week 9 | 2nd mar, 2020 | 5 th mar, 2020 | Public Enterprise Reforms since 1991; |
| Mid semester Exam 6th march-13th march 2020) | | | |
| Week 11 | 14th mar, 2020 | 21th mar, 2020 | Concept of Privatisation |
| Week 12 | 24 th mar, 2020 | **28**  mar, 2020 | Administration of Rural Development at the local level |
| Week 13 | 30 march , 2020 | 4th april, 2020 | Education and Development |
| Week 14 | 7 april, 2020 | 11th april, 2020 | Role of State Administration in Primary and Secondary Education Health and Development; |
| Week 15 | 15 april, 2020 | 18th april, 2020 | Role of the Ministry of Health and Family Welfare |
| Week 16 | 20th april, 2020 | 24th april, 2020 | Role of Voluntary Sector in Development |
| Week 17 | 27th april, 2020 | 2 May, 2020 | Revision |
| Week 18 | 4 th May, 2020 |  | Revision |

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

**Session: 2020 Teacher: Dr. Dajinder kaur**

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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 | Centre-State Financial Relations. |
| Week 8 | 24th feb, 2020 | 29feb, 2020 | Union Finance Commission: Composition and Functions. |
| Week 9 | 2nd mar, 2020 | 5 th mar, 2020 | revision |
| Mid semester Exam 6th march-13th march 2020) | | | |
| Week 11 | 14th mar, 2020 | 21th mar, 2020 | Audit: Concept, Objectives and Types. |
| Week 12 | 24 th mar, 2020 | **28**  mar, 2020 | Comptroller and Auditor General of India(CAGI) : Appointment, Functions and Role. |
| Week 13 | 30 march , 2020 | 4th april, 2020 | Concepts: Deficit Financing, Fiscal Deficit, Public Debt and Public Expenditure. |
| Week 14 | 7 april, 2020 | 11th april, 2020 | Legislative Control over Finance. |
| Week 15 | 15 april, 2020 | 18th april, 2020 | Public Accounts Committee:Composition, Functions and Role. |
| Week 16 | 20th april, 2020 | 24th april, 2020 | Estimates Committee:Composition, Functions and Role. |
| Week 17 | 27th april, 2020 | 2 May, 2020 | Revision |
| Week 18 | 4 th May, 2020 |  | Revision |

**Class M.A II(sem –IV) Subject: Education policy and Administration**

**Session: 2020 Teacher: Dr. Dajinder kaur**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 9th jan , 2020 | 11th jan , 2020 | Educational Administration: Concept, Significance and Scope |
| Week 2 | 13th jan , 2020 | 18th jan , 2020 | Concepts: Universalization of Elementary Education, Non-Formal |
| Week 3 | 20nd jan , 2020 | 25th jan , 2020 | Vocationalization of Secondary Education, Autonomous Colleges |
| Week 4 | 27th jan , 2020 | 1st feb, 2020 | Problems and Challenges of Educational Administration |
| Week 5 | 3 th feb, 2020 | 8th feb, 2020 | National Policy on Education, 1986 as modified in 1992 (Plan of Action, 1992 |
| Week 6 | 10th feb, 2020 | 15th feb, 2020 | Education and Five-Year Plans: Approaches, Priorities and Investments; |
| Week 7 | 17th feb, 2020 | 22 feb, 2020 | RTE |
| Week 8 | 24th feb, 2020 | 29feb, 2020 | Main Features, Organisation and administration of an Indian University |
| Week 9 | 2nd mar, 2020 | 5 th mar, 2020 | Organization and Administration of Education at the Central Level with special reference to  the Department of Education |
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| Week 11 | 14th mar, 2020 | 21th mar, 2020 | University Grants Commission: Structure, Functions and Role |
| Week 12 | 24 th mar, 2020 | **28**  mar, 2020 | National Council of Educational Research and Training: Structure, Functions and Role |
| Week 13 | 30 march , 2020 | 4th april, 2020 | Department of Public Administration, Panjab University, Chandigarh |
| Week 14 | 7 april, 2020 | 11th april, 2020 | Socio-economic Problems of Educational Development |
| Week 15 | 15 april, 2020 | 18th april, 2020 | Equality of Opportunity, Employment and Productivity |
| Week 16 | 20th april, 2020 | 24th april, 2020 | Nation Building and Citizenship; Globalization and Education |
| Week 17 | 27th april, 2020 | 2 May, 2020 | Implementation and Evaluation of SarvaSikshaAbhiyan |
| Week 18 | 4 th May, 2020 |  | Revision |