**Post Graduate Govt. College for Girls, Sector-42, Chandigarh**

**Teaching Plan for Post Graduate (First Semester)**

**Session (2020-2021)**

**Class: MA I Semester**   **Name of the Teacher: Jagan Nath**

**Subject: Public Administration Paper: Comparative and Development Administration**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 03/11/2020 – 07/11/2020 | Concept and significance of development |
| Week 2 | 09/11/2020 – 12/11/2020 | Sustainable development- Concept and significance |
| Week 3 | 16/11/2020 – 21/11/2020 | Development Administration- Concept and significance |
| Week 4 | 23/11/2020 – 28/11/2020 | Administrative Capability |
| Week 5 | 01/12/2020 – 05/12/2020 | Role of Bureaucracy for development administration |
| Week 6 | 07/12/2020 – 12/12/2020 | Organization for development planning at central level |
| Week 7 | 14/12/2020 – 18/12/2020 | Organization for development planning at state and district level |
| Week 8 | 21/12/2020 – 26/12/2020 | Organization for development planning at state and district level…..Continue |
| Week 9 | 28/12/2020 – 02/01/2021 | Role of United Nation in development |
| Week 10 | 04/01/2021 – 09/01/2021 | Overview of Millennium Development Goals (MDGs) |
| Week 11 | 11/01/2021 – 16/01/2021 | Overview of Sustainable Development Goals (SDG) |
| Week 12 | 18/01/2021 – 23/01/2021 | Overview of Sustainable Development Goals …… Continue |
| Week 13 | 25/01/2021 – 30/01/2021 | Gender and Development |
| Week 14 | 01/02/2021 – 06/02/2021 | Gender and Development ….. Continue |
| Week 15 | 08/02/2021 – 13/02/2021 | Revision |
| Week 16 | 15/02/2021 – 20/02/2021 | Revision |
| Week 17 | 22/02/2021 – 27/02/2021 | Revision |

**Post Graduate Government College for Girls, Sector-42, Chandigarh**

**Teaching Plan for Bachelors (Third and Fifth Semester) and Post Graduate (Third Semester)**

**Session (2020-2021)**

**Class: BA IIIrd Semester**   **Name of the Teacher: Jagan Nath**

**Subject: Police Administration Paper: Police Personnel Administration**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 03/08/2020 – 08/08/2020 | Introduction ; Meaning ,nature and scope of police personnel administration |
| Week 2 | 10/08/2020 – 14/08/2020 | Principles of Police Personnel Administration |
| Week 3 | 17/08/2020 – 22/08/2020 | Significance of Police Personnel Administration |
| Week 4 | 24/08/2020 – 29/08/2020 | Career system in Police Personnel Administration |
| Week 5 | 31/08/2020- 05/09/2020 | Job analysis and job description of Police Personnel- Concept and significance |
| Week 6 | 07/09/2020- 12/09/2020 | Pay Policy , Compensation and fringe benefits |
| Week 7 | 14/09/2020- 19/09/2020 | Pay Policy , Compensation and fringe benefits… Continue |
| Week 8 | 21/09/2020- 26/09/2020 | Pay Policy , Compensation and fringe benefits… Continue |
| Week 9 | 28/09/2020- 03/10/2020 | Recruitment – Meaning and methods |
| Week 10 | 05/10/2020- 10/10/2020 | Recruitment of Police personnel in India |
| Week 11 | 12/10/2020- 16/10/2020 | Training – Meaning and types and training of IPS Officers and State Police |
| Week 12 | 19/10/2020- 24/10/2020 | Promotion – Meaning , principles and promotion of Police Personnel in India |
| Week 13 | 27/10/2020- 30/10/2020 | Performance Appraisal , Police ethics and code of conduct |
| Week 14 | 03/11/2020- 07/11/2020 | Corruption- Meaning , causes and corruption in police force ; Disciplinary action |
| Week 15 | 09/11/2020- 12/11/2020 | Doctrine of pleasure and safe guards against arbitrary punishment |
| Week 16 | 16/11/2020- 21/11/2020 | Doctrine of pleasure and safe guards against arbitrary punishment…..Continued |
| Week 17 | 23/11/2020- 28/11/2020 | Revision |

**Post Graduate Govt. College for Girls, Sector-42, Chandigarh**

**Teaching Plan for Post Graduate (First Semester)**

**Session (2020-2021)**

**Class: MA I Semester**   **Name of the Teacher: Jagan Nath**

**Subject: Public Administration Paper-Indian Admn.**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 03/11/2020 – 07/11/2020 | Philosophy and features of the Indian Constitution |
| Week 2 | 09/11/2020 – 12/11/2020 | President of India – Election , powers and role. |
| Week 3 | 16/11/2020 – 21/11/2020 | Prime Minister and council of Ministers |
| Week 4 | 23/11/2020 – 28/11/2020 | Union Legislature – Lok Sabha |
| Week 5 | 01/12/2020 – 05/12/2020 | Rajya Sabha – Compositions and functions |
| Week 6 | 07/12/2020 – 12/12/2020 | Governor – Appointment and powers |
| Week 7 | 14/12/2020 – 18/12/2020 | Chief Minister and State council of Ministers |
| Week 8 | 21/12/2020 – 26/12/2020 | State Legislature – Legislative Assembly |
| Week 9 | 28/12/2020 – 02/01/2021 | Legislative Council – Composition and Functions |
| Week 10 | 04/01/2021 – 09/01/2021 | Centre State relations : Legislative and Administrative |
| Week 11 | 11/01/2021 – 16/01/2021 | Central Secretariat- Structure, functions and role |
| Week 12 | 18/01/2021 – 23/01/2021 | Cabinet Secretariat - Structure, functions and role. Prime Minister’s Office |
| Week 13 | 25/01/2021 – 30/01/2021 | Election Commission of India, electoral reforms |
| Week 14 | 01/02/2021 – 06/02/2021 | Judiciary : Supreme Court, Judicial Review and Judicial reforms |
| Week 15 | 08/02/2021 – 13/02/2021 | Relationship between political and permanent executive |
| Week 16 | 15/02/2021 – 20/02/2021 | Generalist and Specialist in Administration |
| Week 17 | 22/02/2021 – 27/02/2021 | Problems and Challenges of Indian Administration |

**Post Graduate Government College for Girls, Sector-42, Chandigarh**

**Teaching Plan for Bachelors (Third and Fifth Semester) and Post Graduate (Third Semester)**

**Session (2020-2021)**

**Class: MA IIIrd Semester**   **Name of the Teacher: Jagan Nath**

**Subject: Public Administration Paper:Local Government**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 03/08/2020 – 08/08/2020 | Meaning and Significance of Local Government |
| Week 2 | 10/08/2020 – 14/08/2020 | Historical Development of Local Government in India |
| Week 3 | 17/08/2020 – 22/08/2020 | Role of Divisional Commissioner |
| Week 4 | 24/08/2020 – 29/08/2020 | Deputy Commissioner |
| Week 5 | 31/08/2020- 05/09/2020 | District Development and Panchayat Officer |
| Week 6 | 07/09/2020- 12/09/2020 | Block Development and Panchayat Officer |
| Week 7 | 14/09/2020- 19/09/2020 | Rural Development ; Perspectives, Policy and Strategies. |
| Week 8 | 21/09/2020- 26/09/2020 | 73 Constitutional Amendment Act- Critical Evaluation |
| Week 9 | 28/09/2020- 03/10/2020 | Structure, functions and role of Panchayati Raj Institutions |
| Week 10 | 05/10/2020- 10/10/2020 | Structure, functions and role of Panchayati Raj Institutions……Continue |
| Week 11 | 12/10/2020- 16/10/2020 | Rural problems and Challenges ; Rural Development Programmes: Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA), DeendayalAntyodayaYojna- National Rural Livelihood Mission (DAYNRLM) |
| Week 12 | 19/10/2020- 24/10/2020 | Urbanisation ; Concept and challenges, Urban local bodies- Municipal Corporation |
| Week 13 | 27/10/2020- 30/10/2020 | Municipal Council; Nagar Panchayat- Structure and functions |
| Week 14 | 03/11/2020- 07/11/2020 | Critical Evaluation of 74th Constitutional Amendment Act, Urban Development Programmes ; Atal Misiion for Rejuvenation and Urban Transformation ; DeendayalAntyodayaYojna- National Urban Livelihood Mission; Smart Cities |
| Week 15 | 09/11/2020- 12/11/2020 | Rural Urban Relations, Local Government Finances; State Finance Commission |
| Week 16 | 16/11/2020- 21/11/2020 | State Control over Local Bodies, Administrative Reforms in Local Governance |
| Week 17 | 23/11/2020- 28/11/2020 | Revision |

**Post Graduate Govt. College for Girls, Sector-42, Chandigarh**

**Teaching Plan for Bachelors (5th Semester)**

**Session (2020-2021)**

**Class: BA 5th Semester**  **Name of the Teacher: Dr. Silenderkumar**

**Subject: Police Administration Paper: OrganisationalBehaviour**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 01/09/2020-05/09/2020 | OrganisationalBehaviour : concept, nature and significance |
| Week 2 | 07/09/2020-12/09/2020 | Scientific Management |
| Week 3 | 14/09/2020-19/09/2020 | Human Relations |
| Week 4 | 21/09/2020-26/09/2020 | System and contingency theory |
| Week 5 | 28/09/2020-03/10/2020 | Models of Organizational Behaviour, Motivation : concept |
| Week 6 | 05/10/2020-10/10/2020 | Maslow’s Needs Hierarchy Theory |
| Week 7 | 12/10/2020-16/10/2020 | X and Y Theory, Morale |
| Week 8 | 19/10/2020-24/10/2020 | Leadership Theories |
| Week 9 | 27/10/2020-30/10/2020 | Communication and modes of communication in Indian Police |
| Week 10 | 03/11/2020 – 07/11/2020 | Decision Making Theory |
| Week 11 | 09/11/2020 – 12/11/2020 | Transactional Analysis : meaning and types |
| Week 12 | 16/11/2020 – 21/11/2020 | Organisational Change |
| Week 13 | 23/11/2020 – 28/11/2020 | Rationale and resistance to change |
| Week 14 | 01/12/2020 – 05/12/2020 | Organisational Development |
| Week 15 | 07/12/2020 – 12/12/2020 | Revision |
| Week 16 | 14/12/2020 – 18/12/2020 | Revision |
| Week 17 | 21/12/2020 – 26/12/2020 | Revision |

**Post Graduate Government College for Girls, Sector-42, Chandigarh**

**Teaching Plan for Bachelors of arts Third semester and Session (2020-2021)**

**Class: BA 3rd Semester**  **Name of the Teacher: Dr. Silenderkumar**

**Subject: Public Administration Paper: Personnel Administration**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 03/08/2020 – 08/08/2020 | Personnel Administration – Meaning and Significance |
| Week 2 | 10/08/2020 – 14/08/2020 | Bureaucracy: Meaning, Characteristics, Demerits and Remedies. |
| Week 3 | 17/08/2020 – 22/08/2020 | Civil Service: Meaning, Features and Role. |
| Week 4 | 24/08/2020 – 29/08/2020 | Position and Rank Classification Systems: Significance and Features |
| Week 5 | 31/08/2020- 05/09/2020 | Recruitment: Meaning, Methods and Problems. |
| Week 6 | 07/09/2020- 12/09/2020 | Recruitment System of Higher Civil Services in India. |
| Week 7 | 14/09/2020- 19/09/2020 | UPSC: Composition, Functions and Role. |
| Week 8 | 21/09/2020- 26/09/2020 | SPSC: Composition, Functions and Role. |
| Week 9 | 28/09/2020- 03/10/2020 | Training – Meaning, Types, Methods, |
| Week 10 | 05/10/2020- 10/10/2020 | Training of Higher Civil Services in India. |
| Week 11 | 12/10/2020- 16/10/2020 | .Conduct, Discipline and Ethics in Public Services |
| Week 12 | 19/10/2020- 24/10/2020 | Promotion: Meaning, Significance and Principles. |
| Week 13 | 27/10/2020- 30/10/2020 | Morale, Causes of Low Morale and Measures for Improvement |
| Week 14 | 03/11/2020- 07/11/2020 | . Corruption in Administration - Causes and Remedies |
| Week 15 | 09/11/2020- 12/11/2020 | Administrative Tribunals: Meaning, Types, Advantages and Disadvantages. |
| Week 16 | 16/11/2020- 21/11/2020 | Test |
| Week 17 | 23/11/2020- 28/11/2020 | Revision |

**Post Graduate Government College for Girls, Sector-42, Chandigarh**

**Teaching Plan for Bachelors of arts Third semester and Session (2020-2021)**

**Class: BA 3rd Semester**  **Name of the Teacher: Dr.Silenderkumar**

**Subject: Public Administration Paper: Personnel Administration**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 03/08/2020 – 08/08/2020 | Personnel Administration – Meaning and Significance |
| Week 2 | 10/08/2020 – 14/08/2020 | Bureaucracy: Meaning, Characteristics, Demerits and Remedies. |
| Week 3 | 17/08/2020 – 22/08/2020 | Civil Service: Meaning, Features and Role. |
| Week 4 | 24/08/2020 – 29/08/2020 | Position and Rank Classification Systems: Significance and Features |
| Week 5 | 31/08/2020- 05/09/2020 | Recruitment: Meaning, Methods and Problems. |
| Week 6 | 07/09/2020- 12/09/2020 | Recruitment System of Higher Civil Services in India. |
| Week 7 | 14/09/2020- 19/09/2020 | UPSC: Composition, Functions and Role. |
| Week 8 | 21/09/2020- 26/09/2020 | SPSC: Composition, Functions and Role. |
| Week 9 | 28/09/2020- 03/10/2020 | Training – Meaning, Types, Methods, |
| Week 10 | 05/10/2020- 10/10/2020 | Training of Higher Civil Services in India. |
| Week 11 | 12/10/2020- 16/10/2020 | .Conduct, Discipline and Ethics in Public Services |
| Week 12 | 19/10/2020- 24/10/2020 | Promotion: Meaning, Significance and Principles. |
| Week 13 | 27/10/2020- 30/10/2020 | Morale, Causes of Low Morale and Measures for Improvement |
| Week 14 | 03/11/2020- 07/11/2020 | . Corruption in Administration - Causes and Remedies |
| Week 15 | 09/11/2020- 12/11/2020 | Administrative Tribunals: Meaning, Types, Advantages and Disadvantages. |
| Week 16 | 16/11/2020- 21/11/2020 | Test |
| Week 17 | 23/11/2020- 28/11/2020 | Revision |

**Post Graduate Govt. College for Girls, Sector-42, Chandigarh**

**Teaching Plan for Post Graduate (First Semester)**

**Session (2020-2021)**

**Class: MA 1st Sem**   **Name of the Teacher:Silender**

**Subject: public administration Paper: Administrative Theory**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 03/11/2020 – 07/11/2020 | Meaning Nature &scope of Public Administration |
| Week 2 | 09/11/2020 – 12/11/2020 | Evolution of discipline and its present status in developed and developing countries |
| Week 3 | 16/11/2020 – 21/11/2020 | NPA, NPM.Principal Agent theory |
| Week 4 | 23/11/2020 – 28/11/2020 | New public services.post modernlism and post structuralism |
| Week 5 | 01/12/2020 – 05/12/2020 | Organization meaning and type .formal and informal organization |
| Week 6 | 07/12/2020 – 12/12/2020 | Hiearchy. Unity of command.span of control.centerlization and decentralization |
| Week 7 | 14/12/2020 – 18/12/2020 | The chief executive, types function and role |
| Week 8 | 21/12/2020 – 26/12/2020 | Line and staff agencies . headerquater and field relationship |
| Week 9 | 28/12/2020 – 02/01/2021 | Communication.concept.process and barriers |
| Week 10 | 04/01/2021 – 09/01/2021 | Supervision.concept.process and barriers |
| Week 11 | 11/01/2021 – 16/01/2021 | Coordination process and barriers |
| Week 12 | 18/01/2021 – 23/01/2021 | Legeslative.executive and judicial control |
| Week 13 | 25/01/2021 – 30/01/2021 | Citizen and Administration interface. Citizen charter |
| Week 14 | 01/02/2021 – 06/02/2021 | Administrative reforms concept and philosophy |
| Week 15 | 08/02/2021 – 13/02/2021 | Good governance concepts application and rational |
| Week 16 | 15/02/2021 – 20/02/2021 | Revision |
| Week 17 | 22/02/2021 – 27/02/2021 | Revision |

**Post Graduate Govt. College for Girls, Sector-42, Chandigarh**

**Teaching Plan for Post Graduate (First Semester)**

**Session (2020-2021)**

**Class: ma 1st sem**   **Name of the Teacher: Silender**

**Subject: public administration Paper: Comparative and development administration**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 03/11/2020 – 07/11/2020 | Comparative public administration meaning and nature |
| Week 2 | 09/11/2020 – 12/11/2020 | Scope and significance |
| Week 3 | 16/11/2020 – 21/11/2020 | Evolution and relevance of CPA |
| Week 4 | 23/11/2020 – 28/11/2020 | Environment of administration |
| Week 5 | 01/12/2020 – 05/12/2020 | In developed and developing countries |
| Week 6 | 07/12/2020 – 12/12/2020 | Economic and political |
| Week 7 | 14/12/2020 – 18/12/2020 | Social and cultural |
| Week 8 | 21/12/2020 – 26/12/2020 | Approach |
| Week 9 | 28/12/2020 – 02/01/2021 | Structural functional approach |
| Week 10 | 04/01/2021 – 09/01/2021 | Ecological approch |
| Week 11 | 11/01/2021 – 16/01/2021 | Administrative and political system |
| Week 12 | 18/01/2021 – 23/01/2021 | UK |
| Week 13 | 25/01/2021 – 30/01/2021 | USA |
| Week 14 | 01/02/2021 – 06/02/2021 | France |
| Week 15 | 08/02/2021 – 13/02/2021 | Japan |
| Week 16 | 15/02/2021 – 20/02/2021 | Revision |
| Week 17 | 22/02/2021 – 27/02/2021 | Revision |

**Post Graduate Govt. College for Girls, Sector-42, Chandigarh**

**Teaching Plan for Bachelors (First Semester)**

**Session (2020-2021)**

**Class: BA 1ST Semester**  **Name of the Teacher: Dr.Nemi Chand**

**Subject: Public Administration Paper: Administrative theory**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 01/09/2020-05/09/2020 | Meaning, Nature, Scope and Significance of Public Administration |
| Week 2 | 07/09/2020-12/09/2020 | Public and Private Administration; |
| Week 3 | 14/09/2020-19/09/2020 | Public Administration as a Science or an Art |
| Week 4 | 21/09/2020-26/09/2020 | Relationship of Public Administration with other Social Sciences; |
| Week 5 | 28/09/2020-03/10/2020 | Evolution of Public Administration since 1887. |
| Week 6 | 05/10/2020-10/10/2020 | Organization: Meaning, Types: Formal and Informal Organization |
| Week 7 | 12/10/2020-16/10/2020 | Forms of Organization: Department, Public Corporation, Government Company. |
| Week 8 | 19/10/2020-24/10/2020 | Principles of Organization: Hierarchy, Span of Control, |
| Week 9 | 27/10/2020-30/10/2020 | Unity of Command, Authority and Responsibility |
| Week 10 | 03/11/2020 – 07/11/2020 | Chief Executive- Types, functions and Role |
| Week 11 | 09/11/2020 – 12/11/2020 | Line, Staff and Auxiliary Agencies |
| Week 12 | 16/11/2020 – 21/11/2020 | Centralisation and Decentralisation |
| Week 13 | 23/11/2020 – 28/11/2020 | Decision Making: Meaning, types and process |
| Week 14 | 01/12/2020 – 05/12/2020 | Coordination: Concept, Methods and Hindrances |
| Week 15 | 07/12/2020 – 12/12/2020 | Communication: Concept, Process and Barriers |
| Week 16 | 14/12/2020 – 18/12/2020 | Supervision: Concept and Methods |
| Week 17 | 21/12/2020 – 26/12/2020 | Leadership: Concept, Styles, Qualities of a Good Administrator |

**Post Graduate Government College for Girls, Sector-42, Chandigarh**

**Teaching Plan for Bachelors of arts Third semester and Session (2020-2021)**

**Class: BA 3rd Semester**  **Name of the Teacher: Dr.Nemi Chand Goliaya**

**Subject: Public Administration Paper: Personnel Administration**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 03/08/2020 – 08/08/2020 | Personnel Administration – Meaning and Significance |
| Week 2 | 10/08/2020 – 14/08/2020 | Bureaucracy: Meaning, Characteristics, Demerits and Remedies. |
| Week 3 | 17/08/2020 – 22/08/2020 | Civil Service: Meaning, Features and Role. |
| Week 4 | 24/08/2020 – 29/08/2020 | Position and Rank Classification Systems: Significance and Features |
| Week 5 | 31/08/2020- 05/09/2020 | Recruitment: Meaning, Methods and Problems. |
| Week 6 | 07/09/2020- 12/09/2020 | Recruitment System of Higher Civil Services in India. |
| Week 7 | 14/09/2020- 19/09/2020 | UPSC: Composition, Functions and Role. |
| Week 8 | 21/09/2020- 26/09/2020 | SPSC: Composition, Functions and Role. |
| Week 9 | 28/09/2020- 03/10/2020 | Training – Meaning, Types, Methods, |
| Week 10 | 05/10/2020- 10/10/2020 | Training of Higher Civil Services in India. |
| Week 11 | 12/10/2020- 16/10/2020 | .Conduct, Discipline and Ethics in Public Services |
| Week 12 | 19/10/2020- 24/10/2020 | Promotion: Meaning, Significance and Principles. |
| Week 13 | 27/10/2020- 30/10/2020 | Morale, Causes of Low Morale and Measures for Improvement |
| Week 14 | 03/11/2020- 07/11/2020 | . Corruption in Administration - Causes and Remedies |
| Week 15 | 09/11/2020- 12/11/2020 | Administrative Tribunals: Meaning, Types, Advantages and Disadvantages. |
| Week 16 | 16/11/2020- 21/11/2020 | Test |
| Week 17 | 23/11/2020- 28/11/2020 | Revision |

**Post Graduate Government College for Girls, Sector-42, Chandigarh**

**Teaching Plan for Bachelors (Third and Fifth Semester) and Post Graduate (Third Semester)**

**Session (2020-2021)**

**Class: BA (Hon)3rd Semester**   **Name of the Teacher: Dr.Nemi Chand**

**Subject: Public Administration Paper: Administrative thought**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 03/08/2020 – 08/08/2020 | Kautilya |
| Week 2 | 10/08/2020 – 14/08/2020 | M.K.Gandhi |
| Week 3 | 17/08/2020 – 22/08/2020 | Woodrow Wilson |
| Week 4 | 24/08/2020 – 29/08/2020 | Frederick W. Taylor |
| Week 5 | 31/08/2020- 05/09/2020 | Henri Fayol |
| Week 6 | 07/09/2020- 12/09/2020 | Luther Gulick |
| Week 7 | 14/09/2020- 19/09/2020 | L.B.Urwick |
| Week 8 | 21/09/2020- 26/09/2020 | Revision |
| Week 9 | 28/09/2020- 03/10/2020 | Max Weber |
| Week 10 | 05/10/2020- 10/10/2020 | Elton Mayo |
| Week 11 | 12/10/2020- 16/10/2020 | M.P.Follet |
| Week 12 | 19/10/2020- 24/10/2020 | Herbert A. Simon |
| Week 13 | 27/10/2020- 30/10/2020 | Abraham Maslow |
| Week 14 | 03/11/2020- 07/11/2020 | Fred W. Riggs |
| Week 15 | 09/11/2020- 12/11/2020 | Revision |
| Week 16 | 16/11/2020- 21/11/2020 | Test |
| Week 17 | 23/11/2020- 28/11/2020 | Revision |

**Post Graduate Government College for Girls, Sector-42, Chandigarh**

**Teaching Plan for Post Graduate (Third Semester)**

**Session (2020-2021)**

**Class: M.A 3rd Semester**  **Name of the Teacher: Dr.Nemi Chand**

**Subject: Public Administration Paper: Disaster Management**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 03/08/2020 – 08/08/2020 | Disaster: Concept & Dimensions |
| Week 2 | 10/08/2020 – 14/08/2020 | Natural Disasters: Earthquakes, Volcanic Eruptions |
| Week 3 | 17/08/2020 – 22/08/2020 | Floods, Cyclones, Climate Change |
| Week 4 | 24/08/2020 – 29/08/2020 | Man-made Disasters: Anthropogenic, Soil degradation, Desertification, Deforestation |
| Week 5 | 31/08/2020- 05/09/2020 | Disaster Management Act 2005 |
| Week 6 | 07/09/2020- 12/09/2020 | Organizational Framework for Disaster Administration in India at the Union, State and Local levels (including Nodal Agency, National Disaster Management, Authority, State Authority) |
| Week 7 | 14/09/2020- 19/09/2020 | Organizational Framework for Disaster Administration in India at the Union, State and Local levels (including Nodal Agency, National Disaster Management, Authority, State Authority) |
| Week 8 | 21/09/2020- 26/09/2020 | Organizational Framework for Disaster Administration in India at the Union, State and Local levels (including Nodal Agency, National Disaster Management, Authority, State Authority) |
| Week 9 | 28/09/2020- 03/10/2020 | Role of Information and Communication Technology Systems in Disaster Management |
| Week 10 | 05/10/2020- 10/10/2020 | Interstate and International Cooperation for Disaster Management |
| Week 11 | 12/10/2020- 16/10/2020 | Role of NGOs and Army in Disaster Management |
| Week 12 | 19/10/2020- 24/10/2020 | Disaster Risk Reduction |
| Week 13 | 27/10/2020- 30/10/2020 | Sustainable Development |
| Week 14 | 03/11/2020- 07/11/2020 | Disaster Preparedness |
| Week 15 | 09/11/2020- 12/11/2020 | Relief and Rehabilitation Disaster Management Training |
| Week 16 | 16/11/2020- 21/11/2020 | Test |
| Week 17 | 23/11/2020- 28/11/2020 | Revision |

**Post Graduate Govt. College for Girls, Sector-42, Chandigarh**

**Teaching Plan for Post Graduate (First Semester)**

**Session (2020-2021)**

**Class: MA II**  **Name of the Teacher: Mohit Verma**

**Subject: Social Systems and welfare admn. Paper: III**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 03/11/2020 – 07/11/2020 | Relevance of Sociology to Public Administration |
| Week 2 | 09/11/2020 – 12/11/2020 | Concept and Elements of Social Structure: Groups; Status and Role |
| Week 3 | 16/11/2020 – 21/11/2020 | Concept and Elements of Social Structure: Groups; Status and Role |
| Week 4 | 23/11/2020 – 28/11/2020 | Norms and Values Social Stratification: Caste; Class - Difference and Convergence |
| Week 5 | 01/12/2020 – 05/12/2020 | Welfare State: Concept & Philosophy |
| Week 6 | 07/12/2020 – 12/12/2020 | Social Change: Concept and Sources |
| Week 7 | 14/12/2020 – 18/12/2020 | Resistance Social Change in Contemporary Indian Society |
| Week 8 | 21/12/2020 – 26/12/2020 | Social Tensions and Resolutions – Communalism; Regionalism; Violent Class Struggle |
| Week 9 | 28/12/2020 – 02/01/2021 | Social Policy and Legislation in India: An Overview with special focus on SDGs |
| Week 10 | 04/01/2021 – 09/01/2021 | Reservation for SC, ST and OBC: Critical Analysis of Policy and Administration |
| Week 11 | 11/01/2021 – 16/01/2021 | Protection of Women from Domestic Violence Act, 2005 |
| Week 12 | 18/01/2021 – 23/01/2021 | The Juvenile Justice (Care and Protection of Children) Act, 2013 |
| Week 13 | 25/01/2021 – 30/01/2021 | Union Ministry of Social Justice and Empowerment: An Analysis of Provisions and Implementation |
| Week 14 | 01/02/2021 – 06/02/2021 | Structures for Social Policy; Major programmes implemented |
| Week 15 | 08/02/2021 – 13/02/2021 | State Social Welfare Department Central Social Welfare Board; State Social Welfare Board |
| Week 16 | 15/02/2021 – 20/02/2021 | Central Social Welfare Board |
| Week 17 | 22/02/2021 – 27/02/2021 | Revision |

**Post Graduate Govt. College for Girls, Sector-42, Chandigarh**

**Teaching Plan for Post Graduate (First Semester)**

**Session (2020-2021)**

**Class: MA II**  **Name of the Teacher: Mohit Verma**

**Subject: Research Methods and Statistics Paper: I**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 03/11/2020 – 07/11/2020 | Meaning and Objectives of Research |
| Week 2 | 09/11/2020 – 12/11/2020 | Steps in Research Types of Research: Fundamental; Applied; Evaluative Concepts and Theory; Variables and Unit of Analysis |
| Week 3 | 16/11/2020 – 21/11/2020 | Hypotheses: Definition; Features and Types; Testing Procedures |
| Week 4 | 23/11/2020 – 28/11/2020 | Research Design: Definition; Contents |
| Week 5 | 01/12/2020 – 05/12/2020 | Types Sampling: Concept and Types |
| Week 6 | 07/12/2020 – 12/12/2020 | Methods of Data Collection: Documents, Observation, Interview and Questionnaire |
| Week 7 | 14/12/2020 – 18/12/2020 | Methods of Data Collection: Documents, Observation, Interview and Questionnaire |
| Week 8 | 21/12/2020 – 26/12/2020 | Data Processing: Editing, Coding and Tabulation |
| Week 9 | 28/12/2020 – 02/01/2021 | Measures of Central Tendency: Mean, Median and Mode |
| Week 10 | 04/01/2021 – 09/01/2021 | Measures of Central Tendency: Mean, Median and Mode |
| Week 11 | 11/01/2021 – 16/01/2021 | Dispersion Linear and Rank Correlation |
| Week 12 | 18/01/2021 – 23/01/2021 | Dispersion Linear and Rank Correlation |
| Week 13 | 25/01/2021 – 30/01/2021 | Regression Analysis Tests of Significance |
| Week 14 | 01/02/2021 – 06/02/2021 | Parametric Tests- t, F and Z tests Chi-Square (ẋ 2 ) and goodness of fit |
| Week 15 | 08/02/2021 – 13/02/2021 | Parametric Tests- t, F and Z tests Chi-Square (ẋ 2 ) and goodness of fit |
| Week 16 | 15/02/2021 – 20/02/2021 | Parametric Tests- t, F and Z tests Chi-Square (ẋ 2 ) and goodness of fit |
| Week 17 | 22/02/2021 – 27/02/2021 | Revision |

**Post Graduate Govt. College for Girls, Sector-42, Chandigarh**

**Teaching Plan for Bachelors ( Third and Fifth Semester) and PostGraduate (Third Semester) 2020-2021**

**Class: BA-1 Semester -I**

**Subject: Administrative Theory (Pub Admn) Teacher: Mohit Verma**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 03/08/2020 – 08/08/2020 | Meaning, Nature, Scope and Significance of Public Administration; |
| Week 2 | 10/08/2020 – 14/08/2020 | Public and Private Administration; |
| Week 3 | 17/08/2020 – 22/08/2020 | Public Administration as a Science or an Art; |
| Week 4 | 24/08/2020 – 29/08/2020 | Relationship of Public Administration with other Social Sciences; |
| Week 5 | 31/08/2020-05/09/2020 | Evolution of Public Administration since 1887. |
| Week 6 | 07/09/2020 – 12/09/2020 | Organization: Meaning, Types: Formal and Informal Organization |
| Week 7 | 14/09/2020 – 19/09/2020 | Forms of Organization: Department, Public Corporation, Government Company. |
| Week 8 | 21/09/2020 – 26/09/2020 | Principles of Organization: Hierarchy, Span of Control, Unity of Command, |
| Week 9 | 28/09/2020 – 03/10/2020 | Principles of Organization :Authority and Responsibility. |
| Week 10 | 05/10/2020- 10/10/2020 | Chief Executive- Types, functions and Role |
| Week 11 | 12/10/2020 – 16/10/2020 | Line, Staff and Auxiliary Agencies |
| Week 12 | 19/10/2020 – 24/10/2020 | Centralisation and Decentralisation |
| Week 13 | 27/10/2020 – 30/10/2020 | Decision Making: Meaning, types and process |
| Week 14 | 03/11/2020 – 07/11/2020 | Coordination: Concept, Methods and Hindrances |
| Week 15 | 09/11/2020- 12/11/2020 | Communication: Concept, Process and Barriers |
| Week 16 | 16/11/2020 – 21/11/2020 | Supervison: Concept and Methods |
| Week 17 | 23/11/2020- 28/11/2020 | Leadership: Concept, Styles, Qualities of a Good Administrator |

**Post Graduate Govt. College for Girls, Sector-42, Chandigarh**

**Teaching Plan for Bachelors ( Third and Fifth Semester) and PostGraduate (Third Semester) 2020-2021**

**Class: BA-3 Semester –V**

**Subject: Local Administration (Pub Admn) Teacher: Mohit Verma**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 03/08/2020 – 08/08/2020 | Meaning and Significance of Local Government |
| Week 2 | 10/08/2020 – 14/08/2020 | Evolution of Local Government since 1882 |
| Week 3 | 17/08/2020 – 22/08/2020 | Evolution of Local Government since 1882 |
| Week 4 | 24/08/2020 – 29/08/2020 | Role of Deputy Commissioner; |
| Week 5 | 31/08/2020-05/09/2020 | Divisional Commissioner |
| Week 6 | 07/09/2020 – 12/09/2020 | Rural and Urban Development: Dimensions and Issues |
| Week 7 | 14/09/2020 – 19/09/2020 | The 73rd Constitutional Amendment – Provisions and its Impact |
| Week 8 | 21/09/2020 – 26/09/2020 | Gram Sabha – Composition Functions and Powers |
| Week 9 | 28/09/2020 – 03/10/2020 | Panchayati Raj Institutions in Punjab – Structure, Functions, Sources of Finances and Personnel |
| Week 10 | 05/10/2020- 10/10/2020 | The 74th Constitutional Amendment – Provisions and its Impact |
| Week 11 | 12/10/2020 – 16/10/2020 | Urban Local Bodies – Structure, Functions and Sources of Finance |
| Week 12 | 19/10/2020 – 24/10/2020 | Mayor – Position, Functions and Powers |
| Week 13 | 27/10/2020 – 30/10/2020 | Municipal Commissioner – Position, Functions and Powers |
| Week 14 | 03/11/2020 – 07/11/2020 | State Control over Local Bodies |
| Week 15 | 09/11/2020- 12/11/2020 | State Finance Commission: Composition, Functions and Role |
| Week 16 | 16/11/2020 – 21/11/2020 | Provincialisation of Municipal Services |
| Week 17 | 23/11/2020- 28/11/2020 | Rural- Urban Relationship – Challenges and Remedies |

**Post Graduate Govt. College for Girls, Sector-42, Chandigarh**

**Teaching Plan for Bachelors ( Third and Fifth Semester) and PostGraduate (Third Semester) 2020-2021**

**Class: BA-1 sem -I**

**Subject: public administration**

**Administrative Theory Teacher: Dr. Dajinder Kaur**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 03/08/2020 – 08/08/2020 | Meaning, Nature, Scope and Significance of Public Administration; |
| Week 2 | 10/08/2020 – 14/08/2020 | Public and Private Administration; |
| Week 3 | 17/08/2020 – 22/08/2020 | Public Administration as a Science or an Art; |
| Week 4 | 24/08/2020 – 29/08/2020 | Relationship of Public Administration with other Social Sciences; |
| Week 5 | 31/08/2020-05/09/2020 | Evolution of Public Administration since 1887. |

|  |  |  |
| --- | --- | --- |
| Week 6 | 07/09/2020 – 12/09/2020 | Organization: Meaning, Types: Formal and Informal Organization |
| Week 7 | 14/09/2020 – 19/09/2020 | Forms of Organization: Department, Public Corporation, Government Company. |
| Week 8 | 21/09/2020 – 26/09/2020 | Principles of Organization: Hierarchy, Span of Control, Unity of Command, |
| Week 9 | 28/09/2020 – 03/10/2020 | Principles of Organization :Authority and Responsibility. |
| Week 10 | 05/10/2020- 10/10/2020 | Chief Executive- Types, functions and Role |
| Week 11 | 12/10/2020 – 16/10/2020 | Line, Staff and Auxiliary Agencies |
| Week 12 | 19/10/2020 – 24/10/2020 | Centralisation and Decentralisation |
| Week 13 | 27/10/2020 – 30/10/2020 | Decision Making: Meaning, types and process |
| Week 14 | 03/11/2020 – 07/11/2020 | Coordination: Concept, Methods and Hindrances |
| Week 15 | 09/11/2020- 12/11/2020 | Communication: Concept, Process and Barriers |
| Week 16 | 16/11/2020 – 21/11/2020 | Supervison: Concept and Methods |
| Week 17 | 23/11/2020- 28/11/2020 | Leadership: Concept, Styles, Qualities of a Good Administrator |

**Post Graduate Govt. College for Girls, Sector-42, Chandigarh**

**Teaching Plan for Bachelors ( Third and Fifth Semester) and PostGraduate (Third Semester) 2020-2021**

**Class: BA-3sem -V**

**Subject: public administration**

**Local Admistration Teacher: Dr. Dajinder Kaur**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 03/08/2020 – 08/08/2020 | Meaning and Significance of Local Government |
| Week 2 | 10/08/2020 – 14/08/2020 | Evolution of Local Government since 1882 |
| Week 3 | 17/08/2020 – 22/08/2020 | Evolution of Local Government since 1882 |
| Week 4 | 24/08/2020 – 29/08/2020 | Role of Deputy Commissioner; |
| Week 5 | 31/08/2020-05/09/2020 | Divisional Commissioner |

|  |  |  |
| --- | --- | --- |
| Week 6 | 07/09/2020 – 12/09/2020 | Rural and Urban Development: Dimensions and Issues |
| Week 7 | 14/09/2020 – 19/09/2020 | The 73rd Constitutional Amendment – Provisions and its Impact |
| Week 8 | 21/09/2020 – 26/09/2020 | Gram Sabha – Composition Functions and Powers |
| Week 9 | 28/09/2020 – 03/10/2020 | Panchayati Raj Institutions in Punjab – Structure, Functions, Sources of Finances and Personnel |
| Week 10 | 05/10/2020- 10/10/2020 | The 74th Constitutional Amendment – Provisions and its Impact |
| Week 11 | 12/10/2020 – 16/10/2020 | Urban Local Bodies – Structure, Functions and Sources of Finance |
| Week 12 | 19/10/2020 – 24/10/2020 | Mayor – Position, Functions and Powers |
| Week 13 | 27/10/2020 – 30/10/2020 | Municipal Commissioner – Position, Functions and Powers |
| Week 14 | 03/11/2020 – 07/11/2020 | State Control over Local Bodies |
| Week 15 | 09/11/2020- 12/11/2020 | State Finance Commission: Composition, Functions and Role |
| Week 16 | 16/11/2020 – 21/11/2020 | Provincialisation of Municipal Services |
| Week 17 | 23/11/2020- 28/11/2020 | Rural- Urban Relationship – Challenges and Remedies |

**Post Graduate Govt. College for Girls, Sector-42, Chandigarh**

**Teaching Plan for Bachelors ( Third and Fifth Semester) and PostGraduate (Third Semester) 2020-2021**

**Class: MA-IISem -III**

**Subject: public administration**

**Educational policy and Administration Teacher: Dr. Dajinder Kaur**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 03/08/2020 – 08/08/2020 | Public Health Administration - Nature, Significance and Scope Challenges of Public Health Administration |
| Week 2 | 10/08/2020 – 14/08/2020 | Implementation and Evaluation of Healthcare Policies and Programmes |
| Week 3 | 17/08/2020 – 22/08/2020 | Contd… |
| Week 4 | 24/08/2020 – 29/08/2020 | Union Ministry of Health and Family Welfare: Organization, Functions and Role |
| Week 5 | 31/08/2020-05/09/2020 | Health Administration at the State Level: Organization, Functions and Role of Department of Health Administration |

|  |  |  |
| --- | --- | --- |
| Week 6 | 07/09/2020 – 12/09/2020 | Contd… |
| Week 7 | 14/09/2020 – 19/09/2020 | Primary Healthcare at the Local Level |
| Week 8 | 21/09/2020 – 26/09/2020 | Healthcare Programmes in India: Family Welfare Programme; Reproductive |
| Week 9 | 28/09/2020 – 03/10/2020 | Healthcare Programmes in India - Child Healthcare; Immunization Programme; |
| Week 10 | 05/10/2020- 10/10/2020 | National Health Mission (NHM) |
| Week 11 | 12/10/2020 – 16/10/2020 | Hospital Management: Organization, Function and Role |
| Week 12 | 19/10/2020 – 24/10/2020 | National Institute of Health and Family Welfare: Structure, Functions and Role |
| Week 13 | 27/10/2020 – 30/10/2020 | Contd.. |
| Week 14 | 03/11/2020 – 07/11/2020 | Medical Council of India: Structure, Functions and Role |
| Week 15 | 09/11/2020- 12/11/2020 | WHO: Structure, Functions and Role in Asia |
| Week 16 | 16/11/2020 – 21/11/2020 | Revision |
| Week 17 | 23/11/2020- 28/11/2020 | Revision |