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

**Teaching Plan OddSemester (For Undergraduate Classes - First Year)**

**Session (2022-2023)**

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

**Subject: Public Administration Period :7**

**Paper : Economic Administration Room No : 322**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 16-08-2022 to 20-08-2022 | Relevance of Economics to Public Administration Concepts: Market Mechanism, Perfect Competition, Monopoly, Monopolistic Competition, |
| Week 2 | 22-08-2022 to 27-08-2022 | National Income |
| Week 3 | 29-08-2022 to 03-09-2022 | Concept and Features: Free Market Economy; Centrally Planned Economy; Mixed Economy |
| Week 4 | 05-09-2022 to 10-09-2022 | Sustainable Socio-economic Development |
| Week 5 | 12-09-2022 to 17-09-2022 | SDGs and the Indian economy Structure and Growth of the Indian Economy |
| Week 6 | 19-09-2022 to 24-09-2022 | Indian Economic Reforms: Concept, Rationale and Evaluation |
| Week 7 | 26-09-2022 to 01-10-2022 | Economic Administration: Nature and Scope Market Failure: The Rationale for Government Intervention |
| Week 8 | 03-10-2022 to 08-10-2022 | State versus Market Debate Monetary Policy: Objectives, Instruments and Administration |
| Week 9 | 10-10-2022 to 15-10-2022 | Monetary Policy: Objectives, Instruments and Administration |
| Week 10 | 17-10-2022 to 22-10-2022 | Fiscal Policy: Objectives, Instruments and Administration |
| Week 11 | 25-10-2022 to 27-10-2022 | Economic Legislation: Rationale, Philosophy and Overview |
| **Mid Semester Exam (28th October 2022 – 4th November 2022)** | | |
| Week 13 | 5-11-2022 | Industrial (Development and Regulation) Act, 1951 |
| Week 14 | 07-11-2022 to 12-11-2022 | Foreign Exchange Management Act, 1999 |
| Week 15 | 14-11-2022 to 19-11-2022 | Competition Act, 2002 |
| Week 16 | 21-11-2022 to 26-11-2022 | Revision |

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

**Teaching Plan Odd Semester (For Undergraduate Classes - First Year)**

**Session (2022-2023)**

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

**Subject: Public Administration Period :4**

**Paper : Personnel Administration Room No : 321**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 16-08-2022 to 20-08-2022 | Personnel Administration – Meaning and Significance. |
| Week 2 | 22-08-2022 to 27-08-2022 | Bureaucracy: Meaning, Characteristics, Demerits and Remedies. |
| Week 3 | 29-08-2022 to 03-09-2022 | Civil Service: Meaning, Features and Role. Position and Rank |
| Week 4 | 05-09-2022 to 10-09-2022 | Classification Systems: Significance and Features |
| Week 5 | 12-09-2022 to 17-09-2022 | Recruitment: Meaning, Methods and Problems |
| Week 6 | 19-09-2022 to 24-09-2022 | Recruitment System of Higher Civil Services in India. |
| Week 7 | 26-09-2022 to 01-10-2022 | UPSC: Composition, Functions and Role. SPSC: Composition, Functions and Role |
| Week 8 | 03-10-2022 to 08-10-2022 | Training – Meaning, Types, Methods, Training of Higher Civil Services in India. |
| Week 9 | 10-10-2022 to 15-10-2022 | Conduct, Discipline and Ethics in Public Services |
| Week 10 | 17-10-2022 to 22-10-2022 | Promotion: Meaning, Significance and Principles. |
| Week 11 | 25-10-2022 to 27-10-2022 | Promotion: Meaning, Significance and Principles. |
| **Mid Semester Exam (28th October 2022 – 4th November 2022)** | | |
| Week 13 | 5-11-2022 | Morale, Causes of Low Morale and Measures for Improvement. |
| Week 14 | 07-11-2022 to 12-11-2022 | Corruption in Administration - Causes and Remedies. |
| Week 15 | 14-11-2022 to 19-11-2022 | Administrative Tribunals: Meaning, Types, Advantages and Disadvantages. |
| Week 16 | 21-11-2022 to 26-11-2022 | Administrative Tribunals: Meaning, Types, Advantages and Disadvantages. |

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

**Teaching Plan Odd Semester (For Undergraduate Classes - First Year)**

**Session (2022-2023)**

**Class: BA I**   **Name of the Teacher: Mohit Verma**

**Subject: Public Administration Period :5**

**Paper : Administrative Theory Room No : 321**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 16-08-2022 to 20-08-2022 | Meaning, Nature, Scope and Significance of Public Administration |
| Week 2 | 22-08-2022 to 27-08-2022 | Public and Private Administration |
| Week 3 | 29-08-2022 to 03-09-2022 | Public Administration as a Science or an Art |
| Week 4 | 05-09-2022 to 10-09-2022 | Organization: Meaning, Types: Formal and Informal Organization |
| Week 5 | 12-09-2022 to 17-09-2022 | Forms of Organization: Department, Public Corporation, Government Company. |
| Week 6 | 19-09-2022 to 24-09-2022 | Principles of Organization: Hierarchy, Span of Control, Unity of Command, Authority and Responsibility. |
| Week 7 | 26-09-2022 to 01-10-2022 | Principles of Organization: Hierarchy, Span of Control, Unity of Command, Authority and Responsibility |
| Week 8 | 03-10-2022 to 08-10-2022 | Chief Executive- Types, functions and Role |
| Week 9 | 10-10-2022 to 15-10-2022 | Line, Staff and Auxiliary Agencies Centralisation and Decentralisation |
| Week 10 | 17-10-2022 to 22-10-2022 | Decision Making: Meaning, types and process |
| Week 11 | 25-10-2022 to 27-10-2022 | Coordination: Concept, Methods and Hindrances |
| **Mid Semester Exam (28th October 2022 – 4th November 2022)** | | |
| Week 13 | 5-11-2022 | Communication: Concept, Process and Barriers |
| Week 14 | 07-11-2022 to 12-11-2022 | Supervison: Concept and Methods |
| Week 15 | 14-11-2022 to 19-11-2022 | Leadership: Concept, Styles, Qualities of a Good Administrator |
| Week 16 | 21-11-2022 to 26-11-2022 | Revision |

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

**Teaching Plan Odd Semester (For Undergraduate Classes - First Year)**

**Session (2022-2023)**

**Class: BA I**   **Name of the Teacher: Mohit Verma**

**Subject: Police Administration Period :2**

**Paper : Police Administration Room No : 322**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 16-08-2022 to 20-08-2022 | Concept, Role and Significance of Police; |
| Week 2 | 22-08-2022 to 27-08-2022 | Origin and development of Police in Ancient, Medieval and British Period. |
| Week 3 | 29-08-2022 to 03-09-2022 | Origin and development of Police in Ancient, Medieval and British Period. |
| Week 4 | 05-09-2022 to 10-09-2022 | Police Reforms in India after Independence. |
| Week 5 | 12-09-2022 to 17-09-2022 | Organization and Working of Union Ministry of Home Affairs; |
| Week 6 | 19-09-2022 to 24-09-2022 | Organization and Working of Central Police Organizations with special reference to Central Bureau of Investigation (CBI); |
| Week 7 | 26-09-2022 to 01-10-2022 | Intelligence Bureau (IB), Bureau of Police Research and Development (BPR & D ) |
| Week 8 | 03-10-2022 to 08-10-2022 | National Crime Records Bureau (NCRB). |
| Week 9 | 10-10-2022 to 15-10-2022 | Origin, Structure and Working of Central Armed Police Forces (CAPFs) with Special Reference to BSF, CRPF, ITBP , CISF and SSB. |
| Week 10 | 17-10-2022 to 22-10-2022 | Origin, Structure and Working of Central Armed Police Forces (CAPFs) with Special Reference to BSF, CRPF, ITBP , CISF and SSB. |
| Week 11 | 25-10-2022 to 27-10-2022 | Organization and Working of Police Administration at the State Level |
| **Mid Semester Exam (28th October 2022 – 4th November 2022)** | | |
| Week 13 | 5-11-2022 | Organization and Working of Police Administration at the State Level |
| Week 14 | 07-11-2022 to 12-11-2022 | District Level Police Station Level |
| Week 15 | 14-11-2022 to 19-11-2022 | Commissionerate System of Policing |
| Week 16 | 21-11-2022 to 26-11-2022 | Revision |

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

**Teaching Plan Odd Semester (For Undergraduate Classes - First Year)**

**Session (2022-2023)**

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

**Subject: Public Administration Period :8**

**Paper : Administrative Theory Room No : 318**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 16-08-2022 to 20-08-2022 | Meaning, Nature and Scope of Public Administration |
| Week 2 | 22-08-2022 to 27-08-2022 | Evolution of the discipline and its present status in developed and developing countries |
| Week 3 | 29-08-2022 to 03-09-2022 | New Public Administration; New Public Management; Principal-Agent Theory |
| Week 4 | 05-09-2022 to 10-09-2022 | Concept: New Public Service; Post-modernism; Post-structuralism |
| Week 5 | 12-09-2022 to 17-09-2022 | Organization: Meaning; Types: Formal and Informal Organizations, Hierarchy; Unity of Command |
| Week 6 | 19-09-2022 to 24-09-2022 | Span of Control; Centralization; Decentralization. The Chief Executive: Types, Functions and Role |
| Week 7 | 26-09-2022 to 01-10-2022 | Line and Staff Agencies; Headquarter and Field Relationships, |
| Week 8 | 03-10-2022 to 08-10-2022 | Communication: Concept, Process and Barriers |
| Week 9 | 10-10-2022 to 15-10-2022 | Supervision: Concept, Process and Barriers |
| Week 10 | 17-10-2022 to 22-10-2022 | Coordination: Concept, Process and Barriers |
| Week 11 | 25-10-2022 to 27-10-2022 | Accountability of Administration: Legislative, Executive and Judicial |
| **Mid Semester Exam (28th October 2022 – 4th November 2022)** | | |
| Week 13 | 5-11-2022 | Citizen and Administration Interface: Concept and Philosophy; Citizen Charter |
| Week 14 | 07-11-2022 to 12-11-2022 | Administrative Reforms: Concept and Philosophy |
| Week 15 | 14-11-2022 to 19-11-2022 | Good Governance: Concept, Application and Rationale |
| Week 16 | 21-11-2022 to 26-11-2022 | Revision |

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

**Teaching Plan Odd Semester (For Undergraduate Classes - First Year)**

**Session (2022-2023)**

**Class: MA-II**   **Name of the Teacher:Dr. Dajinderkaur**

**Subject: Public administration Period :**

**Paper : Public Health Administration Room No : 318**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 16-08-2022 to 20-08-2022 | Public Health Administration - Nature, Significance and Scope |
| Week 2 | 22-08-2022 to 27-08-2022 | Challenges of Public Health Administration |
| Week 3 | 29-08-2022 to 03-09-2022 | Implementation and Evaluation of Healthcare Policies and Programmes |
| Week 4 | 05-09-2022 to 10-09-2022 | Union Ministry of Health and Family Welfare: Organization, Functions and Role |
| Week 5 | 12-09-2022 to 17-09-2022 | Health Administration at the State Level: Organization, Functions and Role of |
| Week 6 | 19-09-2022 to 24-09-2022 | Department of  Health |
| Week 7 | 26-09-2022 to 01-10-2022 | ; Administration of Primary Healthcare at the Local Level |
| Week 8 | 03-10-2022 to 08-10-2022 | Healthcare Programmes in India - Family Welfare Programme |
| Week 9 | 10-10-2022 to 15-10-2022 | Reproductive Child Healthcare |
| Week 10 | 17-10-2022 to 22-10-2022 | Immunization Programme; National Rural Health Mission (NRHM) |
| Week 11 | 25-10-2022 to 27-10-2022 | NRHM |
| **Mid Semester Exam (28th October 2022 – 4th November 2022)** | | |  | Hospital Management: Organization, Function and Role |
| Week 13 | 5-11-2022 | National Institute of Health and Family Welfare: Structure, Functions and Role |
| Week 14 | 07-11-2022 to 12-11-2022 | Medical Council of India: Structure, Functions and Role |
| Week 15 | 14-11-2022 to 19-11-2022 | WHO: Structure, Functions and Role in Asia |
| Week 16 | 21-11-2022 to 26-11-2022 | Revision |
|  |  | Revision |

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

**Teaching Plan Odd Semester (For Undergraduate Classes - First Year)**

**Session (2022-2023)**

**Class: BA-III**   **Name of the Teacher:Dr.Dajinderkaur**

**Subject: public administration Period :**

**Paper : Local administration Room No :**

|  |  |  |
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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 16-08-2022 to 20-08-2022 | Meaning and significance of Local Government |
| Week 2 | 22-08-2022 to 27-08-2022 | Evolution of Local Government since 1882 |
| Week 3 | 29-08-2022 to 03-09-2022 | Role of deputy commissioner |
| Week 4 | 05-09-2022 to 10-09-2022 | Role of divisional commissioner |
| Week 5 | 12-09-2022 to 17-09-2022 | The 73rd constitutional amendment-provisions and its impact |
| Week 6 | 19-09-2022 to 24-09-2022 | Gram Sabha-composition, functions and powers |
| Week 7 | 26-09-2022 to 01-10-2022 | PRI’s in Punjab: -struture , functions sources of Finances and personnel |
| Week 8 | 03-10-2022 to 08-10-2022 | The 74th constitutional amendment-provisions and its impact |
| Week 9 | 10-10-2022 to 15-10-2022 | Urban local bodies: structure, functions and source of finances |
| Week 10 | 17-10-2022 to 22-10-2022 | Mayor-position, functions and powers |
| Week 11 | 25-10-2022 to 27-10-2022 | revision |
| **Mid Semester Exam (28th October 2022 – 4th November 2022)** | | |  | Municipal commissioner-position, functions and powers |
| Week 13 | 5-11-2022 | State control over local bodies |
| Week 14 | 07-11-2022 to 12-11-2022 | State finance commission: composition functions and role |
| Week 15 | 14-11-2022 to 19-11-2022 | Provincialisation of Municipal Services Rural |
| Week 16 | 21-11-2022 to 26-11-2022 | - Urban Relationship – Challenges and Remedies |

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

**Teaching Plan Odd Semester (For Undergraduate Classes - First Year)**

**Session (2022-2023)**

**Class: BA-I**  **Name of the Teacher:Dr.Dajinderkaur**

**Subject: public administration Period :**

**Paper :Administrative theory Room No :**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 16-08-2022 to 20-08-2022 | Meaning, nature , scope and significance of public administration; |
| Week 2 | 22-08-2022 to 27-08-2022 | Public and private administration |
| Week 3 | 29-08-2022 to 03-09-2022 | Relationship of public administration with other social sciences |
| Week 4 | 05-09-2022 to 10-09-2022 | Organization: meaning , types: formal and informal organization |
| Week 5 | 12-09-2022 to 17-09-2022 | Meaning and features of the forms of organization: department, public corporation and govt company |
| Week 6 | 19-09-2022 to 24-09-2022 | Contd…. |
| Week 7 | 26-09-2022 to 01-10-2022 | Principles of organization : Hierarchy, span of control |
| Week 8 | 03-10-2022 to 08-10-2022 | Unity of command , Authority and Responsibility |
| Week 9 | 10-10-2022 to 15-10-2022 | Chief executive ; line and staff agencies |
| Week 10 | 17-10-2022 to 22-10-2022 | Centralization and decentralization; |
| Week 11 | 25-10-2022 to 27-10-2022 | Contd… |
| **Mid Semester Exam (28th October 2022 – 4th November 2022)** | | |  | Decision making |
| Week 13 | 5-11-2022 | Co-ordination: concept; methods and hindrances |
| Week 14 | 07-11-2022 to 12-11-2022 | Communication : concept, process and barriers |
| Week 15 | 14-11-2022 to 19-11-2022 | Leadership: concept styles, qualities of good leader.. |
| Week 16 | 21-11-2022 to 26-11-2022 | Revision |

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

**Teaching Plan Odd Semester (For Undergraduate Classes - First Year)**

**Session (2022-2023)**

**Class: BA-II Name of the Teacher:Dr.Dajinderkaur**

**Subject:PublicAdministration Period :**

**Paper : Public Personnel Administration Room No : 318**

|  |  |  |
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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 16-08-2022 to 20-08-2022 | Personnel Administration: Meaning and Significance |
| Week 2 | 22-08-2022 to 27-08-2022 | Civil Service : Meaning, Features, Classification and Functions |
| Week 3 | 29-08-2022 to 03-09-2022 | Bureaucracy : Meaning , characteristics, Merits and Demerits |
| Week 4 | 05-09-2022 to 10-09-2022 | Recruitment: Meaning and Methods |
| Week 5 | 12-09-2022 to 17-09-2022 | Recruitment: Problems and Measures to combat them |
| Week 6 | 19-09-2022 to 24-09-2022 | UPSC: Composition, functions and role |
| Week 7 | 26-09-2022 to 01-10-2022 | SPSC: Composition, functions and role |
| Week 8 | 03-10-2022 to 08-10-2022 | Training –Meaning, Methods, Types and Training of Higher Civil Services in India |
| Week 9 | 10-10-2022 to 15-10-2022 | Conduct, Discipline and Ethics in Public Services |
| Week 10 | 17-10-2022 to 22-10-2022 | Promotion : Meaning, Significance and Principles |
| Week 11 | 25-10-2022 to 27-10-2022 | revision |
| **Mid Semester Exam (28th October 2022 – 4th November 2022)** | | |  | Morale: Meaning, Types and Causes of Low Morale |
| Week 13 | 5-11-2022 | Morale: Measures for Improvement |
| Week 14 | 07-11-2022 to 12-11-2022 | Corruption in Administration: Meaning and Causes |
| Week 15 | 14-11-2022 to 19-11-2022 | Corruption in Administration: Case Studies and Remedies |
| Week 16 | 21-11-2022 to 26-11-2022 | Administrative Tribunals: Meaning and Types |

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

**Teaching Plan Odd Semester (For Undergraduate Classes - First Year)Session (2022-2023)**

**Class: MA-I Name of the Teacher:Dr.Dajinderkaur**

**Subject: Public Administration Period :**

**Paper : Comparative And Development Administration Room No : 318**

|  |  |  |
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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 16-08-2022 to 20-08-2022 | Comparative Public Administration: Meaning nature, scope and significance |
| Week 2 | 22-08-2022 to 27-08-2022 | Evolution and Relevance of Comparative Public Administration. |
| Week 3 | 29-08-2022 to 03-09-2022 | Environment of Administration in Developed & Developing Countries: economic, political social and cultural. |
| Week 4 | 05-09-2022 to 10-09-2022 | Structural Functional Approach; Ecological approach |
| Week 5 | 12-09-2022 to 17-09-2022 | Administrative and Political Systems: UK; USA; France; Japan |
| Week 6 | 19-09-2022 to 24-09-2022 | Concept and Significance of Development and Sustainable Development |
| Week 7 | 26-09-2022 to 01-10-2022 | Development Administration: Concept and significance Administrative Capability |
| Week 8 | 03-10-2022 to 08-10-2022 | Role of Bureaucracy for Development Administration |
| Week 9 | 10-10-2022 to 15-10-2022 | . Organization for Development Planning a Centre, State and District Levels in India. |
| Week 10 | 17-10-2022 to 22-10-2022 | Role of United Nations System in Development Overview of Millennium Development Goals (MDGs) and |
| Week 11 | 25-10-2022 to 27-10-2022 | Contd.. |
| Mid Semester Exam (28th October 2022 – 4th November 2022) | | |  | Morale: Meaning, Types and Causes of Low Morale |
| Week 13 | 5-11-2022 | Sustainable Development Goals (SDGs) |
| Week 14 | 07-11-2022 to 12-11-2022 | Contd.. |
| Week 15 | 14-11-2022 to 19-11-2022 | Gender and development |
| Week 16 | 21-11-2022 to 26-11-2022 | Revision |

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

**Teaching Plan Odd Semester (For Undergraduate Classes - First Year)**

**Session (2022-2023)**

**Class: MA II**  **Name of the Teacher:Jagan Nath**

**Subject: Public Administration Period : 1**

**Paper : Research Methods Room No : 318**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 16-08-2022 to 20-08-2022 | Meaning and Objectives of Research ; Steps in Research |
| Week 2 | 22-08-2022 to 27-08-2022 | Types of Research: Fundamental; Applied; Evaluative |
| Week 3 | 29-08-2022 to 03-09-2022 | Concepts and Theory; Variables and Unit of Analysis |
| Week 4 | 05-09-2022 to 10-09-2022 | Hypotheses: Definition; Features and Types; Testing Procedures |
| Week 5 | 12-09-2022 to 17-09-2022 | Research Design: Definition; Contents; Types |
| Week 6 | 19-09-2022 to 24-09-2022 | Sampling: Concept and Types |
| Week 7 | 26-09-2022 to 01-10-2022 | Methods of Data Collection : Documents, Observation, Interview and Questionnaire |
| Week 8 | 03-10-2022 to 08-10-2022 | Data Processing; Editing, Coding and Tabulation |
| Week 9 | 10-10-2022 to 15-10-2022 | Revision |
| Week 10 | 17-10-2022 to 22-10-2022 | Measures of Central Tendency: Mean |
| Week 11 | 25-10-2022 to 27-10-2022 | Revision, Median and Mode |
| **Mid Semester Exam (28th October 2022 – 4th November 2022)** | | |
| Week 13 | 5-11-2022 | Dispersion |
| Week 14 | 07-11-2022 to 12-11-2022 | Linear and Rank Correlation |
| Week 15 | 14-11-2022 to 19-11-2022 | Revision |
| Week 16 | 21-11-2022 to 26-11-2022 | Regression Analysis |

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

**Teaching Plan Odd Semester (For Undergraduate Classes - First Year)**

**Session (2022-2023)**

**Class: MA1**   **Name of the Teacher:Jagan Nath**

**Subject: Public Administration Period : 4**

**Paper : Indian Administration Room No : 318**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 16-08-2022 to 20-08-2022 | Philosophy and Features of the Indian Constitution  Union Executive: President, Prime Minister and Council of Ministers |
| Week 2 | 22-08-2022 to 27-08-2022 | Union Legislature- Lok Sabha and Rajya Sabha: Composition and Functions |
| Week 3 | 29-08-2022 to 03-09-2022 | State Executive: Governor, Chief Minister, Council of Ministers |
| Week 4 | 05-09-2022 to 10-09-2022 | State Legislature: Legislative Assembly, Legislative Council |
| Week 5 | 12-09-2022 to 17-09-2022 | Centre-State Relations: Legislative and Administrative |
| Week 6 | 19-09-2022 to 24-09-2022 | Central Secretariat: Structure, Functions and Role |
| Week 7 | 26-09-2022 to 01-10-2022 | Cabinet Secretariat: Significance, Functions and Role;Prime Minister Office |
| Week 8 | 03-10-2022 to 08-10-2022 | Election Commission : Structure , Functions and Role; Electoral Reforms |
| Week 9 | 10-10-2022 to 15-10-2022 | Judiciary: Supreme Court |
| Week 10 | 17-10-2022 to 22-10-2022 | Relationship between Political and Permanent Executive |
| Week 11 | 25-10-2022 to 27-10-2022 | Judicial Review |
| **Mid Semester Exam (28th October 2022 – 4th November 2022)** | | |
| Week 13 | 5-11-2022 | Judicial Reforms |
| Week 14 | 07-11-2022 to 12-11-2022 | Generalist and Specialist in Administration |
| Week 15 | 14-11-2022 to 19-11-2022 | Indian Administration Problems and Challenges |
| Week 16 | 21-11-2022 to 26-11-2022 | Revision |

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

**Teaching Plan Odd Semester**

**Session (2022-2023)**

**Class: M.A. Ist Semester**  **Name of the Teacher: Dr.Silender Kumar**

**Subject:Public Administration Period :2nd**

**Paper :Citizen-Centric Administration Room No :318**

|  |  |  |
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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 16-08-2022 to 20-08-2022 | Concept of Citizen Centric Administration: Concept, Evolution |
| Week 2 | 22-08-2022 to 27-08-2022 | Features and Significance.  Rights and Obligations of Citizens: Civic Culture |
| Week 3 | 29-08-2022 to 03-09-2022 | Service providing and Developmental functions of the Government |
| Week 4 | 05-09-2022 to 10-09-2022 | Citizen Charter - Evolution, Features and Applications |
| Week 5 | 12-09-2022 to 17-09-2022 | Social Audit - Evolution, Features and Applications  Citizens’ Participation in Administration: Concept, Significance and Limitations |
| Week 6 | 19-09-2022 to 24-09-2022 | Citizen Engagement initiatives of GoI (My-Gov) at national level; Select state government  initiatives (Bhagidari, Delhi; Citizen Report Card, Bengaluru) |
| Week 7 | 26-09-2022 to 01-10-2022 | Right to Information Act, 2005 |
| Week 8 | 03-10-2022 to 08-10-2022 | Lok Pal and Lok Ayukta in India |
| Week 9 | 10-10-2022 to 15-10-2022 | Grievance – Meaning; Agencies for Redressal of Grievances at centre and state levels in  India |
| Week 10 | 17-10-2022 to 22-10-2022 | Revision |
| Week 11 | 25-10-2022 to 27-10-2022 | Revision |
| **Mid Semester Exam (28th October 2022 – 4th November 2022)** | | |
| Week 13 | 5-11-2022 | Consumer Protection: Concept and Rationale  Consumer Protection Act, 1986 |
| Week 14 | 07-11-2022 to 12-11-2022 | Punjab Transparency and Accountability in delivery of Public Service Act 2018 |
| Week 15 | 14-11-2022 to 19-11-2022 | Revision |
| Week 16 | 21-11-2022 to 26-11-2022 | Revision |

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

**Teaching Plan Odd Semester**

**Session (2022-2023)**

**Class: M.A. 3rd Semester**  **Name of the Teacher:Dr.Silender Kumar**

**Subject: Public Administration Period :7th**

**Paper :Social Systems and Welfare Administration Room No :318**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 16-08-2022 to 20-08-2022 | Relevance of Sociology to Public Administration |
| Week 2 | 22-08-2022 to 27-08-2022 | Concept and Elements of Social Structure: Groups; Status and Role; Norms and Values |
| Week 3 | 29-08-2022 to 03-09-2022 | Social Stratification: Caste; Class - Difference and Convergence |
| Week 4 | 05-09-2022 to 10-09-2022 | Welfare State: Concept & Philosophy |
| Week 5 | 12-09-2022 to 17-09-2022 | Social Change: Concept; Sources; Resistance |
| Week 6 | 19-09-2022 to 24-09-2022 | Social Change in Contemporary Indian Society |
| Week 7 | 26-09-2022 to 01-10-2022 | Social Tensions and Resolutions – Communalism; Regionalism; Violent Class Struggle |
| Week 8 | 03-10-2022 to 08-10-2022 | Social Policy and Legislation in India: An Overview with special focus on SDGs |
| Week 9 | 10-10-2022 to 15-10-2022 | Reservation for SC, ST and OBC: Critical Analysis of Policy and Administration |
| Week 10 | 17-10-2022 to 22-10-2022 | Protection of Women from Domestic Violence Act, 2005 |
| Week 11 | 25-10-2022 to 27-10-2022 | The Juvenile Justice (Care and Protection of Children) Act, 2013 |
| **Mid Semester Exam (28th October 2022 – 4th November 2022)** | | |
| Week 13 | 5-11-2022 | Union Ministry of Social Justice and Empowerment: An Analysis of Provisions and  Implementation Structures for Social Policy; Major programmes implemented |
| Week 14 | 07-11-2022 to 12-11-2022 | State Social Welfare Department |
| Week 15 | 14-11-2022 to 19-11-2022 | Central Social Welfare Board; State Social Welfare Board |
| Week 16 | 21-11-2022 to 26-11-2022 | Revision |

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

**Teaching Plan Odd Semester**

**Session (2022-2023)**

**Class:B.A. 5th Semester**  **Name of the Teacher:Dr. Silender Kumar**

**Subject:Public Administration Period :8th**

**Paper :Local Government Room No :321**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 16-08-2022 to 20-08-2022 | Meaning and Significance of Local Government |
| Week 2 | 22-08-2022 to 27-08-2022 | Evolution of Local Government since 1882 |
| Week 3 | 29-08-2022 to 03-09-2022 | Role of Deputy Commissioner; Divisional Commissioner |
| Week 4 | 05-09-2022 to 10-09-2022 | Rural and Urban Development: Dimensions and Issues |
| Week 5 | 12-09-2022 to 17-09-2022 | The 73rd Constitutional Amendment – Provisions and its Impact |
| Week 6 | 19-09-2022 to 24-09-2022 | Gram Sabha – Composition Functions and Powers  Panchayati Raj Institutions in Punjab – Structure, Functions, Sources of Finances and Personnel |
| Week 7 | 26-09-2022 to 01-10-2022 | The 74th Constitutional Amendment – Provisions and its Impact |
| Week 8 | 03-10-2022 to 08-10-2022 | Urban Local Bodies – Structure, Functions and Sources of Finance |
| Week 9 | 10-10-2022 to 15-10-2022 | Mayor – Position, Functions and Powers |
| Week 10 | 17-10-2022 to 22-10-2022 | Municipal Commissioner – Position, Functions and Powers |
| Week 11 | 25-10-2022 to 27-10-2022 | Revision |
| **Mid Semester Exam (28th October 2022 – 4th November 2022)** | | |
| Week 13 | 5-11-2022 | State Control over Local Bodies |
| Week 14 | 07-11-2022 to 12-11-2022 | State Finance Commission: Composition, Functions and Role |
| Week 15 | 14-11-2022 to 19-11-2022 | Provincialisation of Municipal Services |
| Week 16 | 21-11-2022 to 26-11-2022 | Rural- Urban Relationship – Challenges and Remedies |

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

**Teaching Plan Odd Semester**

**Session (2022-2023)**

**Class:B.A. 5th Semester Name of the Teacher:Dr. Silender Kumar**

**Subject:PoliceAdministartion Period :1st**

**Paper :OrganisationalBehaviour Room No :322**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 16-08-2022 to 20-08-2022 | OrganisationalBehaviour: Concept, Nature and Significance. |
| Week 2 | 22-08-2022 to 27-08-2022 | Foundations of OrganisationalBehaviour –  Scientific Management,Human Relations, Systems and Contingency. |
| Week 3 | 29-08-2022 to 03-09-2022 | Models of OrganisationalBehaviour. |
| Week 4 | 05-09-2022 to 10-09-2022 | Motivation: Concept; and Theories – Maslow’s Need Hierarchy and McGregor’s Theory X & Y. |
| Week 5 | 12-09-2022 to 17-09-2022 | Morale:  Concept; and Factors to Build-up Morale in India Police. |
| Week 6 | 19-09-2022 to 24-09-2022 | Leadership: Concept, Theories – Trait and  Situational; and Qualities. |
| Week 7 | 26-09-2022 to 01-10-2022 | Communication: Concept, Process, Types and Barriers. Communication Modes in Indian Police. |
| Week 8 | 03-10-2022 to 08-10-2022 | DecisionMaking: Concept; Types; and Simon’s Rational Comprehensive Theory. |
| Week 9 | 10-10-2022 to 15-10-2022 | Transactional Analysis: Meaning;  and Types of Transactions. |
| Week 10 | 17-10-2022 to 22-10-2022 | Revision |
| Week 11 | 25-10-2022 to 27-10-2022 | Revision |
| **Mid Semester Exam (28th October 2022 – 4th November 2022)** | | |
| Week 13 | 5-11-2022 | Organizational Change: Concept; Rationale; and Resistance to Change. |
| Week 14 | 07-11-2022 to 12-11-2022 | Organisational Development: Concept  and Rationale. |
| Week 15 | 14-11-2022 to 19-11-2022 | Revision |
| Week 16 | 21-11-2022 to 26-11-2022 | Revision |

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

**Teaching Plan Odd Semester**

**Session (2022-2023)**

**Class: B.A. 3rd Semester (Hons) Name of the Teacher:Dr.Silender Kumar**

**Subject:Public Administration Period :6th**

**Paper :ADMINISTRATIVE THOUGHT Room No : 322**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 16-08-2022 to 20-08-2022 | Kautilya |
| Week 2 | 22-08-2022 to 27-08-2022 | M.K.Gandhi |
| Week 3 | 29-08-2022 to 03-09-2022 | Woodrow Wilson |
| Week 4 | 05-09-2022 to 10-09-2022 | Frederick W. Taylor |
| Week 5 | 12-09-2022 to 17-09-2022 | Henri Fayol |
| Week 6 | 19-09-2022 to 24-09-2022 | Luther Gulick and L.B.Urwick |
| Week 7 | 26-09-2022 to 01-10-2022 | Max Weber |
| Week 8 | 03-10-2022 to 08-10-2022 | Elton Mayo |
| Week 9 | 10-10-2022 to 15-10-2022 | M.P.Follet |
| Week 10 | 17-10-2022 to 22-10-2022 | Revision |
| Week 11 | 25-10-2022 to 27-10-2022 | Revision |
| **Mid Semester Exam (28th October 2022 – 4th November 2022)** | | |
| Week 13 | 5-11-2022 | Herbert A. Simon |
| Week 14 | 07-11-2022 to 12-11-2022 | Abraham Maslow |
| Week 15 | 14-11-2022 to 19-11-2022 | Fred W. Riggs |
| Week 16 | 21-11-2022 to 26-11-2022 | Revision |

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

**Teaching Plan Odd Semester**

**Session (2022-2023)**

**Class: B.A. 3rd Semester (Hons) Name of the Teacher:Jagan Nath**

**Subject:Police Administration Period :4**

**Paper : Police Personnel Administration Room No : 322**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 16-08-2022 to 20-08-2022 | Meaning, Nature and Scope of Police Personnel Administration; |
| Week 2 | 22-08-2022 to 27-08-2022 | Significance of Police Personnel Administration in India; Career System in Police Administration. |
| Week 3 | 29-08-2022 to 03-09-2022 | Job Analysis and Job Description of Police Personnel – Concept and Significance;. |
| Week 4 | 05-09-2022 to 10-09-2022 | Pay Policy, Compensation and Fringe Benefits |
| Week 5 | 12-09-2022 to 17-09-2022 | Recruitment: Meaning and Methods;. |
| Week 6 | 19-09-2022 to 24-09-2022 | Recruitment of Police Personnel in India |
| Week 7 | 26-09-2022 to 01-10-2022 | Training: Meaning and Types; |
| Week 8 | 03-10-2022 to 08-10-2022 | Training of IPS Officers and State Police Services in India |
| Week 9 | 10-10-2022 to 15-10-2022 | Promotion: Meaning and Principles |
| Week 10 | 17-10-2022 to 22-10-2022 | Promotion of Police Personnel in India |
| Week 11 | 25-10-2022 to 27-10-2022 | Performance Appraisal |
| **Mid Semester Exam (28th October 2022 – 4th November 2022)** | | |
| Week 13 | 5-11-2022 | Police Ethics and Code of Conduct; Corruption – Meaning and Causes |
| Week 14 | 07-11-2022 to 12-11-2022 | Corruption in Police Force; Disciplinary Actions |
| Week 15 | 14-11-2022 to 19-11-2022 | Doctrine of Pleasure – Safeguards against Arbitrary Punishment |
| Week 16 | 21-11-2022 to 26-11-2022 | Revision |