

A. V. Education Society's
DEGLOOR COLLEGE DEGLOOR

Annual Teaching Plan - 2015-16

Department :- Public Administration

Class :- B.A. FIRST YEAR

Name of Teacher

Debde S. M.


Semester - I

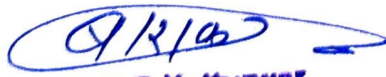
Principles of Public Administration Paper – I

Chapter No.	SUB-TITLE	Section-(Unit)	Expected Lectures	Expected Duration	
				From	To
1	Public Administration :-				
		Meaning, Nature, Scope and Importance.	18	1 July	30 July
2	Public Administration and Private Administration - Affinity and Difference.		10	31 July	17 July
3	Public Relations - Meaning, Importance and Agencies.		16	18 July	14 Aug.
4	Organization				
		a) Meaning and Importance. b) Forms of Organization – formal & Informal. c) Bases of Organization [4 ps.]	18	16 Aug.	16 Sept.

Teacher's Name

Debde S.M. S/R


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Annual Teaching Plan - 2015-16

Department :- Public Administration

Class :- B.A. SECOND YEAR

Name of Teacher :- Debde S. M.

Semester - III


Personnel Administration


Paper - V

Chapter No.	SUB-TITLE	Section-(Unit)	Expected Lectures	Expected Duration	
				From	To
1	Personnel Administration				
		Meaning, Scope and Importance.	12	1 July	22 July
2	Recruitment				
		Meaning, Direct and Indirect Recruitment.	12	23 July	24 Aug.
3	Training				
		Meaning, Objectives & Types	14	25 Aug.	20 Sept.
4	Promotion				
		Meaning & Principles of Promotion (Merit & Seniority)	10	21 Sept.	4 Oct.
5	Retirement				
		Meaning, Need & Benefits (Pension & Gratuity)	12	5 Oct.	22 Oct.

Teacher Name

Debde SMS



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Department :- Public Administration		Class :- B. A. Third Year		
Name of the Teacher :- Debde S. M.		Year :- 2015-16		
Subject :- Public Administration		Semester :- V		
Paper Name & NO. :- Rural Local Government in Maharashtra Paper -X				
Chapter No.	Topic - Title	Expected Lectures	Expected Duration	
			From	To
1	Local Government - Meaning, Features and Importance	16	1 July	2 Aug.
2	Evolution of Panchayat Raj in Maharashtra a) Community Development Programme (CDP) b) Balwantrao Mehta Committee c) Vasant Rao Naik Committee	12	3 Aug.	24 Aug.
3	73rd Constitutional Amendment Act 1993 and its Impact	8	25 Aug.	10 Sept.
4	Three Tier System of Panchayat Raj - Composition, Powers and Functions of a) Zilla Parishad b) Panchayat Samiti c) Gram Panchayat (Gram Sabha)	16	11 Sept.	12 Oct.
5	Problems of Rural Local Government a) Official - Non Official Relations b) Finance c) Personnel	8	13 Oct.	21 Oct.

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Department :- Public Administration			Class :- B. A. Third Year	
Name of the Teacher :- Prof. Dr. Shinde Anand			Year :- 2015-16	
Subject :- Public Administration			Semester :- V	
Paper Name & NO. :- Recent Trends in Public Administration Paper -XI (40%)				
Chapter No.	Topic - Title	Expected Lectures	Expected Duration	
			From	To
1	New Public Management a) Meaning of New Public Management b) Elements of New Public Management c) Principles of New Public Management	12	3 July	14 Aug.
2	Information Technology & Public Administration a) E-Administration - Meaning, Features, Merits & Demerits b) Importance of Information Technology in Public Administration	12	16 Aug.	10 Oct.
3	Disaster Administration a) Concept of Disaster Administration b) Disaster Administration Machinery (National, State & District) c) Role of Citizen's & NGOs in Disaster Administration			
4	Human Resource Administration a) Meaning, Nature, Scope of Human Resource Administration b) Concept of Stress Management			
5	Administrative Reforms a) Meaning, Objectives & Implementation.			

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Annual Teaching Plan - 2015-16

Department :- Public Administration
Name of Teacher : Debde S. M.

Class :- B.A. FIRST YEAR

Semester - II

Administrative Organizations

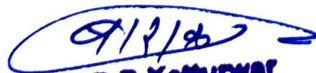
Paper – III

Chapter No.	SUB-TITLE	Section-(Unit)	Expected Lectures	Expected Duration	
				From	To
1	Principles of Administrative Organization :				
	a] Hierarchy - Meaning , merits and demerits.				
	b] Span of Control – Meaning, Dependant factors.		18	15 Dec.	10 Jan.
2	Line and Staff Agencies : Meaning, Types and Functions.		10	11 Jan.	27 Jan.
	c] Unity of Command- Meaning merits & demerits				
3	Chief Executive : Types, Functions & Qualities of Chief Executive.		16	28 Jan.	24 Feb.
4	Types of Administrative Organization..				
	a] Department – Meaning and Types.		18	25 Feb.	15 Mar.
	b] Public Corporation – Meaning and Characteristics.				

Teacher Name

Debdes.m S.M.


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Annual Teaching Plan - 2015-16

Department :- Public Administration

Class :- B.A. SECOND YEAR

Name of Teacher :- Debde S. M.

Semester - IV

Office Administration

Paper -VII

Chapter No.	SUB-TITLE	Section-(Unit)	Expected Lectures	Expected Duration	
				From	To
1	Office Administration				
	Meaning, Importance & Functions		12	22 Nov.	21 Dec.
2	Office Environment				
	a) Office Lighting b) Noise Control c) Sanitation		10	22 Dec.	8 Jan.
3	Office Procedure and Method				
	a) Head of Institute b) Establishment c) Filing		14	9 Jan.	2 Feb.
4	Working of Office Administration				
	a) Manuals b) Reporting c) Service Book		12	3 Feb.	24 Feb.
5	Problems of Office Administration				
	a) Red tape b) Stress c) Corruption		12	25 Feb.	16 Mar.

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Department :- Public Administration		Class :- B. A. Third Year		
Name of the Teacher :- Debde S. M.		Year :- 2015-16		
Subject :- Public Administration		Semester :- VI		
Paper Name & NO. :- Urban Local Self Government in Maharashtra Paper -XIII				
Chapter No.	Topic - Title	Expected Lectures	Expected Duration	
			From	To
1	Urbanization - Meaning, Causes and Consequences	12	14 Dec.	4 Jan.
2	74th constitutional Amendment Act 1993 and its impact	8	5 Jan.	18 Jan.
3	Urban Local self Government - Composition and functions a) Municipal Corporation b) Municipal Council c) Nagar Panchayat	16	19 Jan.	20 Feb.
4	Problems of Urban Local Self Government a) Slums b) Finance c) Political Interference	12	21 Feb.	3 Mar.
5	Control Over Urban Local Self Government a) Legislative b) Administrative c) Judicial	12	4 Mar.	20 Mar.

Teacher's Name

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Department :- Public Administration		Class :- B. A. Third Year		
Name of the Teacher :- Debde S. M.		Year :- 2015-16		
Subject :- Public Administration		Semester :- VI		
Paper Name & NO. :- Major Trends & Issues in Public Administration Paper -XIV (60%)				
Chapter No.	Topic - Title	Expected Lectures	Expected Duration	
			From	To
1	Right to information and Public Administration a) Meaning, Importance of Right to information b) Challenges before Right to information in India			
2	Environment Administration a) Meaning, Nature, Scope and importance of Environment Administration b) Concept of sustainable Development			
3	Aadhaar (U.I.D.) - meaning, objectives, merits & Demerits	12	10 Dec.	5 Jan.
4	People's participation - meaning, objectives, need, problems & suggestions	12	6 Jan.	7 Feb.
5	Issues in Administration a) Civil Services Activism b) Public - Police Relations c) Corruption d) Public Service Guarantee	12	8 Feb.	15 Mar.

Teacher Name
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