

A. V. Education Society's  
**DEGLOOR COLLEGE DEGLOOR**

**Annual Teaching Plan - 2016-17**

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.		16	1 July 16	31 July 16
2	Public Administration and Private Administration - Affinity and Difference.		16	1 Asugst 16	31 Augst 16
3	Public Relations - Meaning, Importance and Agencies.		12	1 Sept. 16	20 Sept.16
4	Organization				
	a] Meaning and Importance. b] Forms of Organization – formal & Informal. c] Bases of Organization [ 4 ps.]		16	21 Oct.16	20 Nov.16

Teacher name  
Debde S.M. S/M

  
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**Dr. Anil B. Chidrawar**  
Principal  
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**Annual Teaching Plan - 2016-17**

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	4 July	25 July
2	Recruitment				
	Meaning, Direct and Indirect Recruitment.		12	26 July	17 Aug.
3	Training				
	Meaning, Objectives & Types		14	18 Aug.	16 Sept.
4	Promotion				
	Meaning & Principles of Promotion (Merit & Seniority)		10	18 Sept.	1 Oct.
5	Retirement				
	Meaning, Need & Benefits (Pension & Gratuity)		12	3 Oct.	22 Oct.

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Debde sm 

  
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**Annual Teaching Plan****Department :- Public Administration****Class :- B. A. Third Year****Name of the Teacher :- Debde S. M.****Year :- 2016-17****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	12	4 July	25 July
2	Evolution of Panchayat Raj in Maharashtra a) Community Development Programme (CDP) b) Balwantrai Mehta Committee c) Vasantao Naik Committee	12	26 July	14 Aug.
3	73rd Constitutional Amendment Act 1993 and its Impact	10	16 Aug.	2 Sept.
4	Three Tier System of Panchayat Raj - Composition, Powers and Functions of a) Zilla Parishad b) Panchayat Samiti c) Gram Panchayat (Gram Sabha)	14	3 Sept.	26 Sept.
5	Problems of Rural Local Government a) Official - Non Official Relations b) Finance c) Personnel	12	27 Sept.	12 Oct.

Teacher Name

Debde S.M. Sir

9/1/17

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**Annual Teaching Plan**

Department :- Public Administration			Class :- B. A. Third Year	
Name of the Teacher :- Debde S. M.			Year :- 2016-17	
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	1 July	10 Aug.
2	Information Technology & Public Administration a) E-Administration - Meaning, Features, Merits & Demerits b) Importance of Information Technology in Public Administration	12	11 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.			

Teacher's Name  
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Department :- Public Administration

Class :- B.A. FIRST YEAR

Name of Teacher :- Debde S. M.


**Semester - II**


**Administrative Organizations**

**Paper – III**

Chapter No.	SUB-TITLE	Section-(Unit)	Expected Lectures	Expected Duration	
				From	To
1	<b>Principles of Administrative Organization :</b>				
	a] Hierarchy - Meaning , merits and demerits.		16	18 Dec.	12 Jan.
	b] Span of Control – Meaning, Dependant factors.				
	c] Unity of Command- Meaning, merits & demerits.				
2	<b>Line and Staff Agencies : Meaning, Types and Functions.</b>		16	13 Jan.	10 Feb.
3	<b>Chief Executive : Types, Functions &amp; Qualities of Chief Executive.</b>		12	11 Feb.	28 Feb.
4	<b>Types of Administrative Organization..</b>				
	a] Department – Meaning and Types.		16	29 Feb.	18 Mar.
	b] Public Corporation – Meaning and Characteristics.				

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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	20 Dec.	8 Jan.
2	Office Environment				
	a) Office Lighting b) Noise Control c) Sanitation		12	9 Jan.	24 Jan.
3	Office Procedure and Method				
	a) Head of Institute b) Establishment c) Filing		10	25 Jan.	10 Feb.
4	Working of Office Administration				
	a) Manuals b) Reporting c) Service Book		14	11 Feb.	28 Feb.
5	Problems of Office Administration				
	a) Red tape b) Stress c) Corruption		12	1 Mar.	17 Mar.

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

Class :- B.A. SECOND YEAR

**Semester - IV  
Office Administration  
Paper - VII**

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Teacher Name  
Debde S. M. *[Signature]*

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**Annual Teaching Plan**

Department :- Public Administration

Class :- B. A. Third Year

Name of the Teacher :- Debde S. M.

Year :- 2016-17

Subject :- Public Administration

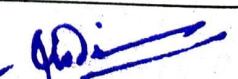
Semester :- VI

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	19 Dec.	10 Jan.
2	74th constitutional Amendment Act 1993 and its impact	10	11 Jan.	27 Jan.
3	Urban Local self Government - Composition and functions a) Municipal Corporation b) Municipal Council c) Nagar Panchayat	16	28 Jan.	20 Feb.
4	Problems of Urban Local Self Government a) Slums b) Finance c) Political Interference	12	21 Feb.	2 Mar.
5	Control Over Urban Local Self Government a) Legislative b) Administrative c) Judicial	12	3 Mar.	20 Mar.

Teacher Name  
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**Annual Teaching Plan**

<b>Department :- Public Administration</b>	<b>Class :- B. A. Third Year</b>
<b>Name of the Teacher :- Prof. Debde S. M.</b>	<b>Year :- 2016-17</b>
<b>Subject :- Public Administration</b>	<b>Semester :- VI</b>
<b>Paper Name &amp; NO. :- Major Trends &amp; Issues in Public Administration Paper -XIV (60%)</b>	

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	15 Dec.	22 Jan.
4	People's participation - meaning, objectives, need, problems & suggestions	12	23 Jan.	20 Feb.
5	Issues in Administration a) Civil Services Activism b) Public - Police Relations c) Corruption d) Public Service Guarantee	12	21 Feb.	15 Mar.

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