

DEGLOOR COLLEGE DEGLOOR**Annual Teaching Plan - 2017-18**

Department :- Public Administration Class :- B.A. FIRST YEAR

Name of Teacher :- Debde S. M.

Semester - I

Principles of Public Administration Paper – I

Chap. No.	SUB-TITLE	Section-(Unit)	Expected Lectures	Expected Duration	
				From	To
1	Public Administration :-				
	Meaning, Nature, Scope and Importance.		22	1 July	8 Aug.
2	Public Administration and Private Administration - Affinity and Difference.		10	9 Aug.	2 Sept.
3	Public Relations - Meaning, Importance and Agencies.		12	3 Sept.	22 Sept.
4	Organization				
	a) Meaning and Importance. b) Forms of Organization – formal & Informal. c) Bases of Organization [4 ps.]		15	23 Sept.	12 Oct.

Teacher Name

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Annual Teaching Plan - 2017-18

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.		10	4 July	20 July
2	Recruitment				
	Meaning, Direct and Indirect Recruitment.		10	21 July	6 Aug.
3	Training				
	Meaning, Objectives & Types		15	7 Aug.	4 Sept.
4	Promotion				
	Meaning & Principles of Promotion (Merit & Seniority)		10	5 Sept.	20 Sept.
5	Retirement				
	Meaning, Need & Benefits (Pension & Gratuity)		10	21 Sept.	12 Oct.

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Department :- Public Administration Class :- B.A. SECOND YEAR

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Semester-III

Rural Development & Empowerment Programme

Skill Enhancement Course-I

Chapter No.	SUB-TITLE	Section- (Unit)	Expected Lectures	Expected Duration	
				From	To
1	Meaning & Importance of Rural Development				
	1. Rural Development 2. Women Empowerment of rural area 3. Rural Employment		15	6 July 17	6 Aug. 17
2	Rural Development Programme				
	1. Clean India Mission (Swachh Bhart Abhiyan) MGNREGA (Mahatma Gandhi National Rural Employment Guarantee Act 2014) 3. Pradhan Mantri Awas Yojna	2.	15	7 Aug. 17	15 Sept. 17
3	Issues in Rural Development & Empowerment				
	1) Transparency and Accountability 2) Rural Migration 3) Lack of Effective Implication		15	16 Sept. 17	16 Oct. 17

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Annual Teaching Plan

Department :- Public Administration Class :- B. A. Third Year

Name of the Teacher :- Debde S. M.

Year :- 2017-18

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	10	1 July 17	17 July 17
2	Evolution of Panchayat Raj in Maharashtra a) Community Development Programme (CDP) b) Balwantraji Mehta Committee c) Vasant Rao Naik Committee	10	18 July 17	2 Aug. 17
3	73rd Constitutional Amendment Act 1993 and its Impact	8	3 Aug. 17	17 Aug. 17
4	Three Tier System of Panchayat Raj - Composition, Powers and Functions of a) Zilla Parishad b) Panchayat Samiti c) Gram Panchayat (Gram Sabha)	12	18 Aug. 17	10 Sept. 17
5	Problems of Rural Local Government a) Official - Non Official Relations b) Finance c) Personnel	12	11 Sept. 17	9 Oct. 17

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Department :- Public Administration Class :- B. A. Third Year				
Name of the Teacher :- Debde S. M.			Year :- 2017-18	
Subject :- Public Administration		Semester :- V		
Paper Name & NO. :- Recent Trends in Public Administration Paper -XI- (60%)				
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	10	1 July 17	4 Aug. 17
2	Information Technology & Public Administration a) E-Administration - Meaning, Features, Merits & Demerits b) Importance of Information Technology in Public Administration	10	5 Aug. 17	10 Sept. 17
3	Disaster Administration a) Concept of Disaster Administration b) Disaster Administration Machinery (National, State & District) c) Role of Citizen's & NGOs in Disaster Administration	10	11 Sept. 17	12 Oct. 17

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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.		20	10 Nov.	15 Dec.
2	Line and Staff Agencies : Meaning, Types and Functions.		12	16 Dec.	5 Jan.
3	Chief Executive : Types, Functions & Qualities of Chief Executive		12	6 Jan.	27 Jan.
4	Types of Administrative Organization..				
	a] Department – Meaning and Types. b] Public Corporation – Meaning and Characteristics.		16	28 Jan.	4 Mar.

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Department :- Public Administration Class :- B.A. SECOND YEAR

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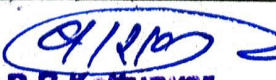
Semester - IV


Office Administration

Paper - VII

Chapter No.	SUB-TITLE	Section- (Unit)	Expected Lectures	Expected Duration	
				From	To
1	Office Administration				
	Meaning, Importance & Functions		10	10 Nov.	26 Nov.
2	Office Environment				
	a) Office Lighting b) Noise Control c) Sanitation		11	27 Nov.	15 Dec.
3	Office Procedure and Method				
	a) Head of Institute b) Establishment c) Filing		12	16 Dec.	7 Jan.
4	Working of Office Administration				
	a) Manuals b) Reporting c) Service Book		12	8 Jan.	30 Jan.
5	Problems of Office Administration				
	a) Red tape b) Stress c) Corruption		10	1 Feb.	20 Feb.

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Semester-IV


Applications of E-Governance & E-Devices in Administration

Skill Enhancement Course-II

Chapter No.	SUB-TITLE	Section- (Unit)	Expected Lectures	Expected Duration	
				From	To
1	E-Governance				
	1.E-Governance- Meaning & Importance 2. Digital Service Delivery Devices 3.Use of E-Devices in Higher Education		15	4 Dec. 17	5 Jan. 18
2	Application of E-Governance				
	1. E- Seva 2. E-Panchayat 3. E-Scholarship 4. Social Networking Apps		15	8 Jan. 18	12 Feb. 18
2	Various Issues in E-Governance				
	1. Lack of E-Literacy 2. People Participation 3. IT Security		15	14 Feb. 18	16 Mar. 18

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Year :- 2017-18


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	10	11 Dec. 17	28 Dec. 17
2	74th constitutional Amendment Act 1993 and its impact	10	29 Dec. 17	13 Jan. 18
3	Urban Local self Government - Composition and functions a) Municipal Corporation b) Municipal Council c) Nagar Panchayat	15	14 Jan. 18	13 Feb. 18
4	Problems of Urban Local Self Government a) Slums b) Finance c) Political Interference	10	14 Feb. 18	26 Feb. 18
5	Control Over Urban Local Self Government a) Legislative b) Administrative c) Judicial	10	27 Feb. 18	15 Mar. 18

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Subject :- Public Administration

Semester :- VI

Paper Name & NO. :- Major Trends & Issues in Public Administration Paper -XIV (50%)

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	10	8 Dec. 17	22 Dec. 17
3	Aadhaar (U.I.D.) - (50%) meaning, objectives, merits & Demerits	10	23 Dec. 17	27 Jan. 18
4	People's participation - meaning, objectives, need, problems & suggestions			
5	Issues in Administration a) Civil Services Activism b) Public - Police Relations c) Corruption d) Public Service Guarantee	5	2 Feb. 18	10 Mar. 18

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