# DEGLOOR COLLEGE DEGLCOR Annual Teaching Plan - 2018-19

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

Name of Teacher :- Debde S. M.

## Semester - I

Principles of Public Administration Paper – I

	Princ	ciples of Public Adminis		Expected I	ouration
Chapter No.	SUB- TITLE	Section-(Unit)	Expected Lectures	From	To
No.		ninistration :-	н		
1		ture, Scope and Importance.	20	5 Jully 18	3 Aug. 18
2	Public Adi Administr Difference	ministration and Private ation - Affinity and	10	4 Aug. 18	18 Augst 18
3	Public Re Importan	lations - Meaning, ce and Agencies.	12	19 Aug. 18	10 Sept.18
	Organiza	tion			1
4	a] Meaning b] Forms of Informal.	and Importance.  Organization – formal &  Organization [ 4 ps.]	13	11 Sept.18	10 Oct.18

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Dr. Anil B. Chidrawar

Principal

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## Annual Teaching Plan - 2018-19

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

Name of Teacher: Debde S. M.

## Semester - III Personnel Administration

Paper -V

Chapter No.			Expected Lectures	Expected Duration			
	SUB-TITLE	B-TITLE Section-(Unit)		From	То		
and the second s	Personnel Administration						
1	Meaning. Scope and Imp	10	1 Jully 18	18 Jully 18			
	Recruitment						
2	Meaning, Direct and Ind	10	19 Jully. 18	19 Jully. 18 7 Aug. 18			
	Training						
3	Meaning, Objectives & 7	15	08-Aug-18	08 Sept. 18			
	Promotion						
1	Meaning & Principles of Promotion (Merit & Seniority)		10	09-Sep-18	25 Sept. 18		
	Retirement						
5	Meaning, Need & Benefi Gratuity)	ts (Pension &	10	26 Sept. 18	10 Oct. 18		

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	of Teacher :- Debde		Ciuss	D.A. SEC	11 Year
		Semester-	III ,		
ret	Rural Develo	pment & Empo	werment ]	Programme	<b>P</b>
		ill Enhancemen			
Chapter No.	CVID TOTAL	Section-(Unit)	Expected		Duration
			Lectures	From	To
2 2 2	Meaning & Import	ance of Rural Dev	elopment		
	<ol> <li>Rural Development</li> <li>Women Empowerment</li> <li>Rural Employment</li> </ol>	nt of rural area	15	3 Jully	8 Aug.
	Rural Development	Programme			
	1. Clean India Mission ( Abhiyan) MGNREGA (Mahatma	2. Gandhi National	15	9 Aug.	15 Sept.
	Rural Employment Guar	rantee Act 2014)			
	Issues in Rural Development & Empowerment				
3	1) Transparancy and Accountablity 2) Rural Migration 3) Lack of Effective Implication 15 16 Sept. 16 Occ				16 Oct.
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#### DEGLOOR COLLEGE DEGLOOR

#### **Annual Teaching Plan**

Department :- Public Administration

Class :- B. A. Third Year

Name of the Teacher :- Debde S. M.

Year :- 2018-19

Subject :- Public Administration

Semester :- V

Paper Name & NO. :- Rural Local Government in Maharashtra Paper -X (DGE-I)

			Duration		
Chapter No.	Topic - Title	Expected Lectures	From	То	
1	<b>Local Government</b> - Meaning, Nature and Importance	8	2 Jully 18	16 Jully 18	
	Evolution of Panchayat Raj in Maharashtra a) Community Development Programme (CDP) b) Balwantrai Mehta Committee c) VasantraoNaik Committee	12	17 Jully 18	6 Aug. 18	
3	73rd Constitutional Amendment Act Provision of 73rd Constitutional Amendment	10	7 Aug. 18	25 Aug. 18	
4 a b c)	Three Tier System of Panchayat Raj - Composition Functions JillaParishad PanchayatSamiti Gram Panchayat (Gram	15	27 Aug. 18	24 Sept. 18	
5 (Ga) Re b)	roblems of Rural Local overnment Official - Non Official lations Local Politics Corruption	10	25 Sept. 18	12 Oct. 18	

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Dr. Anil B. Chidrawar

## **DEGLOOR COLLEGE DEGLOOR**

## <u> Annual Teaching Plan - 2018-19</u>

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

Name of Teacher :- Debde S. M.

## Semester - II **Administrative Organizations**

Paper - III

Chapter		Section-(Unit)	Expected	Expected	Duration	
No.	TITLE		Lectures	From	То	
	Principles	of Administrative Organ	nization:			
1	a Hierarchy	Meaning, merits and demerit	ts. 20	27 Nov. 2018	1 Jan. 201	
	Line and S	entrol – Meaning, Dependant	W-07-FW	27 1107. 2018	1 Jan. 201	
2	Types and	taff Agencies : Meaning, Functions.	10	2 Jan. 2019	17 Jan. 2019	
3	Chief Exect & Qualities	utive: Types, Functions of Chief Executive.	10	21 Jan. 2019	5 Feb. 201	
4	a] Department b] Public Corp	Iministrative Organizati  – Meaning and Types. oration – Meaning and		6 Feb. 2019	6 Mar 201	
4	a] Department	<ul><li>Meaning and Types.</li><li>oration – Meaning and</li></ul>	ion	6 Feb. 2019	6 Mar. 201	
4	a] Department b] Public Corp	<ul><li>Meaning and Types.</li><li>oration – Meaning and</li></ul>		6 Feb. 2019	6 Mar. 201	

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## DEGLOOR COLLEGE DEGLOOR Annual Teaching Plan - 2018-19

**Department :- Public Administration** 

Class: - B.A. SECOND YEAR

Name of Teacher: Debde S. M.

#### Semester - IV

#### Office Administration

Paper –VII

Chapter	CUD TITLE	Section (Unit)	Expected	<b>Expected Duration</b>		
No.	SUB-TITLE Section-(Unit)	Lectures	From	То		
_	Office Administration					
1	Meaning, Importance &	15	30 Nov. 18	18-Dec-19		
, ·	Office Environmen	t			5	
	a) Office Lighting b) No Sanitation	oise Control c)	10	19 Dec. 19	5 Jan. 19	
	Office Procedure and Method					
1	a) Head of Institute b) Establishment c) Filing		10	6 Jan. 19	23 Jan. 19	
,	Working of Office	Administration		8 8		
4 a	a) Manuals b) Reporting c) Service Book		10	24 Jan. 19	6 Feb. 19	
F	Problems of Office	Administration				
_			, 1			
5 a	a) Red tape b) Stress c) Corruption		10	7 Feb. 19	28 Feb. 1	

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Name	of Teacher :- Debde	e S. M.					
		Semester-	IV	n distributivam variant masika za intera na manika niza se etangan ego distributiva.	unicipale de Calulus (de l'escription de provincia de l'escription de l'escription de l'escription de l'escrip		
t de la constante de la consta	Applications of E	-Goverence & E-	-Devices in	Administr	ration		
	SI	cill Enhancemen	t Course-I	I			
Chapter No.	SUB-TITLE Section-(Unit)	Expected Lectures	Expected	Duration			
				From	To		
	E-Governance						
1	1.E-Governance- Mean 2. Digital Service Deli 3.Use of E-Devices in	15	27 Nov.	15 Jan.			
	Application of E-Governance						
2	E- Seva     E-Panchayat     E-Scholarship     Social Networking A	Apps	15	21 Jan.	12 Mar.		
	Various issues in E-Governance						
2	1. Lack of E-literacy 2. People's Participation 3. IT Security	1	15	21 Jan.	12 Mar		

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### **Annual Teaching Plan**

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

Name of the Teacher: - Debde S. M.

Year :- 2018-19

**Subject :- Public Administration** 

Semester :- VI

Paper Name & NO.:- Urban Local Self Government in Maharashtra Paper - XIII (DGE-II)

Chapter	The state of the s	Expected	Expected Duration		
No.	Topic - Title	Lectures	From	То	
1	Urban Local Government : Meaining Nature & Importance	8	6 Dec. 18	20 Dec. 18	
2	<b>Urbanization -</b> Meaning, Reasons and Effect	10	21 Dec. 19	9 Jan. 18	
3	74th constitutional Amendment Act Provisions of 74th Constitutional Amendment Act	10	10 Jan. 18	27 Jan. 19	
4	Urban Local self Institutes - Composition and functions a) Municipal Corporation b) Municipal Council c) Nagar Panchayat	15	28 Jan. 19	25 Feb. 19	
	Problems of Urban Local Self Governance a) Slums b) Pollution c) Traffic	12	26 Feb. 19	14 Mar. 19	

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