

A. V. Education Society's

DEGLOOR COLLEGE DEGLOOR
Annual Teaching Plan - 2018-19

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


Name of Teacher :- Debde S. M.


Semester - I

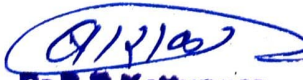
Principles of Public Administration Paper - I

Chapter No.	SUB-TITLE	Section-(Unit)	Expected Lectures	Expected Duration	
				From	To
1	Public Administration :-		20	5 July 18	3 Aug. 18
	Meaning, Nature, Scope and Importance.				
2	Public Administration and Private Administration - Affinity and Difference.		10	4 Aug. 18	18 Augst 18
3	Public Relations - Meaning, Importance and Agencies.		12	19 Aug. 18	10 Sept.18
4	Organization		13	11 Sept.18	10 Oct.18
	a) Meaning and Importance. b) Forms of Organization - formal & Informal. c) Bases of Organization [4 ps.]				

Teacher Name

Debde s.m. 


Dr. Anil B. Chidrawar
Principal
A.V. Education Society's
Degloor College, Degloor.


Dr. B.R. Katturwar
HOD & Research Guide of Pub. Adm.
Degloor College Degloor

A. V. Education Society's
DEGLOOR COLLEGE DEGLOOR
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.	SUB-TITLE	Section-(Unit)	Expected Lectures	Expected Duration	
				From	To
1	Personnel Administration				
	Meaning, Scope and Importance.		10	1 July 18	18 July 18
2	Recruitment				
	Meaning, Direct and Indirect Recruitment.		10	19 July. 18	7 Aug. 18
3	Training				
	Meaning, Objectives & Types		15	08-Aug-18	08 Sept. 18
4	Promotion				
	Meaning & Principles of Promotion (Merit & Seniority)		10	09-Sep-18	25 Sept. 18
5	Retirement				
	Meaning, Need & Benefits (Pension & Gratuity)		10	26 Sept. 18	10 Oct. 18

Teacher's Name
Debde S.M. S/S



Dr. B.R. Katturwar
HOD & Research Guide of Pub. Adm.
Degloor College, Degloor


Dr. Anil B. Chidrawar
Principal
A.V. Education Society's
Degloor College, Degloor.

A. V. Education Society's

DEGLOOR COLLEGE DEGLOOR

Annual Teaching Plan - 2018-19

Department :- Public Administration

Class :- B.A. SEC II Year

Name of Teacher :- Debde S. M.

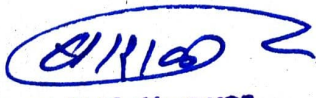
Semester-III


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	3 July	8 Aug.
2	Rural Development Programme				
	1. Clean India Mission (Swachh Bharat Abhiyan) MGNREGA (Mahatma Gandhi National Rural Employment Guarantee Act 2014)	2.	15	9 Aug.	15 Sept.
3	Issues in Rural Development & Empowerment				
	1) Transparency and Accountability 2) Rural Migration 3) Lack of Effective Implication		15	16 Sept.	16 Oct.

Teachers Name
Debdesm S.M.


Dr. B.R. Ketturwar
HOD & Research Guide of P.U. Adm.
Degloor College, Degloor


Dr. Anil B. Chidrawar
Principal
A.V. Education Society's
Degloor College, Degloor.

A. V. Education Society's
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)	

Chapter No.	Topic - Title	Expected Lectures	Expected Duration	
			From	To
1	Local Government - Meaning, Nature and Importance	8	2 July 18	16 July 18
2	Evolution of Panchayat Raj in Maharashtra a) Community Development Programme (CDP) b) Balwantraoi Mehta Committee c) Vasantao Naik Committee	12	17 July 18	6 Aug. 18
3	73rd Constitutional Amendment Act Provision of 73rd Constitutional Amendment	10	7 Aug. 18	25 Aug. 18
4	Three Tier System of Panchayat Raj - Composition & Functions a) Zilla Parishad b) Panchayat Samiti c) Gram Panchayat (Gram Sabha)	15	27 Aug. 18	24 Sept. 18
5	Problems of Rural Local Government a) Official - Non Official Relations b) Local Politics c) Corruption	10	25 Sept. 18	12 Oct. 18

Teacher's Name

Debde S. M.

21/11/18
Dr. B. R. Katturwar
HOD & Research Guide of Pub. Adm.

Dr. Anil B. Chidrawar
Principal
A. V. Education Society's

DEGLOOR COLLEGE DEGLOOR

Annual Teaching Plan - 2018-19

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	Principles of Administrative Organization :				
	a) Hierarchy - Meaning , merits and demerits. b) Span of Control – Meaning, Dependant		20	27 Nov. 2018	1 Jan. 2019
2	Line and Staff Agencies : Meaning, Types and Functions.		10	2 Jan. 2019	17 Jan. 2019
3	Chief Executive : Types, Functions & Qualities of Chief Executive.		10	21 Jan. 2019	5 Feb. 2019
4	Types of Administrative Organization..				
	a) Department – Meaning and Types. b) Public Corporation – Meaning and Characteristics.		15	6 Feb. 2019	6 Mar. 2019

Teacher Name

Debdesm *Debde S. M.*

9/11/19

Dr. Anil B. Chidrawar
Principal
A.V. Education Society's
Degloor College, Degloor.

Dr. B. R. Katturwar
HOD & Research Guide of Pub. Adm.
Degloor College, Degloor

A. V. Education Society's
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 No.	SUB-TITLE	Section-(Unit)	Expected Lectures	Expected Duration	
				From	To
1	Office Administration				
	Meaning, Importance & Functions		15	30 Nov. 18	18-Dec-19
2	Office Environment				
	a) Office Lighting b) Noise Control c) Sanitation		10	19 Dec. 19	5 Jan. 19
3	Office Procedure and Method				
	a) Head of Institute b) Establishment c) Filing		10	6 Jan. 19	23 Jan. 19
4	Working of Office Administration				
	a) Manuals b) Reporting c) Service Book		10	24 Jan. 19	6 Feb. 19
5	Problems of Office Administration				
	a) Red tape b) Stress c) Corruption		10	7 Feb. 19	28 Feb. 19

Teacher Name
Debde S. M. S.M.


Dr. B. R. Katturwar
HOD & Research Guide of Pub. Adm.
Degloor College, Degloor


Dr. Anil B. Chidrawar
Principal
A.V. Education Society's
Degloor College, Degloor.

A. V. Education Society's

DEGLOOR COLLEGE DEGLOOR

Annual Teaching Plan - 2018-19

Department :- Public Administration

BA II Year

Name of Teacher :- Debde S. M.


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		15	27 Nov.	15 Jan.
	1.E-Governance- Meaning & Importance 2. Digital Service Delivery Devices 3.Use of E-Devices in Higher Education				
2	Application of E-Governance		15	21 Jan.	12 Mar.
	1. E- Seva 2. E-Panchayat 3. E-Scholarship 4. Social Networking Apps				
3	Various issues in E-Governance		15	21 Jan.	12 Mar.
	1. Lack of E-literacy 2. People's Participation 3. IT Security				

Teacher Name
Debde S M Spl



Dr. B. R. Katturwar
HOD & Research Guide of Pub. Adm.
Degloor College Degloor


Dr. Anil B. Chidrawar
Principal
A. V. Education Society's
Degloor College, Degloor

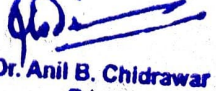
A. V. Education Society's
DEGLOOR COLLEGE DEGLOOR
Annual Teaching Plan

Department :- Public Administration Class :- B. A. Third Year				
Name of the Teacher :- Debde S. M.			Year :- 2018-19	
Subject :- Public Administration		Semester :- VI		
Paper Name & NO. :- Urban Local Self Government in Maharashtra Paper - XIII (DGE-II)				
Chapter No.	Topic - Title	Expected Lectures	Expected Duration	
			From	To
1	Urban Local Government : Meaning Nature & Importance	8	6 Dec. 18	20 Dec. 18
2	Urbanization - 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
5	Problems of Urban Local Self Governance a) Slums b) Pollution c) Traffic	12	26 Feb. 19	14 Mar. 19

Teacher Name

Debde S. M. 


Dr. B. R. Katturwar
 HOD & Research Guide of Pub. Adm.
 Degloor College Degloor


Dr. Anil B. Chidrawar
 as Principal
 A.V. Education Society's
 Degloor College, Degloor.