

DEGLOOR COLLEGE DEGLOOR**Annual Teaching Plan - 2019-20**

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


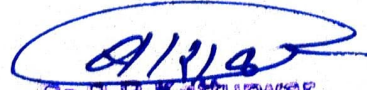
Name of Teacher :- Debde S. M.

Semester - I


Basic 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.		15	1 July 19	26 July 19
2	Evolution of the discipline				
	A) 1887 to 1926	B)	10	27 July 19	13 Aug. 19
	1927 to 1937	C)			
	1938 to 1947	D)			
	1948 to 1970	E)			
	1971 to till date				
3	Public Administration and Private Administration -				
	A) Affinity and Difference Public Private Partnership (PPP)		B)	10	14 Aug. 19
4	Relations of Public Administration with other humanities				
	A) Public Administration and Sociology		13	3 Sept. 19	20 Sept. 19
	B) Public Administration and Political Science				
	C) Public Administration and Economics				
	D) Public Administration and Law				
5	New Trends in Public Administration				
	a) Good Governance		12	21 Sept. 19	3 Oct. 19
	b) Sustainable development.				
	c) Civil Society				

Teacher Name

Debde S. M. 


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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 19	16 July. 19
2	Recruitment				
	Meaning, Direct and Indirect Recruitment.		10	17 July. 19	3 Aug. 19
3	Training				
	Meaning, Objectives & Types		15	5 Aug. 19	3 Sept. 19
4	Promotion				
	Meaning & Principles of Promotion (Merit & Seniority)		10	4 Sept. 19	23 Sept. 19
5	Retirement				
	Meaning, Need of Retirement] Benefits of Retirement (Pension] Gratuity, Provident funds (NCPS)		10	24 Sept. 19	12 Oct. 19

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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	1 July 19	31 July 19
2	Rural Development Programme				
	1. Clean India Mission (Swachh Bharat Abhiyan) 2. MGNREGA (Mahatma Gandhi National Rural Employment Guarantee Act 2014) 3. Pradhan Mantri Awas Yojna 4. Jalayukt Shivar		15	5 Aug. 19	11 Sept. 19
3	Issues in Rural Development & Empowerment				
	1) Transparency and Accountability 2) Rural Migration 3) Lack of Effective Implication		15	16 Sept.	16 Oct. 19

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Annual Teaching Plan

Department :- Public Administration			Class :- B. A. Third Year	
Name of the Teacher :- Debde S. M.			Year :- 2019-20	
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	4 July 19	18 July 19
2	Evolution of Panchayat Raj in Maharashtra a) Community Development Programme (CDP) b) Balwantrai Mehta Committee c) Vasant Rao Naik Committee	12	19 July 19	10 Aug. 19
3	73rd Constitutional Amendment Act Provision of 73rd Constitutional Amendment	10	11 Aug. 18	27 Aug. 18
4	Three Tier System of Panchayat Raj - Composition & Functions a) Zilla Parishad b) Panchayat Samiti c) Gram Panchayat (Gram Sabha)	15	28 Aug. 18	18 Sept. 18
5	Problems of Rural Local Government a) Official - Non Official Relations b) Local Politics c) Corruption	10	19 Sept. 19	5 Oct. 19

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

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Semester - II
Administrative Organization and Its Principles
Paper – III

Chapter No.	SUB-TITLE	Section- (Unit)	Expected Lectures	Expected Duration	
				From	To
1	Organization :				
	Meaning, Nature and importance of organization of Orgnization Formal Orgnization Informal Orgnization	Form A) B)	12	6 Dec. 19	21 Dec. 19
2	Principles of Administrative Organization :				
	A] Hierarchy - Meaning , merits and demerits. B] Span of Control – Meaning & Importance C] Communication- Meaning & Types D] Moral- Meaning & Types Delegation – Meaning & Importance.	E)	15	27 Dec. 19	18 Jan. 2020
3	Line and Staff Agencies :				
	A) Meaning, Types and Functions. Department- Meaning and Basic Elements	B)	10	18 Jan. 20	7 Feb. 20
4	Chief Executive :				
	Types, Functions & Qualities of Chief Executive.		10	7 Feb. 20	28 Feb. 20
5	Public Relations :				
	Meaning, Importance and Agencies		8	28 Feb. 20	13 Mar. 20

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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		15	4 Dec. 18	30 Dec. 19
2	Office Environment				
	a) Office Lighting b) Noise Control c) Sanitation		10	31 Dec. 19	17 Jan. 20
3	Office Procedure and Method				
	a) Head of Institute b) Establishment c) Filing		10	18 Jan. 20	3 Feb. 20
4	Working of Office Administration				
	a) Manuals b) Reporting c) Service Book		10	4 Feb. 20	22 Feb. 20
5	Problems of Office Administration				
	a) Red tape b) Stress c) Corruption		10	24 Feb. 20	13 Mar. 20

Teacher Name

Debde S. M. Sr


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Semester-IV


Applications of E-Goverence & 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. 19	13 Jan. 20
2	Application of E-Governance				
	1. E- Seva 2. E-Panchayat 3. E-Scholarship 4. Social Networking Apps		15	14 Jan. 20	17 Feb. 20
2	Various Issues in E-Governance				
	1. Lack of E-Literacy 2. People Participation 3. IT Security		15	18 Feb. 20	16 Mar. 20

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Name of the Teacher :- Debde S. M.

Year :- 2019-20

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	5 Dec. 19	19 Dec. 19
2	Urbanization - Meaning, Reasons and Effect	10	20 Dec. 19	7 Jan. 20
3	74th constitutional Amendment Act Provisions of 74th Constitutional Amendment Act	10	8 Jan. 20	25 Jan. 20
4	Urban Local self Institutes - Composition and functions a) Municipal Corporation b) Municipal Council c) Nagar Panchayat	15	27 Jan. 20	24 Feb. 20
5	Problems of Urban Local Self Governance a) Slums b) Pollution c) Traffic	12	25 Feb. 20	14 Mar. 20

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