**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Odd Semester (For Ongoing Classes UG-PG)**

**Session (2021-2022)**

**Class: MA Semester 3rd**   **Name of the Teacher: Silender Kumar**

**Subject: Public Administration Period : 3rd**

**Paper : Disaster Management Room No : 318**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 11-08-2021 to 14-08-2021 | Disaster: Concept & Dimensions |
| Week 2 | 16-08-2021 to 21-08-2021 | Natural Disasters: Earthquakes |
| Week 3 | 23-08-2021 to 28-08-2021 | Volcanic Eruptions and Floods |
| Week 4 | 31-08-2021 to 04-09-2019 | Cyclones, Climate Change and Man-made Disasters: Anthropogenic |
| Week 5 | 06-09-2021 to 11-09-2021 | Soil degradation, Desertification and Deforestation |
| Week 6 | 13-09-2021 to 18-09-2021 | Disaster Management Act 2005 |
| Week 7 | 20-09-2021 to 25-09-2021 | Organiastional Framework for Disaster Administration in India at the Union, State and Local levels (including Nodal Agency, National Disaster Management, Authority, State Authority) |
| Week 8 | 27-09-2021 to 01-10-2021 | Organisational Framework for Disaster Administration in India at the Union, State and Local levels (including Nodal Agency, National Disaster Management, Authority, State Authority) |
| Week 9 | 04-10-2021 to 09-10-2021 | Role of Information and Communication Technology Systems in Disaster Management |
| Week 10 | 11-10-2021 to 16-10-2021 | Interstate and International Cooperation for Disaster Management |
| Week 11 | 18-10-2021 to 19-10-2021 | Role of NGOs in Disaster Management |
| **Mid Semester Exam (21st October 2021 – 30th October 2021)** | | |
| Week 12 | 01-11-2021 to 06-11-2021 | *Role of* Army in Disaster Management |
| Week 13 | 08-11-2021 to 13-11-2021 | Disaster Risk Reduction – Sustainable Development |
| Week 14 | 15-11-2021 to 20-11-2021 | Disaster Preparedness; Relief and Rehabilitation |
| Week 15 | 22-11-2021 to 27-11-2021 | Disaster Management Training |
| Week 16 | 29-11-2021 to 30-11-2021 | Revision |

**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Odd Semester (For Ongoing Classes UG-PG)**

**Session (2021-2022)**

**Class: BA Sem 5th**   **Name of the Teacher:Silender Kumar**

**Subject: Public Administration Period : 8th**

**Paper :** LOCAL GOVERNMENT (WITH SPECIAL REFERENCE TO PUNJAB**Room No : 320**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 11-08-2021 to 14-08-2021 | Meaning and Significance of Local Government |
| Week 2 | 16-08-2021 to 21-08-2021 | Evolution of Local Government since 1882 |
| Week 3 | 23-08-2021 to 28-08-2021 | Role of Deputy Commissioner |
| Week 4 | 31-08-2021 to 04-09-2019 | Divisional Commissioner |
| Week 5 | 06-09-2021 to 11-09-2021 | Rural and Urban Development: Dimensions and Issues |
| Week 6 | 13-09-2021 to 18-09-2021 | The 73rd Constitutional Amendment – Provisions and its Impact |
| Week 7 | 20-09-2021 to 25-09-2021 | Gram Sabha – Composition Functions and Powers |
| Week 8 | 27-09-2021 to 01-10-2021 | Panchayati Raj Institutions in Punjab – Structure, Functions |
| Week 9 | 04-10-2021 to 09-10-2021 | Panchayati Raj Institutions in Punjab – Structure, Functions, |
| Week 10 | 11-10-2021 to 16-10-2021 | Sources of Finances and Personnel |
| Week 11 | 18-10-2021 to 19-10-2021 | The 74th Constitutional Amendment – Provisions and its Impact |
| **Mid Semester Exam (21st October 2021 – 30th October 2021)** | | |
| Week 12 | 01-11-2021 to 06-11-2021 | Urban Local Bodies – Structure, Functions and Sources of Finance |
| Week 13 | 08-11-2021 to 13-11-2021 | Mayor – Position, Functions and Powers, Municipal Commissioner – Position, Functions and Powers |
| Week 14 | 15-11-2021 to 20-11-2021 | State Control over Local Bodies, State Finance Commission: Composition, Functions and Role |
| Week 15 | 22-11-2021 to 27-11-2021 | Provincialisation of Municipal Services, Rural- Urban Relationship – Challenges and Remedies |
| Week 16 | 29-11-2021 to 30-11-2021 | Revision |

**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Odd Semester (For Ongoing Classes UG-PG)**

**Session (2021-2022)**

**Class: BA Sem 5thHonours**   **Name of the Teacher:Silender Kumar**

**Subject: Public Administration Period : 2nd**

**Paper : Research Methodology Room No : 330**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 11-08-2021 to 14-08-2021 | Meaning, Nature and Scope of Social Research |
| Week 2 | 16-08-2021 to 21-08-2021 | Hypotheses: Meaning types and Significance |
| Week 3 | 23-08-2021 to 28-08-2021 | Research Design: Meaning types and Components |
| Week 4 | 31-08-2021 to 04-09-2019 | Methods of Social Research- Experimental, survey and Case study |
| Week 5 | 06-09-2021 to 11-09-2021 | Methods of Data Collection- Documents, observation, Interview and Questionnaire |
| Week 6 | 13-09-2021 to 18-09-2021 | Data Processing – Editing, Coding and Tabulation |
| Week 7 | 20-09-2021 to 25-09-2021 | The use of computer, Report writing |
| Week 8 | 27-09-2021 to 01-10-2021 | Sampling- Meaning types, Merits and Demerits |
| Week 9 | 04-10-2021 to 09-10-2021 | Frequency Distribution- Meaning and steps |
| Week 10 | 11-10-2021 to 16-10-2021 | Measures of Central Tendency: Mean, Medium and Mode |
| Week 11 | 18-10-2021 to 19-10-2021 | Revision |
| **Mid Semester Exam (21st October 2021 – 30th October 2021)** | | |
| Week 12 | 01-11-2021 to 06-11-2021 | Measures of Dispersion- Standard Deviation |
| Week 13 | 08-11-2021 to 13-11-2021 | Correlation- Karl Pearson |
| Week 14 | 15-11-2021 to 20-11-2021 | Chi- Square |
| Week 15 | 22-11-2021 to 27-11-2021 | Revision |
| Week 16 | 29-11-2021 to 30-11-2021 | Revision |

**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Odd Semester (For Ongoing Classes UG-PG)**

**Session (2021-2022)**

**Class: BA 5th Semester Name of the Teacher:Silender Kumar**

**Subject: Police Administration Period :6th**

**Paper :**OrganisationalBehaviour With Special Reference to Police Administration**Room No : 322**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 11-08-2021 to 14-08-2021 | OrganisationalBehaviour: Concept, Nature and Significance |
| Week 2 | 16-08-2021 to 21-08-2021 | Foundations of OrganisationalBehaviour – Scientific Management |
| Week 3 | 23-08-2021 to 28-08-2021 | Human Relations, Systems and Contingency |
| Week 4 | 31-08-2021 to 04-09-2019 | Models of OrganisationalBehaviour |
| Week 5 | 06-09-2021 to 11-09-2021 | Motivation: Concept; and Theories – Maslow’s Need Hierarchy |
| Week 6 | 13-09-2021 to 18-09-2021 | McGregor’s Theory X & Y |
| Week 7 | 20-09-2021 to 25-09-2021 | Morale: Concept; and Factors to Build-up Morale in India Police |
| Week 8 | 27-09-2021 to 01-10-2021 | Leadership: Concept, Theories – Trait and Situational; and Qualities |
| Week 9 | 04-10-2021 to 09-10-2021 | Communication: Concept, Process, Types and Barriers. Communication Modes in Indian Police |
| Week 10 | 11-10-2021 to 16-10-2021 | Decision Making: Concept; Types; and Simon’s Rational Comprehensive Theory |
| Week 11 | 18-10-2021 to 19-10-2021 | Revision |
| **Mid Semester Exam (21st October 2021 – 30th October 2021)** | | |
| Week 12 | 01-11-2021 to 06-11-2021 | Transactional Analysis: Meaning; and Types of Transactions |
| Week 13 | 08-11-2021 to 13-11-2021 | Organizational Change: Concept; Rationale; and Resistance to Change |
| Week 14 | 15-11-2021 to 20-11-2021 | Organisational Development: Concept and Rationale |
| Week 15 | 22-11-2021 to 27-11-2021 | Revision |
| Week 16 | 29-11-2021 to 30-11-2021 | Revision |

**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Odd Semester (For PG 1st year)**

**Session (2021-2022)**

**Class: MA Sem 1st**   **Name of the Teacher:Silender Kumar**

**Subject: Public Administration Period :5th**

**Paper : Administrative Theory Room No : 318**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 13-09-2021 to 18-09-2021 | Meaning, Nature and Scope of Public Administration |
| Week 2 | 20-09-2021 to 25-09-2021 | Evolution of the discipline and its present status in developed and developing countries |
| Week 3 | 27-09-2021 to 01-10-2021 | New Public Administration; New Public Management; Principal-Agent Theory |
| Week 4 | 04-10-2021 to 09-10-2021 | Concept: New Public Service; Post-modernism; Post-structuralism |
| Week 5 | 11-10-2021 to 16-10-2021 | Organization: Meaning; Types: Formal and Informal Organizations, Hierarchy; Unity of Command |
| Week 6 | 18-10-2021 to 19-10-2021 | Span of Control; Centralisation; DecentralisationThe Chief Executive: Types, Functions and Role |
| **Mid Semester Exam (21st October 2021 – 30th October 2021)** | | |
| Week 7 | 01-11-2021 to 06-11-2021 | Line and Staff Agencies; Headquarter and Field Relationships, Communication: Concept, Process and Barriers |
| Week 8 | 08-11-2021 to 13-11-2021 | Supervision: Concept, Process and Barriers Coordination: Concept, Process and Barriers |
| Week 9 | 15-11-2021 to 20-11-2021 | Accountability of Administration: Legislative, Executive and Judicial |
| Week 10 | 22-11-2021 to 27-11-2021 | Citizen and Administration Interface: Concept and Philosophy; Citizen Charter |
| Week 11 | 29-11-2021 to 04-12-2021 | Administrative Reforms: Concept and Philosophy |
| Week 12 | 06-12-2021 to 11-12-2021 | Good Governance: Concept, Application and Rationale |
| Week 13 | 13-12-2021 to 16-12-2021 | Revision |