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

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

**Session (2021-2022)**

**Class: MA I**   **Name of the Teacher: Dr.Nemi Chand**

**Subject: Public Administration Period: VII**

**Paper : Citizen Centric Administration Room No : 318**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 13-09-2021 to 18-09-2021 | Concept of Citizen Centric Administration: Concept, Evolution, Features and Significance |
| Week 2 | 20-09-2021 to 25-09-2021 | Rights and Obligations of Citizens: Civic Culture |
| Week 3 | 27-09-2021 to 01-10-2021 | Service providing and Developmental functions of the Government |
| Week 4 | 04-10-2021 to 09-10-2021 | Citizen Charter - Evolution, Features and Applications  Social Audit - Evolution, Features and Applications |
| Week 5 | 11-10-2021 to 16-10-2021 | Citizens’ Participation in Administration: Concept, Significance and Limitations |
| Week 6 | 18-10-2021 to 19-10-2021 | Citizen Engagement initiatives of GoI (My-Gov) at national level; Select state government initiatives (Bhagidari, Delhi; Citizen Report Card, Bengaluru) |
| **Mid Semester Exam (21st October 2021 – 30th October 2021)** | | |
| Week 7 | 01-11-2021 to 06-11-2021 | Right to Information Act, 2005 |
| Week 8 | 08-11-2021 to 13-11-2021 | Lok Pal and Lok Ayukta in India |
| Week 9 | 15-11-2021 to 20-11-2021 | Grievance – Meaning; Agencies for Redressal of Grievances at center and state levels in  India |
| Week 10 | 22-11-2021 to 27-11-2021 | Consumer Protection: Concept and Rationale  Consumer Protection Act, 1986 |
| Week 11 | 29-11-2021 to 04-12-2021 | Punjab Transparency and Accountability in delivery of Public Service Act 2018 |
| Week 12 | 06-12-2021 to 11-12-2021 | Revision |
| Week 13 | 13-12-2021 to 16-12-2021 | Revision |

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

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

**Session (2021-2022)**

**Class: MA II**   **Name of the Teacher: Dr.Nemi Chand**

**Subject:** Public Administration  **Period :II**

**Paper : Research Methodology Room No : 318**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 11-08-2021 to 14-08-2021 | Meaning and Objectives of Research; Steps in Research |
| Week 2 | 16-08-2021 to 21-08-2021 | *Types of Research: Fundamental; Applied; Evaluative* |
| Week 3 | 23-08-2021 to 28-08-2021 | Concepts and Theory; Variables and Unit of Analysis |
| Week 4 | 31-08-2021 to 04-09-2019 | Hypotheses: Definition; Features and Types; Testing Procedures |
| Week 5 | 06-09-2021 to 11-09-2021 | Research Design: Definition; Contents; Types |
| Week 6 | 13-09-2021 to 18-09-2021 | *Sampling: Concept and Types* |
| Week 7 | 20-09-2021 to 25-09-2021 | Methods of Data Collection: Documents, Observation, Interview and Questionnaire |
| Week 8 | 27-09-2021 to 01-10-2021 | Data Processing: Editing, Coding and Tabulation |
| Week 9 | 04-10-2021 to 09-10-2021 | Measures of Central Tendency: Mean, Median and Mode |
| Week 10 | 11-10-2021 to 16-10-2021 | Dispersion |
| Week 11 | 18-10-2021 to 19-10-2021 | Linear and Rank Correlation |
| **Mid Semester Exam (21st October 2021 – 30th October 2021)** | | |
| Week 12 | 01-11-2021 to 06-11-2021 | *Regression Analysis* |
| Week 13 | 08-11-2021 to 13-11-2021 | Tests of Significance; |
| Week 14 | 15-11-2021 to 20-11-2021 | Parametric Tests- t, F and Z tests |
| Week 15 | 22-11-2021 to 27-11-2021 | Chi-Square (ẋ) and goodness of fit |
| 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 II (Hon)**   **Name of the Teacher: Dr.Nemi Chand**

**Subject: Administrative Thought. Period : VI**

**Paper : Room No :320**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 11-08-2021 to 14-08-2021 | Kautilya |
| Week 2 | 16-08-2021 to 21-08-2021 | *Kautilya* |
| Week 3 | 23-08-2021 to 28-08-2021 | M.K.Gandhi |
| Week 4 | 31-08-2021 to 04-09-2019 | Woodrow Wilson |
| Week 5 | 06-09-2021 to 11-09-2021 | Frederick W. Taylor |
| Week 6 | 13-09-2021 to 18-09-2021 | Henri Fayol |
| Week 7 | 20-09-2021 to 25-09-2021 | Luther Gulick and L.B.Urwick |
| Week 8 | 27-09-2021 to 01-10-2021 | Max Weber |
| Week 9 | 04-10-2021 to 09-10-2021 | Elton Mayo |
| Week 10 | 11-10-2021 to 16-10-2021 | M.P.Follet |
| 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 | Herbert A. Simon |
| Week 13 | 08-11-2021 to 13-11-2021 | Abraham Maslow |
| Week 14 | 15-11-2021 to 20-11-2021 | Fred W. Riggs |
| Week 15 | 22-11-2021 to 27-11-2021 | Fred W. Riggs |
| Week 16 | 29-11-2021 to 30-11-2021 | Revision |

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

**Teaching Plan Odd Semester (UG 1st Year)**

**Session (2021-2022)**

**Class: BA I**   **Name of the Teacher: Dr.Nemi Chand**

**Subject: Public Administration Period :III**

**Paper : Administrative Theory Room No : 320**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 1-09-2021 to 04-09-2019 | Admissions |
| Week 2 | 06-09-2021 to 11-09-2021 | Admissions |
| Week 3 | 13-09-2021 to 18-09-2021 | Meaning, Nature, Scope and Significance of Public Administration;  Public and Private Administration  Public Administration as a Science or an Art |
| Week 4 | 20-09-2021 to 25-09-2021 | Organization: Meaning, Types: Formal and Informal Organization |
| Week 5 | 27-09-2021 to 01-10-2021 | Forms of Organization: Department, Public Corporation, Government Company. |
| Week 6 | 04-10-2021 to 09-10-2021 | Principles of Organization: Hierarchy, Span of Control, Unity of Command, Authority and Responsibility. |
| Week 7 | 11-10-2021 to 16-10-2021 | Principles of Organization: Hierarchy, Span of Control, Unity of Command, Authority and Responsibility |
| Week 8 | 18-10-2021 to 19-10-2021 | Chief Executive- Types, functions and Role |
| **Mid Semester Exam (21st October 2021 – 30th October 2021)** | | |
| Week 9 | 01-11-2021 to 06-11-2021 | Line, Staff and Auxiliary Agencies Centralisation and Decentralisation |
| Week 10 | 08-11-2021 to 13-11-2021 | Decision Making: Meaning, types and process |
| Week 11 | 15-11-2021 to 20-11-2021 | Coordination: Concept, Methods and Hindrances |
| Week 12 | 22-11-2021 to 27-11-2021 | Communication: Concept, Process and Barriers |
| Week 13 | 29-11-2021 to 04-12-2021 | Supervison: Concept and Methods |
| Week 14 | 06-12-2021 to 11-12-2021 | Leadership: Concept, Styles, Qualities of a Good Administrator |
| Week 15 | 13-12-2021 to 16-12-2021 | Revision |

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

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

**Session (2021-2022)**

**Class: BA III**   **Name of the Teacher: Dr.Nemi Chand**

**Subject: Public Administration Period : I**

**Paper : Local Government 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 | *Meaning and Significance of Local Government* |
| Week 3 | 23-08-2021 to 28-08-2021 | Evolution of Local Government since 1882 |
| Week 4 | 31-08-2021 to 04-09-2019 | Role of Deputy Commissioner; 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, Sources of Finances and Personnel |
| Week 9 | 04-10-2021 to 09-10-2021 | Panchayati Raj Institutions in Punjab – Structure, Functions, Sources of Finances and Personnel |
| Week 10 | 11-10-2021 to 16-10-2021 | The 74th Constitutional Amendment – Provisions and its Impact |
| Week 11 | 18-10-2021 to 19-10-2021 | Urban Local Bodies – Structure, Functions and Sources of Finance |
| **Mid Semester Exam (21st October 2021 – 30th October 2021)** | | |
| Week 12 | 01-11-2021 to 06-11-2021 | Mayor – Position, Functions and Powers  Municipal Commissioner – Position, Functions and Powers |
| Week 13 | 08-11-2021 to 13-11-2021 | State Control over Local Bodies |
| Week 14 | 15-11-2021 to 20-11-2021 | 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 |