**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: Mohit Verma**

**Subject:** Economic Administration **Period :**

**Paper : Room No : 318**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 13-09-2021 to 18-09-2021 | Relevance of Economics to Public Administration Concepts: Market Mechanism, Perfect Competition, Monopoly, Monopolistic Competition, |
| Week 2 | 20-09-2021 to 25-09-2021 | National Income |
| Week 3 | 27-09-2021 to 01-10-2021 | Concept and Features: Free Market Economy; Centrally Planned Economy; Mixed Economy |
| Week 4 | 04-10-2021 to 09-10-2021 | Sustainable Socio-economic Development |
| Week 5 | 11-10-2021 to 16-10-2021 | SDGs and the Indian economy Structure and Growth of the Indian Economy |
| Week 6 | 18-10-2021 to 19-10-2021 | Indian Economic Reforms: Concept, Rationale and Evaluation |
| **Mid Semester Exam (21st October 2021 – 30th October 2021)** | | |
| Week 7 | 01-11-2021 to 06-11-2021 | Economic Administration: Nature and Scope Market Failure: The Rationale for Government Intervention |
| Week 8 | 08-11-2021 to 13-11-2021 | State versus Market Debate Monetary Policy: Objectives, Instruments and Administration |
| Week 9 | 15-11-2021 to 20-11-2021 | Monetary Policy: Objectives, Instruments and Administration |
| Week 10 | 22-11-2021 to 27-11-2021 | Fiscal Policy: Objectives, Instruments and Administration Economic Legislation: Rationale, Philosophy and Overview |
| Week 11 | 29-11-2021 to 04-12-2021 | Industrial (Development and Regulation) Act, 1951 |
| Week 12 | 06-12-2021 to 11-12-2021 | Foreign Exchange Management Act, 1999 Competition Act, 2002 |
| 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: Mohit Verma**

**Subject:** Social Systems and Welfare Administration **Period :**

**Paper : Room No : 318**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 11-08-2021 to 14-08-2021 | Relevance of Sociology to Public Administration |
| Week 2 | 16-08-2021 to 21-08-2021 | Concept and Elements of Social Structure: Groups; Status and Role; Norms and Values |
| Week 3 | 23-08-2021 to 28-08-2021 | Social Stratification: Caste; Class - Difference and Convergence |
| Week 4 | 31-08-2021 to 04-09-2019 | Welfare State: Concept & Philosophy |
| Week 5 | 06-09-2021 to 11-09-2021 | Social Change: Concept; Sources; Resistance |
| Week 6 | 13-09-2021 to 18-09-2021 | Social Change in Contemporary Indian Society |
| Week 7 | 20-09-2021 to 25-09-2021 | Social Tensions and Resolutions – Communalism; Regionalism; Violent Class Struggle |
| Week 8 | 27-09-2021 to 01-10-2021 | Social Policy and Legislation in India: An Overview with special focus on SDGs |
| Week 9 | 04-10-2021 to 09-10-2021 | Reservation for SC, ST and OBC: Critical Analysis of Policy and Administration |
| Week 10 | 11-10-2021 to 16-10-2021 | Protection of Women from Domestic Violence Act, 2005 |
| Week 11 | 18-10-2021 to 19-10-2021 | The Juvenile Justice (Care and Protection of Children) Act, 2013 |
| **Mid Semester Exam (21st October 2021 – 30th October 2021)** | | |
| Week 12 | 01-11-2021 to 06-11-2021 | Union Ministry of Social Justice and Empowerment: An Analysis of Provisions and Implementation Structures for Social Policy |
| Week 13 | 08-11-2021 to 13-11-2021 | Major programmes implemented State Social Welfare Department |
| Week 14 | 15-11-2021 to 20-11-2021 | Major programmes implemented State Social Welfare Department |
| Week 15 | 22-11-2021 to 27-11-2021 | Central Social Welfare Board State Social Welfare Board |
| 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**   **Name of the Teacher: Mohit Verma**

**Subject: Personnel Administration Period : 4th and 7th**

**Paper : Room No :**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 11-08-2021 to 14-08-2021 | Personnel Administration – Meaning and Significance. |
| Week 2 | 16-08-2021 to 21-08-2021 | Bureaucracy: Meaning, Characteristics, Demerits and Remedies. |
| Week 3 | 23-08-2021 to 28-08-2021 | Civil Service: Meaning, Features and Role. Position and Rank |
| Week 4 | 31-08-2021 to 04-09-2019 | Classification Systems: Significance and Features |
| Week 5 | 06-09-2021 to 11-09-2021 | Recruitment: Meaning, Methods and Problems |
| Week 6 | 13-09-2021 to 18-09-2021 | Recruitment System of Higher Civil Services in India. |
| Week 7 | 20-09-2021 to 25-09-2021 | UPSC: Composition, Functions and Role. SPSC: Composition, Functions and Role |
| Week 8 | 27-09-2021 to 01-10-2021 | Training – Meaning, Types, Methods, Training of Higher Civil Services in India. |
| Week 9 | 04-10-2021 to 09-10-2021 | Conduct, Discipline and Ethics in Public Services |
| Week 10 | 11-10-2021 to 16-10-2021 | Promotion: Meaning, Significance and Principles. |
| 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 | Morale, Causes of Low Morale and Measures for Improvement. |
| Week 13 | 08-11-2021 to 13-11-2021 | Corruption in Administration - Causes and Remedies. |
| Week 14 | 15-11-2021 to 20-11-2021 | Administrative Tribunals: Meaning, Types, Advantages and Disadvantages. |
| Week 15 | 22-11-2021 to 27-11-2021 | Administrative Tribunals: Meaning, Types, Advantages and Disadvantages. |
| 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: Mohit Verma**

**Subject: Public Administration Period :**

**Paper : Room No :**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 1-09-2021 to 04-09-2019 | Meaning, Nature, Scope and Significance of Public Administration; |
| Week 2 | 06-09-2021 to 11-09-2021 | Public and Private Administration |
| Week 3 | 13-09-2021 to 18-09-2021 | 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 (UG 1st Year)**

**Session (2021-2022)**

**Class: BA I Name of the Teacher: Mohit Verma**

**Subject: Police Administration Period : 3rd**

**Paper : Room No :**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 1-09-2021 to 04-09-2019 | Concept, Role and Significance of Police; |
| Week 2 | 06-09-2021 to 11-09-2021 | Origin and development of Police in Ancient, Medieval and British Period. |
| Week 3 | 13-09-2021 to 18-09-2021 | Origin and development of Police in Ancient, Medieval and British Period. |
| Week 4 | 20-09-2021 to 25-09-2021 | Police Reforms in India after Independence. |
| Week 5 | 27-09-2021 to 01-10-2021 | Organization and Working of Union Ministry of Home Affairs; |
| Week 6 | 04-10-2021 to 09-10-2021 | Organization and Working of Central Police Organizations with special reference to Central Bureau of Investigation (CBI); |
| Week 7 | 11-10-2021 to 16-10-2021 | Intelligence Bureau (IB), Bureau of Police Research and Development (BPR & D ) |
| Week 8 | 18-10-2021 to 19-10-2021 | National Crime Records Bureau (NCRB). |
| **Mid Semester Exam (21st October 2021 – 30th October 2021)** | | | |
| Week 9 | 01-11-2021 to 06-11-2021 | Origin, Structure and Working of Central Armed Police Forces (CAPFs) with Special Reference to BSF, CRPF, ITBP , CISF and SSB. |
| Week 10 | 08-11-2021 to 13-11-2021 | Origin, Structure and Working of Central Armed Police Forces (CAPFs) with Special Reference to BSF, CRPF, ITBP , CISF and SSB. |
| Week 11 | 15-11-2021 to 20-11-2021 | Organization and Working of Police Administration at the State Level |
| Week 12 | 22-11-2021 to 27-11-2021 | Organization and Working of Police Administration at the State Level |
| Week 13 | 29-11-2021 to 04-12-2021 | District Level Police Station Level |
| Week 14 | 06-12-2021 to 11-12-2021 | Commissionerate System of Policing |
| Week 15 | 13-12-2021 to 16-12-2021 | Revision |