**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 Dajinder kaur**

**Subject:** comparative and development Administration **Period :4th**

**Paper : Room No : 318**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 13-09-2021 to 18-09-2021 | Comparative Public Administration: Meaning nature, scope and significance. |
| Week 2 | 20-09-2021 to 25-09-2021 | Evolution and Relevance of Comparative Public Administration.. |
| Week 3 | 27-09-2021 to 01-10-2021 | Environment of Administration in Developed & Developing Countries: economic, political social and cultural |
| Week 4 | 04-10-2021 to 09-10-2021 | Approaches: Structural Functional Approach; Ecological approach |
| Week 5 | 11-10-2021 to 16-10-2021 | Administrative and Political Systems: UK; USA; France; Japan |
| Week 6 | 18-10-2021 to 19-10-2021 | Concept and significance of development and sustainable development |
| **Mid Semester Exam (21st October 2021 – 30th October 2021)** | | |
| Week 7 | 01-11-2021 to 06-11-2021 | Development administration:concept and significance |
| Week 8 | 08-11-2021 to 13-11-2021 | Administrative capability and role of bureaucracy for development administration |
| Week 9 | 15-11-2021 to 20-11-2021 | Organization for development planning at centre, state and district level |
| Week 10 | 22-11-2021 to 27-11-2021 | Role of united nation systems in development |
| Week 11 | 29-11-2021 to 04-12-2021 | MDG,s and SDG’s |
| Week 12 | 06-12-2021 to 11-12-2021 | Gender and development |
| 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. Dajinder kaur**

**Subject: public health policy and administration**

**Period : 7th**

**Paper : Room No : 318**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 11-08-2021 to 14-08-2021 | Public Health Administration - Nature, Significance and Scope |
| Week 2 | 16-08-2021 to 21-08-2021 | Challenges of Public Health Administration |
| Week 3 | 23-08-2021 to 28-08-2021 | Implementation and Evaluation of Healthcare Policies and Programmes |
| Week 4 | 31-08-2021 to 04-09-2019 | Union Ministry of Health and Family Welfare: Organization, Functions and Role |
| Week 5 | 06-09-2021 to 11-09-2021 | Health Administration at the State Level Organization, Functions and role of Department of Health |
| Week 6 | 13-09-2021 to 18-09-2021 | Administration of Primary Healthcare at the Local Level |
| Week 7 | 20-09-2021 to 25-09-2021 | Health care programmes in india: family welfare prog ramme, |
| Week 8 | 27-09-2021 to 01-10-2021 | reproductive child care |
| Week 9 | 04-10-2021 to 09-10-2021 | immunization programme |
| Week 10 | 11-10-2021 to 16-10-2021 | National health mission |
| 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 | Hospital mgt : org functions and role |
| Week 13 | 08-11-2021 to 13-11-2021 | National institute of health and family welfare :structure functions and role, |
| Week 14 | 15-11-2021 to 20-11-2021 | medical council of India , |
| Week 15 | 22-11-2021 to 27-11-2021 | WHO: structure functions and role |
| 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: Dr. Dajinder kaur**

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

**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: Dr. Dajinder kaur**

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

**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 III Name of the Teacher: Dr Dajinder Kaur**

**Subject: local Administration Period : 5th**

**Paper : Room No :**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 1-09-2021 to 04-09-2019 | Meaning and significance of local govt |
| Week 2 | 06-09-2021 to 11-09-2021 | *Evolution of local govt* |
| Week 3 | 13-09-2021 to 18-09-2021 | Role of deputy commissioner |
| Week 4 | 20-09-2021 to 25-09-2021 | Role of divisional commissioner |
| Week 5 | 27-09-2021 to 01-10-2021 | Rural and urban development :dimension and issues |
| Week 6 | 04-10-2021 to 09-10-2021 | 73rd const amendment-provision and its impact |
| Week 7 | 11-10-2021 to 16-10-2021 | Gram sabha- comp, functions and power |
| Week 8 | 18-10-2021 to 19-10-2021 | PRI’sstructure functions, sources of finance |
| **Mid Semester Exam (21st October 2021 – 30th October 2021)** | | | |
| Week 9 | 01-11-2021 to 06-11-2021 | 74th const amendment act-provision and impact |
| Week 10 | 08-11-2021 to 13-11-2021 | Urban local bodies:structure functions , sources of finance |
| Week 11 | 15-11-2021 to 20-11-2021 | *Mayor: position functions and power* Municipal commissioner: position functions and power |
| Week 12 | 22-11-2021 to 27-11-2021 | State control over State finance commission local bodies: |
| Week 13 | 29-11-2021 to 04-12-2021 | provincialzation of municipal services |
| Week 14 | 06-12-2021 to 11-12-2021 | rural -urban relationship- challenges and remedies |
| Week 15 | 13-12-2021 to 16-12-2021 | Revision |