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

**P.G Department of Public Administration**

**CLASS: M.A. I SUBJECT: Administrative theory**

**Name of the teachers: Dr AbhaLakhanpal and Dr Silender Kumar**

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| **S.No** | **Date From** | **Date Upto** | **TOPICS TO BE COVERED** |
| Week 1 | 23rd July, 2019 | 27th July, 2019 | introduction |
| Week 2 | 29th July, 2019 | 3rd Aug, 2019 | Meaning nature and scope of public admn  Line and staff agencies |
| Week 3 | 5th Aug, 2019 | 10th Aug, 2019 | Evolution of the discipline  Head quarter and field relationships |
| Week 4 | 13th Aug, 2019 | 17th Aug, 2019 | New public administration  Communication: concept ,process |
| Week 5 | 19th Aug, 2019 | 24th Aug, 2019 | New public management  Communication: barriers |
| Week 6 | 26th Aug, 2019 | 31st Aug, 2019 | Principal Agent Theory  Supervision: concept ,process |
| Week 7 | 2nd Sept, 2019 | 7th Sept, 2019 | New public service  Supervision: barriers |
| Week 8 | 9th Sept, 2019 | 14th Sept, 2019 | Post modernism  Co-ordination: ,process: concept ,process |
| Week 9 | 16th Sept, 2019 | 21st Sept, 2019 | Post structuralism  Co-ordination : barriers |
| Week 10 | 23rd Sept, 2019 | 28th Sept, 2019 | **Youth festival (24-9-2019-27-9-19)** |
| Week 11 | 30th Sept, 2019 | 5th Oct, 2019 | revision |
| **Mid Semester Exams** | | | |
| Week 12 | 16th oct,2019 | 19th oct,2019 | Organization : meaning and types  Accountability of administration : legislative , executice |
| Week 13 | 21st oct,2019 | 26th oct,2019 | Hierarchy unity of command  Accountability of administration : judicial |
| Week 14 | 29th oct.2019 | 2nd Nov,2019 | Span of cpntrol  Citizen and administration interface : concept and philosophy |
| Week 15 | 4th Nov,2019 | 9th Nov,2019 | Centralization  Citizen charter |
| Week 16 | 11th Nov,2019 | 16th Nov,2019 | Decentralization  Administrative reforms: concept and philosphy |
| Week 17 | 18th Nov,2019 | 23rd Nov,2019 | The chief Executive : types functions and role  Good governance : concept application and rationale |
| Week 18 | 25th Nov,2019 | 30th Nov,2019 | revision |

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

**P.G Department of Public Administration**

**CLASS: M.A. II SUBJECT: Development Administratiom**

**Name of the teachers: Dr Abha Lakhanpal**

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| **S.No** | **Date From** | **Date Upto** | **TOPICS TO BE COVERED** |
| Week 1 | 23rd July, 2019 | 27th July, 2019 | Conceopt and significance of Development |
| Week 2 | 29th July, 2019 | 3rd Aug, 2019 | Sustainable development: concept ,significance |
| Week 3 | 5th Aug, 2019 | 10th Aug, 2019 | Development Administratiom ; concept ,significance |
| Week 4 | 13th Aug, 2019 | 17th Aug, 2019 | Main characteristics of Developed and developing Administration |
| Week 5 | 19th Aug, 2019 | 24th Aug, 2019 | Administrative capability and development administration |
| Week 6 | 26th Aug, 2019 | 31st Aug, 2019 | Org of Development planning at centre state and district level |
| Week 7 | 2nd Sept, 2019 | 7th Sept, 2019 | Role of united nations in Development |
| Week 8 | 9th Sept, 2019 | 14th Sept, 2019 | Public enterprises : concept and Rationale |
| Week 9 | 16th Sept, 2019 | 21st Sept, 2019 | Department undertakings,statutory corp’s and Govt Companies |
| Week 10 | 23rd Sept, 2019 | 28th Sept, 2019 | **Youth festival (24-9-2019-27-9-19)** |
| Week 11 | 30th Sept, 2019 | 5th Oct, 2019 | revision |
| **Mid Semester Exams** | | | |
| Week 12 | 16th oct,2019 | 19th oct,2019 | Industrial policies : 1956,1991 and major subsequent changes |
| Week 13 | 21st oct,2019 | 26th oct,2019 | Population policy and development |
| Week 14 | 29th oct.2019 | 2nd Nov,2019 | Role of Beaycracy in development |
| Week 15 | 4th Nov,2019 | 9th Nov,2019 | Peoples participation in development |
| Week 16 | 11th Nov,2019 | 16th Nov,2019 | Women in Development |
| Week 17 | 18th Nov,2019 | 23rd Nov,2019 | Revision |
| Week 18 | 25th Nov,2019 | 30th Nov,2019 | Revision |

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

**P.G Department of Public Administration**

**CLASS: M.A II SUBJECT: social policy and welfare administration**

**Name of the teachers: Dr.AbhaLakhanpal and Dr. Silender Kumar**

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| **S.No** | **Date From** | **Date Upto** | **TOPICS TO BE COVERED** |
| Week 1 | 23rd July, 2019 | 27th July, 2019 | introduction |
| Week 2 | 29th July, 2019 | 3rd Aug, 2019 | Social welfare concept and significance  Union ministry of social justice and empowerment |
| Week 3 | 5th Aug, 2019 | 10th Aug, 2019 | Welfare state: concept and philosophy  State social welfare board |
| Week 4 | 13th Aug, 2019 | 17th Aug, 2019 | Socilal policy and welfare adm :nature and scope  Cntd… |
| Week 5 | 19th Aug, 2019 | 24th Aug, 2019 | Socilal policy and welfare adm : significance  Central social welfare board |
| Week 6 | 26th Aug, 2019 | 31st Aug, 2019 | Social legislation in india  Contd… |
| Week 7 | 2nd Sept, 2019 | 7th Sept, 2019 | Contd…  Role of NGO’S for social wefare |
| Week 8 | 9th Sept, 2019 | 14th Sept, 2019 | Protection of women from Domestic Violence Act ,2005  Contd… |
| Week 9 | 16th Sept, 2019 | 21st Sept, 2019 | Contd… |
| Week 10 | 23rd Sept, 2019 | 28th Sept, 2019 | **Youth festival (24-9-2019-27-9-19)** |
| Week 11 | 30th Sept, 2019 | 5th Oct, 2019 | revison |
| Mid Semester Exams | | | |
| Week 12 | 16th oct,2019 | 19th oct,2019 | The juvenile justice Act ,2000  Policy programmes and administration for welfare of SC/St |
| Week 13 | 21st oct,2019 | 26th oct,2019 | Contd… |
| Week 14 | 29th oct.2019 | 2nd Nov,2019 | Policy programmes and administration for welfare of women and children |
| Week 15 | 4th Nov,2019 | 9th Nov,2019 | Policy programmes and administration for welfare of aged |
| Week 16 | 11th Nov,2019 | 16th Nov,2019 | Policy programmes and administration for welfare of Drug ADDicts |
| Week 17 | 18th Nov,2019 | 23rd Nov,2019 | Revision |
| Week 18 | 25th Nov,2019 | 30th Nov,2019 | Revision |

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

**P.G Department of Public Administration**

**CLASS: B.A. III(hons) SUBJECT: Research Methods and statistics**

**Name of the teachers: Dr.AbhaLakhanpal**

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| **S.No** | **Date From** | **Date Upto** | **TOPICS TO BE COVERED** |
| Week 1 | 23rd July, 2019 | 27th July, 2019 | Meaning, Nature and Scope of Social Research. |
| Week 2 | 29th July, 2019 | 3rd Aug, 2019 | Concepts; Hypotheses: Meaning, Types and Significance. |
| Week 3 | 5th Aug, 2019 | 10th Aug, 2019 | Research Design - Meaning, Types and Components. |
| Week 4 | 13th Aug, 2019 | 17th Aug, 2019 | Methods of Social Research - Experimental |
| Week 5 | 19th Aug, 2019 | 24th Aug, 2019 | Methods of Social Research: Survey and Case Study. |
| Week 6 | 26th Aug, 2019 | 31st Aug, 2019 | Methods of Data Collection—Documents, Observation |
| Week 7 | 2nd Sept, 2019 | 7th Sept, 2019 | Methods of Data Collection :Interview and Questionnaire. |
| Week 8 | 9th Sept, 2019 | 14th Sept, 2019 | Data Processing-Editing, Coding and Tabulation, |
| Week 9 | 16th Sept, 2019 | 21st Sept, 2019 | The Use of Computer.  Report Writing |
| Week 10 | 23rd Sept, 2019 | 28th Sept, 2019 | **Youth festival (24-9-2019-27-9-19)** |
| Week 11 | 30th Sept, 2019 | 5th Oct, 2019 | Sampling Meaning, Types, Merits and Demerits. |
| **Mid Semester Exams** | | | |
| Week 12 | 16th oct,2019 | 19th oct,2019 | Frequency Distribution – Meaning and Steps. |
| Week 13 | 21st oct,2019 | 26th oct,2019 | Measures of Central Tendency – Mean, Median and Mode. |
| Week 14 | 29th oct.2019 | 2nd Nov,2019 | Measures of Dispersion –Standard Deviation |
| Week 15 | 4th Nov,2019 | 9th Nov,2019 | Correlation – Karl Pearson |
| Week 16 | 11th Nov,2019 | 16th Nov,2019 | Chi-Square |
| Week 17 | 18th Nov,2019 | 23rd Nov,2019 | Revision |
| Week 18 | 25th Nov,2019 | 30th Nov,2019 | Revision |

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

**P.G Department of Public Administration**

**CLASS: B.A III SUBJECT: local Government**

**Name of the teachers: Dr. AbhaLakhanpal and Dr. silenderkumar**

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| **S.No** | **Date From** | **Date Upto** |  |
| Week 1 | 23rd July, 2019 | 27th July, 2019 | Introduction |
| Week 2 | 29th July, 2019 | 3rd Aug, 2019 | The 74th Constitutional Amendment – Provisions and its Impact  Meaning and significance of local govvt |
| Week 3 | 5th Aug, 2019 | 10th Aug, 2019 | Contd… |
| Week 4 | 13th Aug, 2019 | 17th Aug, 2019 | Urban Local Bodies – Structure, Functions  Evolution of Local Government since 1882 |
| Week 5 | 19th Aug, 2019 | 24th Aug, 2019 | Contd.. |
| Week 6 | 26th Aug, 2019 | 31st Aug, 2019 | Urban Local Bodies – Sources of Finance  Role of Deputy Commissioner; |
| Week 7 | 2nd Sept, 2019 | 7th Sept, 2019 | Mayor – Position, Functions and Powers  Divisional Commissioner |
| Week 8 | 9th Sept, 2019 | 14th Sept, 2019 | Contd… |
| Week 9 | 16th Sept, 2019 | 21st Sept, 2019 | Municipal Commissioner – Position, Functions and Powers  Rural and Urban Development: Dimensions and Issues |
| Week 10 | 23rd Sept, 2019 | 28th Sept, 2019 | The 73rd Constitutional Amendment – Provisions and its Impact |
| Week 11 | 30th Sept, 2019 | 5th Oct, 2019 | revision |
| **Mid Semester Exams** | | | |
| Week 12 | 16th oct,2019 | 19th oct,2019 | State Control over Local Bodies  Gram Sabha – Composition Functions and Powers |
| Week 13 | 21st oct,2019 | 26th oct,2019 | State Finance Commission: Composition, Functions and Role Panchayati Raj Institutions in Punjab – Structure, Functions, Sources – Structure, Functions, Sources |
| Week 14 | 29th oct.2019 | 2nd Nov,2019 | State Finance Commission: Composition, Functions and Role Panchayati Raj Institutions in Punjab: Finances and Personnel |
| Week 15 | 4th Nov,2019 | 9th Nov,2019 | Provincialisation of Municipal Services |
| Week 16 | 11th Nov,2019 | 16th Nov,2019 | Rural- Urban Relationship – Challenges and Remedies |
| Week 17 | 18th Nov,2019 | 23rd Nov,2019 | Revision |
| Week 18 | 25th Nov,2019 | 30th Nov,2019 | Revision |

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

**P.G Department of Public Administration**

**CLASS: M.A.1 SUBJECT: Indian Administration**

**Name of the teachers: JaganNath**

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| **S.No** | **Date From** | **Date Upto** | **TOPICS TO BE COVERED** |
| Week 1 | 23rd July, 2019 | 27th July, 2019 | Introduction |
| Week 2 | 29th July, 2019 | 3rd Aug, 2019 | Philosophy and features of Indian Administration, President of India |
| Week 3 | 5th Aug, 2019 | 10th Aug, 2019 | Prime Minister and Council of Ministers |
| Week 4 | 13th Aug, 2019 | 17th Aug, 2019 | Union Legislature |
| Week 5 | 19th Aug, 2019 | 24th Aug, 2019 | LokSabha and RajyaSabha |
| Week 6 | 26th Aug, 2019 | 31st Aug, 2019 | Governor of the State |
| Week 7 | 2nd Sept, 2019 | 7th Sept, 2019 | State Council of Ministers and Chief Minister |
| Week 8 | 9th Sept, 2019 | 14th Sept, 2019 | State Legislature |
| Week 9 | 16th Sept, 2019 | 21st Sept, 2019 | Centre-State Administrative relations |
| Week 10 | 23rd Sept, 2019 | 28th Sept, 2019 | **Youth festival (24-9-2019-27-9-19)** |
| Week 11 | 30th Sept, 2019 | 5th Oct, 2019 | Centre- State Administrative relations |
| **Mid Semester Exams** | | | |
| Week 12 | 16th oct,2019 | 19th oct,2019 | Central Secretariat and Cabinet Secretariat |
| Week 13 | 21st oct,2019 | 26th oct,2019 | Prime Minister’s Office, Election Commission of India |
| Week 14 | 29th oct.2019 | 2nd Nov,2019 | Supreme Court of India, Judicial Review and Judicial Reforms |
| Week 15 | 4th Nov,2019 | 9th Nov,2019 | Relationship between Political and Permanent Executive |
| Week 16 | 11th Nov,2019 | 16th Nov,2019 | Generalists and Specialists in administration |
| Week 17 | 18th Nov,2019 | 23rd Nov,2019 | Indian Administration – problems and challenges |
| Week 18 | 25th Nov,2019 | 30th Nov,2019 | Revision of the syllabus |

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

**P.G Department of Public Administration**

**CLASS: M.A. 11 SUBJECT : People’s Empowerment and Rural Governance**

**Name of the teachers: JaganNath**

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| **S.No** | **Date From** | **Date Upto** | **TOPICS TO BE COVERED** |
| Week 1 | 23rd July, 2019 | 27th July, 2019 | Introduction |
| Week 2 | 29th July, 2019 | 3rd Aug, 2019 | People’s empowerment- concept and strategies |
| Week 3 | 5th Aug, 2019 | 10th Aug, 2019 | Evolution of Panchayati Raj in India |
| Week 4 | 13th Aug, 2019 | 17th Aug, 2019 | 73rd Constitutional Amendment Act |
| Week 5 | 19th Aug, 2019 | 24th Aug, 2019 | Working of Panchayati Raj in India,GramSabha |
| Week 6 | 26th Aug, 2019 | 31st Aug, 2019 | Gram Sabhacontinue,VillagePanchayat |
| Week 7 | 2nd Sept, 2019 | 7th Sept, 2019 | PanchayatSamiti |
| Week 8 | 9th Sept, 2019 | 14th Sept, 2019 | ZilaParishad- Composition and functions |
| Week 9 | 16th Sept, 2019 | 21st Sept, 2019 | ZilaParishad continue |
| Week 10 | 23rd Sept, 2019 | 28th Sept, 2019 | **Youth festival (24-9-2019-27-9-19)** |
| Week 11 | 30th Sept, 2019 | 5th Oct, 2019 | Revision before Mid -term Exam |
| **Mid Semester Exams** | | | |
| Week 12 | 16th oct,2019 | 19th oct,2019 | State Election Commission |
| Week 13 | 21st oct,2019 | 26th oct,2019 | Personnel Administration in Rural Governance |
| Week 14 | 29th oct.2019 | 2nd Nov,2019 | Panchayat Secretary, B.D.P.O. and D.D.P.O. |
| Week 15 | 4th Nov,2019 | 9th Nov,2019 | State Finance Commission |
| Week 16 | 11th Nov,2019 | 16th Nov,2019 | National Rural Livelihood Mission |
| Week 17 | 18th Nov,2019 | 23rd Nov,2019 | MG NREGA |
| Week 18 | 25th Nov,2019 | 30th Nov,2019 | Revision of the syllabus |

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

**P.G Department of Public Administration**

**CLASS: B.A – II SUBJECT: Police Personnel Administration**

**Name of the teachers: JaganNath**

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| **S.No** | **Date From** | **Date Upto** | **TOPICS TO BE COVERED** |
| Week 1 | 23rd July, 2019 | 27th July, 2019 | Introduction |
| Week 2 | 29th July, 2019 | 3rd Aug, 2019 | Meaning, Nature and Scope of Police Personnel Administration |
| Week 3 | 5th Aug, 2019 | 10th Aug, 2019 | Meaning, Nature and Scope of Police Personnel Administration  continue |
| Week 4 | 13th Aug, 2019 | 17th Aug, 2019 | Significance of Police Personnel Administration |
| Week 5 | 19th Aug, 2019 | 24th Aug, 2019 | Career System in Police Administration |
| Week 6 | 26th Aug, 2019 | 31st Aug, 2019 | Career System in Police Administration continue |
| Week 7 | 2nd Sept, 2019 | 7th Sept, 2019 | Job Analysis |
| Week 8 | 9th Sept, 2019 | 14th Sept, 2019 | Pay , Compensation and Fringe benefits |
| Week 9 | 16th Sept, 2019 | 21st Sept, 2019 | Pay , Compensation and Fringe benefits  continue |
| Week 10 | 23rd Sept, 2019 | 28th Sept, 2019 | **Youth festival (24-9-2019-27-9-19)** |
| Week 11 | 30th Sept, 2019 | 5th Oct, 2019 | Recruitment of Police Personnel |
| **Mid Semester Exams** | | | |
| Week 12 | 16th oct,2019 | 19th oct,2019 | Recruitment of Police Personnel in India |
| Week 13 | 21st oct,2019 | 26th oct,2019 | Training, Training of I.P.S. officers |
| Week 14 | 29th oct.2019 | 2nd Nov,2019 | Promotion, Promotion of Police Personnel |
| Week 15 | 4th Nov,2019 | 9th Nov,2019 | Performance Appraisal, Code of Conduct |
| Week 16 | 11th Nov,2019 | 16th Nov,2019 | Corruption, Disciplinary Action |
| Week 17 | 18th Nov,2019 | 23rd Nov,2019 | Doctrine of Pleasure |
| Week 18 | 25th Nov,2019 | 30th Nov,2019 | Revision of the syllabus |

**Subject; Public Administration Name of Teacher: Dr.Nemi Chand**

**Class: M.A 3rd Semester Paper: Disaster Management**

**Period: 6th Room No.320**

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| **S.NO** | **Dates** | **Topic to be covered** |
| **WEEK-1** | **23-07-2019 to27-07-2019** | **Disaster: Concept & Dimensions** |
| **WEEK-2** | **29-07-2019 to 03-08-2019** | **Natural Disasters: Earthquakes, Cyclones,** |
| **WEEK-3** | **05-08-2019 to10-08-2019** | **Volcanic Eruptions, Floods,** |
| **WEEK-4** | **13-08-2019 to 17-08-2019** | **Climate Change** |
| **WEEK-5** | **19-08-2019 to 24-08-2019** | **Man-made Disasters: Anthropogenic,** |
| **WEEK-6** | **26-08-2019 to 31-08-2019** | **Soil degradation, Desertification, Deforestation** |
| **WEEK-7** | **02-09-2019 to 07-09-2019** | **Disaster Management Act 2005** |
| **WEEK-8** | **09-09-2019 to14-09-2019** | **Organisational Framework for Disaster Administration in India at the Union,** |
| **WEEK-9** | **16-09-2019 to21-09-2019** | **State and Local levels (including Nodal Agency, National Disaster Management, Authority, State Authority)** |
| **WEEK-10** | **23-09-2019 to28-09-2019 (Youth Festival 24-09-2019 to 27-09-2019)** | **Role of Information and Communication Technology Systems in Disaster Management.** |
| **WEEK-11** | **30-09-2019 to 05-10-2019** | **Interstate and International Cooperation for Disaster Management** |
| **Mid Semester Exams** | | |
| **WEEK-12** | **16-10-2019 to 19-10-2019** | **Role of NGOs and Army in Disaster Management** |
| **WEEK-13** | **21-10-2019 to 26-10-2019** | **Presentation.** |
| **WEEK-14** | **29-10-2019 to 02-11-2019** | **Presentation.** |
| **WEEK-15** | **04-11-2019 to09-11-2019** | **Disaster Risk Reduction –Sustainable Development** |
| **WEEK-16** | **11-11-2019 to16-11-2019** | **Disaster Preparedness; Relief and Rehabilitation** |
| **WEEK-17** | **18-11-2019 to 23-11-2019** | **Disaster Management Training** |
| **WEEK-18** | **25-11-2019 to 30-11-2019** | **Revision and recap of syllabus** |

**Subject; Public Administration Name of Teacher: Dr.Nemi Chand**

**Class: M.A 1st Semester Paper: Citizen Centric Administration**

**Period: 6th Room No.318**

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| **S.NO** | **Dates** | **Topic to be covered** |
| **WEEK-1** | **23-07-2019 to27-07-2019** | Concept of Citizen Centric Administration: Concept, Evolution, Features and Significance,RTI 2005 |
| **WEEK-2** | **29-07-2019 to 03-08-2019** | Concept of Citizen Centric Administration: Concept, Evolution, Features and Significance**, RTI 205** |
| **WEEK-3** | **05-08-2019 to10-08-2019** | Rights and Obligations of Citizens, Lok Pal |
| **WEEK-4** | **13-08-2019 to 17-08-2019** | Rights and Obligations of Citizens ,Lok Pal |
| **WEEK-5** | **19-08-2019 to 24-08-2019** | Civic Culture Service providing and Developmental functions of the Government, Lok Ayukta  **,** |
| **WEEK-6** | **26-08-2019 to 31-08-2019** | Civic Culture Service providing and Developmental functions of the Government, Lok Ayukta |
| **WEEK-7** | **02-09-2019 to 07-09-2019** | Civic Culture Service providing and Developmental functions of the Government, Grievance-Meaning,Agencies for Redressal of Grievances at Centre and state levels in India. |
| **WEEK-8** | **09-09-2019 to14-09-2019** | Citizen Charter - Evolution, Features and Applications, Grievance-Meaning,Agencies for Redressal of Grievances at Centre and state levels in India. |
| **WEEK-9** | **16-09-2019 to21-09-2019** | Citizen Charter - Evolution, Features and Applications Grievance-Meaning,Agencies for Redressal of Grievances at Centre and state levels in India. |
| **WEEK-10** | **23-09-2019 to28-09-2019 (Youth Festival 24-09-2019 to 27-09-2019)** | Social Audit - Evolution, Features and Applications**.**  **Consumer Protection: Concept and Rational** |
| **WEEK-11** | **30-09-2019 to 05-10-2019** | Social Audit - Evolution, Features and Applications  **Consumer Protection: Concept and Rational** |
| **Mid Semester Exams** | | |
| **WEEK-12** | **16-10-2019 to 19-10-2019** | Citizens’ Participation in Administration: Concept, Significance and Limitations. **Consumer Protection: Concept and Rational** |
| **WEEK-13** | **21-10-2019 to 26-10-2019** | **Presentation.** |
| **WEEK-14** | **29-10-2019 to 02-11-2019** | **Presentation.** |
| **WEEK-15** | **04-11-2019 to09-11-2019** | Citizen Engagement initiatives of GoI (My-Gov) at national level, Consumer Protection Act,1986 |
| **WEEK-16** | **11-11-2019 to16-11-2019** | Select state government initiatives (Bhagidari, Delhi; Citizen Report Card, Bengaluru) , Consumer Protection Act,1986 |
| **WEEK-17** | **18-11-2019 to 23-11-2019** | Select state government initiatives (Bhagidari, Delhi; Citizen Report Card, Bengaluru) ,Punjab Transparency and Accountability in delivery of Public Service Act 2018 |
| **WEEK-18** | **25-11-2019 to 30-11-2019** | **Revision and recap of syllabus** |

**Subject; Public Administration Name of Teacher: Dr.Nemi Chand**

**Class: BA 3rd (Hon) Semester Paper: Administrative Thinker**

**Period: 2nd  Room No.322**

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| **S.NO** | **Dates** | **Topic to be covered** |
| **WEEK-1** | **23-07-2019 to27-07-2019** | Kautilya |
| **WEEK-2** | **29-07-2019 to 03-08-2019** |  |
| **WEEK-3** | **05-08-2019 to10-08-2019** | Kautilya |
| **WEEK-4** | **13-08-2019 to 17-08-2019** | Kautilya |
| **WEEK-5** | **19-08-2019 to 24-08-2019** | M.K Gandhi  **,** |
| **WEEK-6** | **26-08-2019 to 31-08-2019** | Woodrow Willsion |
| **WEEK-7** | **02-09-2019 to 07-09-2019** | F.W. Taylor |
| **WEEK-8** | **09-09-2019 to14-09-2019** | Henri Fayol |
| **WEEK-9** | **16-09-2019 to21-09-2019** | Luther Gulick and L.B.Urwick |
| **WEEK-10** | **23-09-2019 to28-09-2019 (Youth Festival 24-09-2019 to 27-09-2019)** | Max Weber |
| **WEEK-11** | **30-09-2019 to 05-10-2019** | Elton Mayo |
| **Mid Semester Exams** | | |
| **WEEK-12** | **16-10-2019 to 19-10-2019** | Citizens’ Participation in Administration: Concept, Significance and Limitations |
| **WEEK-13** | **21-10-2019 to 26-10-2019** | **M.P. Follet** |
| **WEEK-14** | **29-10-2019 to 02-11-2019** | **Presentation.** |
| **WEEK-15** | **04-11-2019 to09-11-2019** | Herbert A. Simon |
| **WEEK-16** | **11-11-2019 to16-11-2019** | Abraham Maslow |
| **WEEK-17** | **18-11-2019 to 23-11-2019** | Fred W.Riggs |
| **WEEK-18** | **25-11-2019 to 30-11-2019** | **Revision and recap of syllabus** |

**Subject; Public Administration Name of Teacher: Dr.Nemi Chand**

**Class: BA 1st Semester Paper: Administrative Theory**

**Period: 3rd Room No.321**

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| **S.No** | **Date From** | **Date Upto** | **TOPICS TO BE COVERED** |
| Week 1 | 23rd July, 2019 | 27th July, 2019 | Introduction |
| Week 2 | 29th July, 2019 | 3rd Aug, 2019 | Meaning, Nature, Scope and Significance of Public Administration |
| Week 3 | 5th Aug, 2019 | 10th Aug, 2019 | Public and Private Administration |
| Week 4 | 13th Aug, 2019 | 17th Aug, 2019 | Public Administration as an Art or Science |
| Week 5 | 19th Aug, 2019 | 24th Aug, 2019 | Relationship of Public Administration with other social sciences, |
| Week 6 | 26th Aug, 2019 | 31st Aug, 2019 | Evolution of Public Administration since 1887 |
| Week 7 | 2nd Sept, 2019 | 7th Sept, 2019 | Organisation – Meaning |
| Week 8 | 9th Sept, 2019 | 14th Sept, 2019 | Types of Organisation – Formal and Informal |
| Week 9 | 16th Sept, 2019 | 21st Sept, 2019 | Forms of Organisation – Dept., Corporation |
| Week 10 | 23rd Sept, 2019 | 28th Sept, 2019 | **Youth festival (24-9-2019-27-9-19)** |
| Week 11 | 30th Sept, 2019 | 5th Oct, 2019 | Government Company, Principles of Organisation – Hierarchy, |
| **Mid Semester Exams** | | | |
| Week 12 | 16th oct,2019 | 19th oct,2019 | Chief Executive, Line and Staff Agencies |
| Week 13 | 21st oct,2019 | 26th oct,2019 | Centralization and decentralization |
| Week 14 | 29th oct.2019 | 2nd Nov,2019 | Decision making , co-ordination |
| Week 15 | 4th Nov,2019 | 9th Nov,2019 | Communication : concept , process and Barriers |
| Week 16 | 11th Nov,2019 | 16th Nov,2019 | Leadership conept, styles and qualities of a Good Leader |
| Week 17 | 18th Nov,2019 | 23rd Nov,2019 | Revision of the syllabus |
| Week 18 | 25th Nov,2019 | 30th Nov,2019 | Revision of the syllabus |

**Subject; Public Administration Name of Teacher: Dr.Nemi Chand&Dr. Silinder**

**Class: BA 2nd Semester Paper: Personnel Administration**

**Period: 8th Room No.322**

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| **S.No** | **Date From** | **Date Upto** | **TOPICS TO BE COVERED** |
| Week 1 | 23rd July, 2019 | 27th July, 2019 | Introduction |
| Week 2 | 29th July, 2019 | 3rd Aug, 2019 | Training – Meaning, Personnel Administration: Meaning and Significance |
| Week 3 | 5th Aug, 2019 | 10th Aug, 2019 | Training – Meaning, Personnel Administration: Meaning and Significance |
| Week 4 | 13th Aug, 2019 | 17th Aug, 2019 | Training of Higher Civil Services in India, Bureaucracy: Meaning, Characteristics, Demerits and Remedies |
| Week 5 | 19th Aug, 2019 | 24th Aug, 2019 | Training of Higher Civil Services in India, Bureaucracy: Meaning, Characteristics, Demerits and Remedies |
| Week 6 | 26th Aug, 2019 | 31st Aug, 2019 | Training of Higher Civil Services in India, Civil Service: Meaning, Features and Role |
| Week 7 | 2nd Sept, 2019 | 7th Sept, 2019 | Conduct, Discipline and Ethics in Public Service. Civil Service: Meaning, Features and Role |
| Week 8 | 9th Sept, 2019 | 14th Sept, 2019 | Conduct, Discipline and Ethics in Public Service, Position and Rank Classification Systems: Significance and Features |
| Week 9 | 16th Sept, 2019 | 21st Sept, 2019 | Promotion: Meaning Significance and Principles, Position and Rank Classification Systems: Significance and Features |
| Week 10 | 23rd Sept, 2019 | 28th Sept, 2019 | Promotion: Meaning Significance and Principles, Recruitment: Meaning, Methods and Problems. |
| Week 11 | 30th Sept, 2019 | 5th Oct, 2019 | Morale, Causes of Low Morale and Measures for Improvement. Recruitment: Meaning, Methods and Problems. |
| **Mid Semester Exams** | | | |  |  | UPSC- Composition, functions & role  SPSC-Composition, function & role |
| Week 12 | 16th oct,2019 | 19th oct,2019 | Morale, Causes of Low Morale and Measures for Improvement. UPSC: Composition, Functions and Role. |
| Week 13 | 21st oct,2019 | 26th oct,2019 | Corruption in Administration Causes and Remedies. UPSC: Composition, Functions and Role. |
| Week 14 | 29th oct.2019 | 2nd Nov,2019 | Corruption in Administration Causes and Remedies. SPSC: Composition, Functions and Role. |
| Week 15 | 4th Nov,2019 | 9th Nov,2019 | Administrative Tribunals: Meaning, Types, Advantages and Disadvantages SPSC: Composition, Functions and Role. |
| Week 16 | 11th Nov,2019 | 16th Nov,2019 | Administrative Tribunals: Meaning, Types, Advantages and Disadvantages. SPSC: Composition, Functions and Role. |
| Week 17 | 18th Nov,2019 | 23rd Nov,2019 | Administrative Tribunals: Meaning, Types, Advantages and Disadvantages |
| Week 18 | 25th Nov,2019 | 30th Nov,2019 | Revision of the syllabus |

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

**P.G Department of Public Administration**

**CLASS: B.A – I SUBJECT: Administrative Theory**

**Name of the teachers: Dr. Dajinderkaur**

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| **S.No** | **Date From** | **Date Upto** | **TOPICS TO BE COVERED** |
| Week 1 | 23rd July, 2019 | 27th July, 2019 | Introduction |
| Week 2 | 29th July, 2019 | 3rd Aug, 2019 | Meaning, Nature, Scope and Significance of Public Administration |
| Week 3 | 5th Aug, 2019 | 10th Aug, 2019 | Public and Private Administration |
| Week 4 | 13th Aug, 2019 | 17th Aug, 2019 | Public Administration as an Art or Science |
| Week 5 | 19th Aug, 2019 | 24th Aug, 2019 | Relationship of Public Administration with other social sciences, |
| Week 6 | 26th Aug, 2019 | 31st Aug, 2019 | Evolution of Public Administration since 1887 |
| Week 7 | 2nd Sept, 2019 | 7th Sept, 2019 | Organisation – Meaning |
| Week 8 | 9th Sept, 2019 | 14th Sept, 2019 | Types of Organisation – Formal and Informal |
| Week 9 | 16th Sept, 2019 | 21st Sept, 2019 | Forms of Organisation – Dept., Corporation |
| Week 10 | 23rd Sept, 2019 | 28th Sept, 2019 | **Youth festival (24-9-2019-27-9-19)** |
| Week 11 | 30th Sept, 2019 | 5th Oct, 2019 | Government Company, Principles of Organisation – Hierarchy, |
| **Mid Semester Exams** | | | |
| Week 12 | 16th oct,2019 | 19th oct,2019 | Chief Executive, Line and Staff Agencies |
| Week 13 | 21st oct,2019 | 26th oct,2019 | Centralization and decentralization |
| Week 14 | 29th oct.2019 | 2nd Nov,2019 | Decision making , co-ordination |
| Week 15 | 4th Nov,2019 | 9th Nov,2019 | Communication : concept , process and Barriers |
| Week 16 | 11th Nov,2019 | 16th Nov,2019 | Leadership conept, styles and qualities of a Good Leader |
| Week 17 | 18th Nov,2019 | 23rdNov,2019 | Revision of the syllabus |
| Week 18 | 25th Nov,2019 | 30th Nov,2019 | Revision of the syllabus |

**CLASS: B.A – II SUBJECT: PERSONNEL ADMINISTRATION**

**Name of the teachers: Dr. Dajinderkaur**

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| **S.No** | **Date From** | **Date Upto** | **TOPICS TO BE COVERED** |
| Week 1 | 23rd July, 2019 | 27th July, 2019 | Introduction |
| Week 2 | 29th July, 2019 | 3rd Aug, 2019 | Personnel Administration: Meaning and Significance |
| Week 3 | 5th Aug, 2019 | 10th Aug, 2019 | Bureaucracy: Meaning, Characteristics, Demerits and Remedies. |
| Week 4 | 13th Aug, 2019 | 17th Aug, 2019 | Civil Service: Meaning, Features and Role. |
| Week 5 | 19th Aug, 2019 | 24th Aug, 2019 | Position and Rank Classification Systems: Significance and Features |
| Week 6 | 26th Aug, 2019 | 31st Aug, 2019 | Recruitment: Meaning, Methods and Problems. |
| Week 7 | 2nd Sept, 2019 | 7th Sept, 2019 | Recruitment System of Higher Civil Services in India. |
| Week 8 | 9th Sept, 2019 | 14th Sept, 2019 | UPSC: Composition, Functions and Role. |
| Week 9 | 16th Sept, 2019 | 21st Sept, 2019 | SPSC: Composition, Functions and Role. |
| Week 10 | 23rd Sept, 2019 | 28th Sept, 2019 | Training – Meaning, Types, Methods |
| Week 11 | 30th Sept, 2019 | 5th Oct, 2019 | Training of Higher Civil Services in India. |
| **Mid Semester Exams** | | | |  |  | UPSC- Composition, functions & role  SPSC-Composition, function & role |
| Week 12 | 16th oct,2019 | 19th oct,2019 | Conduct, Discipline and Ethics in Public Services. |
| Week 13 | 21st oct,2019 | 26th oct,2019 | Promotion: Meaning, Significance and Principles |
| Week 14 | 29th oct.2019 | 2nd Nov,2019 | Morale, Causes of Low Morale and Measures for Improvement. |
| Week 15 | 4th Nov,2019 | 9th Nov,2019 | Corruption in Administration - Causes and Remedies. |
| Week 16 | 11th Nov,2019 | 16th Nov,2019 | Administrative Tribunals: Meaning, Types, Advantages and Disadvantages. |
| Week 17 | 18th Nov,2019 | 23rd Nov,2019 | Revision of the syllabus |
| Week 18 | 25th Nov,2019 | 30th Nov,2019 | Revision of the syllabus |

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

**P.G Department of Public Administration**

**CLASS: B.A – III SUBJECT: Local Government**

**Name of the teachers: Dr. Dajinderkaur**

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| **S.No** | **Date From** | **Date Upto** | **TOPICS TO BE COVERED** |
| Week 1 | 23rd July, 2019 | 27th July, 2019 | Meaning and Significance of Local Government |
| Week 2 | 29th July, 2019 | 3rd Aug, 2019 | Evolution of Local Government since 1882 |
| Week 3 | 5th Aug, 2019 | 10th Aug, 2019 | Role of Deputy Commissioner; |
| Week 4 | 13th Aug, 2019 | 17th Aug, 2019 | Divisional Commissioner |
| Week 5 | 19th Aug, 2019 | 24th Aug, 2019 | Rural and Urban Development: Dimensions and Issues |
| Week 6 | 26th Aug, 2019 | 31st Aug, 2019 | The 73rd Constitutional Amendment – Provisions and its Impact |
| Week 7 | 2nd Sept, 2019 | 7th Sept, 2019 | Gram Sabha – Composition Functions and Powers |
| Week 8 | 9th Sept, 2019 | 14th Sept, 2019 | Panchayati Raj Institutions in Punjab – Structure, Functions, Sources of Finances and Personnel |
| Week 9 | 16th Sept, 2019 | 21st Sept, 2019 | The 74th Constitutional Amendment – Provisions and its Impact |
| Week 10 | 23rd Sept, 2019 | 28th Sept, 2019 | Youth festival (24-9-2019-27-9-19) |
| Week 11 | 30th Sept, 2019 | 5th Oct, 2019 | Urban Local Bodies – Structure, Functions and Sources of Finance |
| Mid Semester Exams | | | |
| Week 12 | 16th oct,2019 | 19th oct,2019 | Mayor – Position, Functions and Powers |
| Week 13 | 21st oct,2019 | 26th oct,2019 | Municipal Commissioner – Position, Functions and Powers |
| Week 14 | 29th oct.2019 | 2nd Nov,2019 | State Control over Local Bodies State Finance Commission: Composition, Functions and Role |
| Week 15 | 4th Nov,2019 | 9th Nov,2019 | Rural- Urban Relationship – Challenges and Remedies |
| Week 16 | 11th Nov,2019 | 16th Nov,2019 | Provincialisation of Municipal Services |
| Week 17 | 18th Nov,2019 | 23rd Nov,2019 | Revision of the syllabus |
| Week 18 | 25th Nov,2019 | 30th Nov,2019 | Revision of the syllabus |

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

**P.G Department of Public Administration**

**CLASS: M.A – II SUBJECT: PUBLIC HEALTH POLICY AND ADMINISTRATION**

**Name of the teachers: Dr. Dajinderkaur**

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| **S.No** | **Date From** | **Date Upto** | **TOPICS TO BE COVERED** |
| Week 1 | 23rd July, 2019 | 27th July, 2019 | Public Health Administration - Nature, Significance and Scope |
| Week 2 | 29th July, 2019 | 3rd Aug, 2019 | Challenges of Public Health Administration |
| Week 3 | 5th Aug, 2019 | 10th Aug, 2019 | Implementation and Evaluation of Healthcare Policies and Programmes |
| Week 4 | 13th Aug, 2019 | 17th Aug, 2019 | Union Ministry of Health and Family Welfare: Organization, Functions and Role |
| Week 5 | 19th Aug, 2019 | 24th Aug, 2019 | Health Administration at the State Level: Organization, Functions and Role of Department of Health |
| Week 6 | 26th Aug, 2019 | 31st Aug, 2019 | Administration of Primary Healthcare at the Local Level |
| Week 7 | 2nd Sept, 2019 | 7th Sept, 2019 | Healthcare Programmes in India - Family Welfare Programme; |
| Week 8 | 9th Sept, 2019 | 14th Sept, 2019 | Reproductive Child Healthcare; |
| Week 9 | 16th Sept, 2019 | 21st Sept, 2019 | Immunization Programme; |
| Week 10 | 23rd Sept, 2019 | 28th Sept, 2019 | Youth festival (24-9-2019-27-9-19) |
| Week 11 | 30th Sept, 2019 | 5th Oct, 2019 | REVISION |
| Mid Semester Exams | | | |
| Week 12 | 16th oct,2019 | 19th oct,2019 | National Health Mission (NHM) |
| Week 13 | 21st oct,2019 | 26th oct,2019 | Hospital Management: Organization, Function and Role |
| Week 14 | 29th oct.2019 | 2nd Nov,2019 | National Institute of Health and Family Welfare: Structure, Functions and Role |
| Week 15 | 4th Nov,2019 | 9th Nov,2019 | Medical Council of India: Structure, Functions and Role |
| Week 16 | 11th Nov,2019 | 16th Nov,2019 | WHO: Structure, Functions and Role in Asia |
| Week 17 | 18th Nov,2019 | 23rd Nov,2019 | Revision of the syllabus |
| Week 18 | 25th Nov,2019 | 30th Nov,2019 | Revision of the syllabus |

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

**P.G Department of Public Administration**

**CLASS: B.A – I SUBJECT: Administrative Theory**

**Name of the teachers: Mr. Mohit Verma**

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| **S.No** | **Date From** | **Date Upto** | **TOPICS TO BE COVERED** |
| Week 1 | 23rd July, 2019 | 27th July, 2019 | Introduction |
| Week 2 | 29th July, 2019 | 3rd Aug, 2019 | Meaning, Nature, Scope and Significance of Public Administration |
| Week 3 | 5th Aug, 2019 | 10th Aug, 2019 | Public and Private Administration |
| Week 4 | 13th Aug, 2019 | 17th Aug, 2019 | Public Administration as an Art or Science |
| Week 5 | 19th Aug, 2019 | 24th Aug, 2019 | Relationship of Public Administration with other social sciences, |
| Week 6 | 26th Aug, 2019 | 31st Aug, 2019 | Evolution of Public Administration since 1887 |
| Week 7 | 2nd Sept, 2019 | 7th Sept, 2019 | Organisation – Meaning |
| Week 8 | 9th Sept, 2019 | 14th Sept, 2019 | Types of Organisation – Formal and Informal |
| Week 9 | 16th Sept, 2019 | 21st Sept, 2019 | Forms of Organisation – Dept., Corporation |
| Week 10 | 23rd Sept, 2019 | 28th Sept, 2019 | **Youth festival (24-9-2019-27-9-19)** |
| Week 11 | 30th Sept, 2019 | 5th Oct, 2019 | Government Company, Principles of Organisation – Hierarchy, |
| **Mid Semester Exams** | | | |
| Week 12 | 16th oct,2019 | 19th oct,2019 | Chief Executive, Line and Staff Agencies |
| Week 13 | 21st oct,2019 | 26th oct,2019 | Centralization and decentralization |
| Week 14 | 29th oct.2019 | 2nd Nov,2019 | Decision making , co-ordination |
| Week 15 | 4th Nov,2019 | 9th Nov,2019 | Communication : concept , process and Barriers |
| Week 16 | 11th Nov,2019 | 16th Nov,2019 | Leadership conept, styles and qualities of a Good Leader |
| Week 17 | 18th Nov,2019 | 23rdNov,2019 | Revision of the syllabus |
| Week 18 | 25th Nov,2019 | 30th Nov,2019 | Revision of the syllabus |

**CLASS: B.A – II SUBJECT: PERSONNEL ADMINISTRATION**

**Name of the teachers: Mr. Mohit Verma**

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| **S.No** | **Date From** | **Date Upto** | **TOPICS TO BE COVERED** |
| Week 1 | 23rd July, 2019 | 27th July, 2019 | Introduction |
| Week 2 | 29th July, 2019 | 3rd Aug, 2019 | Personnel Administration: Meaning and Significance |
| Week 3 | 5th Aug, 2019 | 10th Aug, 2019 | Bureaucracy: Meaning, Characteristics, Demerits and Remedies. |
| Week 4 | 13th Aug, 2019 | 17th Aug, 2019 | Civil Service: Meaning, Features and Role. |
| Week 5 | 19th Aug, 2019 | 24th Aug, 2019 | Position and Rank Classification Systems: Significance and Features |
| Week 6 | 26th Aug, 2019 | 31st Aug, 2019 | Recruitment: Meaning, Methods and Problems. |
| Week 7 | 2nd Sept, 2019 | 7th Sept, 2019 | Recruitment System of Higher Civil Services in India. |
| Week 8 | 9th Sept, 2019 | 14th Sept, 2019 | UPSC: Composition, Functions and Role. |
| Week 9 | 16th Sept, 2019 | 21st Sept, 2019 | SPSC: Composition, Functions and Role. |
| Week 10 | 23rd Sept, 2019 | 28th Sept, 2019 | **Youth festival (24-9-2019-27-9-19)** |
| Week 11 | 30th Sept, 2019 | 5th Oct, 2019 | Training of Higher Civil Services in India. |
| **Mid Semester Exams** | | | |  |  | UPSC- Composition, functions & role  SPSC-Composition, function & role |
| Week 12 | 16th oct,2019 | 19th oct,2019 | Conduct, Discipline and Ethics in Public Services. |
| Week 13 | 21st oct,2019 | 26th oct,2019 | Promotion: Meaning, Significance and Principles |
| Week 14 | 29th oct.2019 | 2nd Nov,2019 | Morale, Causes of Low Morale and Measures for Improvement. |
| Week 15 | 4th Nov,2019 | 9th Nov,2019 | Corruption in Administration - Causes and Remedies. |
| Week 16 | 11th Nov,2019 | 16th Nov,2019 | Administrative Tribunals: Meaning, Types, Advantages and Disadvantages. |
| Week 17 | 18th Nov,2019 | 23rd Nov,2019 | Revision of the syllabus |
| Week 18 | 25th Nov,2019 | 30th Nov,2019 | Revision of the syllabus |

**CLASS: B.A – II SUBJECT: PERSONNEL ADMINISTRATION**

**Name of the teachers: Mr. Mohit Verma**

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| **S.No** | **Date From** | **Date Upto** | **TOPICS TO BE COVERED** |
| Week 1 | 23rd July, 2019 | 27th July, 2019 |  |
| Week 2 | 29th July, 2019 | 3rd Aug, 2019 |  |
| Week 3 | 5th Aug, 2019 | 10th Aug, 2019 |  |
| Week 4 | 13th Aug, 2019 | 17th Aug, 2019 |  |
| Week 5 | 19th Aug, 2019 | 24th Aug, 2019 |  |
| Week 6 | 26th Aug, 2019 | 31st Aug, 2019 |  |
| Week 7 | 2nd Sept, 2019 | 7th Sept, 2019 |  |
| Week 8 | 9th Sept, 2019 | 14th Sept, 2019 |  |
| Week 9 | 16th Sept, 2019 | 21st Sept, 2019 |  |
| Week 10 | 23rd Sept, 2019 | 28th Sept, 2019 | **Youth festival (24-9-2019-27-9-19)** |
| Week 11 | 30th Sept, 2019 | 5th Oct, 2019 |  |
| **Mid Semester Exams** | | | |  |  | UPSC- Composition, functions & role  SPSC-Composition, function & role |
| Week 12 | 16th oct,2019 | 19th oct,2019 |  |
| Week 13 | 21st oct,2019 | 26th oct,2019 |  |
| Week 14 | 29th oct.2019 | 2nd Nov,2019 |  |
| Week 15 | 4th Nov,2019 | 9th Nov,2019 |  |
| Week 16 | 11th Nov,2019 | 16th Nov,2019 |  |
| Week 17 | 18th Nov,2019 | 23rd Nov,2019 | Revision of the syllabus |
| Week 18 | 25th Nov,2019 | 30th Nov,2019 | Revision of the syllabus |

**CLASS: M.A. 1st SUBJECT: Economic Administration**

**Name of the teachers: Mr. Mohit Verma**

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| **S.No** | **Date From** | **Date Upto** | **TOPICS TO BE COVERED** |
| Week 1 | 23rd July, 2019 | 27th July, 2019 | Introduction |
| Week 2 | 29th July, 2019 | 3rd Aug, 2019 | Relevance of Economics to Public Administration |
| Week 3 | 5th Aug, 2019 | 10th Aug, 2019 | Concepts: Market Mechanism, Perfect Competition, Monopoly, Monopolistic Competition |
| Week 4 | 13th Aug, 2019 | 17th Aug, 2019 | Concepts: Market Mechanism, Perfect Competition, Monopoly, Monopolistic Competition |
| Week 5 | 19th Aug, 2019 | 24th Aug, 2019 | Concept and Features: Free Market Economy; Centrally Planned Economy; Mixed Economy |
| Week 6 | 26th Aug, 2019 | 31st Aug, 2019 | Concept and Features: Free Market Economy; Centrally Planned Economy; Mixed Economy |
| Week 7 | 2nd Sept, 2019 | 7th Sept, 2019 | Sustainable Socio-economic Development; |
| Week 8 | 9th Sept, 2019 | 14th Sept, 2019 | SDGs and the Indian economy  Structure and Growth of the Indian Economy |
| Week 9 | 16th Sept, 2019 | 21st Sept, 2019 | Indian Economic Reforms: Concept, Rationale and Evaluation |
| Week 10 | 23rd Sept, 2019 | 28th Sept, 2019 | **Youth festival (24-9-2019-27-9-19)** |
| Week 11 | 30th Sept, 2019 | 5th Oct, 2019 | Economic Administration: Nature and Scope |
| **Mid Semester Exams** | | | |  |  | UPSC- Composition, functions & role  SPSC-Composition, function & role |
| Week 12 | 16th oct,2019 | 19th oct,2019 | Market Failure: The Rationale for Government Intervention; State versus Market Debate |
| Week 13 | 21st oct,2019 | 26th oct,2019 | Monetary Policy: Objectives, Instruments and Administration |
| Week 14 | 29th oct.2019 | 2nd Nov,2019 | Fiscal Policy: Objectives, Instruments and Administration |
| Week 15 | 4th Nov,2019 | 9th Nov,2019 | Economic Legislation: Rationale, Philosophy and Overview |
| Week 16 | 11th Nov,2019 | 16th Nov,2019 | Industrial (Development and Regulation) Act, 1951 |
| Week 17 | 18th Nov,2019 | 23rd Nov,2019 | Foreign Exchange Management Act, 1999 |
| Week 18 | 25th Nov,2019 | 30th Nov,2019 | Competition Act, 2002 |