

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

**CLASS: M.A I<sup>st</sup> Semester    SUBJECT: Public Financial Administration.**

**PAPER: III Teacher: Dr. Abha Sudarshan**

<b>S.NO</b>	<b>Date from</b>	<b>Date up to</b>	<b>Topics to be covered</b>
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Meaning and Significance of Public Financial Administration;
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Budget: Concept, and Principles,
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Budget as a Tool of Financial Administration,
Week 4	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	Public Policy and Management
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Concept and Types of Budgets- Traditional Budgeting, performance Budgeting
Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Zero-Base Budgeting
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Budget Preparation, Budget authorization
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Budget Execution with special reference to India
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	. SNAP TESTS-Paper I,II,II,IV,V,
Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Union Ministry of Finance with special reference to its role in monetary and Fiscal Policy Areas.
Week 11	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Union State Financial Relations
12 Week	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Finance Commission
13 Week	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Planning Commission

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

**CLASS: M.A III Semester    SUBJECT. Development Administration    PAPER: I**  
**Teacher: Dr. Abha Sudarshan**

S.NO	Date from	Date up to	Topics to be covered
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Concept and Significance of development
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Sustainable Development: Features of Developed and Developing Countries
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Features of Developed and Developing Countries...contd,
Week 4	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	Development Administration: Meaning, Scope and Significance
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Planning Machinery at the centre , state and local
Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Administrative Capability
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Role of UN system in Development
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Public Enterprises : Concept and Rationale
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Snap Test
Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Forms of Organization
Week 11	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Industrial Policy 1956, 1991
12 Week	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Revision and Presentations

13 Week	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Revision and Presentations
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**PG. GOVT COLLEGE FOR GIRLS, SECTOR -42, CHANDIGARH**

**CLASS: B.A. III Honors Semester    SUBJECT. Research Methodology and Statistics**  
**PAPER:**

**Teacher: Dr. Abha Sudarshan**

S.NO	Date from	Date up to	Topics to be covered
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Meaning nature and scope of Social Research
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Concept - Meaning , Type, Significance
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Hypotheses- Meaning , Type, Significance
Week 4	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	Research Design : Meaning and types
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Methods of Social Research – Experimental
Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Methods of Social Research- Survey and case research
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Sampling : meaning , types ,
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Sampling : merits and demerits
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Revision
Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Frequency Distribution : Meaning and steps

Week 11	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Mean
12 Week	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Mode
13 Week	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Median

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

**CLASS: B.A. III (Annual): Local Government and Development Administration.**

**Teacher: Dr. Abha Sudershan (one lecture (Saturday) a week)**

S.NO	Date from	Date up to	Topics to be covered
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Panchayati raj Institutions in Punjab
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Panchayati raj Institutions in Punjab: Structure
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Panchayati raj Institutions in Punjab: Functions
Week 4	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	Contd..
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Panchayati raj Institutions in Punjab: personnel
Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Contd..
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Panchayati raj Institutions in Punjab: Resource of Finances
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Contd
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Planning Machinery: Planning Commission
Week	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	State Planning Commission

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Week 11	21 <sup>st</sup> Sept 2015	26 <sup>th</sup> Sept 2015	National Development Council
12 Week	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Contd...
13 Week	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Revision

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

**CLASS: B.A III (Hons). SUBJECT. Public Enterprise Management Teacher  
Mr. Jagannath**

S.NO	Date from	Date up to	Topics to be covered
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Meaning and evolution of public enterprises
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Public enterprises: Rationale and role
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Administrative and managerial problems of Public enterprises
Week 4	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	Organizational patterns: Departmental undertakings
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Public corporations

Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Government companies
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Board of directors : rationale , constitutions , types and role
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Legislative control over Public enterprises
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Government control over Public enterprises
Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Performance of Public enterprises
Week 11	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Public enterprises reforms since 1991
12 Week	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Memorandum of understanding
13 Week	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Privatization

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

**CLASS: B.A III (Annual) SUBJECT : Local Government and Development Administration.**

**Teacher Mr. Jagannath (2 Days a week)**

<b>S.NO</b>	<b>Date from</b>	<b>Date up to</b>	<b>Topics to be covered</b>
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	The 73 <sup>th</sup> Constitutional Amendment – Provisions
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	The 73 <sup>th</sup> Constitutional Amendment – its impact.
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Contd..

Week 4	3 <sup>rd</sup> Aug 2015	8 <sup>th</sup> Aug 2015	Gram Sabha: Composition
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Gram Sabha: Functions
Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Gram Sabha: Powers
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Revision
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	India as a welfare state
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Planning: Meaning
Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Planning: Meaning, Objectives
Week 11	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Planning: Significance
12 Week	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	(contd.)
13 Week	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Revision

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

**CLASS: M.A I(I<sup>st</sup> Semester ) SUBJECT. Personnel Administration Teacher:  
Mr. Jagannath**

S.NO	Date from	Date up to	Topics to be covered
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Constitutional provisions with regard to civil services in India
Week 2	20 <sup>th</sup> July	25 <sup>th</sup> July	Contd

	2015	2015	
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug 2015	Pay commissions in india
Week 4	3 <sup>rd</sup> Aug 2015	8 <sup>th</sup> Aug 2015	Contd
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Union public service commission : role
Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Union public service commission : functions
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Snap tests
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Administrative ethics
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Code of conduct
Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Disciplinary Action
Week 11	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Employer Employee relation
12 Week	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Staff associations and Unions
13 Week	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Joint consultative and negotiation Machinery

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

**CLASS: M.A II (IIIrd Semester )    SUBJECT. People's Empowerment Teacher:  
Mr. Jagannath**



S.NO	Date from	Date up to	Topics to be covered
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	People's empowerment : concept , rationale and strategies
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Evolution of Panchayati raj in India
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	73 <sup>rd</sup> Constitutional amendment
Week 4	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	Working of Panchayati raj in India: issues problems and remedies
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Gram Sabha : Composition, functions and role, Gram panchayat: Composition, functions and role
Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Panchayat Samiti and Zila Parishad: Composition, functions and role
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	State election Commission
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Personnel administration in Rural governance
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	State Finance Commission
Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Swarnjyanti Gram swarozgar Yojna
Week 11	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Mamahatma Gandhi national Rural Employment Guarentee Programme
12 Week	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Role of Cooperatives in Rural Development
13 Week	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Rural Problems and Challenges

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

**CLASS: M.A II (IIIrd Semester) SUBJECT. 1 Public health policy and administration**  
**Admini Teacher: Mr. Jagannath**

S.NO	Date from	Date up to	Topics to be covered
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Public health administration: Nature
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Public health administration: Significance and scope
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Challenges of public health administration:
Week 4	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	Implementation of health care policies and programmes
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Evaluation of health care policies
Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	health care policies and programmes
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Snap Test
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Union ministry of health
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	family welfare
Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Health administration for state level
Week 11	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Health administration for state level (Contd)
12	28 <sup>th</sup> Sept	3 <sup>rd</sup> Oct 2015	Administration of primary healthcare at the

Week	2015		local level
13 Week	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Administration of primary healthcare at the local level (Contd.)

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

**CLASS: B.A III (Annual) SUBJECT: Paper-B: Development Administration**

**Teacher: Mr. Silender Kumar (Mon, Tue, Wed) (3 DAYS A Week)**

<b>S.NO</b>	<b>Date from</b>	<b>Date up to</b>	<b>Topics to be covered</b>
<b>Week 1</b>	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Development: Meaning
<b>Week 2</b>	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Development:, Features and Aspects.
<b>Week 3</b>	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Development Administration : Meaning, Nature,
<b>Week 4</b>	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	Development Administration, Scope and Significance.
<b>Week 5</b>	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Features of developed and developing countries.
<b>Week 6</b>	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Features of developed and developing countries (Contd)
<b>Week 7</b>	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	India as a Welfare State
<b>Week 8</b>	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Planning: Meaning, Objectives and Significance.
<b>Week 9</b>	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Planning Machinery
<b>Week 10</b>	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	National Development Council (NDC),
<b>Week 11</b>	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Planning Commission (PC),
<b>Week 12</b>	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	State Planning Boards (SPB),

<b>Week 13</b>	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	District Planning Committees (DPC).
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**PG. GOVT COLLEGE FOR GIRLS, SECTOR -42, CHANDIGARH**

**CLASS: B.A II (Hons-Sem-3) (SUBJECT: Paper-1: Administrative Thought**

**Teacher: Mr. Silender Kumar (Thu, Fri, Sat) 3 DAYS A Week)**

<b>S.NO</b>	<b>Date from</b>	<b>Date up to</b>	<b>Topics to be covered</b>
<b>Week 1</b>	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Kautilya
<b>Week 2</b>	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	F.W. Taylor
<b>Week 3</b>	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Henri Fayol
<b>Week 4</b>	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	Luther Gulick
<b>Week 5</b>	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	L. B. Urwick
<b>Week 6</b>	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	L. B. Urwick (Contd)
<b>Week 7</b>	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Snap Test
<b>Week 8</b>	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Max Webar
<b>Week 9</b>	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Elton Mayo
<b>Week 10</b>	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Elton Mayo (Contd)
<b>Week</b>	21 <sup>rd</sup> Sept	26 <sup>th</sup> Sept	Revision

<b>11</b>	2015	2015	
<b>Week 12</b>	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Revision
<b>Week 13</b>	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Revision

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

**CLASS: M.A I (Sem-1 ) SUBJECT: Paper-11: Organisational Behaviour**

**Mr. Silender Kumar ( 6 DAYS A Week)**

<b>S.NO</b>	<b>Date from</b>	<b>Date up to</b>	<b>Topics to be covered</b>
<b>Week 1</b>	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Organization Behaviour: Concept
<b>Week 2</b>	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Organization Behaviour: Rationale
<b>Week 3</b>	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Organisational Goals: Concept
<b>Week 4</b>	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	Organisational Goals: Types.
<b>Week 5</b>	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Management by Objectives: Concept; Rationale; Steps.
<b>Week 6</b>	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Team building: Concept; Types of Teams
<b>Week 7</b>	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Decision Making: Concept; Types and Process.
<b>Week 8</b>	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Leadership: Concept; Theories -
<b>Week 9</b>	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Trait; Situational; Behavioural.

<b>Week 10</b>	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Motivation: Concept; Theories – Needs Hierarchy;
<b>Week 11</b>	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Motivation –Hygiene;
<b>Week 12</b>	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Theory X-Theory Y.
<b>Week 13</b>	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Theories, Trait and Situational; and Qualities.

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

**CLASS: M.A I (Sem-1) SUBJECT: Paper-1V: Public Personnel Administration**  
**Mr. Silender Kumar (Thu, Fri, Sat) (3 DAYS A Week)**

<b>S.NO</b>	<b>Date from</b>	<b>Date up to</b>	<b>Topics to be covered</b>
<b>Week 1</b>	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Meaning of Public Personnel Administration
<b>Week 2</b>	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Significance of Public Personnel Administration
<b>Week 3</b>	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Role of Public Services
<b>Week 4</b>	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	Career Systems – Concept
<b>Week 5</b>	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Career Systems – Types
<b>Week 6</b>	17 <sup>th</sup> Aug	22 <sup>st</sup> Aug	Position Classification – Concept and Bases

	2015	2015	
<b>Week 7</b>	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Concepts and Significance: Human Resource Development,
<b>Week 8</b>	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Human Resource Planning
<b>Week 9</b>	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Recruitment
<b>Week 10</b>	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Training
<b>Week 11</b>	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Promotion
<b>Week 12</b>	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Performance Appraisal
<b>Week 13</b>	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Revision

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

**CLASS: M.A II (Sem-3) SUBJECT: Paper VI: Public Health Policy and Administration**

**Mr. Silender Kumar (Mon, Tue, Wed) 3 DAYS A Week)**

<b>S.NO</b>	<b>Date from</b>	<b>Date up to</b>	<b>Topics to be covered</b>
<b>Week 1</b>	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Healthcare Programmes in India -
<b>Week 2</b>	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Family Welfare Programme;
<b>Week 3</b>	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Reproductive Child Healthcare;



<b>Week 4</b>	3 <sup>rd</sup> Aug 2015	8 <sup>th</sup> Aug 2015	Immunization Programme;
<b>Week 5</b>	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	National Rural Health Mission (NRHM)
<b>Week 6</b>	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Hospital Management: Organization, Function and Role
<b>Week 7</b>	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	National Institute of Health
<b>Week 8</b>	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Family Welfare: Structure,
<b>Week 9</b>	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Functions and Role Medical Council of India
<b>Week 10</b>	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Functions and Role Medical Council of India: Structure
<b>Week 11</b>	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Functions and Role
<b>Week 12</b>	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	WHO: Structure, Family Welfare: Structure,
<b>Week 13</b>	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Revision

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

**CLASS: M.A Ist Semester    SUBJECT - Public Administration**

**PAPER: I Administrative Theory**

**Teacher: Dr. Nemi Chand**

<b>S.NO</b>	<b>Date from</b>	<b>Date up to</b>	<b>Topics to be covered</b>
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Nature, Scope and Role of Public Administration in Developed and Developing Countries.
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Evolution and Development of Public Administration
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Evolution and Development of Public Administration
Week 4	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	New Public Administration
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	New Public Management;
Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Public Choice and Principle Agent Theories Presentations
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Theories of Organisation: Classical Theories Presentations
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Bu Presentations reaucratic, Human Relations Theories
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	SNAP TESTS-Paper I,II,II,IV,V,
Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Behavioural and Systems Presentations
Week 11	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Principles of Organisation: Hierarchy, Span of Control, Presentations
12 Week	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Unity of Command , Communication, Presentations
13	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Centralisation and Decentralisation

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

**CLASS: M.A III Semester    SUBJECT. Public Administration**

**Paper-IV Disaster Management**

**Teacher: Dr. Nemi Chand**

S.NO	Date from	Date up to	Topics to be covered
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Disaster: Concept & Dimensions.
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Natural Disasters: Earthquakes, Volcanic Eruptions,
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Floods, Cyclones,
Week 4	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	Climate Change
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Man-made Disasters: Anthropogenic
Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Soil degradation, Desertification, Deforestation
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Disaster Management Act 2005 Presentations
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Disaster Management Act 2005 Presentations
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Snap Test
Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Organisational Framework for Disaster Administration in India at the Union, State Level Levels
Week 11	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Organisational Framework for Disaster Administration in India at Local levels Presentations
12 Week	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Organisational Framework for Disaster Administration in India of Nodal Agency, National Disaster Management, Authority,

			State Authority Presentations
13 Week	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Revision and Presentations

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

**CLASS: B.A. II honors Semester    SUBJECT. Public Administration**

**PAPER: I Administrative Thought      Teacher: Dr. Nemi Chand**

<b>S.NO</b>	<b>Date from</b>	<b>Date up to</b>	<b>Topics to be covered</b>
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Kautilya,
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Kautilya,
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Kautilya,
Week 4	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	M.K.Gandhi
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	M.K.Gandhi
Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Woodrow Wilson
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Woodrow Wilson ,
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Herbert A. Simon,
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Herbert A. Simon,

Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Herbert A. Simon,
Week 11	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Abraham Maslow
12 Week	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Abraham Maslow
13 Week	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Revision and presentation

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

**CLASS: B.A. III PAPER: Local Government Teacher: Dr. Nemi Chand**

S.NO	Date from	Date up to	Topics to be covered
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Meaning and Significance of Local Government.
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Evolution of Local Government since 1882
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Evolution of Local Government since 1882
Week 4	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	Role of Deputy Commissioner
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Role of Divisional Commissioner
Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	The 73rd Constitutional Amendment - Provisions and its impact.

Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	The 73rd Constitutional Amendment – Provisions and its impact.
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Gram Sabha – Composition, Functions and Powers
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Panchayati Raj Institutions in Punjab – Structure
Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Functions,
Week 11	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Sources of Finances
12 Week	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Personnel
13 Week	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	revision

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

**CLASS: M.A I (I Semester ) SUBJECT. Indian Economic and Social System**

**Teacher: Mr. Mohit Verma**

<b>S.NO</b>	<b>Date from</b>	<b>Date up to</b>	<b>Topics to be covered</b>
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Relevance of Economics to Public Administration my Concepts: Market Mechanism
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Perfect Competition, Monopoly
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Concepts: Monopoly, Monopolistic Competition,
Week 4	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	National Income
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Concept and Features: Free Market Economy; Centrally Planned Economy.
Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Concept and Features: Centrally Planned Economy; Mixed Economy
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Snap tests
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Relevance of Sociology to Public Administration Concept and Elements of Social Structure: Groups; Status and Role;
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Norms and Values. Social Stratification: Caste, Class - Difference and Convergence.
Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Social Institutions: Marriage and Family
Week 11	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Features of the Indian Economy Growth and Structure of the Indian Economy
12 Week	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Indian Economic Reforms: Concept, Rationale and Evaluation

13 Week	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Revision
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**PG. GOVT COLLEGE FOR GIRLS, SECTOR -42, CHANDIGARH**

**CLASS: B.A II (IIIrd Semester ) SUBJECT. Personnel Administration Teacher:  
Mr. Mohit Verma ( 3 DAYS A Week)**

S.NO	Date from	Date up to	Topics to be covered
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Personnel Administration - Meaning and Significance.
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Civil Service: Meaning, Features,
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Civil Service: Meaning, Features (contd.)
Week 4	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	Civil Service: Classification and Functions.
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Civil Service: Classification and Functions. (contd.)
Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Bureaucracy: Meaning, Characteristics, Demerits and Remedies.
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Bureaucracy: Meaning, Characteristics, Demerits and Remedies. (contd.)
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Morale, Causes of Low Morale and Measures for Improvement.
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Morale, Causes of Low Morale and Measures for Improvement.
Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	<i>Corruption in Administration</i> - Causes and Remedies.
Week	21 <sup>rd</sup> Sept	26 <sup>th</sup> Sept	<i>Corruption in Administration</i> - Causes and



11	2015	2015	Remedies. (contd.)
12 Week	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Corruption in Administration - Causes and Remedies. (contd.)
13 Week	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Revision

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

**CLASS: B.A Ist Semester    SUBJECT. Administrative theory    Teacher: Mr. Mohit Verma**

S.NO	Date from	Date up to	Topics to be covered
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Meaning : Nature ,Scope and Significance of Public Administration
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Evolution of Public Administration
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Public and Private Administration
Week 4	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	Relationship of public Administration with other Social Sciences
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Organization: Meaning , Types :Formal and informal Administration
Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Meaning and Features of Organization: Department
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Meaning and Features of Organization: Public Corporation and Government Company
Week 8	31 <sup>st</sup> Aug	5 <sup>th</sup> Sept	Principles of Organization: hierarchy, span of

	2015	2015	control, unity of Command
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Principles of Organization:, authority and responsibility,
Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Chief Executive, Line and Staff Agencies,
Week 11	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Centralization and Decentralization
12 Week	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Decision making
13 Week	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Revision

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

**CLASS: B.A Ist Semester    SUBJECT. Police Administration    Teacher: Mr. Mohit Verma**

S.NO	Date from	Date up to	Topics to be covered
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Concepts, role and Significance of Police
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Origin and development of Police in Ancient , Medieval and British Period
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Origin and development of Police in Ancient , Medieval and British Period (contd.)
Week 4	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	Police reforms in India after Independence
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Police reforms in India after Independence(contd.)
Week 6	17 <sup>th</sup> Aug	22 <sup>st</sup> Aug	Organization and working of Union Ministry

	2015	2015	of Home Affairs; CBI and IB
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Organization and working of Union Ministry of Home Affairs; CBI and IB (contd.)
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	BPR&D and NCRB
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	BPR&D and NCRB(contd.)
Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Central Armed Police Forces: BSF and CRPF
Week 11	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Central Armed Police Forces: BSF and CRPF(contd.)
12 Week	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Central Armed Police Forces: ITBP, CISF, Assam Rifles.
13 Week	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Revision

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

**CLASS: B.A Ist Semester    SUBJECT. Administrative theory    Teacher:**  
**Dr.Dajinder Kaur**

<b>S.NO</b>	<b>Date from</b>	<b>Date up to</b>	<b>Topics to be covered</b>
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Meaning : Nature ,Scope and Significance of Public Administration
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Evolution of Public Administration
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Public and Private Administration
Week 4	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	Relationship of public Administration with other Social Sciences
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Organization: Meaning , Types :Formal and informal Administration
Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Meaning and Features of Organization: Department
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Meaning and Features of Organization: Public Corporation and Government Company
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Principles of Organization: hierarchy, span of control, unity of Command
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Principles of Organization:, authority and responsibility,
Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Chief Executive, Line and Staff Agencies,
Week 11	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Centralization and Decentralization
12 Week	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Decision making

13 Week	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Revision
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**PG. GOVT COLLEGE FOR GIRLS, SECTOR -42, CHANDIGARH**

**CLASS: B.A II (III<sup>rd</sup> Semester )    SUBJECT. Personnel Administration    Teacher:  
Dr. Dajinder Kaur    ( 3 DAYS A Week)**

S.NO	Date from	Date up to	Topics to be covered
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Recruitment : Meaning Methods
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Recruitment: Problems
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	UPSC : Composition and Functions
Week 4	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	(contd) UPSC: Role
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	SPSC: Composition and Functions
Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	(contd) SPSC: Role
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Snap test
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Training : meaning, types
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Training : methods
Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Training in higher civil services in India

Week 11	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Training in higher civil services in India(contd.)
Week 12	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Training in higher civil services in India(contd.)
Week 13	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Revision

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

**CLASS: M.A II (III<sup>rd</sup> Semester )    SUBJECT. Social welfare and Administartion**

**Teacher: Dr. Dajinder**

S.NO	Date from	Date up to	Topics to be covered
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Social welfare: concept and significance
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Welfare state: concept and philosophy
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Social welfare administration: nature scope and significance
Week 4	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	Social legislation in India: an overview
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Protection of women from Domestic Violence act,2005
Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	The juvenile justice Act,2000
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Snap test
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept	Organization and functions of Union Ministry

		2015	of Social justice and Empowerment
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	State social welfare department
Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Central social welfare board
Week 11	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	state social welfare board
12 Week	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Role of NGO's /Voluntary organizations
13 Week	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Revision

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

**CLASS: B.A III Semester    SUBJECT Personnel Administration.    Teacher: Dr. Deepak Sharma**

S.NO	Date from	Date up to	Topics to be covered
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Meaning and Significance of Personnel Administration;
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Civil Service: Meaning, Features
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Civil Service: Classification and Functions
Week 4	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	Bureaucracy : Meaning , Characteristics
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Bureaucracy : Demerits and Remedies

Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Recruitment , Methods and Problems
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	UPSC: Composition , functions and role
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	SPSC: Composition , functions and role
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	. SNAP TESTS-Paper I,II,II,IV,V,
Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Training: Meaning, types, methods.
Week 11	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Training: Higher civil services
12 Week	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Conduct, Discipline and ethics
13 Week	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Promotion : Meaning , significance and principles

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

**CLASS: B.A III (Annual)    SUBJECT: Local Government and Development Administration.    Teacher: Dr. Deepak Sharma**

S.NO	Date from	Date up to	Topics to be covered
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	Meaning and Significance of Local Government
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Evolution of Local Government since 1882.
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Role of Deputy Commissioner.



Week 4	3 <sup>rd</sup> Aug 2015	8 <sup>th</sup> Aug 2015	Role of Divisional Commissioner
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	The 73 <sup>rd</sup> Constitutional Amendment – Provisions and its impact.
Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Gram Sabha – Composition, Functions and Powers.
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Panchayati Raj Institutions in Punjab – Structure, Functions, Sources of Finances and Personnel
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Development : Meaning, Features and Aspects.
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Development Administration : Meaning, Nature, Scope and Significance
Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Features of developed and developing countries.
Week 11	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	India as a Welfare State
12 Week	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Planning : Meaning, Objectives and Significance
13 Week	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	National Development Council (NDC), Planning Commission (PC), State Planning Boards (SPB), District Planning Committees(DPC).

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

**CLASS: B.A III Semester SUBJECT : Personnel Administration.**

**Teacher: Dr. NEELAM KUMARI (6 days a week)**

S.NO	Date from	Date up to	Topics to be covered
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July	

		2015	
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Meaning and Significance of Personnel Administration;
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug 2015	Civil Service: Meaning, Features
Week 4	3 <sup>rd</sup> Aug 2015	8 <sup>th</sup> Aug 2015	Civil Service: Classification and Functions
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Bureaucracy: Meaning, characteristics, Demerits and Remedies.
Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Recruitment , Meaning, Methods and Problems
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	UPSC: Composition , functions and role
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	SPSC: Composition , functions and role
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Training: Meaning, types, methods.
Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Training: Higher civil services
Week 11	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Conduct, Discipline and ethics in public services.
12 Week	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Promotion : Meaning , significance and principles
13 Week	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Revision

**CLASS: B.A III (Annual) SUBJECT: Local Government and Development Administration. Teacher: Dr. NEELAM KUMARI (3 Days a WEEK)**

S.NO	Date from	Date up to	Topics to be covered
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Meaning of Local Government
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug 2015	Significance of Local Government
Week 4	3 <sup>rd</sup> Aug 2015	8 <sup>th</sup> Aug 2015	Evolution of Local Government since 1882.
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Contd..
Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Role of Deputy Commissioner.
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Role of Divisional Commissioner
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Snap Test
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Development Administration : Meaning, Features and Aspects
Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Development Administration : Meaning, Nature, Scope and Significance
Week 11	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Contd..
12 Week	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Features of developed and developing countries.
13 Week	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Revision

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

**CLASS: B.A III (Annual) SUBJECT: Local Government and Development  
Administration. Teacher: Dr. NEELAM KUMARI (3 Days a WEEK)**

S.NO	Date from	Date up to	Topics to be covered
Week 1	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	
Week 2	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Meaning and Significance of Local Government Evolution of Local Government since 1882.
Week 3	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Evolution of Local Government since 1882.
Week 4	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	Role of Deputy Commissioner.
Week 5	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Role of Divisional Commissioner
Week 6	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	The 73rd Constitutional Amendment – Provisions and its impact.
Week 7	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Gram Sabha – Composition, Functions and Powers.
Week 8	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Panchayati Raj Institutions in Punjab – Structure, Functions, Sources of Finances and Personnel
Week 9	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Development : Meaning, Features and Aspects.
Week 10	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Development Administration : Meaning, Nature, Scope and Significance
Week	21 <sup>rd</sup> Sept	26 <sup>th</sup> Sept	Features of developed and developing countries.

11	2015	2015	
12 Week	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	India as a Welfare State .Planning : Meaning, Objectives and Significance
13 Week	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	National Development Council (NDC), Planning Commission (PC), State Planning Boards (SPB), District Planning Committees(DPC).

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

**CLASS: B.A II (III<sup>rd</sup> Semester) SUBJECT: Police Personnel Administration**

**Teacher: Mr. Narinder Singh (6 Days a Week)**

S.NO	Date from	Date up to	Topics to be covered
<b>Week 1</b>	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	
<b>Week 2</b>	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Meaning, Nature and Scope of Police Personnel Administration
<b>Week 3</b>	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Significance of Police Personnel Administration in India
<b>Week 4</b>	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	Career System in Police Administration
<b>Week 5</b>	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Job Analysis and Job Description of Police Personnel
<b>Week 6</b>	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Concept and Significance: Pay Policy, Compensation and Fringe Benefits
<b>Week 7</b>	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Recruitment: Meaning and Methods; Recruitment of Police Personnel in India
<b>Week 8</b>	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Snap Test
<b>Week 9</b>	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Training: Meaning and Types; Training of IPS Officers and State Police Services in India
<b>Week</b>	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Promotion: Meaning and Principles;

<b>10</b>			Promotion of Police Personnel in India
<b>Week 11</b>	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Performance Appraisal; Police Ethics and Code of Conduct
<b>Week 12</b>	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Corruption – Meaning and Causes
<b>Week 13</b>	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Corruption in Police Force; Disciplinary Actions; Doctrine of Pleasure – Safeguards against Arbitrary Punishment.

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

**CLASS: B.A III (Annual) SUBJECT: Paper-A: Orgnisation Behaviour With Special Reference to Police Administration Teacher: Mr. Narinder Singh (Mon, Tue, Wed) (3 Days A Week)**

<b>S.NO</b>	<b>Date from</b>	<b>Date up to</b>	<b>Topics to be covered</b>
<b>Week 1</b>	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	
<b>Week 2</b>	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	Organisational Behaviour: Concept, Nature and Significance.
<b>Week 3</b>	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Foundations of Organisational Behaviour
<b>Week 4</b>	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	Scientific Management,
<b>Week 5</b>	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	Human Relations
<b>Week 6</b>	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	Systems and Contingency
<b>Week 7</b>	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Models of Organisational Behaviour

<b>Week 8</b>	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Motivation: Concept and Theories –
<b>Week 9</b>	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Maslow's Need Hierarchy and
<b>Week 10</b>	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	McGregor's Theory X & Y.
<b>Week 11</b>	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Morale: Concept and Factors to Build-up Morale in Indian Police.
<b>Week 12</b>	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Leadership: Concept;
<b>Week 13</b>	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Theories, Trait and Situational; and Qualities.

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

**CLASS: B.A III (Annual) SUBJECT: Paper-B: LAW AND POLICE ADMINISTRATION**

**Teacher: Mr. Narinder Singh (Thu, Fri, Sat) (3 DAYS A Week)**

<b>S.NO</b>	<b>Date from</b>	<b>Date up to</b>	<b>Topics to be covered</b>
<b>Week 1</b>	15 <sup>th</sup> July 2015	18 <sup>th</sup> July 2015	
<b>Week 2</b>	20 <sup>th</sup> July 2015	25 <sup>th</sup> July 2015	The Indian Penal Code 1860 : Main Provisions
<b>Week 3</b>	27 <sup>th</sup> July 2015	1 <sup>st</sup> Aug2015	Jurisdiction (Sections 1-5)
<b>Week 4</b>	3 <sup>rd</sup> Aug2015	8 <sup>th</sup> Aug 2015	General Explanations (Sections 6-20)
<b>Week 5</b>	10 <sup>th</sup> Aug 2015	15 <sup>th</sup> Aug 2015	General Explanations(Section 21-35)

<b>Week 6</b>	17 <sup>th</sup> Aug 2015	22 <sup>st</sup> Aug 2015	General Explanations (36-52-A)
<b>Week 7</b>	24 <sup>rd</sup> Aug 2015	29 <sup>h</sup> Aug 2015	Punishments (Sections 53, 53A, 54, 55, 60, 63, 73)
<b>Week 8</b>	31 <sup>st</sup> Aug 2015	5 <sup>th</sup> Sept 2015	Joint & Constructive Liability- Section 34 ,149
<b>Week 9</b>	7 <sup>th</sup> Sept 2015	12 <sup>th</sup> Sept 2015	Abetment (Section 107 & 108)
<b>Week 10</b>	14 <sup>th</sup> Sept 2015	19 <sup>st</sup> Sept 2015	Criminal Conspiracy (Sections 120-A, 120-B)
<b>Week 11</b>	21 <sup>rd</sup> Sept 2015	26 <sup>th</sup> Sept 2015	Offences against the State (Sections 121, 121-A)
<b>Week 12</b>	28 <sup>th</sup> Sept 2015	3 <sup>rd</sup> Oct 2015	Offences against the State (Sections 124-A)
<b>Week 13</b>	5 <sup>th</sup> Oct 2015	10 <sup>th</sup> Oct 2015	Offences Against Public Tranquility (Sections 141-147)