**M.A-I(sem-II) Subject: Research Methods**

**Session: 2018-19 Teacher: Dr. Abha**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | Nature of Science and Scientific Methods |
| Week 2 | 21/01/19 | 25/01/19 | Types of Research: Fundamental; Applied; Evaluative Qualitative Research: Concepts and Significance |
| Week 3 | 28/01/19 | 02/02/19 | Basic Elements of Research- Research Problem: Selection and Formulation : Review of Literature |
| Week 4 | 04/02/19 | 09/02/19 | Concepts- Definition and Functions  Hypotheses: Definition; Features and Types and Testing Procedures |
| Week 5 | 11/02/19 | 16/02/19 | Research Design: Definition, Content and Types  Survey Research and Case Study Method |
| Week 6 | 18/02/19 | 23/02/19 | Sampling: Concept and Types |
| Week 7 | 25/02/19 | 02/03/19 | Methods of Data Collection: Documents, Observation, Interview and Questionnaire |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 11/03/19 | 16/03/19 | Data Processing: Editing, Coding and Tabulation |
| Week 9 | 18/03/19 | 22/03/19 | Graphic Representation |
| Week 10 | 25/03/19 | 30/03/19 | Measures of Central; Tendency: Mean, Median and Mode |
| Week 11 | 01/04/19 | 06/04/19 | Dispersion |
| Week 12 | 08/04/19 | 12/04/19 | Linear and Rank Correlation, Chi-Square |
| Week 13 | 15/04/19 | 20/04/19 | Report Writing |
| Week 14 | 22/04/19 | 27/04/19 | Revision |
| Week 15 | 29/04/19 | 03/05/19 | Revision |

**B**

**Class: M.A-II(sem-IV) Subject: International Administration**

**Session: 2018-19 Teacher: Dr. Abha**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | International Administration: Origin, Objectives and Role of United Nations: Historical Legacy and Evolution |
| Week 2 | 21/01/19 | 25/01/19 | United Nation: Organisation, Functions and Role |
| Week 3 | 28/01/19 | 02/02/19 | International Institutions: Functions, Role and Problems of WTO (World Trade Organisation) |
| Week 4 | 04/02/19 | 09/02/19 | World Bank (WB) and International Monetary Fund (IMF) |
| Week 5 | 11/02/19 | 16/02/19 | Regional Institutions: Functions, Role and Problems of SAARC and ASEAN |
| Week 6 | 18/02/19 | 23/02/19 | UN Secretariat: Organisation, Functions and Working  Future of the United Nations |
| Week 7 | 25/02/19 | 02/03/19 | Cont………… |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 11/03/19 | 16/03/19 | Globalization and Global Governance |
| Week 9 | 18/03/19 | 22/03/19 | Machinery to Settle International Disputes |
| Week 10 | 25/03/19 | 30/03/19 | Organs and Specialized Agencies of the United Nations: Functions, Programmmes and Role with Special Refernce to UNESCO, |
| Week 11 | 01/04/19 | 06/04/19 | UNICEF |
| Week 12 | 08/04/19 | 12/04/19 | ILO, WHO |
| Week 13 | 15/04/19 | 20/04/19 | UNDP |
| Week 14 | 22/04/19 | 27/04/19 | Revision |
| Week 15 | 29/04/19 | 03/05/19 | Revision |

**Class: M.A-II(sem-IV) Subject: Emerging Areas in Public Administration**

**Session: 2018-19 Teacher: Dr. Abha, Mr. Jagannath**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | Environmental Administration: Concept and Significance  Human Rights: Concepts and Significance |
| Week 2 | 21/01/19 | 25/01/19 | The Environment (Protection) Act, 1986  Universal Declaration of Human Rights 1948 |
| Week 3 | 28/01/19 | 02/02/19 | Central Pollution Control Board: Organisation, Function and Role  National Human Rights Commission: Organisation, Functions and Role |
| Week 4 | 04/02/19 | 09/02/19 | Punjab Pollution Central Board: Organisation, Function and Role  Punjab State Human Rights Commission: Organisation, Functions and Role |
| Week 5 | 11/02/19 | 16/02/19 | Consumer Protection: Concept and Significance |
| Week 6 | 18/02/19 | 23/02/19 | Regulatory Administration: Concept and Significance |
| Week 7 | 25/02/19 | 02/03/19 | Revision |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 11/03/19 | 16/03/19 | Consumer Protection Act, 1986 (with amendments)  Telecom Regulatory Authority of India: Structure, Functions and Role |
| Week 9 | 18/03/19 | 22/03/19 | Cont….. |
| Week 10 | 25/03/19 | 30/03/19 | Administrative setup of the Consumer Disputes  Insurance Regulatory and Development Authority of India: Structure, Functions and Role |
| Week 11 | 01/04/19 | 06/04/19 | Cont….. |
| Week 12 | 08/04/19 | 12/04/19 | Redressal Agencies: National, State and District Level  Central Electricity Regulation Commission: Structure, Functions and Role |
| Week 13 | 15/04/19 | 20/04/19 | Cont…… |
| Week 14 | 22/04/19 | 27/04/19 | Revision |
| Week 15 | 29/04/19 | 03/05/19 | Revision |

**Class: M.A-II (sem-IV) Subject: Police Administration**

**Session: 2018-19 Teacher: Dr. Abha, Dr. Jagannath, Mr. Mohit, Dr. DajinderKaur**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | Police Administration: Evolution; Concept and Significance; Police: Powers and Functions  Reforms in Police Administration after Independence |
| Week 2 | 21/01/19 | 25/01/19 | Crime: Types, Causes and Remedies |
| Week 3 | 28/01/19 | 02/02/19 | Police Set up At National Level: Organisation, Functions and Role  Police Set up At State Level: Organisation, Functions and Role |
| Week 4 | 04/02/19 | 09/02/19 | Police Set up At District Level: Organisation, Functions and Role  Police Set up At Local Level: Organisation, Functions and Role |
| Week 5 | 11/02/19 | 16/02/19 | Police Personnel IPS and State Police Service |
| Week 6 | 18/02/19 | 23/02/19 | Recruitment, Promotion |
| Week 7 | 25/02/19 | 02/03/19 | Training, Conduct and Discipline |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 11/03/19 | 16/03/19 | Community Policing: Concept, Role  Significance |
| Week 9 | 18/03/19 | 22/03/19 | Cont…… |
| Week 10 | 25/03/19 | 30/03/19 | Police and Human Rights: Emerging Issues and Challenges |
| Week 11 | 01/04/19 | 06/04/19 | Cont….. |
| Week 12 | 08/04/19 | 12/04/19 | Police and Women |
| Week 13 | 15/04/19 | 20/04/19 | Cont….. |
| Week 14 | 22/04/19 | 27/04/19 | Revision |
| Week 15 | 29/04/19 | 03/05/19 | Revision |

**Class: M.A-II (sem-IV) Subject: People’s Empowerment and Urban Governance**

**Session: 2018-19 Teacher: Mr. Jagannath,**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | Urbanization and Urban Challenges in India |
| Week 2 | 21/01/19 | 25/01/19 | Issues in Urban Development Policy |
| Week 3 | 28/01/19 | 02/02/19 | Problems of Development of Small and Medium Towns |
| Week 4 | 04/02/19 | 09/02/19 | Evolution of ULG in India with special focus on 74th CAA 1992 |
| Week 5 | 11/02/19 | 16/02/19 | Urban Local Bodies in India |
| Week 6 | 18/02/19 | 23/02/19 | Municipal Corporation: Structure, Composition, Functions, and Role  Municipal Council and Nagar Panchyats: Structure, Composition, Functions, and Role |
| Week 7 | 25/02/19 | 02/03/19 | Relations between Deliberative and Executive Wing  Contentment Board, Improvement Trusts and Development Authorities. |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 11/03/19 | 16/03/19 | Urban Finance: Sources and Problems  State Finance Commission: Composition, Functions, and Role with special reference to ULBs |
| Week 9 | 18/03/19 | 22/03/19 | Personnel Administration in Urban Governance: Role and Functions of Municipal Commissioner and Executive Officers |
| Week 10 | 25/03/19 | 30/03/19 | Provincilization of Municipal Services  SJSRY, JNNURM |
| Week 11 | 01/04/19 | 06/04/19 | Problem and Challenges of Rural-Urban Relationship |
| Week 12 | 08/04/19 | 12/04/19 | State control over local Government Institutions |
| Week 13 | 15/04/19 | 20/04/19 | Cont…… |
| Week 14 | 22/04/19 | 27/04/19 | Revision |
| Week 15 | 29/04/19 | 03/05/19 | Revision |

**Class: M.A-II(sem-IV) Subject: Emerging Areas in Public Administration**

**Session: 2018-19 Teacher: Dr. Abha, Mr. Jagannath**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | Environmental Administration: Concept and Significance  Human Rights: Concepts and Significance |
| Week 2 | 21/01/19 | 25/01/19 | The Environment (Protection) Act, 1986  Universal Declaration of Human Rights 1948 |
| Week 3 | 28/01/19 | 02/02/19 | Central Pollution Control Board: Organisation, Function and Role  National Human Rights Commission: Organisation, Functions and Role |
| Week 4 | 04/02/19 | 09/02/19 | Punjab Pollution Central Board: Organisation, Function and Role  Punjab State Human Rights Commission: Organisation, Functions and Role |
| Week 5 | 11/02/19 | 16/02/19 | Consumer Protection: Concept and Significance |
| Week 6 | 18/02/19 | 23/02/19 | Regulatory Administration: Concept and Significance |
| Week 7 | 25/02/19 | 02/03/19 | Revision |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 11/03/19 | 16/03/19 | Consumer Protection Act, 1986 (with amendments)  Telecom Regulatory Authority of India: Structure, Functions and Role |
| Week 9 | 18/03/19 | 22/03/19 | Cont….. |
| Week 10 | 25/03/19 | 30/03/19 | Administrative setup of the Consumer Disputes  Insurance Regulatory and Development Authority of India: Structure, Functions and Role |
| Week 11 | 01/04/19 | 06/04/19 | Cont….. |
| Week 12 | 08/04/19 | 12/04/19 | Redressal Agencies: National, State and District Level  Central Electricity Regulation Commission: Structure, Functions and Role |
| Week 13 | 15/04/19 | 20/04/19 | Cont…… |
| Week 14 | 22/04/19 | 27/04/19 | Revision |
| Week 15 | 29/04/19 | 03/05/19 | Revision |

**Class: M.A-I (sem-II) Subject: Indian Political and Administrative System**

**Session: 2018-19 Teacher: Mr. Jagannath,**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | Unitary and federal features of Indian Constitutions |
| Week 2 | 21/01/19 | 25/01/19 | President, Prime Minister and Council of Ministers |
| Week 3 | 28/01/19 | 02/02/19 | Lok sabha and Rajya sabha: composition and functions |
| Week 4 | 04/02/19 | 09/02/19 | Supreme court : judicial review judicial reforms |
| Week 5 | 11/02/19 | 16/02/19 | Stake holders in the political systems: political parties, pressure groups interest groups civil society |
| Week 6 | 18/02/19 | 23/02/19 | Election commission : structure functions and role |
| Week 7 | 25/02/19 | 02/03/19 | Electoral reforms |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 11/03/19 | 16/03/19 | Central secretariat : structure functions and role |
| Week 9 | 18/03/19 | 22/03/19 | Cabinet secretariat : significance functions and role |
| Week 10 | 25/03/19 | 30/03/19 | PMO significance functions and role |
| Week 11 | 01/04/19 | 06/04/19 | Head quarter –field relationships |
| Week 12 | 08/04/19 | 12/04/19 | Centre state relations: legislative and administrative |
| Week 13 | 15/04/19 | 20/04/19 | Relationship between political and permanent executive |
| Week 14 | 22/04/19 | 27/04/19 | Generalist vs. specialist in administration |
| Week 15 | 29/04/19 | 03/05/19 | Indian administration: problems and challenges |

**Class: M.A-II (sem-IV) Subject: Police Administration**

**Session: 2018-19 Teacher: Dr. Abha, Dr. Jagannath, Mr. Mohit, Dr. DajinderKaur**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | Police Administration: Evolution; Concept and Significance; Police: Powers and Functions  Reforms in Police Administration after Independence |
| Week 2 | 21/01/19 | 25/01/19 | Crime: Types, Causes and Remedies |
| Week 3 | 28/01/19 | 02/02/19 | Police Set up At National Level: Organisation, Functions and Role  Police Set up At State Level: Organisation, Functions and Role |
| Week 4 | 04/02/19 | 09/02/19 | Police Set up At District Level: Organisation, Functions and Role  Police Set up At Local Level: Organisation, Functions and Role |
| Week 5 | 11/02/19 | 16/02/19 | Police Personnel IPS and State Police Service |
| Week 6 | 18/02/19 | 23/02/19 | Recruitment, Promotion |
| Week 7 | 25/02/19 | 02/03/19 | Training, Conduct and Discipline |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 11/03/19 | 16/03/19 | Community Policing: Concept, Role  Significance |
| Week 9 | 18/03/19 | 22/03/19 | Cont…… |
| Week 10 | 25/03/19 | 30/03/19 | Police and Human Rights: Emerging Issues and Challenges |
| Week 11 | 01/04/19 | 06/04/19 | Cont….. |
| Week 12 | 08/04/19 | 12/04/19 | Police and Women |
| Week 13 | 15/04/19 | 20/04/19 | Cont….. |
| Week 14 | 22/04/19 | 27/04/19 | Revision |
| Week 15 | 29/04/19 | 03/05/19 | Revision |

**Class: M.A-I (sem-II) Subject: Administrative Law**

**Session: 2018-19 Teacher: Dr. Silender**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | Meaning, Growth and Scope of Administrative Law |
| Week 2 | 21/01/19 | 25/01/19 | Distinction between Constitutional Law and Administrative Law |
| Week 3 | 28/01/19 | 02/02/19 | Droit Administration  Concept of Rule of Law and Principles of Natural Justice |
| Week 4 | 04/02/19 | 09/02/19 | Delegated Legislation: Need, Classification and Safeguards |
| Week 5 | 11/02/19 | 16/02/19 | Judicial Review of Administrative Action: Principles and Modes |
| Week 6 | 18/02/19 | 23/02/19 | Liability of the Administration; Contract and Tort |
| Week 7 | 25/02/19 | 02/03/19 | Administrative Tribunals: Concept, Rationale and Types |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 11/03/19 | 16/03/19 | Central Administrative Tribunal: Structure, Function and Role |
| Week 9 | 18/03/19 | 22/03/19 | Central Vigilance Commission: Structure, Functions, Role and Significance |
| Week 10 | 25/03/19 | 30/03/19 | Institution of Ombudsman: Concept and Genesis |
| Week 11 | 01/04/19 | 06/04/19 | Lok Pal and Lok Ayukta in India: Significance, Functions and Role |
| Week 12 | 08/04/19 | 12/04/19 | Fundamentals of Departmental Proceedings: Suspension, Charge sheet |
| Week 13 | 15/04/19 | 20/04/19 | Enquiry and Penalties |
| Week 14 | 22/04/19 | 27/04/19 | Revision |
| Week 15 | 29/04/19 | 03/05/19 | Revision |

**Class: B.A-III (sem-VI) Subject: Development Administration**

**Session: 2018-19 Teacher: Dr. Silender**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | Development: Meaning, features and Aspects  Development Administration: meaning, Nature, Scope and significance |
| Week 2 | 21/01/19 | 25/01/19 | Features of Developed and Developing Countries  India as a Welfare State |
| Week 3 | 28/01/19 | 02/02/19 | Planning: Meaning, Objectives and Significance |
| Week 4 | 04/02/19 | 09/02/19 | Planning Machinery in India at National, State and Local |
| Week 5 | 11/02/19 | 16/02/19 | Public Enterprise: Concept and Forms  Role of Public Enterprises in Economic Development |
| Week 6 | 18/02/19 | 23/02/19 | Managerial Problems of Public Enterprises  Public Enterprises Reforms Since 1992 |
| Week 7 | 25/02/19 | 02/03/19 | Concept of Privatization |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 11/03/19 | 16/03/19 | Administration of Rural Development at the Local Level |
| Week 9 | 18/03/19 | 22/03/19 | Educational and Development: Role of State of State Administration in Primary and Secondary Education |
| Week 10 | 25/03/19 | 30/03/19 | Cont…… |
| Week 11 | 01/04/19 | 06/04/19 | Health and Development: Role of the Ministry of Health and Family Welfare |
| Week 12 | 08/04/19 | 12/04/19 | Cont…... |
| Week 13 | 15/04/19 | 20/04/19 | Role of Voluntary Sector in Development |
| Week 14 | 22/04/19 | 27/04/19 | revision |
| Week 15 | 29/04/19 | 03/05/19 | revision |

**Class: B.A-II (sem-IV) Subject: Public Policy and Analysis**

**Session: 2018-19 Teacher: Dr. Silender**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | Public Policy-meaning, significance and types |
| Week 2 | 21/01/19 | 25/01/19 | Distinction between Policy, Planning, Decision making and Goals: Policy cycle |
| Week 3 | 28/01/19 | 02/02/19 | Cont…… |
| Week 4 | 04/02/19 | 09/02/19 | Policy Analysis- meaning significance: Approaches to Policy Analysis |
| Week 5 | 11/02/19 | 16/02/19 | Public Policy Formulation: Models of Policy-making: incremental, Rational, Institutional |
| Week 6 | 18/02/19 | 23/02/19 | Cont……. |
| Week 7 | 25/02/19 | 02/03/19 | Role of Legislature, Executive, Judiciary, Political Parties in Policy formulation |

**Class: M.A-I(semI) Subject: Administrative Thought**

**Session: 2017-18 Teacher: Dr. Nemi Chand**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | Woodrow Wilson, F.W. Taylor |
| Week 2 | 21/01/19 | 25/01/19 | Henri Fayol |
| Week 3 | 28/01/19 | 02/02/19 | Luther Gulick , Urwick |
| Week 4 | 04/02/19 | 09/02/19 | Max Weber, Elton Mayo |
| Week 5 | 11/02/19 | 16/02/19 | Mary Parker ,Follett, C.I. Barnard |
| Week 6 | 18/02/19 | 23/02/19 | Chris Argyris, Frederick Herzberg |
| Week 7 | 25/02/19 | 02/03/19 | Renesis Likert, Herbert A. Simon |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 11/03/19 | 16/03/19 | Fred Riggs |
| Week 9 | 18/03/19 | 22/03/19 | Peter F.Druckers |
| Week 10 | 25/03/19 | 30/03/19 | Mahatma Gandhi |
| Week 11 | 01/04/19 | 06/04/19 | Kautilya |
| Week 12 | 08/04/19 | 12/04/19 | Kautilya |
| Week 13 | 15/04/19 | 20/04/19 | Kautilya |
| Week 14 | 22/04/19 | 27/04/19 | revision |
| Week 15 | 29/04/19 | 03/05/19 | revision |

**Class: B.A-III (sem-VI) Subject: Development Administration**

**Session: 2018-19 Teacher: Dr. Nemi Chand**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | Development: Meaning, features and Aspects  Development Administration: meaning, Nature, Scope and significance |
| Week 2 | 21/01/19 | 25/01/19 | Features of Developed and Developing Countries  India as a Welfare State |
| Week 3 | 28/01/19 | 02/02/19 | Planning: Meaning, Objectives and Significance |
| Week 4 | 04/02/19 | 09/02/19 | Planning Machinery in India at National, State and Local |
| Week 5 | 11/02/19 | 16/02/19 | Public Enterprise: Concept and Forms  Role of Public Enterprises in Economic Development |
| Week 6 | 18/02/19 | 23/02/19 | Managerial Problems of Public Enterprises  Public Enterprises Reforms Since 1992 |
| Week 7 | 25/02/19 | 02/03/19 | Concept of Privatization |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 11/03/19 | 16/03/19 | Administration of Rural Development at the Local Level |
| Week 9 | 18/03/19 | 22/03/19 | Educational and Development: Role of State of State Administration in Primary and Secondary Education |
| Week 10 | 25/03/19 | 30/03/19 | Cont…… |
| Week 11 | 01/04/19 | 06/04/19 | Health and Development: Role of the Ministry of Health and Family Welfare |
| Week 12 | 08/04/19 | 12/04/19 | Cont…... |
| Week 13 | 15/04/19 | 20/04/19 | Role of Voluntary Sector in Development |
| Week 14 | 22/04/19 | 27/04/19 | revision |
| Week 15 | 29/04/19 | 03/05/19 | revision |

**Class: B.A-III (sem-VI) (HON) Subject: Public Enterprises Management**

**Session: 2018-19 Teachers: Dr. Nemi Chand**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | **Public Enterprises**: Meaning and evolution. |
| Week 2 | 21/01/19 | 25/01/19 | **Public Enterprises in India: Rational and Role** |
| Week 3 | 28/01/19 | 02/02/19 | Administrative and Managerial Problem of **Public Enterprises** |
| Week 4 | 04/02/19 | 09/02/19 | Administrative and Managerial Problem of **Public Enterprises** |
| Week 5 | 11/02/19 | 16/02/19 | Organisational Patterns: Departmental Undertaking, Public Corporation and Government Company |
| Week 6 | 18/02/19 | 23/02/19 | Organisational Patterns: Departmental Undertaking, Public Corporation and Government Company |
| Week 7 | 25/02/19 | 02/03/19 | Board of Directors: Rationale, Constitution, Type and Function |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 11/03/19 | 16/03/19 | Legislative Control over **Public Enterprises** |
| Week 9 | 18/03/19 | 22/03/19 | Government Control over **Public Enterprises** |
| Week 10 | 25/03/19 | 30/03/19 | Performance of **Public Enterprises** |
| Week 11 | 01/04/19 | 06/04/19 | Public Enterprises Reforms Since 1991 |
| Week 12 | 08/04/19 | 12/04/19 | Memorandum of Understanding |
| Week 13 | 15/04/19 | 20/04/19 | Privatization: Meaning, Rational, Achievement and failures. |
| Week 14 | 22/04/19 | 27/04/19 | Privatization: Meaning, Rational, Achievement and failures |
| Week 15 | 29/04/19 | 03/05/19 | revision |

**Class: M.A-I(sem-II) Subject: Public Policy**

**Session: 2018-19 Teacher: Mohit Verma**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | Public Policy: Concept, Significance and Scope; |
| Week 2 | 21/01/19 | 25/01/19 | Evolution of Policy Sciences  Policy Transfer: Concept, Rationale and Types: (Copying, Adaptation, Hybridization and  Synthesis). |
| Week 3 | 28/01/19 | 02/02/19 | Policy Analysis: Concept and Significance; |
| Week 4 | 04/02/19 | 09/02/19 | Approaches with special reference to the  Increment list and Rationalist Paradigms |
| Week 5 | 11/02/19 | 16/02/19 | Public Policy Making Process: Role of Legislature, Executive and Judiciary; Planning  Machinery |
| Week 6 | 18/02/19 | 23/02/19 | Other Stakeholders in Policymaking: Political Parties, Interest Groups, Mass media, Civil  Society, and International Agencies |
| Week 7 | 25/02/19 | 02/03/19 | Revision |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 11/03/19 | 16/03/19 | Public Policy Implementation, Monitoring and Control: Approaches to Policy Implementation;  Role of Executive (with special reference to Bureaucracy), |
| Week 9 | 18/03/19 | 22/03/19 | Legislature, Judiciary, Non-Governmental Organizations, Pressure Groups; Major Issues and Problems in Policy  Implementation. |
| Week 10 | 25/03/19 | 30/03/19 | Policy Evaluation: Approaches to Policy Evaluation and Policy Impact; |
| Week 11 | 01/04/19 | 06/04/19 | Criteria for Evaluation;  Role of Staff, CAG, |
| Week 12 | 08/04/19 | 12/04/19 | Parliamentary and Departmental Committees in Evaluation; |
| Week 13 | 15/04/19 | 20/04/19 | Problems in Policy evaluation. |
| Week 14 | 22/04/19 | 27/04/19 | Revision |
| Week 15 | 29/04/19 | 03/05/19 | Revision |

**Class: B.A-I(sem-II) Subject: Police Administration**

**Session: 2018-19 Teacher: Mohit Verma**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | Preamble, Citizenship, Fundamental Rights, Restrictions of Police Rights, |
| Week 2 | 21/01/19 | 25/01/19 | Directive Principles of State Policy  & Fundamental Duties. |
| Week 3 | 28/01/19 | 02/02/19 | Executive at the Union Level; President, Prime Minister and Council of Ministers; |
| Week 4 | 04/02/19 | 09/02/19 | Union Legislature: Lok Sabha and Rajya Sabha; Judiciary at the Union Level: Supreme Court. |
| Week 5 | 11/02/19 | 16/02/19 | Executive at the State Level; Governor, Chief Minister and Council of Ministers.  . |
| Week 6 | 18/02/19 | 23/02/19 | State Legislature: Vidhan Sabha and Vidhan Parishad |
| Week 7 | 25/02/19 | 02/03/19 | Revision |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 11/03/19 | 16/03/19 | Judiciary in the State :  High Court and Subordinate Courts. |
| Week 9 | 18/03/19 | 22/03/19 | Judiciary in the State :  High Court and Subordinate Courts. |
| Week 10 | 25/03/19 | 30/03/19 | Public Accountability of Police through Constitutional and statutory bodies: National Commission for Schedule Caste |
| Week 11 | 01/04/19 | 06/04/19 | Public Accountability of Police through Constitutional and statutory bodies: National Commission for Schedule Caste |
| Week 12 | 08/04/19 | 12/04/19 | National Commission for Schedule Tribes, National Commission for Women, |
| Week 13 | 15/04/19 | 20/04/19 | National Human Rights Commission. National Commission on Protection of Child Rights. |
| Week 14 | 22/04/19 | 27/04/19 | Revision |
| Week 15 | 29/04/19 | 03/05/19 | Revision |

**Class: B.A-I(sem-II) Subject: Indian Administration**

**Session: 2018-19 Teacher: Mohit Verma**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | Features of Indian Administration |
| Week 2 | 21/01/19 | 25/01/19 | President, prime minister and council of ministers |
| Week 3 | 28/01/19 | 02/02/19 | Loik sabha , composition , functions and role |
| Week 4 | 04/02/19 | 09/02/19 | Rajya sabha : composition , functions and role |
| Week 5 | 11/02/19 | 16/02/19 | Governor , chief minister and state council of ministers |
| Week 6 | 18/02/19 | 23/02/19 | Legislative assembly and legislative council : composition , functions and role |
| Week 7 | 25/02/19 | 02/03/19 | Administrative and legislative centre state relations |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 11/03/19 | 16/03/19 | Supreme court- composition , functions and role |
| Week 9 | 18/03/19 | 22/03/19 | High court - composition , functions and role |
| Week 10 | 25/03/19 | 30/03/19 | Control over administration: legislative and judicial |
| Week 11 | 01/04/19 | 06/04/19 | Delegated legislation: meaning , reasons and safe guards |
| Week 12 | 08/04/19 | 12/04/19 | Cabinet secretariat: composition , functions and role |
| Week 13 | 15/04/19 | 20/04/19 | State secretariat - composition , functions and role |
| Week 14 | 22/04/19 | 27/04/19 | District administration: structure and functions |
| Week 15 | 29/04/19 | 03/05/19 | revision |

**Class: M.A-II (sem-IV) Subject: Educational policy and Administration**

**Session: 2018-19 Teacher: Dr. DajinderKaur**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | Educational administration: concept , significance an scope |
| Week 2 | 21/01/19 | 25/01/19 | Universalization of Elementary education, non – formal education |
| Week 3 | 28/01/19 | 02/02/19 | Vocationalization of secondary education , Autonomous Colleges |
| Week 4 | 04/02/19 | 09/02/19 | Problem and challenges of Educational administration |
| Week 5 | 11/02/19 | 16/02/19 | National policy on Education: 1986 as modified in 1992 |
| Week 6 | 18/02/19 | 23/02/19 | Education and five year plans : Approaches , priorities and investments : RTE |
| Week 7 | 25/02/19 | 02/03/19 | Main features, organization and administration of an Indian University |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 11/03/19 | 16/03/19 | Organization and Administration of Education at the central level with special reference to the department of Education |
| Week 9 | 18/03/19 | 22/03/19 | University grants commission : structure , functions and role |
| Week 10 | 25/03/19 | 30/03/19 | National council of educational Research and Training : structure functions and role |
| Week 11 | 01/04/19 | 06/04/19 | Socio-economic problems of educational department –equality of opportunity Employment and productivity, |
| Week 12 | 08/04/19 | 12/04/19 | Nation building and citizenship: |
| Week 13 | 15/04/19 | 20/04/19 | Globalization and education |
| Week 14 | 22/04/19 | 27/04/19 | Implementation and evaluation of sarva siksha Abhiyaan |
| Week 15 | 29/04/19 | 03/05/19 | Revision |

**Class: B.A-II (sem-IV) Subject: Financial Administration**

**Session: 2018-19 Teacher: Dr. DajinderKaur**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | Financial Administration: meaning and significance |
| Week 2 | 21/01/19 | 25/01/19 | Budget: types and principles |
| Week 3 | 28/01/19 | 02/02/19 | Budget : preparation and enactment |
| Week 4 | 04/02/19 | 09/02/19 | Union ministry of finance : organization , functions and role |
| Week 5 | 11/02/19 | 16/02/19 | State centre financial relations |
| Week 6 | 18/02/19 | 23/02/19 | Union finance commission: composition and functions |
| Week 7 | 25/02/19 | 02/03/19 | Audit : concept , objectives and principle |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 11/03/19 | 16/03/19 | CAGI : appointment functions and role |
| Week 9 | 18/03/19 | 22/03/19 | Concepts : deficient financing , fiscal deficit |
| Week 10 | 25/03/19 | 30/03/19 | Concepts : public debt and public expenditure |
| Week 11 | 01/04/19 | 06/04/19 | Legislative control over finance |
| Week 12 | 08/04/19 | 12/04/19 | Public accounts committee |
| Week 13 | 15/04/19 | 20/04/19 | Estimates committee |
| Week 14 | 22/04/19 | 27/04/19 | revision |
| Week 15 | 29/04/19 | 03/05/19 | revision |

**Class: B.A-I(sem-II) Subject: Indian Administration**

**Session: 2018-19 Teacher: Dr. DajinderKaur**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | Features of Indian Administration |
| Week 2 | 21/01/19 | 25/01/19 | President, prime minister and council of ministers |
| Week 3 | 28/01/19 | 02/02/19 | Lok sabha , composition , functions and role |
| Week 4 | 04/02/19 | 09/02/19 | Rajya sabha : composition , functions and role |
| Week 5 | 11/02/19 | 16/02/19 | Governor , chief minister and state council of ministers |
| Week 6 | 18/02/19 | 23/02/19 | Legislative assembly and legislative council : composition , functions and role |
| Week 7 | 25/02/19 | 02/03/19 | Administrative and legislative centre state relations |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 11/03/19 | 16/03/19 | Supreme court- composition , functions and role |
| Week 9 | 18/03/19 | 22/03/19 | High court - composition , functions and role |
| Week 10 | 25/03/19 | 30/03/19 | Control over administration: legislative and judicial |
| Week 11 | 01/04/19 | 06/04/19 | Delegated legislation: meaning , reasons and safe guards |
| Week 12 | 08/04/19 | 12/04/19 | Cabinet secretariat: composition , functions and role |
| Week 13 | 15/04/19 | 20/04/19 | State secretariat - composition , functions and role |
| Week 14 | 22/04/19 | 27/04/19 | District administration: structure and functions |
| Week 15 | 29/04/19 | 03/05/19 | revision |

**Class: B.A-II(sem IV) Subject: Financial Administration**

**Session: 2017-18 Teacher: Dr. Deepak Sharma**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 16/01/19 | 19/01/19 | Financial Administration: meaning and significance |
| Week 2 | 22/01/19 | 25/01/19 | Budget: types and principles |
| Week 3 | 29/01/19 | 02/02/19 | Budget : preparation and enactment |
| Week 4 | 05/02/19 | 09/02/19 | Union ministry of finance : organization , functions and role |
| Week 5 | 12/02/19 | 16/02/19 | State centre financial relations |
| Week 6 | 19/02/19 | 23/02/19 | Union finance commission: composition and functions |
| Week 7 | 26/02/19 | 02/03/19 | Audit : concept , objectives and principle |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 12/03/19 | 16/03/19 | CAGI : appointment functions and role |
| Week 9 | 19/03/19 | 22/03/19 | Concepts : deficient financing , fiscal deficit |
| Week 10 | 26/03/19 | 30/03/19 | Concepts : public debt and public expenditure |
| Week 11 | 02/04/19 | 06/04/19 | Legislative control over finance |
| Week 12 | 09/04/19 | 12/04/19 | Public accounts committee |
| Week 13 | 17/04/19 | 20/04/19 | Estimates committee |
| Week 14 | 23/04/19 | 27/04/19 | revision |
| Week 15 | 30/04/19 | 03/05/19 | revision |

**Class: B.A-I (sem-II) Subject: Indian Administration**

**Session: 2018-19 Teacher: Dr. Deepak Sharma**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 16/01/19 | 19/01/19 | Features of Indian Administration |
| Week 2 | 22/01/19 | 25/01/19 | President, prime minister and council of ministers |
| Week 3 | 29/01/19 | 02/02/19 | Loik sabha , composition , functions and role |
| Week 4 | 05/02/19 | 09/02/19 | Rajya sabha : composition , functions and role |
| Week 5 | 12/02/19 | 16/02/19 | Governor , chief minister and state council of ministers |
| Week 6 | 19/02/19 | 23/02/19 | Legislative assembly and legislative council : composition , functions and role |
| Week 7 | 26/02/19 | 02/03/19 | Administrative and legislative centre state relations |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 12/03/19 | 16/03/19 | Supreme court- composition , functions and role |
| Week 9 | 19/03/19 | 22/03/19 | High court - composition , functions and role |
| Week 10 | 26/03/19 | 30/03/19 | Control over administration: legislative and judicial |
| Week 11 | 02/04/19 | 06/04/19 | Delegated legislation: meaning , reasons and safe guards |
| Week 12 | 09/04/19 | 12/04/19 | Cabinet secretariat: composition , functions and role |
| Week 13 | 17/04/19 | 20/04/19 | State secretariat - composition , functions and role |
| Week 14 | 23/04/19 | 27/04/19 | District administration: structure and functions |
| Week 15 | 30/04/19 | 03/05/19 | revision |

**Class: B.A-II (sem-IV) Subject: Financial Administration**

**Session: 2018-19 Teacher: Dr. Kamana**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | Financial Administration: meaning and significance |
| Week 2 | 21/01/19 | 25/01/19 | Budget: types and principles |
| Week 3 | 28/01/19 | 02/02/19 | Budget : preparation and enactment |
| Week 4 | 04/02/19 | 09/02/19 | Union ministry of finance : organization , functions and role |
| Week 5 | 11/02/19 | 16/02/19 | State centre financial relations |
| Week 6 | 18/02/19 | 23/02/19 | Union finance commission: composition and functions |
| Week 7 | 25/02/19 | 02/03/19 | Audit : concept , objectives and principle |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 11/03/19 | 16/03/19 | CAGI : appointment functions and role |
| Week 9 | 18/03/19 | 22/03/19 | Concepts : deficient financing , fiscal deficit |
| Week 10 | 25/03/19 | 30/03/19 | Concepts : public debt and public expenditure |
| Week 11 | 01/04/19 | 06/04/19 | Legislative control over finance |
| Week 12 | 08/04/19 | 12/04/19 | Public accounts committee |
| Week 13 | 15/04/19 | 20/04/19 | Estimates committee |
| Week 14 | 22/04/19 | 27/04/19 | revision |
| Week 15 | 29/04/19 | 03/05/19 | revision |

**Class: B.A-III (sem-VI) Subject: Development Administration**

**Session: 2018-19 Teacher: Dr. Kamana**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | Development: Meaning, features and Aspects  Development Administration: meaning, Nature, Scope and significance |
| Week 2 | 21/01/19 | 25/01/19 | Features of Developed and Developing Countries  India as a Welfare State |
| Week 3 | 28/01/19 | 02/02/19 | Planning: Meaning, Objectives and Significance |
| Week 4 | 04/02/19 | 09/02/19 | Planning Machinery in India at National, State and Local |
| Week 5 | 11/02/19 | 16/02/19 | Public Enterprise: Concept and Forms  Role of Public Enterprises in Economic Development |
| Week 6 | 18/02/19 | 23/02/19 | Managerial Problems of Public Enterprises  Public Enterprises Reforms Since 1992 |
| Week 7 | 25/02/19 | 02/03/19 | Concept of Privatization |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 11/03/19 | 16/03/19 | Administration of Rural Development at the Local Level |
| Week 9 | 18/03/19 | 22/03/19 | Educational and Development: Role of State of State Administration in Primary and Secondary Education |
| Week 10 | 25/03/19 | 30/03/19 | Cont…… |
| Week 11 | 01/04/19 | 06/04/19 | Health and Development: Role of the Ministry of Health and Family Welfare |
| Week 12 | 08/04/19 | 12/04/19 | Cont…... |
| Week 13 | 15/04/19 | 20/04/19 | Role of Voluntary Sector in Development |
| Week 14 | 22/04/19 | 27/04/19 | revision |
| Week 15 | 29/04/19 | 03/05/19 | revision |

**Class: B.A-III (sem-VI) Subject: Police Administration**

**Session: 2018-19 Teacher: Dr. Aakash**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | The Indian Penal Code 1860: Main Provisions  Jurisdiction (Sections 1-5) |
| Week 2 | 21/01/19 | 25/01/19 | General Explanation (Sections 6-52-A)  Punishment (Sections 53,53A, 54, 55,60,63, 73)  Joint and Constructive Liability Section 34 and Section 149 |
| Week 3 | 28/01/19 | 02/02/19 | Abetment (section 107 and 108)  Criminal Conspiracy and State (Section 120-A, 120-B) |
| Week 4 | 04/02/19 | 09/02/19 | Offences against the State (section 121, 121, 121-A, 124-A)  Offences against Public Tranquility (section 141, 147) |
| Week 5 | 11/02/19 | 16/02/19 | Culpable Homicide (section 299) and Murder (section 300)  Causing death by rash and Negligent act (section304A)  Dowry Death (section 304B) |
| Week 6 | 18/02/19 | 23/02/19 | Hurt (section 319), Grievous Hurt (section 320)  Wrongful restraint and wrongful confinement (section 339, 340) |
| Week 7 | 25/02/19 | 02/03/19 | Kidnapping and Abduction (section359-362)  Rape (section 375, 376 A to D) |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 11/03/19 | 16/03/19 | Assault (section 351)  Sexual Harassment (section 354 A 354B, 354 C and 354 D) |
| Week 9 | 18/03/19 | 22/03/19 | Bailable and non- bailable offence  Cognizable and non cognizable offence |
| Week 10 | 25/03/19 | 30/03/19 | Compoundable offences;  Summons cases;  Warrant case; |
| Week 11 | 01/04/19 | 06/04/19 | Role of Police officer:  Loding of First Information Report (section154) and effects of refusal to lodge FIR |
| Week 12 | 08/04/19 | 12/04/19 | Police Investigation |
| Week 13 | 15/04/19 | 20/04/19 | Arrest (section 41) and Rights of Arrested Persons |
| Week 14 | 22/04/19 | 27/04/19 | Search (section 165) |
| Week 15 | 29/04/19 | 03/05/19 | Revision |

**Class: B.A-II (sem-iV) Subject: Police Administration**

**Session: 2018-19 Teacher: Dr. Aakash**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 14/01/19 | 19/01/19 | Meaning, Nature and Scope of Law and Order Administration |
| Week 2 | 21/01/19 | 25/01/19 | Significance of Law and Order Administration in India. |
| Week 3 | 28/01/19 | 02/02/19 | Cont….. |
| Week 4 | 04/02/19 | 09/02/19 | Law and Order Administration- some basic issues and Emerging patterns. |
| Week 5 | 11/02/19 | 16/02/19 | Role significance and interrelationship of Law and Order Administration |
| Week 6 | 18/02/19 | 23/02/19 | Agencies at the District Level: The Police , Civil Administration; |
| Week 7 | 25/02/19 | 02/03/19 | Court of Law, Prisoners and Health |
| Mid semester Exam(03/03/19-10/03/19) | | | |
| Week 8 | 11/03/19 | 16/03/19 | Cont…. |
| Week 9 | 18/03/19 | 22/03/19 | Role of Law and Order Administration in Crowd Management, |
| Week 10 | 25/03/19 | 30/03/19 | Communal Riot and Industrial and Agrarian Conflicts |
| Week 11 | 01/04/19 | 06/04/19 | Challenges before Law and Order Administration |
| Week 12 | 08/04/19 | 12/04/19 | National Security: Concept and Significance |
| Week 13 | 15/04/19 | 20/04/19 | Challenges of National Security in India- Contemporary Issues |
| Week 14 | 22/04/19 | 27/04/19 | Revision |
| Week 15 | 29/04/19 | 03/05/19 | Revision |