**Class: M.A-I (Sem-I) Subject: Public Financial Administration Paper (III)**

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

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 23rd July,2018 | 28th july,2018 | Meaning and Significance of Public Financial Administration |
| Week 2 | 30thst July 2018 | 4th Aug 2018 | Budget: Concept, Principles and Budget as an Instrument of Financial Administration, |
| Week 3 | 6th Aug 2018 | 11th Aug 2018 | Public  Policy and Management. |
| Week 4 | 13th Aug 2018 | 18th Aug 2018 | Concept and Types of Budgets: Traditional Budgeting; |
| Week 5 | 20nd Aug 2018 | 25th Aug 2018 | , Performance Budgeting, Zero-Base  Budgeting. |
| Week 6 | 27th Aug 2018 | 1st  sep 2018 | Budget Preparation |
| Week 7 | 4th sept 2018 | 8th sept 2018 | Authorisation and Execution with special reference to India. |
| Week 8 | 11th sept 2018 | 15th sept 2018 | Union Ministry of Finance with special reference to its role in Monetary and Fiscal Policy Areas |
| Week 9 | 18th sept 2018 | 22th sept 2018 | Union-State Financial Relations; |
| Week 10 | 25th sept 2018 | 29st sep 2018 | Revision |
| Week 11 | 2nd oct, 2018 | 6th oct, 2018 | Finance Commission & Planning Commission. |
| Week 12 | 9th oct,2018 | 11 oct, 2018 | Legislative Control over Finances |
| **Week 13** | **11th oct,2018** | **18th  oct, 2018** | **Mid Semester Exam** |
| Week 14 | 23rd oct 2018 | 27th oct, 2018 | Concept of Audit: Role of Comptroller and Auditor General |
| Week 15 | 30th oct, 2018 | 3rd nov, 2018 | Resource Mobilization: Tax and Non-tax Sources, |
| Week 16 | 6th nov, 2018 | 10th nov, 2018 | Public Borrowings and Deficit Financing |
| Week 17 | 13th nov, 2016 | 17th nov, 2016 | Revision |

**Class: M.A II Subject: Development Administration (Paper-I)**

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

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 23rd July,2018 | 28th july,2018 | Concept and significance of development |
| Week 2 | 30thst July 2018 | 4th Aug 2018 | Sustainable development |
| Week 3 | 6th Aug 2018 | 11th Aug 2018 | Development administration |
| Week 4 | 13th Aug 2018 | 18th Aug 2018 | Main characteristics of developed and developing countries |
| Week 5 | 20nd Aug 2018 | 25th Aug 2018 | Administrative capability and DA |
| Week 6 | 27th Aug 2018 | 1st  sep 2018 | Organisation for development planning at centre state and district levels |
| Week 7 | 4th sept 2018 | 8th sept 2018 | Cont….. |
| Week 8 | 11th sept 2018 | 15th sept 2018 | Role of UN system in development |
| Week 9 | 18th sept 2018 | 22th sept 2018 | Public enterprise : concept and Rationale |
| Week 10 | 25th sept 2018 | 29st sep 2018 | Forms of org: department, public corporation, government company |
| Week 11 | 2nd oct, 2018 | 6th oct, 2018 | Industrial policy 1956,1991 major subsequent developments |
| Week 12 | 9th oct,2018 | 11 oct, 2018 | Population in policy and development |
| **Week 13** | **11th oct,2018** | **18th  oct, 2018** | **Mid Semester Exam** |
| Week 14 | 23rd oct 2018 | 27th oct, 2018 | Role of bureaucracy in dev, people’s participation in development |
| Week 15 | 30th oct, 2018 | 3rd nov, 2018 | People’s participation in Development |
| Week 16 | 6th nov, 2018 | 10th nov, 2018 | Women and development |
| Week 17 | 13th nov, 2016 | 17th nov, 2016 | Revision |

**Class: B.A III (Honours) Subject: Research Methods and Sat**

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

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 23rd July,2018 | 28th july,2018 | Meaning Nature and Scope of Social Research |
| Week 2 | 30thst July 2018 | 4th Aug 2018 | Concepts: Hypothesis Meaning types and Significance |
| Week 3 | 6th Aug 2018 | 11th Aug 2018 | Research Design: Meaning types and Components |
| Week 4 | 13th Aug 2018 | 18th Aug 2018 | Methods of Social Research-Experimental- Survey and Case Study |
| Week 5 | 20nd Aug 2018 | 25th Aug 2018 | Methods of Data Collection-Documents, Observation Interview and Questionnaire |
| Week 6 | 27th Aug 2018 | 1st  sep 2018 | Data Processing: Editing Coding and tabulation |
| Week 7 | 4th sept 2018 | 8th sept 2018 | The use of Computer |
| Week 8 | 11th sept 2018 | 15th sept 2018 | Report Writing |
| Week 9 | 18th sept 2018 | 22th sept 2018 | Sampling Meaning Types Merits and Demerits |
| Week 10 | 25th sept 2018 | 29st sep 2018 | Frequency Distribution meaning and Steps |
| Week 11 | 2nd oct, 2018 | 6th oct, 2018 | Measures of Central tendency-Mean, Median and Mode |
| Week 12 | 9th oct,2018 | 11 oct, 2018 | Measures of Dispersion-Standard Deviation |
| **Week 13** | **11th oct,2018** | **18th  oct, 2018** |  |
| Week 14 | 23rd oct 2018 | 27th oct, 2018 | Correlation-Karl Pearson |
| Week 15 | 30th oct, 2018 | 3rd nov, 2018 | Chi-square |
| Week 16 | 6th nov, 2018 | 10th nov, 2018 | Revision |
| Week 17 | 13th nov, 2016 | 17th nov, 2016 | Revision |

**Class: M.A-I (sem-I) Subject: Public personnel Administration**

**Session: 2018 Teacher: Mr. jagan nath**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 23rd July,2018 | 28th july,2018 | Meaning and Significance of Public Personnel Administration |
| Week 2 | 30thst July 2018 | 4th Aug 2018 | Role of Public Services |
| Week 3 | 6th Aug 2018 | 11th Aug 2018 | Career Systems – Concept and Types |
| Week 4 | 13th Aug 2018 | 18th Aug 2018 | Position Classification – Concept and Bases |
| Week 5 | 20nd Aug 2018 | 25th Aug 2018 | Concepts and Significance: Human Resource Development, Human Resource Planning |
| Week 6 | 27th Aug 2018 | 1st  sep 2018 | Recruitment, Training, Promotion and Performance Appraisal |
| Week 7 | 4th sept 2018 | 8th sept 2018 | Constitutional Provisions with regard to Civil Services in India |
| Week 8 | 11th sept 2018 | 15th sept 2018 | Pay Commissions in India |  |
| Week 9 | 18th sept 2018 | 22th sept 2018 | Union Public Service Commission (UPSC): Role and Functions |
| Week 10 | 25th sept 2018 | 29st sep 2018 | Administrative Ethics; Code of Conduct |
| Week 11 | 2nd oct, 2018 | 6th oct, 2018 | Disciplinary Action |
| Week 12 | 9th oct,2018 | 11 oct, 2018 | Employer-Employee Relations: |
| **Week 13** | **11th oct,2018** | **18th  oct, 2018** | **Mid Semester Exam** |
| Week 14 | 23rd oct 2018 | 27th oct, 2018 | Staff Associations |
| Week 15 | 30th oct, 2018 | 3rd nov, 2018 | Joint Consultative and Negotiation  Machinery |
| Week 16 | 6th nov, 2018 | 10th nov, 2018 | Revision |
| Week 17 | 13th nov, 2016 | 17th nov, 2016 | Revision |

**Class: M.A-I (sem-I) Subject: People’s Empowerment and Rural Governance**

**Session: 2018 Teacher: Mr. jagan nath**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 23rd July,2018 | 28th july,2018 | People’s Empowerment: Concept; Rationale; Strategies |
| Week 2 | 30thst July 2018 | 4th Aug 2018 | Evolution of Panchayati Raj in India with special focus on the 73rd Constitutional Amendment |
| Week 3 | 6th Aug 2018 | 11th Aug 2018 | Working on Panchayati Raj in India: Issues, Problems and Remedies |
| Week 4 | 13th Aug 2018 | 18th Aug 2018 | Gram Sabha : Composition, Functions, Finances and Role |
| Week 5 | 20nd Aug 2018 | 25th Aug 2018 | Gram Panchayat : Composition, Finances, Functions and Role |
| Week 6 | 27th Aug 2018 | 1st  sep 2018 | (iii) Panchayat Samiti : Composition, Finances, Functions and Role |
| Week 7 | 4th sept 2018 | 8th sept 2018 | (iv) Zila Parishad : Composition, Finances, Functions and Role |
| Week 8 | 11th sept 2018 | 15th sept 2018 | State Election Commission: Composition, Functions and Role with special reference to Rural  Local Bodies |  |
| Week 9 | 18th sept 2018 | 22th sept 2018 | Personnel Administration in Rural Governance: Role and Functions of Panchayat Secretary, |
| Week 10 | 25th sept 2018 | 29st sep 2018 | Block Development and Panchayat Officer and District Development and Panchayat Officer |
| Week 11 | 2nd oct, 2018 | 6th oct, 2018 | State Finance Commission: Composition, Functions and Role with special reference to Rural  Local Bodies |
| Week 12 | 9th oct,2018 | 11 oct, 2018 | Rural Development and Poverty Alleviation Schemes – Swarnajayanti Gram Swarozgar Yojana |
| **Week 13** | **11th oct,2018** | **18th  oct, 2018** | **Mid Semester Exam** |
| Week 14 | 23rd oct 2018 | 27th oct, 2018 | Mahatma Gandhi National Rural Employment Guarantee Programme (MGNREGA |
| Week 15 | 30th oct, 2018 | 3rd nov, 2018 | Role of Cooperatives in Rural Development |
| Week 16 | 6th nov, 2018 | 10th nov, 2018 | Rural Problems and Challenges |
| Week 17 | 13th nov, 2016 | 17th nov, 2016 | Revision |

**Class: M.A-II (sem-III) Subject: Public Health Policy and Administration**

**Session: 2018 Teacher: Mr. jagan nath**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 23rd July,2018 | 28th july,2018 | Public Health Administration - Nature, Significance and Scope |
| Week 2 | 30thst July 2018 | 4th Aug 2018 | Challenges of Public Health Administration |
| Week 3 | 6th Aug 2018 | 11th Aug 2018 | Implementation and Evaluation of Healthcare Policies and Programmes |
| Week 4 | 13th Aug 2018 | 18th Aug 2018 | Union Ministry of Health and Family Welfare: Organization, Functions and Role |
| Week 5 | 20nd Aug 2018 | 25th Aug 2018 | Health Administration at the State Level: Organization, Functions and Role of |
| Week 6 | 27th Aug 2018 | 1st  sep 2018 | Department of Health |
| Week 7 | 4th sept 2018 | 8th sept 2018 | Administration of Primary Healthcare at the Local Level |
| Week 8 | 11th sept 2018 | 15th sept 2018 | Healthcare Programmes in India - Family Welfare Programme |  |
| Week 9 | 18th sept 2018 | 22th sept 2018 | Reproductive Child Healthcare |
| Week 10 | 25th sept 2018 | 29st sep 2018 | Immunization Programme; National Rural Health Mission (NRHM) |
| Week 11 | 2nd oct, 2018 | 6th oct, 2018 | Hospital Management: Organization, Function and Role |
| Week 12 | 9th oct,2018 | 11 oct, 2018 | National Institute of Health and Family Welfare: Structure, Functions and Role |
| **Week 13** | **11th oct,2018** | **18th  oct, 2018** | **Mid Semester Exam** |
| Week 14 | 23rd oct 2018 | 27th oct, 2018 | Medical Council of India: Structure, Functions and Role |
| Week 15 | 30th oct, 2018 | 3rd nov, 2018 | WHO: Structure, Functions and Role in Asia |
| Week 16 | 6th nov, 2018 | 10th nov, 2018 | Revision |
| Week 17 | 13th nov, 2018 | 17th nov, 2018 | Revision |

**Class: B.A III Subject: Local Government**

**Session: 2018 Teacher: Mr. Silender**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 23rd July,2018 | 28th july,2018 | Meaning and significance of Local Government |
| Week 2 | 30th July 2018 | 4th Aug 2018 | Evolution of Local Government since 1882 |
| Week 3 | 6th Aug 2018 | 11th Aug 2018 | Role of deputy commissioner |
| Week 4 | 13th Aug 2018 | 18th Aug 2018 | Role of divisional commissioner |
| Week 5 | 20nd Aug 2018 | 25th Aug 2018 | The 73rd constitutional amendment-provisions and its impact |
| Week 6 | 27th Aug 2018 | 1st  sep 2018 | Gram Sabha-composition, functions and powers |
| Week 7 | 4th sept 2018 | 8th sept 2018 | PRI’s in Punjab: -struture , functions sources of Finances and personnel |
| Week 8 | 11th sept 2018 | 15th sept 2018 | The 74th constitutional amendment-provisions and its impact |  |
| Week 9 | 18th sept 2018 | 22th sept 2018 | Urban local bodies: structure, functions and source of finances |
| Week 10 | 25th sept 2018 | 29st sep 2018 | Mayor-position, functions and powers |
| Week 11 | 2nd oct, 2018 | 6th oct, 2018 | Municipal commissioner-position, functions and powers |
| Week 12 | 9th oct,2018 | 11 oct, 2018 | State control over local bodies |
| **Week 13** | **11th oct,2018** | **18th  oct, 2018** | **Mid Semester Exam** |
| Week 14 | 23rd oct 2018 | 27th oct, 2018 | State finance commission: composition functions and role |
| Week 15 | 30th oct, 2018 | 3rd nov, 2018 | State finance commission: composition functions and role |
| Week 16 | 6th nov, 2018 | 10th nov, 2018 | Revision and class tests |
| Week 17 | 13th nov, 2018 | 17th nov, 2018 | Revision and class tests |

**Class: M.A-I (Sem-I) Subject: Organizational Behaviour**

**Session: 2018 Teacher: Silender Kumar**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 23rd July,2018 | 28th july,2018 | Organization Behaviour: Concept and Rationale. |
| Week 2 | 30thst July 2018 | 4th Aug 2018 | Organisational Goals: Concept; Types |
| Week 3 | 6th Aug 2018 | 11th Aug 2018 | Management by Objectives: Concept; Rationale; Steps |
| Week 4 | 13th Aug 2018 | 18th Aug 2018 | Team building: Concept; Types of Teams |
| Week 5 | 20nd Aug 2018 | 25th Aug 2018 | Decision Making: Concept; Types and Process |
| Week 6 | 27th Aug 2018 | 1st  sep 2018 | Leadership: Concept; Theories – Trait; Situational; Behavioural |
| Week 7 | 4th sept 2018 | 8th sept 2018 | Motivation: Concept; Theories – Needs Hierarchy; Motivation –Hygiene; Theory X-Theory Y. |
| Week 8 | 11th sept 2018 | 15th sept 2018 | Group Dynamics: Concept, Types and Dynamics of Group Formation |  |
| Week 9 | 18th sept 2018 | 22th sept 2018 | Conflict and Negotiations: Concept, |
| Week 10 | 25th sept 2018 | 29st sep 2018 | Rationale and Strategies |
| Week 11 | 2nd oct, 2018 | 6th oct, 2018 | : Organisational Change: Concept; Process; Resistance to change |
| Week 12 | 9th oct,2018 | 11 oct, 2018 | Foundations of Organizational Structure |
| Week 13 | **11th oct,2018** | **18th  oct, 2018** | (**Mid-Sem exams)** |
| Week 14 | 23rd oct 2018 | 27th oct, 2018 | Organisational Effectiveness: Concept and Approaches |
| Week 15 | 30th oct, 2018 | 3rd nov, 2018 | Organisational Development: Concept and Rationale |
| Week 16 | 6th nov, 2018 | 10th nov, 2018 | Revision |
| Week 17 | 13th nov, 2016 | 17th nov, 2016 | Revision |

**Class: M.A II (Sem-III) Subject: Administration of Non-Government Organizations**

**Session: 2018 Teacher: Silender Kumar**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 23rd July,2018 | 28th july,2018 | Non-Governmental Organization (NGOs): Concep Rational and Scope,  National policy on the Voluneery Sector 2007 |
| Week 2 | 30thst July 2018 | 4th Aug 2018 | NGO-Government interface in India wtih special reference tto the Planning Commission , Minisries and Deparmens |
| Week 3 | 6th Aug 2018 | 11th Aug 2018 | Organizational Forms and Governance Structure of NGOs: Trust, Societyy: Company |
| Week 4 | 13th Aug 2018 | 18th Aug 2018 | NGO-Governmen & NGO-Private sector partnership: Rational and Practice |
| Week 5 | 20nd Aug 2018 | 25th Aug 2018 | Sources of NGO Funding; Governmen and Forienge Grans |
| Week 6 | 27th Aug 2018 | 1st  sep 2018 | Eligibility, Requiremens and Procedures with special reference to Foreign Conributttions |
| Week 7 | 4th sept 2018 | 8th sept 2018 | Issues of Governance; Capacity Buildings; autonomy Ehics |
| Week 8 | 11th sept 2018 | 15th sept 2018 | Accountability of NGOs: Raional, Mechanisum and Problmes |
| Week 9 | 18th sept 2018 | 22th sept 2018 | Formulation of Welfare/ Development Projec Proposal including Monitoring and Evaluation Arrangemens |
| Week 10 | 25th sept 2018 | 29st sep 2018 | Cont……. |
| Week 11 | 2nd oct, 2018 | 6th oct, 2018 | Case studies |
| Week 12 | 9th oct,2018 | 11 oct, 2018 | Self Employed Women Associaion (SEWA); organization Functions and Working |
| Week 13 | **11th oct,2018** | **18th  oct, 2018** | (**Mid-Sem exams)** |
| Week 14 | 23rd oct 2018 | 27th oct, 2018 | Red Cross Socie in India: Organisations, Funcions and Working |
| Week 15 | 30th oct, 2018 | 3rd nov, 2018 | Voluntary Action Network India (VANI), OXFAM India |
| Week 16 | 6th nov, 2018 | 10th nov, 2018 | Revision |
| Week 17 | 13th nov, 2016 | 17th nov, 2016 | Revision |

**Subject: Indian Social and Economic System Class: M.A I (Sem-1)**

**Session: 2018-2019 Teacher: Mr. Mohit Verma**

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| **S. No** | **Date From** | **Date Upto** |  |
| Week 1 | 23rd July,2018 | 28th july,2018 | Relevance of Economics to Public Administration Concepts: Market Mechanism |
| Week 2 | 30thst July 2018 | 4th Aug 2018 | Perfect Competition, Monopoly, |
| Week 3 | 6th Aug 2018 | 11th Aug 2018 | Relevance of Economics to Public Administration Concepts: Market Mechanism, Perfect Competition, Monopoly, Monopolistic Competition |
| Week 4 | 13th Aug 2018 | 18th Aug 2018 | Concept and Features: Free Market Economy; Centrally Planned Economy; Mixed Economy |
| Week 5 | 20nd Aug 2018 | 25th Aug 2018 | Concept and Features: Free Market Economy; Centrally Planned Economy; Mixed Economy |
| Week 6 | 27th Aug 2018 | 1st  sep 2018 | Features of the Indian Economy Growth and Structure of the Indian Economy Indian |
| Week 7 | 4th sept 2018 | 8th sept 2018 | Features of the Indian Economy Growth and Structure of the Indian Economy Indian |
| Week 8 | 11th sept 2018 | 15th sept 2018 | Economic Reforms: Concept, Rationale and Evaluation |
| Week 9 | 18th sept 2018 | 22th sept 2018 | Relevance of Sociology to Public Administration Concept and Elements of Social Structure: Groups; Status and Role |
| Week 10 | 25th sept 2018 | 29st sep, 2018 | Concept and Elements of Social Structure: Groups; Status and Role; Norms and Values. |
| Week 11 | 2nd oct, 2018 | 6th oct, 2018 | Social Stratification: Caste, Class - Difference and Convergence. Social Institutions |
| Week 12 | 9th oct,2018 | 10th oct, 2018 | Social Stratification: Caste, Class - Difference and Convergence. Social Institutions: Marriage and Family. |
| Week 13 | **11th oct,2018** | **18th  oct, 2018** | Mid Semester Exam |
| Week 14 | 23th oct, 2018 | 27th oct, 2018 | Social Change: Concept; Sources; Resistance |
| Week 15 | 30th oct, 2018 | 3rd nov, 2018 | Social Change: Concept; Sources; Resistance |
| Week 16 | 6th nov, 2018 | 10th nov, 2018 | Social Change in Contemporary Indian society |
| Week 17 | 13th nov, 2016 | 17th nov, 2016 | Social Tensions and Resolutions – Communalism, Regionalism and Violent Class Struggle |

**Subject: Police Administration Class: B.A I (Sem-1)**

**Session: 2018-2019 Teacher: Mr. Mohit Verma**

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| **S. No** | **Date From** | **Date Upto** |  |
| Week 1 | 23rd July,2018 | 28th july,2018 | Concept, Role and Significance of Police; Origin and development of Police in Ancient, Medieval and British Period |
| Week 2 | 30thst July 2018 | 4th Aug 2018 | Concept, Role and Significance of Police; Origin and development of Police in Ancient, Medieval and British Period |
| Week 3 | 6th Aug 2018 | 11th Aug 2018 | Police Reforms in India after Independence |
| Week 4 | 13th Aug 2018 | 18th Aug 2018 | Police Reforms in India after Independence |
| Week 5 | 20nd Aug 2018 | 25th Aug 2018 | Organization and Working of Union Ministry of Home Affairs |
| Week 6 | 27th Aug 2018 | 1st  sep 2018 | Organization and Working of Central Police Organizations with special reference to Central Bureau of Investigation (CBI); Intelligence Bureau (IB); Bureau of Police Research and Development (BPR & D ); and National Crime Records Bureau (NCRB). |
| Week 7 | 4th sept 2018 | 8th sept 2018 | Organization and Working of Central Police Organizations with special reference to Central Bureau of Investigation (CBI); Intelligence Bureau (IB); Bureau of Police Research and Development (BPR & D ); and National Crime Records Bureau (NCRB). |
| Week 8 | 11th sept 2018 | 15th sept 2018 | Organization and Working of Central Police Organizations with special reference to Central Bureau of Investigation (CBI); Intelligence Bureau (IB); Bureau of Police Research and Development (BPR & D ); and National Crime Records Bureau (NCRB). |
| Week 9 | 18th sept 2018 | 22th sept 2018 | Origin, Structure and Working of Central Armed Police Forces (CAPFs) with Special Reference to BSF, CRPF, ITBP , CISF and SSB. |
| Week 10 | 25th sept 2018 | 29st sep, 2018 | Origin, Structure and Working of Central Armed Police Forces (CAPFs) with Special Reference to BSF, CRPF, ITBP , CISF and SSB. |
| Week 11 | 2nd oct, 2018 | 6th oct, 2018 | Origin, Structure and Working of Central Armed Police Forces (CAPFs) with Special Reference to BSF, CRPF, ITBP , CISF and SSB. |
| Week 12 | 9th oct,2018 | 10th oct, 2018 | Revision |
| Week 13 | **11th oct,2018** | **18th  oct, 2018** | Mid Semester Exam |
| Week 14 | 23th oct, 2018 | 27th oct, 2018 | Organization and Working of Police Administration at the State Level, District Level and Police Station Level. |
| Week 15 | 30th oct, 2018 | 3rd nov, 2018 | Organization and Working of Police Administration at the State Level, District Level and Police Station Level. |
| Week 16 | 6th nov, 2018 | 10th nov, 2018 | Commissionerate System of Policing. |
| Week 17 | 13th nov, 2016 | 17th nov, 2016 | Revision |

**Subject: Administrative Theory Class: B.A I (Sem-1)**

**Session: 2018-2019 Teacher: Mr. Mohit Verma**

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| **S. No** | **Date From** | **Date Upto** |  |
| Week 1 | 23rd July,2018 | 28th july,2018 | Meaning : Public Administration |
| Week 2 | 30thst July 2018 | 4th Aug 2018 | Scope and Significance of Public Administration |
| Week 3 | 6th Aug 2018 | 11th Aug 2018 | Public and Private Administration |
| Week 4 | 13th Aug 2018 | 18th Aug 2018 | Public Administration as a science or an art |
| Week 5 | 20nd Aug 2018 | 25th Aug 2018 | Relationship of Public Administration with other Social Sciences |
| Week 6 | 27th Aug 2018 | 1st  sep 2018 | Evolution of Public Administration |
| Week 7 | 4th sept 2018 | 8th sept 2018 | Organization : Meaning, Types Formal and Informal organization |
| Week 8 | 11th sept 2018 | 15th sept 2018 | Forms of organization : Department, public corporation, government company |
| Week 9 | 18th sept 2018 | 22th sept 2018 | Principles of organization |
| Week 10 | 25th sept 2018 | 29st sep, 2018 | Chief Executive: Types functions and role |
| Week 11 | 2nd oct, 2018 | 6th oct, 2018 | Line staff and auxiliary agencies |
| Week 12 | 9th oct,2018 | 10th oct, 2018 | Centralization and Decentralization |
| Week 13 | **11th oct,2018** | **18th  oct, 2018** | (**Mid-Sem exams)** |
| Week 14 | 23th oct, 2018 | 27th oct, 2018 | Decision Making : meaning , types |
| Week 15 | 30th oct, 2018 | 3rd nov, 2018 | Decision Making : process |
| Week 16 | 6th nov, 2018 | 10th nov, 2018 | Coordination : Concept Methods and Hindrances |
| Week 17 | 13th nov, 2016 | 17th nov, 2016 | Communication : Concept and Process |

**Class: B.A I (Sem-1) Subject: Administrative Theory**

**Session: 2018 Teacher: Dr. Dajinder Kaur**

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| **S. No** | **Date From** | **Date Upto** |  |
| Week 1 | 23rd July,2018 | 28th july,2018 | Meaning : Public Administration |
| Week 2 | 30thst July 2018 | 4th Aug 2018 | Scope and Significance of Public Administration |
| Week 3 | 6th Aug 2018 | 11th Aug 2018 | Public and Private Administration |
| Week 4 | 13th Aug 2018 | 18th Aug 2018 | Public Administration as a science or an art |
| Week 5 | 20nd Aug 2018 | 25th Aug 2018 | Relationship of Public Administration with other Social Sciences |
| Week 6 | 27th Aug 2018 | 1st  sep 2018 | Evolution of Public Administration |
| Week 7 | 4th sept 2018 | 8th sept 2018 | Organization : Meaning, Types Formal and Informal organization |
| Week 8 | 11th sept 2018 | 15th sept 2018 | Forms of organization : Department, public corporation, government company |
| Week 9 | 18th sept 2018 | 22th sept 2018 | Principles of organization |
| Week 10 | 25th sept 2018 | 29st sep, 2018 | Chief Executive: Types functions and role |
| Week 11 | 2nd oct, 2018 | 6th oct, 2018 | Line staff and auxiliary agencies |
| Week 12 | 9th oct,2018 | 10th oct, 2018 | Centralization and Decentralization |
| Week 13 | **11th oct,2018** | **18th  oct, 2018** | (**Mid-Sem exams)** |
| Week 14 | 23th oct, 2018 | 27th oct, 2018 | Decision Making : meaning , types |
| Week 15 | 30th oct, 2018 | 3rd nov, 2018 | Decision Making : process |
| Week 16 | 6th nov, 2018 | 10th nov, 2018 | Coordination : Concept Methods and Hindrances |
| Week 17 | 13th nov, 2016 | 17th nov, 2016 | Communication : Concept and Process |

**Class: B.A II (Sem-3) Subject: Personnel Administration**

**Session: 2018 Teacher: Dr. Dajinder Kaur**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 23rd July,2018 | 28th july,2018 | Meaning and Significance of Personnel Administration |
| Week 2 | 30thst July 2018 | 4th Aug 2018 | Civil Service: Meaning, Features |
| Week 3 | 6th Aug 2018 | 11th Aug 2018 | Civil Service: Classification and Functions |
| Week 4 | 13th Aug 2018 | 18th Aug 2018 | Bureaucracy : Meaning , Characteristics |
| Week 5 | 20nd Aug 2018 | 25th Aug 2018 | Bureaucracy : Demerits and Remedies |
| Week 6 | 27th Aug 2018 | 1st  sep 2018 | Recruitment ,:Meaning Methods and Problems |
| Week 7 | 4th sept 2018 | 8th sept 2018 | UPSC: Composition , Functions and Role |
| Week 8 | 11th sept 2018 | 15th sept 2018 | SPSC: Composition , Functions and Role |
| Week 9 | 18th sept 2018 | 22th sept 2018 | Training: Meaning, Types |
| Week 10 | 25th sept 2018 | 29st sep 2018 | Contd. |
| Week 11 | 2nd oct, 2018 | 6th oct, 2018 | Conduct, Discipline and Ethics |
| Week 12 | 9th oct,2018 | 11 oct, 2018 | Promotion : Meaning , significance and principles |
| Week 13 | **11th oct,2018** | **18th  oct, 2018** | (**Mid-Sem exams)** |
| Week 14 | 23rd oct 2018 | 27th oct, 2018 | Training : Methods, Training: Higher civil services |
| Week 15 | 30th oct, 2018 | 3rd nov, 2018 | Morale :Causes and Measures |
| Week 16 | 6th nov, 2018 | 10th nov, 2018 | Corruption in Administration: Causes |
| Week 17 | 13th nov, 2016 | 17th nov, 2016 | Corruption in Administration: Remedies |

**Class: M.A II (Sem-3) Subject: Social Policy and Welfare Administration**

**Session: 2018 Teacher: Dr. Dajinder Kaur**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 23rd July,2018 | 28th july,2018 | Social Welfare: Concept and Significance |
| Week 2 | 30thst July 2018 | 4th Aug 2018 | Welfare State: Concept and philosophy |
| Week 3 | 6th Aug 2018 | 11th Aug 2018 | Social Police and Social Welfare Administration: Nature and Scope and Significance |
| Week 4 | 13th Aug 2018 | 18th Aug 2018 | Social Legislation in India: An Overview |
| Week 5 | 20nd Aug 2018 | 25th Aug 2018 | Protection of women From Domestic Violence Ace, 2005 |
| Week 6 | 27th Aug 2018 | 1st  sep 2018 | The Juvenile Justice (care and Protection of Children) Act, 2000 |
| Week 7 | 4th sept 2018 | 8th sept 2018 | Organisational and Functions of Union Ministry of Social Justice and Empowerment |
| Week 8 | 11th sept 2018 | 15th sept 2018 | State Social Welfare Department; Central Social Welfare Board: |
| Week 9 | 18th sept 2018 | 22th sept 2018 | State Social Welfare Department |
| Week 10 | 25th sept 2018 | 29st sep 2018 | Role of NGOs/ Voluntary Organisations for Social Welfare |
| Week 11 | 2nd oct, 2018 | 6th oct, 2018 | Policy, Programmes and Administration for Welfare of SC/ST |
| Week 12 | 9th oct,2018 | 11 oct, 2018 | Policy, Programmes and Administration for Welfare of Women and Children |
| Week 13 | **11th oct,2018** | **18th  oct, 2018** | (**Mid-Sem exams)** |
| Week 14 | 23rd oct 2018 | 27th oct, 2018 | Policy, Programmes and Administration for Welfare of Aged |
| Week 15 | 30th oct, 2018 | 3rd nov, 2018 | Policy, Programmes and Administration for Welfare of Drug Addicts |
| Week 16 | 6th nov, 2018 | 10th nov, 2018 | Revision |
| Week 17 | 13th nov, 2016 | 17th nov, 2016 | Revision |

**Class: M.A I Subject: Financial Administration**

**Session: 2018 Teacher: Dr. Dajinder Kaur**

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| **Dates** |  |
| 10 -11 Aug 2018  17-18 Aug  24-25 Aug  31 Aug | Union Ministry of Finance with special reference to its role in Monetary and Fiscal Policy Area |
| 7-8 sep  14-15 sep  21-22 sep    28-29 sep | Union-State Financial Relations; |
| 5-6 oct  26-27 oct | Finance Commission & Planning Commission. |
| 2-3 Nov  9-10 Nov  16-17 Nov | Cont…….  Revision |

**Class: M.A II Subject: Peoples’ Empowerment and Rural Governance**

**Session: 2018 Teacher: Dr. Dajinder Kaur**

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| **Dates** |  |
| 6 Aug 2018  13 Aug  20 Aug  27 Aug | Mahatma Gandhi National Rural Employment Guarantee Programme (MGNREGA) |
| 3 Sep  10 Sep  17Sep  24 Sep | Cont……. |
| 1 Oct  8 Oct  29 Oct | National Rural Livelihood Mission (NRLM) |
| 5 Nov  12 Nov | Cont…….  Revision |

**Class: B.A I (Sem-1) Subject: Administrative Theory**

**Session: 2018-2019 Teacher: Dr. Deepak Sharma**

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| **S. No** | **Date From** | **Date Upto** |  |
| Week 1 | 23rd July,2018 | 28th july,2018 | Meaning : Public Administration |
| Week 2 | 30thst July 2018 | 4th Aug 2018 | Scope and Significance of Public Administration |
| Week 3 | 6th Aug 2018 | 11th Aug 2018 | Public and Private Administration |
| Week 4 | 13th Aug 2018 | 18th Aug 2018 | Public Administration as a science or an art |
| Week 5 | 20nd Aug 2018 | 25th Aug 2018 | Relationship of Public Administration with other Social Sciences |
| Week 6 | 27th Aug 2018 | 1st  sep 2018 | Evolution of Public Administration |
| Week 7 | 4th sept 2018 | 8th sept 2018 | Organization : Meaning, Types Formal and Informal organization |
| Week 8 | 11th sept 2018 | 15th sept 2018 | Forms of organization : Department, public corporation, government company |
| Week 9 | 18th sept 2018 | 22th sept 2018 | Principles of organization |
| Week 10 | 25th sept 2018 | 29st sep, 2018 | Chief Executive: Types functions and role |
| Week 11 | 2nd oct, 2018 | 6th oct, 2018 | Line staff and auxiliary agencies |
| Week 12 | 9th oct,2018 | 10th oct, 2018 | Centralization and Decentralization |
| Week 13 | **11th oct,2018** | **18th  oct, 2018** | (**Mid-Sem exams)** |
| Week 14 | 23th oct, 2018 | 27th oct, 2018 | Decision Making : meaning , types |
| Week 15 | 30th oct, 2018 | 3rd nov, 2018 | Decision Making : process |
| Week 16 | 6th nov, 2018 | 10th nov, 2018 | Coordination : Concept Methods and Hindrances |
| Week 17 | 13th nov, 2016 | 17th nov, 2016 | Communication : Concept and Process |

**Class: B.A II (Sem-3) Subject: Personnel Administration**

**Session: 2018-2019 Teacher: Dr. Deepak Sharma**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 23rd July,2018 | 28th july,2018 | Meaning and Significance of Personnel Administration |
| Week 2 | 30thst July 2018 | 4th Aug 2018 | Civil Service: Meaning, Features |
| Week 3 | 6th Aug 2018 | 11th Aug 2018 | Civil Service: Classification and Functions |
| Week 4 | 13th Aug 2018 | 18th Aug 2018 | Bureaucracy : Meaning , Characteristics |
| Week 5 | 20nd Aug 2018 | 25th Aug 2018 | Bureaucracy : Demerits and Remedies |
| Week 6 | 27th Aug 2018 | 1st  sep 2018 | Recruitment ,:Meaning Methods and Problems |
| Week 7 | 4th sept 2018 | 8th sept 2018 | UPSC: Composition , Functions and Role |
| Week 8 | 11th sept 2018 | 15th sept 2018 | SPSC: Composition , Functions and Role |
| Week 9 | 18th sept 2018 | 22th sept 2018 | Training: Meaning, Types |
| Week 10 | 25th sept 2018 | 29st sep 2018 | Contd. |
| Week 11 | 2nd oct, 2018 | 6th oct, 2018 | Conduct, Discipline and Ethics |
| Week 12 | 9th oct,2018 | 11 oct, 2018 | Promotion : Meaning , significance and principles |
| Week 13 | **11th oct,2018** | **18th  oct, 2018** | (**Mid-Sem exams)** |
| Week 14 | 23rd oct 2018 | 27th oct, 2018 | Training : Methods, Training: Higher civil services |
| Week 15 | 30th oct, 2018 | 3rd nov, 2018 | Morale :Causes and Measures |
| Week 16 | 6th nov, 2018 | 10th nov, 2018 | Corruption in Administration: Causes |
| Week 17 | 13th nov, 2016 | 17th nov, 2016 | Corruption in Administration: Remedies |

**Subject: Personnel Administration Class: B.A II (Sem-3)**

**Session: 2018-2019 Teacher: Dr. Deepak Sharma**

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| **Dates** |  |
| 1st sep 2018 | Morale :Causes and Measures |
| 8th sep | Contd… |
| 15th sep | Contd…. |
| 22nd sep | Corruption in Administration: Causes |
| 29th sep | Contd….. |
| 6th October | Corruption in Administration: Remedies |
| 27th | Contd….. |
| 3rd Nov | Administrative Tribunals : Meaning , |
| 10th | Administrative Tribunals : Types ,Advantages and Disadvantages |
| 17th | Contd…… |

**Subject: Local government Class: B.A III (Sem-5th )**

**Session: 2018-2019 Teacher: Dr. Deepak Sharma**

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| **Dates** |  |
| 1st sep 2018 | State finance commission : composition , functions , role |
| 8th sep | Contd… |
| 15th sep | Contd…. |
| 22nd sep | Provincialization of Municipal Services |
| 29th sep | Contd….. |
| 6th October | Contd….. |
| 27th | Rural Urban Relationship |
| 3rd Nov | Challenges and remedies |
| 10th | Contd…. |
| 17th | Contd…… |

**Class: BA-II Subject: Personnel Administration**

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

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 6th Aug 2018 | 11th Aug 2018 | Personnel Administration: Meaning and Significance |
| Week 2 | 13th Aug 2018 | 18th Aug 2018 | Civil Service : Meaning, Features, Classification and Functions |
| Week 3 | 20nd Aug 2018 | 25th Aug 2018 | Bureaucracy : Meaning , characteristics, Merits and Demerits |
| Week 4 | 27th Aug 2018 | 1st  sep 2018 | Recruitment: Meaning and Methods |
| Week 5 | 4th sept 2018 | 8th sept 2018 | Recruitment: Problems and Measures to combat them |
| Week 6 | 11th sept 2018 | 15th sept 2018 | UPSC: Composition, functions and role |
| Week 7 | 18th sept 2018 | 22th sept 2018 | SPSC: Composition, functions and role |
| Week 8 | 25th sept 2018 | 29st sep 2018 | Training –Meaning, Methods, Types and Training of Higher Civil Services in India |  |
| Week 9 | 2nd oct, 2018 | 6th oct, 2018 | Conduct, Discipline and Ethics in Public Services |
| Week 10 | 9th oct,2018 | 11 oct, 2018 | Promotion : Meaning, Significance and Principles |
| Week 11 | **11th oct,2018** | **18th  oct, 2018** | Mid Semester Exam |
| Week 12 | 23rd oct 2018 | 27th oct, 2018 | Morale: Meaning, Types and Causes of Low Morale  Morale: Measures for Improvement |
| Week 13 | 30th oct, 2018 | 3rd nov, 2018 | Corruption in Administration: Meaning and Causes |
| Week 14 | 6th nov, 2018 | 10th nov, 2018 | Corruption in Administration: Case Studies and Remedies |
| Week 15 | 13th nov, 2016 | 17th nov, 2016 | Administrative Tribunals: Meaning and Types |

**Class: B.A III Subject: Local Government**

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

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 3rd Aug 2018 | 4th Aug 2018 | Meaning and significance of Local Government |
| Week 2 | 6th Aug 2018 | 11th Aug 2018 | Evolution of Local Government since 1882 |
| Week 3 | 13th Aug 2018 | 18th Aug 2018 | Role of deputy commissioner |
| Week 4 | 20nd Aug 2018 | 25th Aug 2018 | Role of divisional commissioner |
| Week 5 | 27th Aug 2018 | 1st  sep 2018 | The 73rd constitutional amendment-provisions and its impact |
| Week 6 | 4th sept 2018 | 8th sept 2018 | Gram Sabha-composition, functions and powers |
| Week 7 | 11th sept 2018 | 15th sept 2018 | PRI’s in Punjab: -struture , functions sources of Finances and personnel |
| Week 8 | 18th sept 2018 | 22th sept 2018 | The 74th constitutional amendment-provisions and its impact |  |
| Week 9 | 25th sept 2018 | 29st sep 2018 | Urban local bodies: structure, functions and source of finances |
| Week 10 | 2nd oct, 2018 | 6th oct, 2018 | Mayor-position, functions and powers |
| Week 11 | 9th oct,2018 | 11 oct, 2018 | Municipal commissioner-position, functions and powers |
| **Week 12** | **11th oct,2018** | **18th  oct, 2018** | **Mid Semester Exam** |
| Week 13 | 23rd oct 2018 | 27th oct, 2018 | State control over local bodies |
| Week 14 | 30th oct, 2018 | 3rd nov, 2018 | State finance commission: composition functions and role |
| Week 15 | 6th nov, 2018 | 10th nov, 2018 | State finance commission: composition functions and role |
| Week 16 | 13th nov, 2018 | 17th nov, 2018 | Revision |

**Class: B.A II (Sem-3) Subject: Personnel Administration**

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

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| **Dates** |  |
| 4th sep 2018 | Morale :Causes and Measures |
| 8th sep | Contd… |
| 15th sep | Contd…. |
| 22nd sep | Corruption in Administration: Causes |
| 29th sep | Contd….. |
| 6th October | Corruption in Administration: Remedies |
| 27th | Contd….. |
| 3rd Nov | Administrative Tribunals : Meaning , |
| 10th Nov | Administrative Tribunals : Types ,Advantages and Disadvantages |
| 17th Nov | Contd…… |

**Class: B.A I (Sem-I) Subject: Administrative Theory**

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

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| **Dates** |  |
| 4th sep 2018 | Evaluation of Public Administration |
| 8th sep | Contd… |
| 15th sep | Contd…. |
| 22nd sep | Public Administration As a Science or Arts |
| 29th sep | Contd….. |
| 6th October | Contd….. |
| 27th | Public and Private Administration |
| 3rd Nov | Cont…… |
| 10th | Contd…. |
| 17th | Contd…… |

**Class : B.A II Subject: Police Personnel**

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

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 8th Aug 2018 | 11th Aug 2018 | Meaning, Nature and Scope of Police Personnel Administration and its significance, Recruitment: Meaning and Methods; |
| Week 2 | 13th Aug 2018 | 18th Aug 2018 | Scope of Police Personnel Administration and its significance, Recruitment: Meaning and Methods; |
| Week 3 | 22th Aug 2018 | 25th Aug 2018 | Scope of Police Personnel Administration and its significance,  Recruitment of Police Personnel in India |
| Week 4 | 27th Aug 2018 | 1st Sep 2018 | Career System in Police Administration Training: Meaning and Types; |
| Week 5 | 4th Sept 2018 | 8th Sept 2018 | Career System in Police Administration Concept and Significance: Pay Policy,  Training of IPS Officers and State Police Services in India |
| Week 6 | 11th Sept 2018 | 15th Sept 2018 | Contd… |
| Week 7 | 18th Sept 2018 | 22rd Sept 2018 | Job Analysis of Police Personnel  Compensation and Fringe Benefits, |
| Week 8 | 25th Sept 2018 | 29th Sept, 2018 | Promotion of Police Personnel in India |
| Week 9 | 2nd Oct, 2018 | 6th Oct, 2018 | Compensation and Fringe Benefits, |
| Week 10 | 9th Oct**,** 2018 | 11th Oct, 2018 | Performance Appraisal;  Police Ethics |
| **Week 11** | **11th Oct, 2018** | **18th Oct 2018** | **Mid Semester Exam** |
| Week 12 | 24th Oct 2018 | 27th Oct 2018 | Police Ethics,Code of Conduct |
| Week 13 | 30th Oct 2018 | 3rd Nov 2018 | Corruption – Meaning and Causes |
| Week 14 | 6th Nov 2018 | 10 Nov 2018 | Revision |
| Week 15 | 13th Nov 2018 | 17th Nov 2018 | Revision |

**Class: BAIII Subject: Police Administration (OB)**

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

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | 8th Aug 2018 | 11th Aug 2018 | Organisational Behaviour : Concept, Nature and Significance |
| Week 2 | 13th Aug 2018 | 18th Aug 2018 | Foundations of Organizational Behaviour- Scientific Mangament, Human Relations |
| Week 3 | 22th Aug 2018 | 25th Aug 2018 | System and Contingency, Models of Organizational Behaviour |
| Week 4 | 27th Aug 2018 | 1st Sep 2018 | Motivation: Concept, Significance and measures to motivate the police personnel |
| Week 5 | 4th Sept 2018 | 8th Sept 2018 | Maslow’s need hierarchy and McGregor’s- Theory X &Y |
| Week 6 | 11th Sept 2018 | 15th Sept 2018 | Morale: Concept, factors to build the morale in Indian police |
| Week 7 | 18th Sept 2018 | 22rd Sept 2018 | Leadership: Concept, Trait and Situational Theory, Qualities of a good leader |
| Week 8 | 25th Sept 2018 | 29th Sept, 2018 | Communication: Concept, Process, Types and Barriers. |  |
| Week 9 | 2nd Oct, 2018 | 6th Oct, 2018 | Communication Modes in Indian Police;  Decision Making: Concept and Types |
| Week 10 | 9th Oct**,** 2018 | 11th Oct, 2018 | Decision making: Measures to improve communication ties in police administration, Simon’s Rationale Comprehensive Theory |
| **Week 11** | **11th Oct, 2018** | **18th Oct 2018** | **Mid Semester Exam** |
| Week 12 | 24th Oct 2018 | 27th 2 Oct 2018 | Transactional Analysis: Meaning and Types of Transactions  Transactional Analysis: Types of Transactions (elaboration) |
| Week 13 | 30th Oct 2018 | 3rd Nov 2018 | Mid Semester Exam |
| Week 14 | 6th Nov 2018 | 10 Nov 2018 | Organizational Change: Resistance to change (strategical measures) |
| Week 15 | 13th Nov 2018 | 17th Nov 2018 | Organizational Development: Concept and need in the present era, Rationale, benefits and suggestive measures |

**Class : B.A II Subject: Police Personnel**

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

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| **Dates** |  |
| 1st sep 2018 | Police Ethics,Code of Conduct |
| 8th sep | Contd….. |
| 15th sep | Contd….. |
| 22nd sep | Contd….. |
| 29th sep | Corruption – Meaning and Causes |
| 6th October | Contd….. |
| 27th | Contd….. |
| 3rd Nov | Performance Appraisal;  Police Ethics |
| 10th | Contd……. |
| 17th | Contd……. |

**Class: B.A III Subject: Police Administration (OB)**

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

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| **Dates** |  |
| 1st sep 2018 | Organizational Change: Resistance to change (strategically measures) |
| 8th sep | Cont…… |
| 15th sep | Cont…. |
| 22nd sep | Organizational Development: Concept and need in the present era, |
| 29th sep | Cont….. |
| 6th October | Cont….. |
| 27th | Cont….. |
| 3rd Nov | Rationale, benefits and suggestive measures |
| 10th | Revision |
| 17th | Revision |