



A. V. Education Society's

DEGLOOR COLLEGE DEGLOOR
Annual Teaching Plan - 2023-24

Department :- Public Administration Class :- B.A. FIRST YEAR

Name of Teacher :-Dr. Debde S. M.

Semester - I

Basic Principles of Public Administration Paper – I

Chapter No.	SUB-TITLE	Section-(Unit)	Expected Lectures	Expected Duration	
				From	To
1	Public Administration :-				
	Meaning, Nature, Scope and Importance.		15	15-Jul-23	13 Aug.2023
2	Evolution of the discipline				
	A) 1887 to 1926 1927 to 1937 1938 to 1947 1948 to 1970 1971 to till date	B) C) D) E)	10	14 Aug.2023	3 Sept.23
3	Public Administration and Private Administration -				
	A) Affinity and Difference B) Public Private Partnership (PPP)		10	4 Sept.2023	21 Sept.23
4	Relations of Public Administration with other humanities				
	A) Public Administration and Sociology B) Public Administration and Political Science C) Public Administration and Economics D) Public Administration and Law		13	22 sept.23	10 Oct.
5	New Trends in Public Administration				
	a) Good Governance b) Sustainable development. c) Civil Society		12	11 Oct.23	25 Oct.

Teacher Name & Sign

Dr. B. P. Katturwar
HOD, Dept. & Research Center of Pub. Adm.,
Degloor College Degloor

Principal
PRINCIPAL
Degloor College, Degloor



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Semester - II

Administrative Organization and Its Principles

Paper - III

Chapter No.	SUB-TITLE	Section-(Unit)	Expected Lectures	Expected Duration	
				From	To
1	Organization :				
	Meaning, Nature and importance of organization of Orgnization Formal Orgnization	Form A) B)	12	1 Jan.	20 Jan.
2	Principles of Administrative Organization :				
	A) Hierarchy - Meaning , merits and demerits. B) Span of Control – Meaning & Importance C) Communication- Meaning & Types D) Moral- Meaning & Types E) Delegation – Meaning & Importance.		12	21 Jan.	12 Feb.
3	Line and Staff Agencies :				
	A) Meaning, Types and Functions. B) Department- Meaning and Basic Elements		10	13-Feb-24	28 Feb.
4	Chief Executive :				
	Types, Functions & Qualities of Chief Executive.		10	1 Mar.	14 Mar.
5	Public Relations :				
	Meaning, Importance and Agencies		10	15-Mar-24	31-Mar-24

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Annual Teaching Plan - 2023-24

Department :- Public Administration Class :- B.A. SECOND YEAR

Name of Teacher : Dr. Debde S. M.



Semester - III

Personnel Administration

Paper - V

Chapter No.	SUB-TITLE	Section-(Unit)	Expected Lectures	Expected Duration	
				From	To
1	Personnel Administration				
	Meaning, Scope and Importance.		10	15-Jul-23	2 Aug.23
2	Recruitment				
	Meaning, Direct and Indirect Recruitment.		10	3-Aug-23	20-Aug-23
3	Training				
	Meaning, Objectives & Types		15	21-Aug-23	22 Sept.23
4	Promotion				
	Meaning & Principles of Promotion (Merit & Seniority)		10	23 Sept.23	5 Oct.23
5	Retirement				
	Meaning, Need of Retirement] Benefits of Retirement (Pension] Gratuity, Provident funds (NCPS)		10	06 Oct.23	20 Oct.23

Signature of Teacher -

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Department :- Public Administration Class :- B.A. SECOND YEAR

Name of Teacher : Dr. Debde S. M.

Semester - IV
Financial Administration
Paper -VII

Chapter No.	SUB-TITLE	Section-(Unit)	Expected Lectures	Expected Duration	
				From	To
1	Financial Administration				
	Meaning, Importance & Agencies		10	01 Jan.24	18 Jan.24
2	Budget				
	Meaning, Types & Principles of ideal Budget		10	19 Jan.24	5 Feb. 24
3	Finance Ministry				
	Composition & Functions		12	6 Feb. 24	24 Feb.24
4	Budgetary Process				
	a) Preparation of Budget b) Legislation of Budget c) Execution of Budget		13	25 Feb. 24	13 Mar.24
5	Control on Financial Administration				
	a) PAC b) PUC c) CAG		10	14 Mar.24	30 Mar.24

Sign. of Teacher - *Dr. Debde S. M.*

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Department :- Public Administration			Class :- B. A. III Year	
Name of the Teacher :- Debde S. M.			Year-2023-2024	
Subject :- Public Administration			Semester :- V	
Paper Name & NO. :- Indian Administration - X				
Chapter No.	Topic - Title	Expected Lectures	Expected Duration	
			From	To
1	Historical Background of Indian Administration- A) Administration in Ancient Period B) Administration in Medieval Period C) Administration in British period	10	1-Jul	17-Jul
2	Indian administration : Post 1947 A) Post independent Structure of Indian Administration B) Sailer Feature of Indian Administration	10	18-Jul	5 Aug. 23
3	Union government & Administration A) The President- Power & functions B) Prime Minister- Power & Functions C) Council of Ministers - Structure & Functions D) P.M. Office	15	6 Aug.23	4 Sept. 23
4	Indian Parliament- A) Rajya Sabha- Structure & Function B) Loksabha - Structure & Functions	10	5 Sept.23	21 Sept.23
5	Judicial Administration- A) Suprim Court - Structure & Functions B) Judician Activism	10	22 Sept.23	12 Oct.23

Sign. of Teacher S/S


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Department :- Public Administration Class :- B. A. Third Year				
Name of the Teacher :- Debde S. M.			Year 2023-2024	
Subject :- Public Administration			Semester :- VI	
Paper Name & NO. :- Indian Constitution and Administration- XII				
Chapter No.	Topic - Title	Expected Lectures	Expected Duration	
			From	To
1	Indian Constitution - Formation of Indian Constitution Preamble Salient Features of Indian Administration	12	1 Jan. 24	20 Jan.24
2	Constitutional Framework Fundamental Rights Fundamental Duties Directive Principles of State Policy	13	21 Jan.24	10 Feb.24
3	Constitutional & Other Bodies - A) Election Commission of India B) UPSC C) CAG D) NITI Ayog E) NHRC	10	11 Feb.24	25 Feb.24
4	Administrative Reforms Meaning & Objective Administrative Reform Commission 2nd Admn. Reform Commission	10	26 Feb. 24	8 mar.24
5	New Trends In Admn. Globalization & Admn Stress Management Impact of Judicial Activism	10	9 Mar.24	20 Mar.24

Sign of Teacher - *SVR*

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