



A.V. Education Society's

DEGLOOR COLLEGE, DEGLOOR

Annual Teaching Plan - 2022-23

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

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

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	31 July 22	25 July 22
2	Evolution of the discipline				
	A) 1887 to 1926 B) 1927 to 1937 C) 1938 to 1947 D) 1948 to 1970 E) 1971 to till date		10	26 July 22	10 Aug. 22
3	Public Administration and Private Administration -				
	A) Affinity and Difference B) Public Private Partnership (PPP)		10	11 Aug. 22	8 Sept. 22
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	9 Sept. 22	30 Sept. 22
5	New Trends in Public Administration				
	a) Good Governance b) Sustainable development. c) Civil Society		12	1 Oct. 22	22 Oct. 22

Teacher Name & Sign
S.M. Debde
Debde S.M.

HOD

Principal
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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 Form of Organization A) Formal Organization B) Informal Organization		12	15 Nov. 22	5 Dec. 22
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.		15	6Dec. 22	28 Jan. 2022
3	Line and Staff Agencies :				
	A) Meaning, Types and Functions. B) Department- Meaning and Basic Elements		10	28 Dec. 22	21 Jan. 23
4	Chief Executive :				
	Types, Functions & Qualities of Chief Executive.		10	22 Jan. 23	20 Feb. 23
5	Public Relations :				
	Meaning, Importance and Agencies		8	21 Feb. 23	10 Mar. 23

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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	31-Jul-22	16 Aug.2022
2	Recruitment				
	Meaning, Direct and Indirect Recruitment.		10	17 Aug.22	30 Aug.22
3	Training				
	Meaning, Objectives & Types		15	1 Sept.22	22 Sept.22
4	Promotion				
	Meaning & Principles of Promotion (Merit & Seniority)		10	23 Sept.22	9 Oct.22
5	Retirement				
	Meaning, Need of Retirement] Benefits of Retirement (Pension] Gratuity, Provident funds (NCPS)		10	10 Oct.22	22 Oct.22

Teacher sign - 

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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	15 Nov.22	6 Dec.22
2	Budget				
	Meaning, Types & Principles of ideal Budget		10	7 Dec.22	25 Dec.22
3	Finance Ministry				
	Composition & Functions		13	27 Dec.22	20 Jan.23
4	Budgetary Process				
	a) Preparation of Budget b) Legislation of Budget c) Execution of Budget		15	21-Jan-23	26 Feb.23
5	Control on Financial Administration				
	a) PAC b) PUC c) CAG		12	27-Feb-23	15-Mar-23

Teachers sign - SVR
Dr. Debde S. M.

HOD

(Signature)

(Signature)

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Annual Teaching Plan

Department :- Public Administration		Class :- B. A. Third Year		
Name of the Teacher :- Dr. S.M. Debde		Year :- 2022-23		
Subject :- Public Administration		Semester :- V		
Paper Name & NO. :- Indian Administration - X (DGE-I)				
Chapter No.	Topic - Title	Expected Lectures	Expected Duration	
			From	To
1	Historical Background of Indian Administration a) Admn. In Ancient Period b) Admn. In Medieval Period c) Admn. In British Period	15	31 July. 22	18 Aug. 22
2	Indian Administration : Post 1947 a) Post independent Structure of Indian Administration b) Salient Features of Indian Administration	10	19 Aug. 22	3 Spt. 22
3	Union Government & Administration a) The President : Power & Functions b) Prime Minister : Power & Functions c) Council of Minister's : Structure & Functions d) PMO : Structure & Functions	10	4 Sept. 22	22 Sept. 22
4	Indian Parliament a) Rajya Sabha : Structure & Functions b) Lok Sabha : Structure & Functions	10	23 Sept. 22	9 Oct. 22
5	Judicial Administration a) Supreme Court of India : Structure & Functions b) Judicial Activism	10	10 Oct. 22	22 Oct. 22

Teacher Name & Sign

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(Signature)

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Department :- Public Administration		Class :- B. A. Third Year		
Name of the Teacher :- Dr. S. M. Debde		Year :- 2022-23		
Subject :- Public Administration		Semester :- VI		
Paper Name & NO. :- Indian Constitution & Administration - XII (DGE-II)				
Chapter No.	Topic - Title	Expected Lectures	Expected Duration	
			From	To
1	Indian Constitution A) Formation of Indian Constitution B) Preamble C) Salient Features of Indian Constitution	10	15 Nov. 22	14. Dec. 22
2	Constitutional Framework A) Fundamental Duties C) Directive Principles of State Policy	15	15. Dec. 22	8 Jan. 23
3	Constitutional & Other National Bodies : Structure & Function 1) Election Commission of India 2) Union Public Service Commission (UPSC) 3) Comptroller & Auditor General (CAG) 4) National Human Rights Commission 5) NITI Aayog	15	9 Jan. 23	4 Feb. 23
4	Administration Reforms in Indian Administration A) Meaning & Objectives B) First Administrative Reforms Commission C) Second Administration Reforms Commission	10	5 Feb. 23	21 Feb. 23
5	New Trends in Indian Administration A) Globalization & Administration B) Stress Management C) Impact of Judicial Activism on Administration	10	22 Feb. 23	12 Mar. 23

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