

BA FY

YEAR: 2020-21

SEM: I

COURSE CODE: U – PUA -123

COURSE TITLE: BASIC PUBLIC ADMINISTRATION

Chapter Name	No of Lectures Required		Date	Topic	No of Lectures
Chapter 1. Public Administration	08	19/09/2020 to 9/10/2020	19/09/2020	Chapter Introduction	1
			23/09/2020	Meaning and Definition	1
			24/09/2020 to 26/09/2020	Nature	3
			30/09/2020 to 3/10/2020	Scope	3
			7/ 10/2020 to 8/10/2020	Importance	2
Chapter 2. Evaluation of Public Administration	12	9/10/2020 to 29/10/2020	9/10/2020	Introduction Various period	1
			10/10/2020 to 14/10/2020	1.1887— 1911	1
			15/10/2020 to 16/10/2020	2.1911-1926	3
			17/10/2020 to 21/10/2020	3.1927-1936	3
			22/10/2020	4.1937-1947	2
			23/10/2020 to 24/2020	5.1948-1960	1
			28/10/2020 to 29/10/2020	6.1961-1990	3
Chapter 3. Orginazation	14	4/11/2020 to 28/11/2020	4/11/2020	Introduction to the chapter	1
			5/11/2020	Meaning and Definition of Organization	1
			6/11/2020	Importance of Organization	1
			7/11/2020 to 11/11/2020	1.Hearchary Meaning and Definition	2
			12/11/2020	Merits and demerits	2

			18/11/2020		
			19/11/2020	2. Span of Control Meaning and Definition	1
			20/11/2020 to 21/11/2020	Basic Components of Span of Control	2
			25/11/2020	3. Communication Meaning , Definition	1
			26/11/2020 to 27/11/2020	Types of Communication	2
			28/11/2020	Barriers of Communication	1
Chapter 4 Forms of Organization	18	2/12/2020 to 31/12/2020	2/12/2020	Introduction to the chapter	1
			3/12/2020 to 4/12/2020	1. Formal Organization Meaning Definition and Features	2
			5/12/2020 to 9/12/2020	2. Informal Organization Features	2
			10/12/2020 to 11/12/2020	Department .Meaning and Definition Features	2
			12/12/2020	Features	1
			16/12/2020	Types	1
			17/12/2020	Function	1
			18/12/2020	Public Corporation Meaning and Definition	1
			19/12/2020	Types	1
			23/12/2020	Function of Public Corporation	1
			24/12/2020	Independent Regulatory Commission	1
			25/12/2020 to 26/12/202	Meaning and Definition	2
			30/12/202	Features	1
			31/12/2020	Function	1

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YEAR: 2020—2021

SEM: II

COURSE CODE: U-PUA-223

COURSE TITL: PRINCIPLES OF ORGANIZATION

Chapter Name	No of Lectures Required		Date	Topic	No of Lectures
Chapter 5. Principles of Organization	10	10/03/2021 to 26/03/2021	10/03/2021	Discus on Centralization and Decentralization	1
			12/03/2021	Centralization Meaning and Definition	1
			13/03/2021	Merits	1
			17/03/2021	Demerits	1
			18/03/2021	Decentralization Meaning and Definition	1
			19/03/2021	Merits	1
			20/03/2021	Demerits	1
			24/03/2021	Authority and Responsibility Meaning and Definition	1
			25/03/2021 to 26/03/2021	Types and Features	2
Chapter 6. Chief Executive	12	27/03/2021 to 22/04/2021	27/03/2021	Discus on Chief Executive	1
			31/03/2021	Meaning and Definition	1
			1/04/2021 to 10/04/2021	Types	6
			15/04/2021 to 17/04/2021	Function	3
			22/04/2021	Qualities	1
Chapter 7. Line and Staff Agency	10	23/04/2021 to 14/05/2021	23/04/2021	Discus on Line and Staff Agency	1
			24/04/2021	Line Agency Meaning and Definition	1
			28/04/2021 to 29/04/2021	Types	2
			30/05/2021 to 5/05/2021	Function	2
			6/05/2021	Staff Agency Meaning and Definition	1

			10/05/2021	Types	1
			11/05/2021 to 12/05/2021	Function	2
Chapter 8. Administrative Law	10	13/05/2021 to 29/05/2021	13/05/2021	Discus on Administrative Law	1
			14/05/2021	Meaning and Definition	1
			19/05/2021 to 20/05/2021	Scope	2
			21/05/2021	Significance	1
			22/05/2021	2.Delegated Meaning and Definition	1
			26/05/2021	Methods of Delegated	1
			27/05/2021	Administrative Tribunal Meaning and Definition	1
			28/05/2021 to 29/05/2021	Features	2

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YEAR :2020-21

SEM: III

COURSE CODE: U – PUA – 223

COURSE TITLE : HUMAN RESOURCE MANAGEMENT

Chapter 1. Human Resource Management	16	13/07/2020 to 30/07/2020	13/07/2020	Discussion on Syllabus and Chapter	
		1	14/07/2020	Meaning and Definition	
		3	15/07/2020 to 20/07/2020	Purpose	
		3	21/07/2020 to 23/07/2020	Nature of Human Resource Management	
		6	27/07/2020 to 4/08/2020	Functions of Human Resource Management	
Chapter 2. Recruitment and Training	18	5/08/2020 to 8/09/2020	5/08/2020	Discus on Chapter	
		1	6/08/2020	Recruitment Meaning and Definition	
		1	10/08/2020	Importance of Recruitment	
		1	11/08/2020	Types of Recruitment 1. Internal Recruitment Meaning and Definition	
		1	12/08/2020	Merits	
		1	13/08/2020	Demerits	
		1	17/08/2020	2. External Recruitment Meaning and Definition	
		1	19/08/2020	Merits	
		1	20/08/2020	Demerits	
		1	24/08/2020	Training, Meaning and Definition	
		1	25/08/2020	Importance of Training	
		1	27/08/2020	Purpose	
		6	28/08/2020 to 8/08/2020	Types of Training	
Chapter 3. Promotion	16	9/09/2020 to 6/10/2020	9/09/2020	Discus on Chapter	
		1	10/09/2020	Promotion Meaning and Definition	
		1	14/09/2020	Importance Promotion	

		1	15/09/2020	Types of Promotion 1. Principal of Seniority Meaning and Definition	
		1	16/09/2020	Merits	
		1	21/09/2020	Demerits	
		1	22/09/2020	2.Principal of Merits Meaning and Definition	
		1	23/09/2020	Merits	
		1	24/09/2020	Demerits	
		1	28/09/2020	Performance Appraisal Meaning and Definition	
		6	29/09/2020 to 6/10/2020	Methods of Performance Appraisal	
Chapter 4. Problems of Human Resource Management	14	7/10/2020 to 29/10/2020	7/10/2020	Discus on Chapter	
		1	8/10/2020	1 .Discipline Meaning and Definition	
		8	12/10/2020 to 22/10/2020	Discipline Process	
		6	26/10/2020 to 3/11/2020	Administrative Ethics Meaning and Definition	
				Administrative Ethics	

COURSE CODE: U-PUA-423

COURSE TITLE: HUMAN RESOURCE MANAGEMENT

Chapter 5. Office Administration	10	22/02/2021 to 9/03/2021	22/02/2021	Introduction to the chapter Office Administration	1
			23/02/2021	Meaning and Definition	1
			24/02/2021 to 2/03/2021	Characteristic	4
			3/03/2021 to 9/03/2021	Function	4
Chapter 6. Employee – Employer Relation	10	10/03/2021 to 29/03/2021	10/03/2021	Discusses on the Chapter 1. Right to Organization	1
			15/03/2021	1. Right to Organization Meaning, Types	1
			16/03/2021	a. Professional Organization	1
			17/03/2021	Purpose	1
			18/03/2021	b. Tread Union	1
			22/03/2021	Purpose	1
			23/03/2021 to 25/03/2021	2. Right to strike Meaning, Types	3
			29/03/2021	3. Right to Affiliated	1
<b>Chapter 7. Human Resource Management- Development and Stress Management</b>	<b>10</b>	<b>30/03/2021 to 20/04/2021</b>	<b>30/03/2021</b>	<b>Discus on Stress Management</b>	
			31/03/2021	Meaning and Definition	1
			5/04/2021 to 7/04/2021	Causes of Stress Management	3
			8/04/2021 to 15/04/2021	Impact of Stress	3
			19/04/2021	Stress Management	2
Chapter 8. New Trends in Administration	12	22/04/2021 to 13/05/2021	22/04/2021	Discus on New Trends in Administration	
			26/04/2021	1. E-Administration Meaning and Definition	1

			27/04/2021	Merits	1
			28/04/2021	Demerits	1
			3/05/2021	2. Citizen Charter Meaning and Definition	1
			4/05/2021 to 5/05/2021	Characteristic	2
			22/05/2021	3. Right to Service Act-2015	6



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YEAR : 2020 -2021

SEM : 5

CORCE CODE: U – PUA -527

CORCE TITAL: ADMINISTRATIVE THINKERS AND THEORIES

Chapter Name	No of Lectures Required		Date	Topic	No of Lectures
Chapter 1. Kautilya	12	16/07/2020 to 13/07/2020	16/07/2020	Introduction and Spectrum,	
			17/07/2020	Discuses on Good Governance	1
			18/07/2020	Meaning and Definition	1
			23/07/2020 to 30/07/2020	Characteristics of Good Governance	4
			31/07/2020	Discuses on Corruption	1
			6/08/2020 to 7/08/2020	Causes of Corruption	2
			8/08/2020 to 13/08/2020	Remedies of Corruption	2
Chapter 2. F W Teylor	12	14/08/2020 to 10/08/2020	14/08/2020	Introduction and Spectrum	
			20/08/2020	Scientific Management Theory Meaning and Definition	1
			27/08/2020 to 28/08/2020	Characteristics	2
			29/08/2020 to 7/09/2020	Principals of Scientific Management Theory	5
			8/09/2020 to 10/09/2020	Mental Revolution	3
Chapter 3. Henry Feyol	12	14/08/2020 to 1/10/2020	14/09/2020	Introduction and Spectrum	
			15/09/2020 to 22/09/2020	14 Principals of Management	5
			23/09/2020 to 28/09/2020	Elements of Management	3
			29/09/2020	Gang Plank Approach	1
			30/09/2020 to 1/10/2020	Management Activity	2
Chapter 4. Max Webar	12	5/010/2020 to 28/10/2020	5/010/2020	Introduction and Spectrum	
			6/010/2020	Powers and Authority Meaning and Definition	1
			7/010/2020 to 14/10/2020	Discus about Types of Powers and Authority	4
			19/10/2020	Bureaucracy	1
			21	Meaning and Definition	1

			22/10/2020 to 26/10/2020	Characteristics of Bureaucracy	3
				Democracy and Bureaucracy	1
Chapter 5. Fred W Riggs	14	29/10/2020 to 28/12/2020	29/10/2020	Introduction and Spectrum	1
			2/11/2020	Ecological Approach Meaning and Definition	1
			3/11/2020 to 5/11/2020	Characteristics	2
			9/11/2020	Development Administration Meaning and Definition	1
			10/11/2020 to 23/11/2020	Characteristics	3
			24/11/2020 2/12/2020	Models	6

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YEAR: 2020 – 2021

SEM: VI

CORCE CODE: U – PUA – 627

CORCE TITLE: ADMINISTRATIVE THINKERS AND THEORIES

Chapter Name	No of Lectures Required		Date	Topic	No of Lectures
Chapter 6. Elton Mayo	10	22/02/2021 to 9/03/2021	22/02/2021	Human Relation Theory Introduction	1
			23/02/2021	Meaning and Definition	1
			24/02/2021	Characteristics	1
			25/02/2021 to 4/03/2021	Hawthorn Experiments	5
			8/03/2021 to 9/03/2021	Conclusion Hawthorn Experiments	2
Chapter.7 Chester Barnard	8	10/03/2021 to 24/03/2021	10/03/2021	System Approach Introduction	
			15/03/2021	Meaning and Definition	1
			16/03/2021	Characteristics	1
			17/03/2021	Types of Organization 1. Formal Organization Meaning and Definition	1
			18/03/2021 to 22/03/2021	Principals of Formal Organization	2
			23/03/2021	2. Informal Organization Meaning and Definition	1
			24/03/2021	Characteristics of InFormal Organization	1
Chapter.8 Herbert Simon	8	25/03/2021 to 7/03/2021	25/03/2021	Behavioral Approach	1
			29/03/2021	Meaning and Definition	1
			30/03/2021	Characteristics	1
			31/03/2021	Spectrum	1
			1/04/2021	Decision Making Meaning and Definition	1
			5/04/2021	Steps of Decision Making	1
			6/04/2021	View on Communication	1
			7/04/2021	View on Communication	1
Chapter.9 Miss Merry Parker	8	8/04/2021 to 27/4/2021	8/04/2021	Spectrum	1
			12/04/2021	Views on Constrictive Conflict Meaning and Definition	1

			15/04/2021	Discuss on Three Way to Resolve Conflict	1
			19/04/2021 to 20/04/2021	1. <i>Dominance</i> , 2. <i>Compromise</i> and 3. <i>Integration</i> .	2
			22/04/2021	Leadership Meaning and Definition	1
			26/04/2021	<i>Function of Leadership</i>	1
			27/04/2021	<i>Quality of Leadership</i>	1
Chapter.10 Motivational Theory	12	28/04/2021 to 13/05/2021	28/04/2021	Motivational Theory	
			29/04/2021	Meaning and Definition	1
			3/05/2021	Characteristics	1
			4/05/2021	1. <i>AbhramMaslo</i> Spectrum	1
			5/05/2021	<i>Theory of Need Hierarchy</i>	1
			16/05/2021	2. Fredric Herzberg Spectrum	1
			10/05/2021	<i>Two Factor Theory</i> 1. <i>Hygiene Factor</i>	1
			11/05/2021	2. <i>Moivator Factor</i>	1
			12/05/2021	2. <i>Dugels Macgregor</i> Spectrum Discus on X and Y Theory	1
			13/05/2021 to 17/05/2021	<i>X Theory</i>	2
			18/05/2021	<i>Y Theory</i>	1