

## Department of Public Administration

### I. BASIC PUBLIC ADMINISTRATION

**BAFY 2021-22**

SEM I

COURSE CODE: U-PUA-123

Title of Chapter	No of Periods	Date	From	Topic	No of Lectures
Chapter 1 . Public Administration	10	20/09/2021 to 07/10/2021	20/09/2021	introduction, meaning and definition	1
			21/09/2021 to 30/09/2021	Scope and nature	7
			06/10/2021 to 07/10/2021	Importance	2
Chapter 2. Evolution of Public Administration	10	11/10/2021 to 27/10/2021	11/10/2021	Introduction various periods	1
			12/10/2021 to 13/10/2021	1.1887-1911	2
			14/10/2021 to 18/10/2021	2.1912-1926	2
			20/10/2021 to 21/10/2021	3.1927-1936	2
			25/10/2021	4. 1937-1947	1
			26/10/2021	5. 1948-1960	1
			27/10/2021	6. 1961-1990	1
Chapter 3. Organization	12	28/10/2021 to 29/11/2021	28/10/2021	introduction, meaning and definition	1
			9/11/2021 to 11/11/2021	Types	3
			15/11/2021 to 28/11/2021	Principles 1. Hierarchy 2. Span of control	7

				Communication	
			29/11/2021	revision	1
Chapter 4. Form of Organization	10	30/11/2021 to 13/01/2022	30/10/2021	introduction,	1
				Department meaning and definition	
				Types	
				Function	
				Public corporation	
				Independence regulatory commission	

## Department of Public Administration

### III. PRINCIPLES OF PUBLIC ADMINISTRATION

**BAFY 2021-22**

SEM II

COURSE CODE: U-PUA-223

Title of Chapter	No of Periods	Date	From to	Topic	No of Lectures
Chapter 5. Principles of Organization	10	02/02/2022 to 16/02/2022	02/02/2022	1. Centralization and Decentralization Introduction	1
			03/2022	Meaning and Definition	1
			08/02/2022	Merits, Demerits	1
			07/02/2022	Decentralization, Meaning and Definition	1
			08/02/2022	Merits, Demerits	1
			09/02/2022	Authority and Responsibility introduction	1
			10/02/2022	Meaning and Definition	1
			14/02/2022	Authority and Responsibility introduction	1
			15/02/2022	Meaning and Definition	1
			16/02/2022	Types of Authority, Features	1
Chapter 6. Chief Executive	14	17/02/2022 to 15/03/2022	17/02/2022	Discus on Chief Executive	1
			21/02/2022	Meaning and Definition	1
			22/02/2022 to 08/03/2022	Types	8
			09/03/2022 to 10/03/2022	Function	2
			14/0/2022 to 15/02/2022	Qualities	2

Chapter 7. Line and Staff Agency	14	16/03/2022 to 11/04/2022	16/03/2022	Discus on Line and Staff Agency	1
			17/03/2022	Line Agency Meaning and Definition	1
			21/03/2022 to 23/03/2022	Types	2
			24/03/2022 to 29/03/2022	Function	3
			30/03/2022	Staff Agency Meaning and Definition	1
			31/0/2022 to 05/04/2022	Types	3
			06/04/2022 to 11/04/2022	Function	3
Chapter 8. Administrative Law	10	12/04/2022 to 28/04/2022	12/04/2022	Discus on Administrative Law	1
			13/04/2022	Meaning and Definition	1
			18/0/2022 to 19/04/2022	Scope	2
			20/04/2022	Significance	1
			21/04/2022	Delegated, Meaning and Definition	1
			25/04/2022	Methods of Delegated	1
			26/04/2022	Administrative Tribunal Meaning and Definition	1
			27/04/2022 to 28/04/2022	Features	2

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**Department of Public Administration**  
**Teaching Plan**

BA SY

YEAR :2021-22

SEM: III

COURSE CODE: U – PUA – 323

COURSE TITLE: HUMAN RESOURCE MANAGEMENT

Course No: V

Name of the Teacher: Bansode C D

Chapter Name	No of Lectures Required		Date	Topic	No of Lectures
Chapter 1. Human Resource Management	12	7/07/2021 to 28/07/2021	7/07/2021	Discussion on Syllabus and Chapter	1
			8/07/2021 to 9/07/2021	Meaning and Definition	2
			10/07/2021 to 14/07/2021	Purpose	2
			15/07/2021 to 17/07/2021	Nature of Human Resource Management	3
			22/07/2021 to 28/07/2021	Functions of Human Resource Management	4
Chapter 2. Recruitment and Training	16	29/07/2020 to 26/08/2020	29/07/2021	Discus on Chapter	1
			30/07/2021	Recruitment Meaning and Definition	1
			31/07/2021	Importance of Recruitment	1
			4/08/2021	Types of Recruitment 1. Internal Recruitment Meaning and Definition	1
			5/08/2021	Merits	1
			6/08/2021	Demerits	1
			7/08/2021	2. External Recruitment Meaning and Definition	1
			11/08/2021	Merits	1

			12/08/2021	Demerits	1
			13/08/2021	Training, Meaning and Definition	1
			14/08/2021	Importance of Training	1
			18/08/2021	Purpose	1
			20/08/2021 to 26/08/2021	Types of Training	4
Chapter 3. Promotion	12	27/08/2020 to 23/09/2020	27/08/2021	Discus on Chapter	1
			28/08/2021	Promotion Meaning and Definition	1
		1/09/2021 to 9/09/2021		Unit Test - i	
			11/09/2021	Importance Promotion	1
			15/09/2021	Types of Promotion 1. Principal of Seniority Meaning and Definition	1
			16/09/2021	Merits	1
			17/09/2021	Demerits	1
			18/09/2021	2.Principal of Merits Meaning and Definition	1
			22/09/2021	Merits	1
			23/09/2021	Demerits	1
			24/09/2021	Performance Appraisal Meaning and Definition	1
			25/09/2021 to 29 /09/2021	Methods of Performance Appraisal	2
			30/09/2021	Revision	
Chapter 4. Problems of Human Resource Management	12	1/10/2020 to 30/10/2020	1/09/2021	Discus on Chapter	1

		6/10/2021 to 12/10/2021		Unit Test- ii	
			13/09/2021	1 .Discipline Meaning and Definition	1
			14/09/2021 to 22/10/2021	Discipline Process	5
			23/10/2021 to 30/10/2021	Administrative Ethics Meaning and Definition	5
				Administrative Ethics	

## Department of Public Administration Teaching Plan

BA SY

2021-22

IV SEM

COURSE CODE: U-PUA-423

Course No : VII

COURSE TITLE: HUMAN RESOURCE MANAGEMENT

Chapter 5. Office Administration	12	17/12/2021 to 08/01/2022	17/12/2021	Introduction	1
			18/12/2021 to 22/12/2021	Meaning and Definition	2
			23/12/2021 to 01/01/2022	Characteristic	5
			05/01/2022 to 08/01/2022	Function	4
Chapter 6. Employee – Employer Relation	14	12/01/2022 to 12/02/2022	12/01/2022	Discusses on the Chapter 1. Right to Organization	1
			13/01/2022 to 15/01/2022	1. Right to Organization Meaning, Types	2
			19/01/2022	a. Professional Organization	1

			20/01/2022 to 21/01/2022	Purpose and Function	2
			22/01/2022	b. Tread Union	1
			27/01/2022 to 28/01/2022	Purpose and Function	2
			29/01/2022 to 10/01/2022	2. Right to strike Meaning, Types	3
		01/02/2022 to 07/02/2022	Unit Test - i	Unit Test - i	
		11/02/2022 to 12/02/2022		3.Right to Affiliated	2
Chapter 7. Human Resource Management- Development and Stress Management	14	16/02/2022 to 18/03/2022	16/02/2022	Discus on Stress Management	1
			17/02/2022	Meaning and Definition	1
			18/02/2022 to 25/02/2022	Causes of Stress Management	4
			26/02/2022 to 12/03/2022	Impact of Stress	4
			16/03/2022 to 19/03/2022	Stress Management	4
		03/03/2022 to 09/03/2022	Unit Test - ii	Unit Test - ii	
Chapter 8. New Trends in Administration	14	23/03/2022 to 16/04/2022	23/02/2022	Discus on New Trends in Administration	1
		24/02/2022	24/02/2022	1. E-Administration Meaning and Definition	1
			25/02/2022 to 26/03/2022	Merits	2
			30/03/2022	Demerits	1
			31/03/2022	2. Citizen Charter Meaning and Definition	1
			01/04/2022 to 06/04/2022	Characteristic	2
			07/04/2022 to 08/04/2022	3. Right to Information	2
			09/04/2022 to 16/04/2022	4. Right to Service Act-2015	4



**Department of Public Administration**  
**Teaching Plan**

**BATY**

**YEAR : 2021 -2022**

**SEM : V**

**COURSE CODE:** U – PUA -527 Course No:XI

**COURSE TITLE:** ADMINISTRATIVE THINKERS AND THEORIES

**Name of the Teacher:** Bansode C D

Chapter Name	No of Lectures Required		Date	Topic	No of Lectures
Chapter 1. Kautilya	12	5/07/2021 to 26/07/2021	16/07/2021	Introduction and Spectrum,	1
			6/07/2021	Discusses on Good Governance	1
			7/07/2021	Meaning and Definition	1
			8/07/2021 to 14/07/2021	Characteristics of Good Governance	4
			15/07/2021	Discusses on Corruption	1
			19/07/2021 to 20/07/2021	Causes of Corruption	2
			22/07/2021 to 26/07/2021	Remedies of Corruption	2
Chapter 2. F W Teylor	12	27/07/2021 to 16/08/2021	27/07/2021	Introduction and Spectrum	1
			28/07/2021	Scientific Management Theory Meaning and Definition	1
			29/07/2021 to 2/08/2021	Characteristics	2
			3/08/2021 to 10/08/2021	Principals of Scientific Management Theory	5
			11/08/2021 to 16/08/2021	Mental Revolution	3
Chapter 3. Henry Feyol	12	17/08/2021 to 8/9/2021	17/08/2021	Introduction and Spectrum	1
			18/08/2021 to 26/08/2021	14 Principals of Management	5
			30/08/2021 to 31/09/2021	Elements of Management	2
		1/09/2021 to 9/09/2021		Unit Test -i	
			14/09/2021	Gang Plank Approach	1
			15/09/2021 to 20/9/2021	Management Activity	3
Chapter 4. Max Webar	12	21/9/2021 to 20/10/2021	20/9/2021	Introduction and Spectrum	1

			14/09/2021	Powers and Authority Meaning and Definition	1
			15/09/2021 to 21/09/2021	Discus about Types of Powers and Authority	4
			22/09/2021	Bureaucracy	1
			23/09/2021 to 27/09/2021	Meaning and Definition	2
			28/09/2021 to 30/09/2021	Characteristics of Bureaucracy	3
				Democracy and Bureaucracy	1
Chapter 5. Fred W Riggs	11	4/10/2021 to 27/10/2021	4/10/2021	Introduction and Spectrum	1
			5/10/2021	Ecological Approach Meaning and Definition	1
		6/10/2021 to 12/10/2021		Unit Test - ii	
			13/10/2021 to 14/10/2021	Characteristics	2
			18/10/2021	Development Administration Meaning and Definition	1
			20/10/2021 to 21/10/2021	Characteristics	2
			25/10/2021 28/10/2021	Models	4

## Department of Public Administration

BATY

Teaching Plan

YEAR: 2021 – 20212

SEM: VI

CORCE CODE: U – PUA – 627

Course No: XIV

### CORCE TITLE: ADMINISTRATIVE THINKERS AND THEORIES

Chapter Name	No of Lectures Required		Date	Topic	No of Lectures
Chapter 6. Elton Mayo	10	21/12/2021 to 04/01/2022	21/12/2021	Human Relation Theory Introduction	1
			22/12/2021	Meaning and Definition	1
			23/12/2021	Characteristics	1
			27/12/2021 to 31/12/2021	Hawthorn Experiments	5
			03/01/2021 to 04/01/2021	Conclusion Hawthorn Experiments	2
Chapter.7 Chester Barnard	12	05/01/2022 to 25/01/2022	05/01/2022	System Approach Introduction	
			06/01/2022	Meaning and Definition	1
			07/01/2022 to 08/01/2022	Characteristics	2
			10/01/2022	Types of Organization 1. Formal Organization Meaning and Definition	1
			11/01/2022 to 12/01/2022	Principals of Formal Organization	2
			13/01/2022 to 17/01/2022	2. Informal Organization Meaning and Definition	
			18/01/2022 to 20/01/2022	Characteristics of InFormal Organization	3
Chapter.8 Herbert Simon	14	24/01/2022 to 23/02/2022	24/01/2022	Behavioral Approach	1
			25/01/2022	Meaning and Definition	1
			27/01/2022 to 31/01/2022	Characteristics	
		01/02/2022 to 07/02/2022	Unit Test - i	Unit Test - i	
			08/02/2022	Spectrum	1

			09/02/2022	Decision Making Meaning and Definition	1
			10/02/2022 to 15/02/2022	Steps of Decision Making and Types of Decision	3
			16/02/2022 to 17/02/2022	Communication Meaning and Definition	2
			21/02/2022 to 23/02/2022	Types Communication	3
Chapter.9 Miss Merry Parker	10	24/02/2022 to 28/0/2022	24/02/2022	Spectrum	1
			28/02/2022	Views on Constrictive Conflict Meaning and Definition	1
			02/03/2022	Discuss on Three Way to Resolve Conflict	1
		03/03/2022 to 09/03/2022	Unit Test - ii	Unit Test - ii	
			10/03/2022 to 21/03/2022	1. Dominance, 2. Compromise and 3. Integration	4
			23/03/2022	Leadership Meaning and Definition	1
			24/03/2022	Function of Leadership	1
			28/03/2022	Quality of Leadership	1
Chapter.10 Motivational Theory	10	29/03/2022 to 13/04/2022	29/03/2022	Motivational Theory, Meaning and Definition	1
			30/03/2022	Characteristics	1
			31/03/2022 to 04/04/2022	1. Abhram Maslow Spectrum and Ttheory of NeedHierarchy	2
			05/04/2022 to 06/04/2022	2. Fredric Herzberg Spectrum and Two Factor Theory 1. Hygiene Factor	2
			07/04/2022	2. Moivator Factor	1
			11/04/2022	2. Dugels Macgregor Spectrum	1
			12/04/2022 to 13/04/2022	X and Y Theory	2

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