

Department of Public Administration

Year wise Teaching Plan

2018 to 2019)

Dr. Priti Pohekar, Asso. Prof.

1. Details of Classes to be taught

Sr. No.	Class	Semester	Course	Paper
1	B.A. I	II	IV	Indian Administration
2	B.A. II	IV	VII VIII	Human Resource Management - II Administrative Wings and Developmental Schemes
3	B.A. III	VI	XII XIII	Urban Local Self Government (In Maharashtra) Trends in Public Administration Studies

2. Summary of Lesson Plan

Class : B.A. I (Second Semester) IV. Indian Administration

Sr. No.	Unit and Chapter to be covered	Date	No. of Lectures	Academic activities to be organized
1.	Evolution of Indian Administration a) Sindhu Culture : Urban Governance b) Vedic Period: Gram c) Maurya Period : Council of Minister d) Mughal Period : Revenue System e) British Period : Administrative Set up on India / Local Governance	29 Nov. 2018-17 Dec 2018	10 Periods	Quiz Contest + Classroom
2.	Post Independent Administrative System a) Home Affairs Ministry. b) Ministry of Human Resource Development. c) Ministry of Personal Public Grievance and Pension. d) Public Policy: Meaning, Importance	18 Dec. 2018-03 Jan. 2019	10 Periods	Seminar
3.	Administrative Agencies a) Union Public Service Commission b) Election Commission c) NITI Ayog d) National Human Rights Commission	04-21 Jan 2019	10 Periods	Guest Lecture
4.	Problems of Indian Administration a) Corruption b) Political Interference c) Generalist Vs. Specialties	04-21 Feb. 2019	10 Periods	Elocution/Debate
5.	Administrative Reforms: Meaning & Significance a) Study Groups & Committees b) Administrative Reforms Commission-I c) Administrative Reforms Commission-II	25 Feb.-08 March 2019	8 Periods	Group Discussion

Class: B.A. II (Fourth Semester) VIII. Administrative Wings and Developmental Schemes

Sr. No.	Unit and Chapter to be covered	Date	No. of Lectures	Academic activities to be organized
1	Law & Order -I : Police Administration a) Divisional Commissioner b) District Collector c) Tahasildar d) Talathi	29 Nov. 2018-19 Dec 2018	12 Periods	Quiz Contest + Classroom
2	Law & Order – II: Police Administration i) Hierarchy ii) Director General of Police iii) District Superintendent of Police iv) Superintendent of District Prison	20 Dec. 2018-10 Jan. 2019	12 Periods	Guest Lecture
3	v) Police Sub-Inspector	11-16 Jan 2019	06 Periods	
4	District & Taluka Court: Composition & Powers Developmental Schemes a) Health: The National Urban Health Mission b) Rural Development: Jalyukt Shivar Yojana c) Rajiv Gandhi Awas Yojana d) Employment: Mahatma Gandhi National Rural Employment	30 Jan.-9 Mar. 2019	22 Periods	Group Discussion, Seminar, Assignment, Field Visit

	<p>Guarentee Scheme</p> <p>e) Human Resource Development: Midday Meal Scheme</p> <p>f) Women & Child Empowerment: Sukanya SamridhiYojana</p> <p>g) Financial Development: Jan-dhan Yojana</p> <p>e) Sanitation: Swachha Bhart Abhiyan</p> <p>h) Information Technology: Adhar</p>			
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Class: B.A. II (Fourth Semester) VII Human Resource Management - II

Sr. No.	Unit and Chapter to be covered	Date	No. of Lectures	Academic activities to be organized
1	Office Administration: Meaning, Importance in Organization	03/12/2018 18/12/2018	14 Periods	Quiz Contest
2	Employer-Employee Relations: Importance of Employee Organization	24/12/2018 14/01/2019	12 Periods	Seminar
3	Human Resources – Development and Stress Management	29/01/2019	12 Periods	Group Discussion
4	Recent Trends in Administration a) E— Administration b) Citizen’s Charter c) Right to Information d) Right to Public service Act, 2015	18/02/2019 21/02/2019 12/03/2018	12 Periods	

Class : B.A. III (Sixth Semester) XII. Urban Local Self Government (In Maharashtra}

Sr. No.	Unit and Chapter to be covered	Date	No. of Lectures	Academic activities to be organized
1	Urbanization : Meaning, Reasons, Effects (6 Periods)	29/11/18-07/12/2018	06 Periods	Guest Lecture
2	74th Constitutional Amendment	08/12/2018	06 Periods	Elocution/Debate
3	Urban Local Self Government: Composition & Functions a. Municipal Corporation	19/12/2019 20/12/2018-11/01/2019	12 Periods	Field Visit
4	b. Municipalities c. Nagar Panchayat d. Cantonment Board			
5	Problems of Urban Local Self Government a. Slums b. Waste Management c. Water Crisis d. Traffic & Transport	12/01/ 19-12/02/2019	12 Periods	Assignment
	Urban Development Programme a. SMART City b. AMRUTH c. Housing for All (Urban) Field Visit	13/02/ 19-11/03/2019	12 Periods	

Class : B.A. III (Sixth Semester) XIII. Trends in Public Administration Studies

Sr. No.	Unit and Chapter to be covered	Date	No. of Lectures	Academic activities to be organized
1	Development Administration a. Meaning, Characteristics b. Nature, Functions	03/11/18- 11/12/2018	08 Periods	Guest Lecture
2	Disaster Administration b. Disaster Administration Machinery (National, State, District)	17/12/2018 25/12/2019	08 Periods	Elocution/Debate
3	Environment Administration a. Meaning, Nature & Importance b. Sustainable Development	31/12/2018- 14/01/2019	08 Periods	Field Visit
4	New Public Management Meaning, Nature, Scope, Characteristics	19/01/ 19- 11/02/2019	08 Periods	
5	People's Participation a. Governance b. Lokpal	12/02/ 19- 26/02/2019	08 Periods	Group Discussion
6	Challenges before Public Administration a. Administrative Culture b. New Public Service c. Job Satisfaction Field Visit	04/03/2019 12/03/2019		