

PUBLIC ADMINISTRATION

Shree Guru Gobind Singh Ji Government College Paonta Sahib,
District Sirmaur, H.P.

LESSON/TEACHING PLAN FOR THE SESSION: 2020-2021

Public Administration Syllabus (Regular)

(BA – 1st Year)

Core Course

DSC:1A

Code PUBA 101-A

Course: Administrative Theory


Units	Name of Unit/ Objective	MONTHS
1.	Public Administration: Meaning, Nature, Scope and Significance. Evolution of Public Administration. Public and Private Administration: Similarities and Dissimilarities. Public Administration as an Art and Science. Relationship of Public Administration with Political Science, Sociology and Economics. New Public Administration: New Public Management	AUGUST TO SEPTEMBER
2.	Principles of Organization:-: Hierarchy, Unity of Command, and Span of Control, .Centralization: Meaning, merits & demerits Decentralization: Meaning, merits & demerits Delegation: meaning, need, elements and hindrances Supervision : meaning, need and methods of supervision a)Authority and Responsibility	OCTOBER TO NOVEMBER
3.	Forms of Organization: Meaning, Elements and Basis of Organization. Formal and Informal Organization: Meaning, Significance. Difference between Formal and Informal Organization Theories of Organization: Brief introduction of Scientific Management Theory, Human Relations Theory Bureaucratic Theory	DECEMBER
4.	Decision making: meaning, types and functions Leadership: meaning, types and functions Communication: meaning, importance and types	FEBRUARY TO MARCH

Note: Assignments, classtest & mid term will be taken during the session.

Name of Teacher : Asst. Prof. Renu Sharma

Renu Sharma




Dr. MOHAN SINGH CHAUHAN
Principal
Shree Guru Gobind Singh Ji
Government College
Paonta Sahib
Dist. Sirmour (H.P.)-173025

**Shree Guru Gobind Singh Ji Government College Paonta Sahib,
District Sirmaur, H.P.**

LESSON/TEACHING PLAN FOR THE SESSION: 2020-2021

Code: PUBA102-A
Course: Indian Administration
 Core Course
 DSC- 1B

Units	Name of Unit/ Objective	MONTHS
1.	Evolution of Indian Administrative System: Brief account of Indian Administration during ancient period, Mughal period, British Rule and after Independence. Indian Administration: Nature, Legacy and Features of Indian Administration	AUGUST TO SEPTEMBER
2.	Civil Services in India: Structure of Civil Services, Nature, Role and Rationale Recruitment of Civil Services, Recruitment agencies: Union Public Service Commission: Organization Structure, Functions and Role State Public Service Commission: Organization Structure, Functions and Role	OCTOBER TO NOVEMBER
3.	Constitutional Authorities: Finance Commission: Organizational structure, functions and role, Election Commission: Organizational structure, functions and role, a. Comptroller and Auditor General of India: Organizational structure, functions and role.	DECEMBER
4.	Problem of corruption in Indian Administration: Meaning, Causes and Control, Lok Pal and Lokayukta: Role and responsibilities Citizen's Charter: Meaning, Significance Right to Information Act, 2005: Objectives and main provisions	FEBRUARY TO MARCH

Note: Assignments, classtest & mid term will be taken during the session.

Name of Teacher : **Asst. Prof. Renu Sharma**

Renu Sharma



M.S.C.
Dr. MOHAN SINGH CHAUHAN
 Principal
 Shree Guru Gobind Singh Ji
 Government College
 Paonta Sahib
 Dist. Sirmaur (H.P.)-173025

Shree Guru Gobind Singh Ji Government College Paonta Sahib,
District Sirmour, H.P.

LESSON/TEACHING PLAN FOR THE SESSION :2020-2021

Public Administration Syllabus BA-IIInd Year
Core Course-DSC-1C
Code: PUBA 201-A
Course:Administrative Thinkers

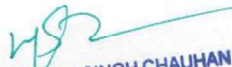
Units.	Name of Unit/ Objective	MONTHS
1.	i Kautilya : Brief Life Sketch, Administrative Features of Kautilya's Arthshastra ii Saptang Theory or Elements of State and Role of King and Qualities iii Mahatma Gandhi Brief Life Sketch Concept of Ideal State iv Democracy and Administration, Theory of Trusteeship, Nonviolence and Satyagrah	AUGUST TO SEPTEMBER
2.	i F.W. Taylor : brief life sketch ii Principles of Scientific Management, Mental Revolution, Incentive wage system iii Elton Mayo Brief life Sketch, Human Relation Theory, Hawthorne Experiments, Importance, effects of Hawthorne Experiments.	OCTOBER TO NOVEMBER
3.	i Max Weber: brief life sketch, Theory of Authority Structure, Theory of Bureaucracy ii Herbert Simon: brief life sketch, Classification of Decisions, Steps in decision making iii Simon's Bounded Rationality Model	DECEMBER
4.	i Abraham Maslow: brief sketch, The Need Hierarchy Theory of Motivation ii Frederick Herzberg: brief life sketch: Two Factor or Motivation Hygiene Theory, iii Job Enrichment	FEBRUARY TO MARCH

Note: Assignments, class test & mid term will be taken during the session.

Name of Teacher : Asst. Prof. Renu Sharma

Renu Sharma




 Dr. MOHAN SINGH CHAUHAN
 Principal
 Shree Guru Gobind Singh Ji
 Government College
 Paonta Sahib
 Dist. Sirmour (H.P.)-173025

**Shree Guru Gobind Singh Ji Government College Paonta Sahib,
District Sirmaur, H.P.**

LESSON/TEACHING PLAN FOR THE SESSION: 2020-2021

BA-II Year Core Course

CODE: PUBA 202-A

Course DSC1D

Course: Development Administration

Units	Name of Unit/ Objective	MONTHS
1.	i Development: Definition, Nature and Dimensions of Development ii Problems of Development in Developing Countries iii Sustainable Development: Concept, Features and significance	AUGUST TO SEPTEMBER
2.	i Development Administration: Meaning Nature, and Scope ii Essential Features of Development Administration iii Difference between Traditional and Development Administration	OCTOBER TO NOVEMBER
3.	i Machinery for Planning in India NITIA ayog, Organization, Functions and Role ii National Development Council, Function and Role iii State Planning Board, Organization, Function and role with special reference to Himachal Pradesh	DECEMBER
4.	Participation and Role of various Agencies in Development Administration i Political Parties ii Local Bodies iii NGO's iv Self Help Groups (SHGs)	FEBRUARY TO MARCH

Note: Assignments, classtest & mid term will be taken during the session.

Name of Teacher : Asst. Prof. Renu Sharma

Renu Sharma



Dr. Mohan Singh Chauhan
Dr. MOHAN SINGH CHAUHAN
Principal
Shree Guru Gobind Singh Ji
Government College
Paonta Sahib
Dist. Sirmour (H.P.)-173025

**Shree Guru Gobind Singh Ji Government College Paonta Sahib,
District Sirmaur, H.P.**

LESSON/TEACHING PLAN FOR THE SESSION: 2020-2021

Public Administration Syllabus

BA-IIInd Year

Skill Enhancement Course; SEC-1A

Code: PUBA 203-A

Course: Computer Applications & Office Management

Units	Name of Unit/ Objective	MONTHS
1.	i Computer: Design, Architecture: Operating System ii MS Office Tools (Word, Power Points, Exceletc.) iii Internet & Emailtc iv Importance of Computers in Office Management	AUGUST TO SEPTEMBER
2.	Office and Office Management- meaning of office, function of office, primary and administrative functions, importance of office. Concept of paperless office, Definition and elements of office management duties of an Office Manager	OCTOBER TO NOVEMBER
3.	Meaning and importance of filing, essential of good filing system. Office Record Management-Meaning, importance of record keeping management, principles of record management and types of records kept in organization	DECEMBER
4	Office Machines and equipments- Importance objectives of office machines. Office Safety & Security-Meaning importance of office Safety, safety hazards and steps to improve office safety. Security hazard and steps to improve office security, Cyber Crimes. Measurement of Office Work-Importance purpose, difficulty in measuring office work.	FEBRUARY TO MARCH

Note: Assignments, classtest & mid term will be taken during the session.

Name of Teacher : **Asst. Prof. Renu Sharma**

Renu Sharma



[Signature]
Dr. MOHAN SINGH CHAUHAN
Principal
Shree Guru Gobind Singh Ji
Government College
Paonta Sahib
Dist. Sirmour (H.P.)-173025

**Shree Guru Gobind Singh Ji Government College Paonta Sahib,
District Sirmaur, H.P.**

LESSON/TEACHINGPLAN (Month Wise) FOR THE SESSION: 2020-2021

BA-III Year
COURSE - SEC-3C Skill Enhancement Course
CODE;PUBA301-A
Course: Leadership Styles and Conflict Management

Units	Name of Unit/ Objective	MONTHS
1.	i. Meaning of Leadership ii. Types of Leadership iii. Qualities and Functions of Leadership iv. leadership Styles viz Autocratic style, Democratic style and Laissez Faire style	AUGUST TO SEPTEMBER
2.	i Nature and Causes of Organizational Conflicts ii Conflicts in an Organisation: Types and Levels of Conflicts iii Criteria for Conflict Management	OCTOBER TO NOVEMBER
3.	i. Bargaining strategies in negotiation ii. Negotiation process Stages iii. Techniques of Negotiations: Third-party Negotiations	DECEMBER
4.	i. Styles of Handling Inter-personal Conflicts and Managing Conflict Management ii. Process: Case Studies iii. The Arbitration and Conciliation (Amendment) Act, 2015	FEBRUARY TO MARCH

Note: Assignments, classtest & mid term will be taken during the session.

Name of Teacher : **Asst. Prof. Renu Sharma**

Renu Sharma



MS
Dr. MOHAN SINGH CHAUHAN
Principal
Shree Guru Gobind Singh Ji
Government College
Paonta Sahib
Dist. Sirmour (H.P.)-173025

**Shree Guru Gobind Singh Ji Government College Paonta Sahib,
District Sirmaur, H.P.**

LESSON/TEACHING PLAN (MonthWise) FOR THE SESSION: 2020-2021

BA-III Year

Course: DSE-1-A(Option-I) Discipline Specific Elective

CODE:PUBA303-A

Course: **Local Government in India**

Units	Name of Unit/ Objective	MONTHS
1.	i Evolution of Local Government in India ii Local Government under British Rule and Post Independent period iii Local Self government-Meaning, Nature and significance	AUGUST TO SEPTEMBER
2.	i Organization and Functions of Gram Panchyat ii Panchyat Samiti-Organisation, Structure and Function iii Zila Parishad- Organisation, Structure and Function iv 73 rd Constitutional Amendment Act-Main Features	OCTOBER TO NOVEMBER
3.	i Municipal Corporation: Organisation, Structure and Functions ii Power and Function of Mayor and Municipal Commissioner iii Municipal Committee/Council/Nagar Panchyat Organization and functions. iv Main Features of 74 th Constitution Amentment	DECEMBER
4.	i Finance of Local Self Bodies ii Reasons for Poor Financial Position and suggestion iii Machinery for Supervision & Control over Local Bodies	FEBRUARY TO MARCH

Note: Assignments, classtest & mid term will be taken during the session.

Name of Teacher : **Asst. Prof. Renu Sharma**

Renu sharma



Dr. Mohan Singh Chauhan
Dr. MOHAN SINGH CHAUHAN
Principal
Shree Guru Gobind Singh Ji
Government College
Paonta Sahib
Dist. Sirmaur (H.P.)-173025

**Shree Guru Gobind Singh Ji Government College Paonta Sahib,
District Sirmaur, H.P.**

LESSON/TEACHING PLAN (Month Wise) FOR THE SESSION: 2020-2021

BA-III Year

Code: PUBA306-A

Course: DSE-IB; Option II Discipline Specific Elective

Course: **Financial Administration**

Units	Name of Unit/ Objective	MONTHS
1.	Public Finance –Meaning and Forms, Financial Administration- Nature, Scope, Importance and Principles, Fiscal Federalism-Principles, Centre-state-Financial Relations, Finance Commission	AUGUST TO SEPTEMBER
2.	Government Budget- Concept, Features, Types, Principles and Functions, Government Budgeting in India-Preparation, Enactment and Execution, Delegation of Financial Powers and Control over Expenditure, Role of Ministry of Finance	OCTOBER TO NOVEMBER
3.	Tax Administration In India- Types of Taxes in India (Centre, State and Local) Methods of Taxation, Role of Central Board of Direct Taxes and Central Board of Excise and Customs and GST.	DECEMBER
4.	Parliamentary Control over Finance, Parliamentary Committees (PAC, Estimate Committee and CPU) CAG and RBI	FEBRUARY TO MARCH

Note: Assignments, classtest & mid term will be taken during the session.

Name of Teacher : Asst. Prof. Renu Sharma

Renu Sharma



Mohan Singh Chauhan
Dr. MOHAN SINGH CHAUHAN
Principal
Shree Guru Gobind Singh Ji
Government College
Paonta Sahib
Dist. Sirmour (H.P.)-173025

**Shree Guru Gobind Singh Ji Government College Paonta Sahib,
District Sirmour, H.P.**

LESSON/TEACHING PLAN (Month Wise) FOR THE SESSION: 2020-2021

BA-III Year

GE-1

Code: GE-1;PUBA307-A

Course: Constitutional and Administrative Aspects of Himachal Pradesh

Units	Name of Unit/ Objective	MONTHS
1.	I. Constitutional History:	AUGUST TO SEPTEMBER
	i Emergence of Himachal Pradesh	
	ii Himachal as Chief Commissioner and Part C State.	
	iii Re-organization of H.P .and State re-organization commission	
2.	II. Administrative History:	OCTOBER TO NOVEMBER
	i Himachal Pradesh under Chief Commissioner	
	ii Administration of Himachal Pradesh during Union Territory Period.	
	iii Administrative setup of Himachal Pradesh at the time of re-organization.	
3.	III. Local Government in Himachal Pradesh	DECEMBER
	i Salient Feature of 73 rd amendment act.	
	ii Salient Feature of 74th amendment act.	
	iii Composition and functions of Gram Panchyat, Panchyat Smiti & Zila Parishad	
4.	IV. Transparency and Account ability of Governance in Himachal Pradesh	FEBRUARY TO MARCH
	i The Himachal Pradesh Public Services Guarantee act 2011.	
	ii Feature of RTI act 2005 & HPRTI rules 2006	

Note: Assignments, classtest & mid term will be taken during the session.

Name of Teacher : Asst. Prof. Renu Sharma

Renu sharma



hgs
Dr. MOHAN SINGH CHAUHAN
Principal
Shree Guru Gobind Singh Ji
Government College
Paonta Sahib
Dist. Sirmour (H.P.)-173025

**Shree Guru Gobind Singh Ji Government College Paonta
Sahib, District Sirmaur, H.P.**
LESSON/TEACHING PLAN (Month Wise) FOR THE SESSION: 2020-2021

Public Administration
Syllabus BA-III Year
Code:GE-2;PUBA308-Aoption(I)
Course: Disaster Management

Units	Name of Unit/ Objective	MONTHS
1.	Disaster- Meaning, Types, Causes of disaster and effects of disaster	AUGUST TO SEPTEMBER
2.	Classification of Disasters- Hazard, Risk and Vulnerability-Natural and Man Made Disasters-Disaster Profile of India.Organizational structure for Disaster management at National & State Level, Role of NDRF	OCTOBER TO NOVEMBER
3.	Disaster Management: Act, Policy and Institutional Framework- Disaster Management Cycle with focus of Preparedness. Prevention and mitigation- Disaster Relief and Response-Damage Assessment-Rehabilitation, Reconstruction and Recovery	DECEMBER
4.	Relevance of Indigenous Knowledge-Community based Disaster Management-Disaster Management Strategies- Disaster Management Case Studies	FEBRUARY TO MARCH

Note: Assignments, classtest & mid term will be taken during the session.

Name of Teacher : Asst. Prof. Renu Sharma

Renu Sharma



WPS
Dr. MOHAN SINGH CHAUHAN
Principal
Shree Guru Gobind Singh Ji
Government College
Paonta Sahib
Dist. Sirmour (H.P.)-173025