

Karmayogi Tulshiram Pawar College, Hadolli

NAAC Accredited with B grade

Tq: Ahmedpur Dt: Latur

Teaching plan: 2019- 20

Class : B.A.T.Y.

Sub: Public Administration

Paper: Disaster management - SEC-III

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June	Admission process		
2.	July	Meaning and classification of disaster. meaning of disaster management.	10 periods	
3.	August	Importance of Disaster management Background of Disaster management.	10 periods	
4.	September	Provisions of Disaster management act. Role of collector in disaster management	10 periods	
5.	October	Role of Tahsildar, citizens, media in disaster management	10 periods	
6.	November	University Exam Diwali vacation.		
		papers - Diwali vacation Administration of Non-Government organizations		
7.	December	Meaning, Importance, process of formation of N.G.O. Government organization - Non Government org.	10 periods	
8.	January	Government organization - Non Government organization Affinity & difference Meaning of N.G.O Administration	10 periods	
9.	February	Definition, Nature and scope of N.G.O. Administration	10 periods	
10.	March	Planning, organization, staffing, Co-ordination, Control	10 periods	
11.	April			
12.	May			

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Teaching plan: 2019- 20

Class : B. A. T. 4

Sub: Public Administration

Rural Local Government
 Paper: in maharashtra - X

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June	Admission process	-	-
2.	July	Meaning, nature & Importance of Local Government (Rural) Community Development programme.	12 periods	
3.	August	Balwant Rai Mehta committee Vasant Rao Naik committee provisions of 73rd constitutional amendment	13 periods	
4.	September	provisions of 73rd constitutional amendment Zila parishad, panchayat samiti Gram panchayat	15 periods	
5.	October	office - Non office Relection Local politics, corruption	15 periods	
6.	November	Diwali vacation University Exam		
X	2019	paper Name: Diwali Vacation Urban Local Government in maharashtra		XII
7.	December	Meaning, nature, & Importance of Urban Local Government. Meaning, Reasons of Urbanization	15 periods	
8.	January	Effects of Urbanization provisions of 74th constitutional amendment ACT.	13 periods	
9.	February	Composition & function municipal corporation, municipal council. Nagar panchayat	15 periods	
10.	March	Problems of Urban local Government slums, pollution, Traffic	12 periods	
11.	April	Exam University Exam Summer Vacation		
12.	May			

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Class : B. A. 3.4.


Sub: public Administration

Paper: personnel Admini-
 stration - I

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June	Admission process	-	-
2.	July	personnel Administration: meaning, Importance, scope. meaning of Direct Recruitment	15 periods	
3.	August	meaning of Indirect Recruitment. meaning of Training: objectives of Training	15 periods	
4.	September	Types of Training meaning of Promotion, principles of promotion (merit & Seniority)	15 periods	
5.	October	meaning, Need of Retirement pension, Gratuity, provident funds NPS.	10 periods	
6.	November	University Exam Diwali Vacancy		
Diwali Vacation paper - of Office Administration - VII				
7.	December	meaning, Importance & functions of office Administration	15 periods	
8.	January	office Lighting - meaning & Importance. Noise control - meaning & Importance. Sanitation - meaning & Importance	10 periods	
9.	February	Head of Institute: Qualities & functions. Establishment - functions. Filing - meaning and method	10 periods	
10.	March	Manuals - meaning and Types. Reporting - Types & Importance. Service Book - objectives & Importance	10 periods	
11.	April	Red Tape - meaning & Effects. Stress - causes and Effects. Corruption - causes and Effects	10 periods	
12.	May	University Exam Summer Vacancy		

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Class : B.A. P.Y.

Sub: Public Administration

Paper: *Basic principles of public Administration - I*

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June	Admission process		
2.	July	meaning, Nature, scope and Importance of Public Administration. Evolution. of the discipline 1887 to 1926, 1927 to 1957	20 periods	
3.	August	1958 to 1967, 1968 to 1970, 1971 to till date public and private Administration Affinity and Difference. P. P. P.	15 periods	
4.	September	Public Administration and sociology public Administration and Pol. science. Public Administration and Economics	12 periods	
5.	October	public Administration and Law. Good Governance, Sustainable development, Civil society	13	
6.	November	Diwali Vacation University Exam.		
Diwali Vacation Paper - Administrative Organization and its principles - III				
7.	December	meaning, Nature and importance of organization. forms of organization 1) formal and Informal organization	12 periods	
8.	January	Hierarchy - meaning, merits and demerits Span of Control - meaning and importance Communication - meaning and types	12 periods	
9.	February	Delegation - meaning, Types Delegation - meaning, Importance meaning, Types, function of line & staff	12 periods	
10.	March	Department: meaning and basic Elements. Types, function & Qualities of chief Executive	12 periods	
11.	April	meaning, Importance and Agencies of public Relations. University Exam	12 periods	
12.	May	Summer Vacation		

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Class : B.A. F.Y

Sub: public Administration

Paper: Basic Principles of
 public Administration -
 I

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June	Admission process		
2.	July	Public Administration - meaning Nature, scope & importance. Evolution of the discipline. 1887 to 1926	12	
3.	August	1927 to 1937, 1938 to 1947, 1948 to 1976 1977 to till date Public Administration and Private Administration (P.A.M.)	13	
4.	September	Difference, public private partnership public Administration & sociology, Economics, political science, Law	13	
5.	October	Good Governance, sustainable development, civil society	12	
6.	November	Diwali Vacation University Exam		
		paper Name: Diwali Vacation Administrative organization and Its principles - III		
7.	December	Organization - meaning, Nature and importance. Formal organization Informal organization. Hierarchy	13	
8.	January	Span of Control, Communication Moral, Delegation: meaning, Importance	13	
9.	February	Line and staff Agencies meaning types and functions Department - meaning and Basic Elements	13	
10.	March	Chief Executive, types, functions & qualities of chief Executive public Relations - meaning, Importance	13	
11.	April	and Agencies University Exam.		
12.	May			

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Class : B.A.3.Y.

Sub: public Administration Paper: personnel Administration-
 Administration-
 V

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June	Admission Process		
2.	July	Personnel Administration - meaning, Importance, scope. Recruitment - meaning	13	
3.	August	Direct & Indirect Recruitment training - meaning, objectives	14	
4.	September	Types of training, promotion meaning, principles of promotion	14	
5.	October	merit & seniority Retirement meaning, need and benefits of Retirement	13	
6.	November	Diwali vacation University Exam. paper Home Diwali Vacation		
7.	December	Financial Administration - meaning, Elements & Importance meaning and types of Budget	14	
8.	January	principles of Good Budget Ministry of Finance composition & function.	14	
9.	February	Budgetary process preparation of Budget Legislation & Execution of Budget	14	
10.	March	Public Accounts Committee Public Undertaking Committee C.A.G.	14	
11.	April	University Exam.		
12.	May			

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Class : B.A.F.Y.

Sub: public Administration

Paper: District

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June	Admission process		
2.	July	District Administration - meaning Importance Elements of District Administration, District collector	13	
3.	August	S.D.O., Tahsildar, mandal Adhikari Talathi, Kotwal, District court.	13	
4.	September	Taluka court, meaning and Importance of Law & order principles of Law & order, District magistrate.	13	
5.	October	Supintendent of Police, D.Y.S.P. Police Inspector, Police patil Police - public relations	13	
6.	November	Diwali vacation University Exam		
7.	December	paper name Diwali Vacation formation and reorganization of maharashtra state. Legislative Assembly - Composition & Function	13	Administrative system of maharashtra State - IV
8.	January	Legislative council - composition & function. Governor, Powers & function Chief minister - Powers, functions	13	
9.	February	Council of minister, State secretariat Composition & function. Chief secretary High court - composition & Powers	13	
10.	March	State Finance Commission M.P.S.C., State Election Commission State women Commission	13	
11.	April			
12.	May			

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Class : B.A.S.Y.

Sub: public Administration Paper: personnel

Administration-
V

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June	Admission Process		
2.	July	Personnel Administration - meaning, Importance, scope. Recruitment - meaning	13	
3.	August	Direct & Indirect Recruitment training - meaning, objectives	14	
4.	September	Types of Training, Promotion meaning, principles of promotion	14	
5.	October	Merit & Seniority Retirement meaning, Need and Benefits of Retirement	13	
6.	November	Diwali Vacation University Exam. Paper Home Diwali Vacation		
7.	December	Financial Administration - meaning, Elements & Importance meaning and types of Budget	14	
8.	January	principles of Good Budget Ministry of Finance composition & function.	14	
9.	February	Budgetary process preparation of Budget Legislation & Execution of Budget	14	
10.	March	Public Accounts Committee Public Undertaking Committee C.A.G.	14	
11.	April	University Exam.		
12.	May			

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Class: B.A.T.4

Sub: Public Administration Paper: Disaster management

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June	Admission process		
2.	July	meaning and classification of disaster meaning of disaster management.	10	
3.	August	Importance of disaster management background of disaster management Act.	08	
4.	September	Provisions of disaster management Act. Role of collector in disaster management, tahsildar, citizens, media, local N.G.O.	08	
5.	October	Diwali vacation & University Exam		
paper name: Diwali Vacation Administration of N.G.O - III SEC				
7.	December	meaning, Importance process of formation of N.G.O	08	
8.	January	Affinity and Difference of G.O & N.G.O.	08	
9.	February	meaning, Definition, Nature and scope of NGOs Administration	08	
10.	March	principles of management planning, organization, staffing, coordination & control.	08	
11.	April	University Exam		
12.	May			

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Class : B.A.T. 4

Sub: public Administration Paper: Indian Administrative Thinkers - II

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June	Admission process		
2.	July	Kautilya, views on Good Governance views on Corruption Saptang Theory	10	
3.	August	Ashtapradham Mandala; Revenue Administration, Judicial Admn. Thoughts on team Swarajya	13	
4.	September	Concept of Trusteeship. B.R. Ambedkar; views on Administration Law & Judicial System, water policy	14	
5.	October	Civil service and Administration Nehru views on socialism & Administration Democratic Decentralization	13	
6.	November	Diwali Vacation University Exam		
		paper Name: Diwali-Vacation Western Administrative Thinkers - XI		
7.	December	Woodrow Wilson a) Relation between public Admn & Political Science b) concept of comparative Pub Admn	12	
8.	January	Max Weber - Theory of Bureaucracy Type of Authority, Herbert Simon A) Decision making theory	13	
9.	February	Communication Theory: F.W. Riggs development Administration. Prismatic Society	13	
10.	March	SALA model. Abraham Maslow motivation Theory. Theory of Need Hierarchy	12	
11.	April	University Exam		
12.	May			

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Class: B.A.T.Y.

Sub: Public Administration Paper: Indian Admin

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June	Admission process.		
2.	July	Administration in Ancient period Administration in medieval period Administration in British period	10	
3.	August	Post independent structure of Indian Administration, salient features of Indian Administration, The President	13	
4.	September	Prime minister, Council of ministers Prime minister's office, Rajya Sabha structure & functions.	13	
5.	October	Lok Sabha: structure & function Supreme Court of India Judicial Activism	13	
6.	November	Diwali Vacation University Exam		
7.	December	Diwali Vacation Formation of Indian Constitution Preamble, salient features of Indian Constitution		Indian Constitution & Administration - XII
8.	January	Fundamental Rights, Fundamental Duties, Directive Principles of State Policy, Election Commission of India		
9.	February	U.P.S.C., C.A.G. National Human Rights Commission, NITI Aayog, meaning & objectives, First Administrative Reform		
10.	March	Second Administrative Reform Commission Globalization & Administration, stress management, Judicial Activism		
11.	April	University Exam		
12.	May			

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Class : B. A. F. Y.

Sub: public Administration

Paper: Basic principles
of Pub- Admn - I

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June	-		
2.	July	Admission process		
3.	August	public Administration, Meaning, Nature, scope and Importance	15	
4.	September	Evolution of the discipline 1887-1926 1927 to 1937, 1938 to 1947, 1948 to 1970 1971 to till date public Administration and,	15	
5.	October	private Administration Affinity & difference Relations of public Administration with society, political science, Economics, Law	15	
6.	November	Good Governance, sustainable development, civil society University Exam	15	
semester - II		Diwali Vacation	Paper No. - Administrative organization and its principles - III	
7.	December	Meaning, Nature and Importance of organization @ formal organization @ informal organization	15	
8.	January	Hierarchy - meaning merits and demerits span of control, communication, moral - meaning and types	15	
9.	February	delegation - meaning, Importance Line and staff Agencies Department - meaning & Elements.	10	
10.	March	Chief Executive, types, Functions & Qualities of chief Executive Public Relation, meaning Importance	10	
11.	April	public Relation Agencies. University Exam	08	
12.	May			

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Class : *B.A.F.Y. seme-I*

Sub: *Public Administration*

Paper: *District Administration*

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June	-		
2.	July	<i>Admission process</i>		
3.	August	<i>District Administration, meaning Elements, Importance, District collector SDO, Tahsildar, moudal adhikari, Talathi</i>	15	
4.	September	<i>District Judiciary, District court Tahsil court, Law and order, Meaning Importance</i>	15	
5.	October	<i>Principles of Law & order, District magistrate, superintendent of police</i>	15	
6.	November	<i>Police Inspector, Police patil, Police-public Relation</i>	10	
		<i>University Exam</i>		
7.	December	<i>Diwali Vacation paper along formation and reorganization of Maharashtra State.</i>	<i>Administrative system of Maharashtra State - IV</i>	
8.	January	<i>State legislature, Legislative Assembly, Legislative Council</i>	10	
9.	February	<i>Governor, Chief minister, Council of minister, State Secretary</i>	15	
10.	March	<i>Chief secretary, High Court state finance Commission, MPSC.</i>	10	
11.	April	<i>State Election Commission State Women Commission</i>	10	
12.	May	<i>University Exam</i>		

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Class : B.A.F.Y. sem-I

Sub: Public Administration

Paper: District Administration

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June	-		
2.	July	Admission process		
3.	August	District Administration, meaning, Elements, Importance, District collector, SDO, Tahsildar, Mandal adbhikari, Talathi	15	
4.	September	District Judiciary, District court, Tahsil court, Law and order, meaning, Importance	15	
5.	October	Principles of law & order, District magistrate, Superintendent of police	15	
6.	November	Police Inspector, Police Patil, Police - Public Relation, University Exam	10	
7.	December	Semester - II Diwali Vacation paper same - Formation and reorganization of Maharashtra State.	10	Administrative system of Maharashtra State - IV
8.	January	State legislature, Legislative Assembly, Legislative Council	10	
9.	February	Governor, Chief minister, Council of minister, State secretary	15	
10.	March	Chief secretary, High Court, State finance Commission, MPSC.	10	
11.	April	State Election Commission, State Women Commission, University Exam	10	
12.	May			

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Class : *B.A.S.Y. seme-III* Sub: *Public Administration* Paper: *Personnel Administration-IV*

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June			
2.	July	<i>Admission process</i>		
3.	August	<i>Personnel Administration meaning, Importance, scope.</i>	<i>10</i>	
4.	September	<i>Recruitment, meaning, Direct & Indirect Recruitment, Training</i>	<i>15</i>	
5.	October	<i>meaning, objective & Types promotion, meaning, merit, seniority</i>	<i>15</i>	
6.	November	<i>Retirement, meaning, Need and Benefits of Retirement University Exam</i>	<i>10</i>	
<i>Semester - IV Diwali Vacation paper Name - Financial Administration - VII</i>				
7.	December	<i>Financial Administration, meaning Elements and Importance.</i>	<i>15</i>	
8.	January	<i>Budget meaning and Types of Budget principles of good Budget</i>	<i>15</i>	
9.	February	<i>ministry of finance, composition and functions Budget process</i>	<i>10</i>	
10.	March	<i>Preparation of Budget Legislation of Budget Execution of Budget</i>	<i>10</i>	
11.	April	<i>public accounts committee public undertakings committee C.A.H.</i>	<i>10</i>	
12.	May			

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Class : B. A. T. Y. sem- V Sub: public Administration Paper: Indian Administration X

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June			
2.	July	<u>Admission process</u>		
3.	August	<u>Administration in Ancient period</u> <u>Administration in medieval period</u> <u>Administration in British period</u>	<u>15</u>	
4.	September	<u>Indian Administration 1947.</u> <u>The president, prime minister</u> <u>Council of ministers</u>	<u>15</u>	
5.	October	<u>prime ministers office</u> <u>Rajya Sabha - structure & function</u> <u>Lok Sabha - structure & function</u>	<u>15</u>	
6.	November	<u>Supreme Court of India</u> <u>Judicial Activism</u> <u>University Exam.</u>	<u>10</u>	
<u>Semester - VI</u> Diwali Vacation <u>paper Name - Indian Constitution & Administration - XII</u>				
7.	December	<u>formation of Indian Constitution</u> <u>preamble, Fundamental Rights</u> <u>fundamental Duties</u>	<u>15</u>	
8.	January	<u>Directive principles of state policy</u> <u>Election commission of India</u> <u>U.P.S.C. C.A.B. NITF Agency.</u>	<u>15</u>	
9.	February	<u>First Administrative Reforms</u> <u>Second Administrative Reforms</u> <u>Commission</u>	<u>15</u>	
10.	March	<u>Globalization and Administration</u> <u>stress management</u>	<u>10</u>	
11.	April	<u>Impact of Judicial Activism</u> <u>on Administration</u> <u>University Exam</u>	<u>05</u>	
12.	May			

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Class : B.A. 3rd Y. seme - III Sub: Public Administration Paper: E-Administration - I

(SEC)

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June			
2.	July	Admission process		
3.	August	Meaning and Importance of E-Administration, Impact of I.C.T. on public Administration	15	
4.	September	Social Networking apps Setu Kendra D.B.T. (Direct Benefit Transfer)	15	
5.	October	Lack of E-literacy I.T. security. social media.	15	
6.	November	University Exam		
	<u>seme - IV</u>	Diwali Vacation	Paper Name - Administration	<u>ACTIVE SKILL - II</u> (SEC)
7.	December	Meaning, Importance of Good Administrator function of Good Administrator	15	
8.	January	Communication skill Ethics and character Time management	12	
9.	February	Team work Planning - meaning, Types, Importance	10	
10.	March	Decision Making - meaning Importance Discipline - meaning, Importance	08	
11.	April			
12.	May			

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Karmay

Class: B.A.T.Y.

Sub: public Administration
(Skill)

Paper: Disaster management

Class:

Sr. 1

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June			
2.	July	Admission process		
3.	August	meaning & Importance of Disaster management.	10	
4.	September	Disaster management act 2005	10	
5.	October	Role of collector, Tahsildar citizens media, Local NGO	15	
6.	November	in disaster management University Exam	05	
Seme - II				
7.	December	Diwali Vacation paper Name - Administration & Non-governmental organization meaning, Importance of NGO Affinity and Difference b/w & NGO	15	
8.	January	Administration of NGO meaning, definition, nature,	10	
9.	February	scope of NGOs Administration	05	
10.	March	principles of management planning, organization, staffing.	10	
11.	April	Coordination, and control University Exam		
12.	May			

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Class : B.A.S.Y. seme-III Sub: Public Administration Paper: E-Administration - I

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June			
2.	July	Admission process		
3.	August	Meaning and Importance of E-Administration, Impact of I.C.T. on public Administration	15	
4.	September	Social Networking apps Sohu Kendra D.B.T. (Direct Benefit Transfer)	15	
5.	October	Lack of E-literacy I.T. security. social media.	15	
6.	November	University Exam		
<u>seme-IV</u> Diwali Vacation Paper Name - <u>Administrative Skill-II</u> (BEC)				
7.	December	Meaning, Importance of Good Administrator function of Good Administrator	15	
8.	January	Communication Skill Ethics and character Time Management	12	
9.	February	TERM WORK Planning - meaning, Types, Importance	10	
10.	March	Decision Making - meaning Importance Discipline - meaning, Importance	08	
11.	April			
12.	May			

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Class : B. A. 7. 4. Seme-V Sub: public Administration Paper: Administrative Thinkers - I & II

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June			
2.	July	Admission process		
3.	August	Kautilya, Views on Good Governance view on corruption, Saptang theory (Chandrapati Shrivaji Maharaj).	12	
4.	September	Ashoka Pradhan Mandal, Revenue Administration, Judicial Administration Mahatma Gandhi, Thoughts on Gram Sarvaikya	13	
5.	October	Concept of Trusteeship, Dr B.R. Ambedkar views on Administration, Law & Judicial System, water policy.	12	
6.	November	Jawaharlal Nehru, Civil service & Administration, Socialism & Admini- stration democratic decentralization	13	
<u>Seme-VI</u> Diwali Vacation Paper Name - Western Administrative Thinkers - II				
7.	December	Woodrow Wilson, Relation between public Administration & political science concept of comparative Public Administration		
8.	January	Max Weber A) Theory of Bureaucracy B) Types of Authority. Herbert Simon.		
9.	February	Decision making Theory communication theory F.W. Riggs. Development Administration		
10.	March	Prismatic society, SALA model Abraham Maslow motivational Theory		
11.	April	Theory of Need hierarchy University Exam.		
12.	May			

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Class : B.A.F.Y (semi-I)

Sub: Public Administration

Paper:

Basic principles of pub-Admin-I

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June	<u>Admission Process</u>		
2.	July	<u>public Administration. meaning Nature, Scope and Importance</u>	15	
3.	August	<u>Evolution of the discipline 1887-1926 1927-1937, 1938-1947, 1948-1970 1971- to till date.</u>	15	
4.	September	<u>public Administration and Private Administration. Affinity & difference Relations of Public Adm. with sociology</u>	15	
5.	October	<u>Political Science, Economics, Law Good Governance, Sustainable development, civil society</u>	15	
6.	November	<u>Diwali Vacation</u> <u>University Exam</u>		
<u>semester-II</u>		<u>Diwali Vacation paper - Administrative organization & Its principles-III</u>		
7.	December	<u>meaning, Nature and Importance of organization 1) formal organization 2) Informal organization</u>	15	
8.	January	<u>Hierarchy - meaning, merits & demerits span of control, communication moral - meaning and types</u>	15	
9.	February	<u>Delegation - meaning, Importance Line and staff Agencies Department - meaning & Elements</u>	10	
10.	March	<u>Chief Executive, Types, Functions & quality of chief Executive Public Relation. meaning.</u>	10	
11.	April	<u>Public Relation Importance, Agencies</u> <u>University Exam</u>	08	
12.	May			

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Class : B.A.S. of semi-III

Sub: Public Administration

Paper: Personnel Administration-I

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June	Admission Process		
2.	July	Personnel Administration meaning, Importance, scope	10	
3.	August	Recruitment, meaning, Direct & Indirect Recruitment. Training	15	
4.	September	meaning, objective & Types promotion, meaning, merit, seniority	15	
5.	October	Retirement, meaning, Need & Benefits of Retirement	10	
6.	November	Diwali Vacation & University Exam.		
Semester-II		Diwali Vacation	paper Name: Financial Administration-VII	
7.	December	Financial Administration, meaning Elements and Importance.	15	
8.	January	Budget, meaning and Types of Budget, principles of Good Budget	15	
9.	February	Ministry of Finance, composition & function, Budget process preparation of Budget	12	
10.	March	Legislation of Budget Execution of Budget, C.A.G.	12	
11.	April	public accounts committee public undertakings committee University Exam	06	
12.	May			

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Class : B. A. T. Y. Seme VI

Sub: public Administration

Paper: Indian Administration-I

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June	Admission process		
2.	July	Administration in Ancient period, medieval period & British period.	15	
3.	August	20 Indian Administration post-1947 The president, Prime minister Council of ministers	15	
4.	September	Prime ministers office (P.M.O.) Rajya Sabha - structure & functions Lok Sabha - structure & functions	15	
5.	October	Supreme Court of India Judicial Activism	10	
6.	November	Diwali Vacation University Exam		
<u>Semester - VI</u>		Diwali Vacation paper Name: <u>Indian Constitution & Administration - XII</u>		
7.	December	Formation of Indian Constitution Preamble, Fundamental Rights Fundamental Duties.	15	
8.	January	Directive principles of state policy Election Commission of India Union Public Service Commission	15	
9.	February	C.A.G. NITI Aayog. First & second Administrative Commission: Reforms.	15	
10.	March	Globalization and Administration Stress management.	10	
11.	April	Impact of Judicial Activism on Administration University Exam	05	
12.	May			

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Class: B.A.T.Y

Sub: Public Administration Paper: Disaster Management
 CSEC

Sr.	Month	Chapters : Details Units	Duration	Implementation
1.	June	Admission process		
2.	July	meaning & Importance of Disaster management	10	
3.	August	Disaster management act 2005	10	
4.	September	Role of collector, Tahsildar citizens media.	15	
5.	October	Local NGO in Disaster management	05	
6.	November	Diwali vacation & University Exam.		
		Diwali Vacation		
7.	December	meaning Importance of NGO Affinity & difference G.O. & NGO	15	
8.	January	Administration of NGO meaning, Definition, Nature.	10	
9.	February	Scope of NGOs Administration principles of management	05	
10.	March	Planning, organization, staffing, co-ordination & control.	10	
11.	April	University Exam		
12.	May			

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Teaching plan: 2024 - 25

Sub: *public Administration*

Paper: *Introduction to public Administration*

Class: *B.A.P.Y. (Sem-I)*

Sr.	Month	Chapter : Details Of Units	Duration	Implementation
1	June	Admission Process		
2	July	<i>public Administration - meaning Nature, scope, Importance.</i>	<i>08</i>	
3	August	<i>public Administration & private Administration. Affinity difference public private partnership</i>	<i>07</i>	
4	September	<i>public Relations - meaning Importance, Agencies.</i>	<i>07</i>	
5	October	<i>Good Governance, - meaning, principles civil society - meaning & features citizens charter - meaning & Importance.</i>	<i>08</i>	
NOV--- Diwali Vacation - Sem Exam				
<i>semi - II paper Name: principles of Administrative organization - III</i>				
6	December	<i>organization - meaning & Importance formal organization - meaning & features informal organization - meaning & features</i>	<i>07</i>	
7	January	<i>Hierarchy - meaning, merits & demerits span of control - meaning and factors</i>	<i>08</i>	
8	February	<i>Communication - meaning & types types & functions of chief Executive. Qualities of chief Executive.</i>	<i>08</i>	
9	March	<i>Line and staff Agencies - meaning types & functions of Line Agencies types & functions of staff agencies.</i>	<i>07</i>	
10	April	Sem Exam		

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Tq: Ahmedpur Dt: Latur

Teaching plan: 2024 - 25

Sub: *public Administration.*

Paper: *personality development
& communication skills - I*

Class: *B. A. F. Y.*

Sr.	Month	Chapter : Details Of Units	Duration	Implementation
1	June	Admission Process		
2	July	personality - definition. Elements, Determinants.	08	
3	August	personal Hygiene, social Effectiveness, Etiquettes.	08	
4	September	Communication skills - meaning & Importance, formal & Informal Communication, Effective Communication.	07	
5	October	Interview preparation, Resume writing, Dress code, Techniques of Interview.	07	
NOV--- Diwali Vacation - Sem Exam				
<i>Semi-II</i> Paper name: <i>Leadership styles & conflict management - II</i>				
6	December	Leadership - meaning & types. Importance of Leadership Qualities of Leadership	08	
7	January	Leadership styles, Autocratic styles, Democratic styles, Laissez styles.	08	
8	February	causes of organizational conflicts Types of conflicts. Criteria for conflicts management.	07	
9	March	Bargaining strategies in negotiation. Negotiation process & stage. Techniques of Negotiation.	07	
10	April	Sem Exam		

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Teaching plan: 2024 - 25

Sub: *Public Administration*

Paper: *Rural Local Government*

Class: *B.A-3y*

Sr.	Month	Chapter : Details Of Units	Duration	Implementation
1	June	Admission Process		
2	July	Local Government - meaning, features & importance. Panchayat Raj Institution Community Development Programme.	10	
3	August	Balwantrao Mehta Committee. Vasant Rao Naik Committee. 73rd Constitutional Amendment Act - 1993		
4	September	Zila Parishad - composition & functions. Panchayat Samiti - composition & functions. Gram Panchayat - composition & functions.		
5	October	Official-Non Official Relations. Personnel, Corruption.		
NOV--- Diwali Vacation - Sem Exam				
<i>Semi - III</i>				
<i>paper Name - Urban Local Government - VIII</i>				
6	December	Urbanization - meaning, causes 74th Constitutional Amendment Provisions, Impacts.	20	
7	January	Municipal Corporation - composition & functions. Municipal Council - composition & functions	15	
8	February	Slums, Pollutions, Solid waste management, water management.	10	
9	March	Legislative Control. Administrative Control. Judicial Control.	10	
10	April	Sem Exam		

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Teaching plan: 2024 - 25

Sub: *public Administration.*

Paper: *E- Administration-I
(326)*

Class: *B. A 3rd Y.*

Sr.	Month	Chapter : Details Of Units	Duration	Implementation
1	June	Admission Process		
2	July	<i>meaning and importance of E- Administration. Impact of I. C. T. on public Admn.</i>	15	
3	August	<i>social Networking Apps. setu Kendra. Direct Benefit transfer</i>	15	
4	September	<i>Lack of E- literacy. I.T. security. social media.</i>	15	
5	October			
NOV--- Diwali Vacation - Sem Exam				
6	December	<i>meaning, importance. of Good Administration. Function of Good Administration.</i>	15	
7	January	<i>Communication skill, Ethics & character Time management, Team work</i>	15	
8	February	<i>planning - meaning, types, importance. decision making - meaning, importance</i>	15	
9	March	<i>Discipline - meaning & importance.</i>	15	
10	April	Sem Exam		

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Teaching plan: 2024 - 25

Sub: *public Administration.*

Paper: *Indian Administrative Thinkers - IX*

Class: *B. A. T. Y.*

Sr.	Month	Chapter : Details Of Units	Duration	Implementation
1	June	Admission Process		
2	July	<i>Kautilya - views on Good Government. views on corruption, Sapta Ang Theory.</i>	<i>12</i>	
3	August	<i>Chhatrapati Shivaji Maharaj - Ashata Pradhani Mandal, Revenue Administration. Judicial Administration. Mahatma Gandhi.</i>	<i>12</i>	
4	September	<i>Thoughts on Gram panchayat, Concept of Trustee ship, Dr. B. R. Ambedkar views on Administration, water policy.</i>	<i>12</i>	
5	October	<i>Law & Judicial system. Civil service & Administration socialism & Adm. Democratic Decentralization.</i>	<i>12</i>	
NOV-- Diwali Vacation - Sem Exam				
<i>Semi - VI</i>				
paper Name - Western Administrative Thinkers - XI.				
6	December	<i>Woodrow Wilson - Relation between public & political administration. political science.</i>	<i>12</i>	
7	January	<i>max weber - Theory of Bureaucracy. Types of Authority, Herbert saimons - decision making Theory, Communication</i>	<i>12</i>	
8	February	<i>F. W. Riggs - Development Administration Prismatic Society, SALA model</i>	<i>12</i>	
9	March	<i>Abraham maslow - motivation Theory Theory of Need Hierarchy</i>	<i>12</i>	
10	April	Sem Exam		

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Teaching plan: 2025 - 26

Sub: *public Administration*

Paper: *Introduction of public Administration - I*

Class: *B.A.F.Y. (Sem-I)*

Sr.	Month	Chapter : Details Of Units	Duration	Implementation
1	June	Admission Process		
2	July	<i>public Administration, - meaning Nature, Scope, Importance</i>	08	
3	August	<i>public Administration & Private Administration - Affinity, difference public private partnership</i>	07	
4	September	<i>public Relations - meaning, Importance, Agencies. Good Governance; meaning, principles.</i>	07	
5	October	<i>Civil society, - meaning & features. citizens charter - meaning & Importance.</i>	08	
<i>Semi - II</i>				
NOV--- Diwali Vacation - Sem Exam				
<i>paper Name: Principles of Administrative organization - II</i>				
6	December	<i>organization. - meaning & Importance. formal organization. - meaning, features. Informal organization - meaning, features.</i>	07	
7	January	<i>Hierarchy - meaning merits & demerits. Span of control - meaning & factors. Communication - meaning & types.</i>	08	
8	February	<i>Chief Executive - Types & functions. Qualities of chief Executive.</i>	08	
9	March	<i>Line Agencies - meaning, types, functions. Staff Agencies - meaning, types, functions.</i>	07	
10	April	Sem Exam		

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