

JEEVAN CHANAN MAHILA MAHAVIDYALAYA, ASSANDH (KARNAL)

Session- 2024-25

Name of the Teacher: Ms. Nidhi

Class: B.A. 1st Semester

Paper: Issues in Public Administration

Course Code:- B23-PAD-103

S.No	Period	Topics to be covered	Academic activity to be organized
1.	22 July to 31 July, 2024	Accountability in Public administration: Parliamentary, Executive and Judicial Control over Administration.	Oral Test
2.	01 August to 31 August, 2024	Lok Pal and Lok Ayukta. Integrity in Administration: Means and Agencies for checking Corruption at union and State level.	Case Study
3.	01 September to 30 September, 2024	Emerging Issues: Good Governance, Right to Information. Consumer Protection Act, 2005.	Assignment
4.	01 October to 31 October, 2024	Political and Permanent Executive; Generalists and Specialist Relationship; Administrative Reforms.	Debate
5.	01 November to 22 November, 2024	Revision	

Assignment- Good governance, Right to Information Act, Consumer Protection Act, 2005.

Debate- Relationship between Generalists and Specialist.

JEEVAN CHANAN MAHILA MAHAVIDYALAYA, ASSANDH (KARNAL)

Session- 2024-25

Name of the Teacher: Ms. Nidhi

Class: B.A. 3rd Semester

Paper: Central Administration

Course Code:- B23-PAD-301

S. No	Period	Topics to be covered	Academic activity to be organized
1.	01 July to 31 July, 2024	British Legacies over Indian Administration. Features of Indian Administration.	Oral Test
2.	01 August to 31 August, 2024	Role of Indian Administration in Socio-Economic development. Fundamental Rights and Duties. President: Election, Impeachment, Powers and Position. Prime Minister & Council of Ministers: Appointment, Powers and Role.	Group Discussion
3.	01 September to 30 September, 2024	Central Secretariat and Cabinet Secretariat: Organisations, Role and Functions. Ministry of Home Affairs: Organisation and Role, Ministry of Finance: Organisation and Functions, Finance Commission and Comptroller & Auditor General.	Assignment
4.	01 October to 31 October, 2024	Civil Service in India: Role and Significance. Union Public Service Commission: Composition and Functions. Recruitment and Training of All India and Central Services.	Debate
5.	01 November to 22 November, 2024	Revision	

Assignment- NITI Aayog, Ministry of Defence.

Debate- Efficient Role of UPSC as a Recruiting Agency in India.

JEEVAN CHANAN MAHILA MAHAVIDYALAYA, ASSANDH (KARNAL)

Session- 2024-25

Name of the Teacher: Ms. Nidhi

Paper: Development Administration

Course Code:- B23-PAD-303

S. No	Period	Topics to be covered	Academic activity to be organized
1.	01 July to 31 July, 2024	Development Administration: Concept, Nature, Scope, Features and Significance.	Group Discussion
2.	01 August to 31 August, 2024	Objectives of Development Administration. Administrative Ability for Development and Administration, Administrative Ability for Development organisation and Development Management. Development Administration and Non-Development Administration Dichotomy. Ecology of Development Administration. Administrative Development: Concept, Need, Problems and Sources. Relations between Administrative Development and Development Administration.	Class Test
3.	01 September to 30 September, 2024	Administrative Organisations for Development at Centre, State and Local Levels. Bureaucracy and Development Administration; Citizens and Development Administration. Development Administration and Administrative Capability, NGOs and Development Administration.	PPT Presentation
4.	01 October to 31 October, 2024	Development Planning: Meaning, Types, Need; Machinery for Development Planning; Process of Development Planning: Formulation and Implementation and Evaluation. Project Formulation, Implementation and Evaluation.	Class Test
5.	01 November to 22 November 2024	Revision	

PPT Presentation – Administration in NGOs

JEEVAN CHANAN MAHILA MAHAVIDYALAYA, ASSANDH (KARNAL)

Session- 2024-25

Name of the Teacher: Ms. Nidhi

Class: B.A- 5th Semester

Paper: Local Administration

S. No	Period	Topics to be covered	Academic activity to be organized
1.	22 July to 31 July, 2024	Local Government: Evolution, Meaning, Features and Significance.	Class Test
2.	01 August to 31 August, 2024	73 rd and 74 th Constitutional Amendment Acts. Urban local bodies: Municipal corporation, municipal council, and municipal committees, their meanings, features, role, and significance.	Group Discussion
3.	01 September to 30 September, 2024	Panchayati Raj Institutions: composition, functions, sources of income of Gram Panchayats, Panchayat Samities and Zila Parishads. District Planning Committee: composition, functions, and significance.	PPT Presentation
4.	01 October to 31 October, 2024	State Finance Commission, State Election Commission, Urban-rural relationship and problems. Local Leadership.	Assignment
5.	01 November to 22 November 2024	Revision	

PPT Presentation - Panchayati Raj Institution

Assignment: Problem in Rural and Urban Administration

JEEVAN CHANAN MAHILA MAHAVIDYALAYA, ASSANDH (KARNAL)

Session- 2024-25

Name of the Teacher: Ms. Nidhi

Class: B.A-1st Semester

Paper: Elements Public Administration

Course Code:- B23-PAD-101

S. No	Period	Topics to be covered	Academic activity to be organized
1.	22 July to 31 July, 2024	Public Administration: Evolution, Meaning, Nature, Scope, Significance.	Group Discussion
2.	01 August to 31 August, 2024	Relation with Political Science, Economics and Law. Public and Private Administration; New Public Management. Organization: Meaning and Basis. Principles of Organization: Hierarchy, Span of Control, Co-ordination.	Class Test Assignment
3.	01 September to 30 September, 2024	Principles of Organization: Supervision and control, Communication, Decentralization and Delegation. Forms of Organizations: Formal and Informal, Department, Board, Corporation and Commission, and Independent Regulatory Commission.	Case Study
4.	01 October to 31 October, 2024	Chief Executive: Meaning, Types, and Role. Line, Staff, and Auxiliary Agencies. Public Relations: Meaning, Means, and Significance.	Class Test Presentation
5.	01 November to 22 November 2024	Revision	

Presentation: Types of Agencies

Assignment: Principles of Organisation

JEEVAN CHANAN MAHILA MAHAVIDYALAYA, ASSANDH (KARNAL)

Session- 2024-25

Name of the Teacher: Ms. Nidhi

Class :B.com 1st semester

COURSE CODE :B23-PAD -104(MDC 1)

Paper: Public Administration in India

S. No	Period	Topics to be covered	Academic activity to be organized
1.	01 July to 31 July, 2024	Historical Background and constitutional context Evolution; Parliament, Executive and Judiciary- structure, functions and work processes Salient features	Group Discussion
2.	01 August to 31 August, 2024	Union Executive President; Prime Minister and Council of Minister; Cabinet Secretariat and PMO; Central Secretariat	Class Test
3.	01 September to 30 September, 2024	Federal and Unitary Features in constitutional context; Union-State relations and trends in centre-state relations; Inter-State relations- Issues and resolution mechanism	PPT Presentation
4.	01 October to 31 October, 2024	Election Commission of India; National Human Rights Commission; Niti Ayog; National Development Council	Class Test Oral Presentation
5.	01 November to 22 November 2024	Revision	

PPT Presentation – Financial Relation between centre and state government

Oral Presentation- Constitutional and Non-Statutory Authorities