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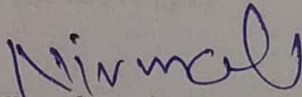
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Session: (2020-21)
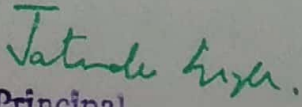
Teaching Plan B.A-II (Semester-III)   Sub: Public Administration

Paper: Personnel Administration

S. No	Topics to be Covered
WEEK I	Personnel Administration: Meaning, Nature and Scope
WEEK II	Civil Services in India: Meaning, Features & Role.
WEEK III	Civil Services in India: Meaning, Advantages and Disadvantages.
WEEK IV	Class Test & Revision
WEEK V	Classification of Civil Services in India.
WEEK VI	Recruitment: Meaning, Methods; Merit & Demerits
WEEK VII	Recruitment of Civil Services in India.
WEEK VIII	Class Test & Revision
WEEK IX	Union & State Public Service Commissions: Composition and Functions
WEEK X	Training: Meaning, Types, Training System in India.
WEEK XI	Promotion: Meaning and Principles
WEEK XII	Discuss Objective Questions / Assignments
WEEK XIII	Employer- Employee Relations, Joint Consultation Machinery
WEEK XIIII	Conduct and Discipline
WEEK XV	Morale, Corruption: Causes and Remedies
WEEK XVI	MST Exam

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(Head of Dept.)

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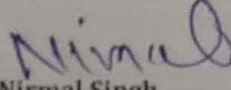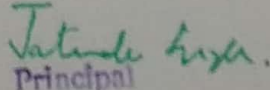### Govt. College Ropar

Session: (2020-21)

Teaching Plan B.A-II (Semester-IV)   Sub: Public Administration

Paper: Financial Administration In India

S. No	Topics to be Covered
WEEK I	Meaning and Significance of Financial Administration
WEEK II	Budget: Meaning & Types Performance Budget
WEEK III	Zero Base Budgeting Principles of Budget Making.
WEEK IV	Class Test & Revision
WEEK V	Preparation of Budget. Enactment.
WEEK VI	Execution of the Budget
WEEK VII	Finance Commission: Composition & Functions
WEEK VIII	Class Test & Revision
WEEK IX	Union Ministry of Finance: Organisation and Functions.
WEEK X	Financial Relations between the Union and the State
WEEK XI	Parliamentary Control over Finance.
WEEK XII	Discuss Objective Questions / Assignments
WEEK XIII	Comptroller and Auditor- General of India: Appointment, Powers.
WEEK XIIII	Functions of Comptroller and Auditor
WEEK XV	Revision
WEEK XVI	MST Exam

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Teaching Plan: B.A-II(Semester-III) 　　　　Sub: Police Administration

Paper : Police Personnel Administration

S. No	Topics to be Covered
WEEK I	Meaning , Nature and Scope of Police Personnel Administration.
WEEK II	Significance of Police Personnel Administration in India.
WEEK III	Career System in Police Administration.
WEEK IV	Job Analysis and Job Description of Police Personnel- Concept and Significance
WEEK V	Pay Policy, Compensation and Fringe Benefits.
WEEK VI	Recruitment : Meaning and Methods
WEEK VII	Class Test & Revision
WEEK VIII	Recruitment of Police Personnel in India
WEEK IX	Training : Meaning and Types ; Training of IPS Officers and State Police Services in India.
WEEK X	Promotion : Meaning and Principles ; Promotion of Police Personnel in India.
WEEK XI	Discuss Objective Questions / Assignments
WEEK XII	Performance Appraisal ; Police Ethics and Code of Conduct
WEEK XIII	Corruption - Meaning and Causes ; Corruption in Police Force
WEEK XIIII	Disciplinary Action ; Doctrine of Pleasure
WEEK XV	Safeguards against Arbitrary Punishment
WEEK XVI	MST Exam

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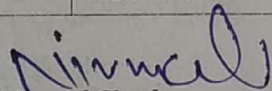# DEPARTMENT OF PUBLIC ADMINISTRATION
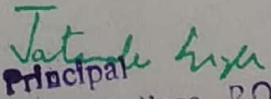
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Session: (2020-21)

Teaching Plan: B.A-II (Semester-IV) **Sub: Police Administration**

Paper : Law and Order Administration

S. No	Topics to be Covered
WEEK I	Meaning , Nature and Scope of Law and Order Administration;
WEEK II	Significance of Law and Order Administration in India.
WEEK III	Law and Order Administration - Some Basic Issues and Emerging Patterns.
WEEK IV	Role, Significance of Law and Order Administration
WEEK V	Interrelationships of Law and Order Administration Agencies at the District Level
WEEK VI	The Police; Civil Administration ; Court of Law- Prisons and Health.
WEEK VII	Class Test & Revision
WEEK VIII	Role of Law and Order Administration in Crowd Mangement.
WEEK IX	Communal Riots and Industrial & Agrarian Conflicts.
WEEK X	Challenges before Law and Order Administration.
WEEK XI	Discuss Objective Questions / Assignments
WEEK XII	National Security: Concept and Significance.
WEEK XIII	Challenges to National Security in India
WEEK XIIII	National Security in India- Contemporary Issues
WEEK XV	Revision
WEEK XVI	MST Exam

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