

PUBLIC ADMINISTRATION

NIZAM COLLEGE : DEPARTMENT OF PUBLIC ADMINISTRATION

LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Previous

Section:

Course/Paper: 104-A, Introduction to Governance (Elective Course)

Unit I : Introduction

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
<u>Introduction:</u>	
a) Introduction to Governance	2
b) Issues	2
c) Controversies	2
b) Reinventing Government	3
<u>Reforming Institutions:</u>	
e) The State	2
f) Market	2
g) Public Domain	2
TOTAL	15

Name of the Teacher: Dr. Bala Brahma Chary

Head, Dept. Of Public
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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Previous

Section:

Course/Paper: 104-A, Introduction to Governance (Elective Course)

Unit II : State and Governance

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
<u>State and Governance</u>	
a) Origin	1
b) Types of State	1
c) Democratic State	2
d) Democratic Administration	2
e) Neo-Liberalism	2
f) Rolling Back State-Market	2
g) Public Governance	2
h) Private Governance	1
i) Public and Private Governance: An Overview - Rashmi	2
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Previous

Section:

Course/Paper: 104-A, Introduction to Governance (Elective Course)

Unit III : Citizen and Governance

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
<u>Citizen and Governance</u>	
a) Rule of Law	3
b) Human Rights	3
c) Accountability	3
d) Participation	3
e) Representation	3
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Previous

Section:

Course/Paper: 104-A, Introduction to Governance (Elective Course)

Unit IV : Techniques of Governance

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
<u>Techniques of Governance</u>	
a) Introduction	3
b) Openness	3
c) Transparency	3
d) Citizen Charter	3
e) Social Audit	3
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Previous

Section:

Course/Paper: 302,

Public Financial Governance in India

Unit I : Introduction

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
<u>Introduction:</u>	
a) Public Finance: Evolution	2
b) Meaning and Scope	2
c) Public Revenue: Meaning	2
d) Need and Classification	2
e) Principles of Revenue	3
e) Public Expenditure: Meaning	2
f) Need and Classification	2
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Previous

Section:

Course/Paper: 302,

Public Financial Governance in India

Unit II : Budget and Governance

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
<u>Public Budget:</u>	
a) Meaning	1
b) Purpose and Significance	2
c) Budget Preparation	1
d) Enactment and Execution	2
e) Types of Budget: Line-Item Budget, Performance Budget PPBS	3
f) Zero-Based Budgeting	2
g) Gender Budget	1
h) Green Budget	1
i) Sun Set Legislation	2
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Previous

Section:

Course/Paper: 302,

Public Financial Governance in India

Unit III : Financial Management in India

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
a) Fiscal Federalism – Center State Financial Relations	2
b) Distribution of Resources	2
c) Finance Commission-Composition	3
d) Powers, Functions and Role	3
e) Public Debt and Deficit Financing	3
f) Monetary Policy	1
g) Fiscal Policy	1
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Previous

Section:

Course/Paper: 302,

Public Financial Governance in India

Unit IV : Tax Governance

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
<u>Tax Governance in India</u>	
a) Introduction	3
b) Tax Governance in India	3
c) Principles of Taxation	3
d) Tax Administration in India	3
e) Priorities for Improving Tax Governance	3
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Previous

Section:

Course/Paper: 302,

Public Financial Governance in India

Unit V : Control over Finances

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
<u>Control over Finances</u>	
a) Accounting and Audit Reforms in India	3
b) Types of Audit	2
c) Internal and External Audit	2
d) Standards of Public Accounting	2
e) Parliamentary Financial Committees	3
f) Comptroller & Auditor General of India	3
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester IV)

Class: M.A. Final

Section:

Course/Paper: 404-B, Public Admn. / E.Governance

Unit I : Introduction to E.Governance Topics

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
<u>Introduction:</u>	
<u>Governance in Digital Age</u>	
a) Introduction to ICT's in administration	2
b) Technological Adaptation	2
c) Reorganization of Administrative Structures and Institutions)	3
d) Meaning & Scope	2
e) Importance of E-Governance (Meaning, Definitions, Scope & Importance)	2
f) Evolution of E-Governance – Evolution of Computer and Internet	2
g) Application to Administrative Systems	2
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester IV)

Class: M.A. Final

Section:

Course/Paper: 404-B, Public Admn. / E.Governance

Unit II : Concepts of E.Governance

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
<u>Concepts:</u>	
<u>Governance in Digital Age</u>	
a) Theories of E-Governance (Six perspectives & Six theories)	3
b) <u>Models of E-Governance:</u> The General Information Dissemination Model	3
c) The Critical Information Dissemination Model	3
d) The Advocacy Model	2
e) The Interactive Model	2
f) National E-Governance Plan	2
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester IV)

Class: M.A. Final

Section:

Course/Paper: 404-B, Public Admn. / E.Governance

Unit III : Cases

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
<u>e-Literacy</u>	
a) Akshaya in Kerala	3
b) <u>Electronic Citizen Services:</u> A Comparative outlook	3
c) <u>Digitalization of Land Records Administration:</u> Bhoomi In Karnataka	3
d) <u>Automizing District Administration:</u>	3
e) The e-district Project	3
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester IV)

Class: M.A. Final

Section:

Course/Paper: 404-B, Public Admn. / E.Governance

Unit III : Issues

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
<u>Issues</u>	
a) e-Readiness	2
b) <u>Digital Divide:</u> Gender	2
c) <u>Digitalization Divide:</u> Geographical,	2
d) <u>Digitalization Divide:</u> Economic, Social and Political	3
e) <u>e-Governance:</u> Critical Factors (Technology, People, Process, Resources, Nature of PPP models	3
f) <u>e-Governance:</u> Issues and Challenges (Resistance to Change, Laws, Skills, Competency, Capacity Building, Adaptation of Technology and Administrative Reforms)	3
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester II)

Class: M.A. Previous

Section:

Course/Paper: 202, Public Admn. / Comparative Public Administration

Unit I: Introduction to Comparative Public Administration No.of Hours Allotted: 15

Topics to be covered	No. of Hours
<u>Introduction:</u>	
a) Introduction to Comparative Public Administration	2
b) Nature	1
c) Scope	2
d) Characteristics of Comparative Public Administration	2
e) Importance of Comparative Public Administration	2
f) Evolution of Comparative Public Administration	2
g) International Comparative Public Administration - ASPA SICA	2
h) Critique of Comparative Public Administration	2
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester II)

Class: M.A. Previous

Section:

Course/Paper: 202, Public Admn. / Comparative Public Administration

Unit II: Approaches to Comparative Public Administration No.of Hours Allotted: 15

Topics to be covered	No. of Hours
<u>Approaches :</u>	
a) Bureaucratic Approach	4
b) General Systems Approach	4
c) Decision Making Approach	4
d) Ecological Approach	3
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester II)

Class: M.A. Previous

Section:

Course/Paper: 202, Public Admn. / Comparative Public Administration

Unit III: CPA: Contributions of F.W. Riggs

No.of Hours Allotted:15

Topics to be covered	No. of Hours
CPA: <u>Contributions of F.W. Riggs</u>	
a) Structural-Functional Approach	5
b) Theory of Prismatic Society	5
c) Development Models	5
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester II)

Class: M.A. Previous

Section:

Course/Paper: 202, Public Admn. / Comparative Public Administration

Unit IV: Comparative Administrative Systems

No.of Hours Allotted:15

Topics to be covered	No. of Hours
<u>Comparative Administrative Systems</u>	
a) Classical Administrative System - France	2
b) Developing Administrative System - India	3
c) Developed Administrative Systems – USA	3
d) Developed Administrative Systems – UK	3
e) Modern Administrative Systems – Japan	2
f) Modern Administrative Systems – Korea	2
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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester II)

Class: M.A. Previous

Section:

Course/Paper: 202, Public Admn. / Comparative Public Administration

Unit V: Development Administration

No.of Hours Allotted:15

Topics to be covered	No. of Hours
<u>Development Administration</u>	
a) Nature of Development Administration	2
b) Scope of Development Administration	2
c) Elements of Development Administration	2
b) Goals and Challenges of Development Administration	3
Models of Development Administration:	
e) Sustainable Development	2
f) Human Development	2
g) Inclusive Development	2
TOTAL	15

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NIZAM COLLEGE : DEPARTMENT OF PUBLIC ADMINISTRATION

LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester V)

Class: B.A. III Year,

Section:

Course/Paper: V

Human Resource Management

Unit I : Introduction

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
1) Meaning and Importance of Management of Resources	3
2) Meaning & Origin of Human Resource Management	3
3) Importance and Scope of HRM	3
4) Bureaucracy : Meaning, Origin and Features	3
5) Bureaucracy : Functions, Role and Importance	3
TOTAL	15

Name of the Teacher: P. Sumitra Rao

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NIZAM COLLEGE : DEPARTMENT OF PUBLIC ADMINISTRATION

LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester V)

Class: B.A. III Year,

Section:

Course/Paper: V

Human Resource Management

Unit I : Man Power

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
1) Man Power Planning: Meaning & Scope	2
2) Importance of Man Power Planning	3
3) Classification: Meaning, Features and Types of Classification	2
4) Classification of Civil Service in India, UK & USA	2
5) Recruiting Agencies: Union Public Service Commission & Telangana Public Service Commission: Origin, Functions, Organisation & Role	2 2
6) Staff Selection Commission, RRB: Its Functions	2
TOTAL	15

Name of the Teacher: P. Sumitra Rao

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester V)

Class: B.A. III Year,

Section:

Course/Paper: V

Human Resource Management

Unit III : Personnel Management

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
1) Recruitment: Meaning, Phases, Types, Merits & Demerits	2
2) Recruitment System in India: All India Services & Central Services	3
3) Training: Meaning, Objectives and Types	2
4) Training in India: All India Services & Central Services & Criticism	2
5) Performance Evaluation: Meaning, Importance and Types	3
6) Pay and Conditions of Service: Importance and Principles	3
TOTAL	15

Name of the Teacher: P. Sumitra Rao

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester V)

Class: B.A. III Year,

Section:

Course/Paper: V

Human Resource Management

Unit IV : Grievances Mechanism

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
1) Civil Services Unions & Professional Association: Aims, Merits & Demerits	3
2) Negotiating Machinery: Whitley Councils its Origin – Powers & Functions	3
3) Joint Consultative Machinery in India – Powers & Functions	3
4) Administrative Tribunals: Meaning, Importance, Aims, Merits & Demerits	3
5) Administrative Tribunals in Scandinavian Countries and India	3
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester V)

Class: B.A. III Year,

Section:

Course/Paper: V

Human Resource Management

Unit IV : Emerging Trends

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
1) Morale and Motivation: Meaning, Scope and Importance	3
2) Theories of Motivation and Morale - Measures in India	3
3) Corruption: Meaning, Types and Corruption in India	3
4) Integrity in Civil Services	3
5) Stress Management Its Need, Importance and Measures	3
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester V)

Class: B.A. III Year,

Section:

Course/Paper: VI(A)

Local Governance in India

Unit I : Local Governance

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
1) Meaning of Local Governance	3
2) Features	2
3) Importance and Evolution	2
4) Concept of Democratic Decentralization	2
5) Democratic Decentralization and Rural Governance	3
6) Structure of Panchayati Raj Institutions	3
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester V)

Class: B.A. III Year,

Section:

Course/Paper: VI(A)

Local Governance in India

Unit II : Local Governance

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
1) 73 rd Constitutional Amendment Act, Features	3
2) Programmes of Rural Development	2
3) Community Development	2
4) Programme (CDP), National Extension Services (NES)	2
5) Integrated Rural Development Programme (IRDP)	3
6) MGNREGP, DWCRA, Housing Schemes	3
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester V)

Class: B.A. III Year,

Section:

Course/Paper: VI(A)

Local Governance in India

Unit III : Local Governance

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
1) Urban Local Governance - Introduction	3
2) Meaning and Features	2
3) Importance and Evolution	2
4) Structure of Urban Local Bodies	2
a) Municipal Corporations, Municipalities, Nagar Panchayats	3
b) Contonment Boards and Townships;	3
c) Organizational Structure, Powers and Functions	
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester V)

Class: B.A. III Year,

Section:

Course/Paper: VI(A)

Local Governance in India

Unit IV : Local Governance

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
1) 74 th Constitutional Amendment Act. Features	3
2) GHMC, GHMDA	2
3) KUDA, QQUDA Urban Development Authorities	2
4) Parasites Organisations, HMWS & SB	2
5) Housing Boards	3
6) JNNURM	3
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester V)

Class: B.A. III Year,

Section:

Course/Paper: VI(A)

Local Governance in India

Unit V : Local Governance

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
1) State Finance Commission	3
2) Self Help Groups: Meaning & Importance	3
3) Voluntary Agencies; Meaning and Importance	3
4) Rural Unrest: Issues and Response	3
5) Urban Unrest: Challenges & Responses	3
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester V)

Class: B.A. III Year,

Section:

Course/Paper: VI(B)

Office Management

Unit I : Introduction

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
1) Office Management: Introduction & Nature	4
2) Office Management: Scope & Importance	3
3) Principles of Office Management: Meaning of Organisation and its Principles	4
4) Principles of Office Management: Principles and Role of Office Manager	4
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester V)

Class: B.A. III Year,

Section:

Course/Paper: VI(B)

Office Management

Unit II : Organisation and Management

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
1) Office Accommodation: Meaning, Importance & Essentials	2
2) Layout and Environment: Meaning, Principles & Importance	2
3) Forms: Meaning, Need, Principles & Types of Forms	2
4) Filing System: Importance, Types and Role	2
5) Periodical Reports: Importance and Role	2
6) Office Communication and Correspondence: Meaning, Principles & Types	3
7) Management of Office Records and Office Stationery: Importance, Principles and Types	2
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester V)

Class: B.A. III Year,

Section:

Course/Paper: VI(B)

Office Management

Unit III : Processes

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
1) Work Study: Meaning, Importance	3
2) Work Measurement: Meaning, Concept and Principles	3
3) Work Simplification: Meaning, Concept and Methods	3
4) Management by Objectives (MBO): Meaning, Concept & Processes	3
5) Office Supervision: Meaning, Importance, Types & Methods	4
6) Staff Welfare: Various Programmes and Measures	4
TOTAL	20

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester V)

Class: B.A. III Year,

Section:

Course/Paper: VI(B)

Office Management

Unit IV : Trends and Issues

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
1) Office Automation and Paperless Office: Need, Importance and Types	4
2) Back Office Operations: Receiving, Maintenance, Procedure	4
3) Front Office Delivery: Concept, Importance & Correspondence	4
4) Social System & Public Office Administration: Need, Importance and its Relationship	4
5) Office Management in Government – Issues & Problems	4
TOTAL	20

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NIZAM COLLEGE : DEPARTMENT OF PUBLIC ADMINISTRATION

LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester VI)

Class: B.A. III Year,

Section:

Course/Paper: VII

Financial and Materials Management

Unit I :

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
1) Financial Administration: Introduction	3
2) Meaning of Financial Administration	3
3) Scope of Financial Administration	3
4) Principals of Financial Administration	3
5) Importance of Financial Administration	3
TOTAL	15

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester VI)

Class: B.A. III Year,

Section:

Course/Paper: VII

Financial and Materials Management

Unit II

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
<u>Budget</u>	
1) Budget introduction, Meaning & Importance	2
2) Principles of Budget	2
3) Preparation of Budget: Five Stages	3
4) Enactment of Budget: Five Stages, Consolidate Fund of India, Public Accounts Fund and Contingency Fund of India	3
5) Execution of Budget : Five Stages	2
6) Accounting and Auditing: Meaning, Aims, Functions & Types	3
TOTAL	15

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NIZAM COLLEGE : DEPARTMENT OF PUBLIC ADMINISTRATION

LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester VI)

Class: B.A. III Year,

Section:

Course/Paper: VII

Financial and Materials Management

Unit III

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
1) Comptroller and Auditor General of India: Origin, Appointment, Functions & Powers	3
2) CAG: Criticism and Role	3
<u>Parliamentary Financial Committees, Need and Importance:</u>	
3) Estimates Committee : Origin, Organisation, Functions, Criticism & Role	3
4) Public Accounts Committee: Origin, Organisation, Functions, Criticism & Role	3
5) Public Undertaking Committee: Origin, Organisation, Functions, Criticism & Role	3
TOTAL	15

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NIZAM COLLEGE : DEPARTMENT OF PUBLIC ADMINISTRATION

LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester VI)

Class: B.A. III Year,

Section:

Course/Paper: VII

Financial and Materials Management

Unit IV :

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
1) Materials Management: Meaning & Scope	3
2) Material Management: Scope, Importance & Functions	4
3) Procurement of Materials: Meaning & Scope	4
4) Procurement: Principles & Methods	4
TOTAL	15

Name of the Teacher: P. Sumitra Rao

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Signature:

Signature:

NIZAM COLLEGE : DEPARTMENT OF PUBLIC ADMINISTRATION

LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester VI)

Class: B.A. III Year,

Section:

Course/Paper: VII

Financial and Materials Management

Unit V :

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
1) Stores: Meaning and Importance	3
2) Classification, Types and Functions of Stores	2
3) Distribution: Meaning & Importance	2
4) Principles & Types of Distribution of Materials	3
5) Organisation & Methods: Meaning, Concept, Need & Importance	3
6) Organization and Methods (O & M) in India	2
TOTAL	15

Name of the Teacher: P. Sumitra Rao

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NIZAM COLLEGE : DEPARTMENT OF PUBLIC ADMINISTRATION

LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Final

Section:

Course/Paper: 405(A)

Human Development & Governance

Unit I: Introduction

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
a) Human Development: Definition and Concepts	4
b) Human Development: Indicators and Aspects	4
c) The Concept of Human Development in the Changing World	4
d) Various Priorities in Human Development	3
TOTAL	15

Name of the Teacher:P. Sumitra Rao

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NIZAM COLLEGE : DEPARTMENT OF PUBLIC ADMINISTRATION

LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Final

Section:

Course/Paper: 405(A)

Human Development & Governance

Unit II: Poverty

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
a) Poverty: Nature, Concept and Types	4
b) Various Dimensions of Poverty	4
c) Inequality, Growth and Poverty	4
d) Politics of Poverty: Role and Consequences	3
TOTAL	15

Name of the Teacher:P. Sumitra Rao

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NIZAM COLLEGE : DEPARTMENT OF PUBLIC ADMINISTRATION

LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Final

Section:

Course/Paper: 405(A)

Human Development & Governance

Unit III: Development

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
a) Infrastructure and Human Development, Scope and Importance	4
b) Environmental Priorities for Human Development	4
c) International Aid and Technical Assistance Programmes: Role of UNO in Human Development	4
d) Civil Society: Its emerging role in Human Development	3
TOTAL	15

Name of the Teacher:P. Sumitra Rao

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NIZAM COLLEGE : DEPARTMENT OF PUBLIC ADMINISTRATION

LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Final

Section:

Course/Paper: 405(A)

Human Development & Governance

Unit IV: Protective Discrimination

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
a) Social Welfare and Social Justice – Their Scope and Role in Human Development	4
b) Democratization of Power: Meaning, Nature & Measures	4
c) Reservations: Its Role & Impact on Human Development	4
d) Reservations in Corporate Sector	3
TOTAL	15

Name of the Teacher:P. Sumitra Rao

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NIZAM COLLEGE : DEPARTMENT OF PUBLIC ADMINISTRATION

LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Previous

Section:

Course/Paper: 205(B)

Development Policies in India(Elective Course)

Unit I: Introduction

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
a) Importance of Case Study & Methods	4
b) Role of Case Studies in Framing Development Policies	4
c) Case Study as a Representative Sample	4
d) Building Theory from Case-Studies	3
TOTAL	15

Name of the Teacher:P. Sumitra Rao

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NIZAM COLLEGE : DEPARTMENT OF PUBLIC ADMINISTRATION

LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Previous

Section:

Course/Paper: 205(B)

Development Policies in India(Elective Course)

Unit II : Education Policy in India

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
a) National Educational Policy –1986 – Its Need, Importance & Features	4
b) Public Expenditure on Education in India: Primary Education & Higher Education	4
c) Right to Education Act: Need, Importance, Scope and Features	4
d) Corporatization of Education System - Impact of Privatization	3
TOTAL	15

Name of the Teacher:P. Sumitra Rao

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NIZAM COLLEGE : DEPARTMENT OF PUBLIC ADMINISTRATION

LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Previous

Section:

Course/Paper: 205(B)

Development Policies in India(Elective Course)

Unit III: Economic Policy in India

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
a) New Economic Policy of 1991: Origin, Feature and Importance	4
b) Liberalization: Meaning and Various Measures in the growth of the Indian Economy	4
c) Globalization: Meaning, Importance and Features	4
d) Impact of Liberalization and Globalization on Mixed Economy like India	3
TOTAL	15

Name of the Teacher:P. Sumitra Rao

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NIZAM COLLEGE : DEPARTMENT OF PUBLIC ADMINISTRATION

LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Previous

Section:

Course/Paper: 205(B)

Development Policies in India(Elective Course)

Unit IV: Protective Discrimination

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
a) Democratization of Power: Meaning, Scope	4
b) Reservation System in India: Need, Importance & Features	4
c) Organizational Setup and Criticism on Reservation	4
d) Women's Reservation Bill, Its various implications and critical analysis	3
e) Reservations in Corporate Sector	
TOTAL	15

Name of the Teacher:P. Sumitra Rao

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NIZAM COLLEGE : DEPARTMENT OF PUBLIC ADMINISTRATION

LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Previous

Section:

Course/Paper: 205(B)

Development Policies in India(Elective Course)

Unit IV: I.C.T. & Cyber Security

No.of Hours Allotted: 15

Topics to be covered	No. of Hours
a) National Policy on Information Technology 2012: Features & Role	4
b) National Cyber Security Policy 2013: Features, Role and its Importance	4
c) Cyber Crime and Cyber activism: Need, Scope & Importance	4
d) Role of Police in detection of Cyber Crime	3
TOTAL	15

Name of the Teacher:P. Sumitra Rao

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NIZAM COLLEGE : DEPARTMENT OF PUBLIC ADMINISTRATION

LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Final

Section:

Course/Paper: 305(A)

Organizational Behaviour

Unit I: Introduction

No.of Hours Allotted: 20

Topics to be covered	No. of Hours
a) Organizational Behaviour: Concept and Scope	4
b) Organizational Behaviour: Evolution and various theories	4
c) Importance of Organizational Behaviour	4
d) Understanding Human Behaviour: Individual Behaviour	4
e) Understanding Group and Organizational Behaviour	4
TOTAL	20

Name of the Teacher:P. Sumitra Rao

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Final

Section:

Course/Paper: 305(A)

Organizational Behaviour

Unit II: Models of Organizational Behaviour

No.of Hours Allotted: 20

Topics to be covered	No. of Hours
a) SOBC Model: Nature & Importance	5
b) Cognitive Model: Nature, Concept and Importance	5
c) Reinforcement Model: Meaning and Importance	5
d) Psycho-Analytical Model: Meaning and Features	5
TOTAL	20

Name of the Teacher:P. Sumitra Rao

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Final

Section:

Course/Paper: 305(A)

Organizational Behaviour

Unit III: Individual Behaviour

No.of Hours Allotted: 20

Topics to be covered	No. of Hours
a) Aspects of Individual Behaviour: Personality, Perception and Goals and their Role	5
b) Aspects of Individual Behaviour: Motivation, Attitudes, Aptitudes and Values	5
c) Personality Development: Determinants and Theories of Personality	5
d) Learning: Concept, Theories and Principles	5
TOTAL	20

Name of the Teacher:P. Sumitra Rao

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Final

Section:

Course/Paper: 305(A)

Organizational Behaviour

Unit III: Group Behaviour

No.of Hours Allotted: 20

Topics to be covered	No. of Hours
a) Group Dynamics: Concept and formation of Groups	3
b) Stages in Group Formation	3
c) Groups: Structure, Types, Functions and Disfunctions	3
d) Formal and Informal Groups: Meaning, Features and Importance	3
e) Models of Small Group Behaviour	3
TOTAL	20

Name of the Teacher:P. Sumitra Rao

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NIZAM COLLEGE : DEPARTMENT OF PUBLIC ADMINISTRATION

LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Previous

Section:

Course/Paper: 205(B)

Civil Services in India (Elective Course)

Unit I: Civil Services: Concept & Evolution

No.of Hours Allotted: 20

Topics to be covered	No. of Hours
a) Concept, Meaning and Significance of Civil Services	4
b) Evolution of Civil Services	4
c) Classification of Civil Services: Meaning, Advantages, Disadvantages and Types	4
d) Classification of All India Services, Central Services, State Services and Local Services	4
e) Union Public Service Commission and State Public Service Commission: Origin, Functions, Organization, Criticism and Role	4
TOTAL	20

Name of the Teacher:P. Sumitra Rao

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NIZAM COLLEGE : DEPARTMENT OF PUBLIC ADMINISTRATION

LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Previous

Section:

Course/Paper: 205(B)

Civil Services in India (Elective Course)

Unit II: Bureaucracy

No.of Hours Allotted: 20

Topics to be covered	No. of Hours
a) Concept of Bureaucracy: Meaning, Features and Significance	5
b) Evolution and Role of Civil Services in India	5
c) Civil Services: Neutrality and Commitment, Its Need and Importance	5
d) Relationship between Politicians and Civil Servants	5
TOTAL	20

Name of the Teacher:P. Sumitra Rao

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LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Previous

Section:

Course/Paper: 205(B)

Civil Services in India (Elective Course)

Unit III: Public Personnel Administration

No.of Hours Allotted: 20

Topics to be covered	No. of Hours
a) Recruitment: Concept, Meaning and Aspects	4
b) Significance and Methods of Recruitment	4
c) Recruitment System in India and Criticism	3
d) Training: Meaning, Objectives and Importance	3
e) Training of Public Servants in India: IAS, IPS, IFS and Central Services	3
d) Disciplinary Procedures for Civil Servants: Concept, Need, Types and Methods.	3
TOTAL	20

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NIZAM COLLEGE : DEPARTMENT OF PUBLIC ADMINISTRATION

LESSON PLAN FOR THE ACADEMIC YEAR 2017-2018 (Semester I)

Class: M.A. Previous

Section:

Course/Paper: 205(B)

Civil Services in India (Elective Course)

Unit IV: Indian Civil Services: Major Issues

No.of Hours Allotted: 20

Topics to be covered	No. of Hours
a) Generalists and Specialists: Meaning, Examples and functions	2
b) Generalists Versus Specialists: Role and Controversy	3
c) Civil Services in the context of Globalization: Meaning of Globalization and Civil Services functions & Role in Modern India	3
d) Civil Service Reforms: Meaning and Need for Reforms in India	2
e) Various Reforms: Past and Present	3
f) Administrative Reforms Commission – Its various recommendations with special Reference to II ARC	2
TOTAL	20

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