

Yearly lecture Plan for the session 2024-25

Thakur Sen Negi Govt. College Reckong Peo

Teaching Plan

B.A. 1st year

Course: Administrative Theory (PUBA101-A)

Unit	Name of unit/objective	Month	Method of Teaching	Assessment Method
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-September	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
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 Authority and Responsibility	October-November	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
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	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
4.	Decision making: meaning, types and functions Leadership: meaning, types and functions Communication: meaning, importance and types	February-March	Lecture	Class Tests, Assignments, Student Presentations,

	Coordination: meaning, importance and methods of effective coordination			Surprise Tests, MCQ's
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Books and References:

1. Bhagawan, Vishnu Bushan; Vidya - Public Administration, S. Chand and Company New Delhi. 1994
2. Avasthi and Maheswari - Public Administration, Laxmi Narayan Agarwal, 2000.
4. Sharma, M.P. - Public Administration (Theory Concept), Kitab Mehal Allahabad 2007.
5. Maheshwari, Sriram – Administrative Theory, Mcmilan New Delhi, 2009.
7. Fadia & Fadia - Public Administration, Sahitya Bhawan Publication Agra, 2007.
8. Tyagi, A.R. - Principles & Practice of Public Administration 1987.
9. Chakrabarty, Bidyut and Chand; Prakash, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.
10. Srivatava, Smita Theory and Practice of Public Administration, Pearson, 2011.
11. Singh, Hoshiar and Sachdeva; Pradeep, Public Administration Through Practice, Pearson, 2010.
12. Basu; Rumki, Public Administration (Concepts and theories) Sterling Publishers, New Delhi 1994

Note: Assignment, class test and mid-term will be taken during the session.

Name of the Teacher : Assistant Professor Bhagwan Singh Negi

Yearly lecture Plan for the session 2024-25

Thakur Sen Negi Govt. College Reckong Peo

Teaching Plan

B.A. 1st year

Course: Indian Administration (PUBA102-A)

Unit	Name of unit/objective	Month	Method of Teaching	Assessment Method
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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-September	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
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-November	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
3.	Constitutional Authorities: Finance Commission : Organizational structure, functions and role, Election Commission: Organizational structure, functions and role, Comptroller and Auditor General of India: Organizational structure, functions and role.	December	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
4.	Problem of corruption in Indian Administration: Meaning, Causes and Control,	February-March	Lecture	Class Tests, Assignments,
	Lok Pal and Lokayukta: Role and responsibilities Citizen's Charter: meaning, significance Right to Information Act, 2005: Objectives and main provisions			Student Presentations, Surprise Tests, MCQ's

Books and References:

1. Basu, D.D. Introduction the study of Indian constitution Lexis Nexis 2009.
2. Pyle, M.V. India's constitution [Asia Publishing House](#) 1962.
3. Ghai, Indian Govt and Politics
4. Johari, J.C. Indian Political System Anmol Publications, 1996.
5. Maheswari, S.R. Indian Administration Orient Blackswan 2000
6. Jha, Rajesh K. Public Administration in India, Pearson, 2010
7. Singh, Hoshiar & Singh, Pankaj Indian Administration, Pearson 2010
8. Mitra, Subrata K. The Puzzle of India's Governance, Cambridge University Press,

New Delhi, 2011.

Note: Assignment, class test and mid-term will be taken during the session.

Name of the Teacher : Assistant Professor Bhagwan Singh Negi

Yearly lecture Plan for the session 2024-25

Thakur Sen Negi Govt. College Reckong Peo

Teaching Plan

B.A. 2nd year

Course: Development Administration (PUBA202-A)

Unit	Name of unit/objective	Month	Method of Teaching	Assessment Method
1	i. Development: Definition, Nature and Dimensions of Development ii. Problems of Development in Developing Countries iii. Sustainable Development: Concept, Features and significance	August-September	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
2.	i. Development Administration: Meaning Nature, and Scope ii. Essential Features of Development Administration iii. Difference between Traditional and Development Administration	October-November	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's

3.	i. Machinery for Planning in India NITI Aayog, 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	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
4.	Participation and Role of various Agencies in Development Administration i. Political Parties ii. Local Bodies iii. NGO's iv. Self Help Groups (SHGs) v. Bureaucracy	February-March	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's

Books Recommended:

- 1 R.D.Sharma, Development Administration, Theory&Practice, Deep&Deep Publications, New Delhi
- 2 Mamta Kaushal Mokta ,Development Administration in India, Student Publications,Shimla.
- 3 Mary Parmar, Development Planning in India, Reliance Publications New Delhi.
- 4 Issues in Development Administration in India, Reliance Publications New Delhi.
- 5 Shiv Raj Singh, Bureacracy &Rural Development, Mittal publications,New Delhi. 6 Sanjeev Mahajan, Public Undertakings in India, Devika publications ,New Delhi.
- 7 S.L.Goel, Social Welfare Administration,Deep&Deep Publications,New Delhi 8 Swinder Singh, Development Administration, New Academaic Publisher Jalandhar. 9 K.K.Puri and G.S.Barara, Development Administration in India (Hindi Medium) Bharat Prakashan, Jalandhar.
- 10 Dwight Waldo, Temporal Dimension of Development Administration, 1970

11 F.W. Riggs, The Idea of Development Administration, in E.W. Weidner (ed.)

Note: Assignment, class test and mid-term will be taken during the session.

Name of the Teacher : Assistant Professor Bhagwan Singh Negi

Yearly lecture Plan for the session 2024-25

Thakur Sen Negi Govt. College Reckong Peo

Teaching Plan

B.A. 2nd year

Course: . Administrative Thinker (PUBA201-A)

Unit	Name of unit/objective	Month	Method of Teaching	Assessment Method
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, Nonvionalce and Satyagrah	August-September	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
2.	i. F.W. Taylor: brie 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-November	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
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	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's

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-March	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
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BOOKS RECOMMENDED:

1 D. Ravindra Prasad, V.S.

Prasad and P . Satyanaryana

Administrative Thinkers, Sterling Publishing House, New Delhi.

2 S.R Maheshwari Administrative Thinkers, Mac Millan India Limited, New Delhi.

3 M.K. Gandhi: Hind Swaraj, Navajvan, Ahmedabad .

4 F.W . Taylor: Scientific Management , Harper and Row Publishers, USA.

5 Luther Gullick & Lyndall Urwick:

Papers- in Sciences of Administration, Columbia University Press, New York.

6 George Elton Mayo The Human Problems of Industrial Civilization , Harvard Business School Boston.

7 Chester I. Barnard: The Functions of Executive , Harvard University Press, Cambridge.

8 Max. Weber: Economy and Society translated and edited by Guenther Roth & Claus Wittich , Bedminister Press New York.

9 Abraham Maslow: Motivation and Personality, Harper & Row, New York.

10 Douglas Mc Gregor: Leadership and Motivation , MIT Press, Boston. **11** R.N. Singh Management Thought & Thinkers Sultan Chand and Sons , New Delhi.

12 Prasad & Narayanan : Administrative Thinkers.

13 Navin Mathur: Management Thought, National Publishing House ,

Jaipur.

Note: Assignment, class test and mid-term will be taken during the session.

Name of the Teacher : Assistant Professor Bhagwan Singh Negi

Yearly lecture Plan for the session 2024-25

Thakur Sen Negi Govt. College Reckong Peo

Teaching Plan

B.A. 2nd year

Course: Human Resource and Logistic Management (PUBA402-A SEC)

Unit	Name of unit/objective	Month	Method of Teaching	Assessment Method
1	i. Meaning, Nature, Scope & Significance of Human Resource Management (HRM) ii. Objective & Function of Human Resource Management iii. Qualities of Human Resource Manager/Personnel Manager	August-September	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
2.	Human Resource Planning Meaning, Objectives and Need, Factors affecting Human Resource Planning, HR Problems.	October-November	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
3.	Logistics-Concept, Principles and Forms, Logistics Management: Conceptual Framework Logistics Management: Components: Procurement of Material and Inventory Control (Economic Order Quantity, ABC and VED Analysis), Material Handling and Packaging, Transportation, Warehousing Storage and Security, Logistics Information System	December	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
4.	Logistic Management: Emerging Trends Green Logistics Effective Logistics Management: Challenges (Human Resource Management, Financial Management, Inventory/Materials. Outsourcing, Customer Satisfaction etc)	February-March	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's

Books Recommended:

1. Allawadi, Satish Chand Rakesh P. Singh, 2001, Logistics Management (Second

Edition), Prentice Hall India, New Delhi

2. Agarwal, D.K., 2012, Text book of logistics and Supply Chain Management (Reprint), Macmillan, Delhi.
3. Bhattacharya, S.K., 2010 Logistics Management-Definition, Dimensions and Functional Applications (Reprint), Sultan Chand and Sons, Delhi.
4. Ismail Reji, 2013 Logistics Management, Excel Books India, Delhi
5. Raghuram, G and N. Rangaraj, Logistics and Supply Chain Management-Cases and Concepts, Macmillan India, Delhi.
6. Sople, Vinod, V. 2013, Logistics Management 9Third edition). Dorling Kindersley

India, New Delhi.

Note: Assignment, class test and mid-term will be taken during the session.

Name of the Teacher : Assistant Professor Bhagwan Singh Negi

Yearly lecture Plan for the session 2024-25

Thakur Sen Negi Govt. College Reckong Peo

Teaching Plan

B.A. 2nd year

Course: Computer Application and office management (PUBA302-A SEC-1A)

Unit	Name of unit/objective	Month	Method of Teaching	Assessment Method
1	i. Computer: Design, Architecture: Operating System ii. MS Office Tools (Word, Power Points, Excel etc.) iii. Internet & Email etc iv. Importance of Computers in Office Management	August-September	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's

2.	II 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- November	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
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	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
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-March	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's

Books Recommended:

1. J.R. Monga, Basic Financial Accounting, Mayur Paper backs, Darya Gang, New Delhi.
2. S.N. Maheshwari, Financial Accounting, Vikas Publication, New Delhi
3. P.C. Tulsian, Financial Accounting, Tata McGraw Hill, New Delhi
4. Ashok Sehgal and Deepak Sehgal, Fundamentals of Financial Accounting, Taxmann. New Delhi
5. R. Narayna Swamy, "Financial Accounting" PHI Pvt., New Delhi
6. S.P. Jain and K.I. Narang, Advanced Accounting, Kalyani Publishers New Delhi
- 11
7. Naseem Ahmed, Nawab Ali Khan, M.L. Gupta, Financial Accounting, Ane Books Pvt. Ltd. New Delhi.

Note: Assignment, class test and mid-term will be taken during the session.

Name of the Teacher : Assistant Professor Bhagwan Singh Negi

Yearly lecture Plan for the session 2024-25

Thakur Sen Negi Govt. College Reckong Peo

Teaching Plan

B.A. 3rd year

Course: Local Government in India (PUBA303-A)

Unit	Name of unit/objective	Month	Method of Teaching	Assessment Method
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-September	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
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-November	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
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	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's

4.	i. Finance of Local Self Bodies ii. Reasons for Poor Financial Position and suggestion iii. Machinery for Supervision & Control over Local Bodies	February-March	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
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Reading List:

1. Maheshwari, S.R. : Local Vovernment in India, Agra Lakshmi Naraian Agra Latest ed.
2. Bhayana Sahib Singh: Local Government in India, New Academic Publishing Company Jalandhar, 1986.
3. Singh, Sahib and Singh, Swinder: Local Government in India, New Academic Publishing of Company, Jalandhar 2007.
4. Mishra, S.N. : New Horizons in Rural Development Administration, Mittal Publication, New Delhi, 1989.
5. Khanna, B.S. : Rural Development in India, Deep and Deep Publication, 1992.
6. Singh Mohinder: Rural Development Administration and Anti Poverty Programmes Deep and Deep Publication, 1988.
7. George Mathew: Panchayati Raj in India: From Legislation to Movement (New Delhi: ISS, 1994)..
8. Pardeep Sahni, Alka Dhameja and Uma Medury. 2004. Disaster Mitigation: Experiences and Reflections. PHI, New Delhi.

Vinod K.Sharma. 2013 (2nd Edition).

Note: Assignment, class test and mid-term will be taken during the session.

Name of the Teacher : Assistant Professor Bhagwan Singh Negi

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Thakur Sen Negi Govt. College Reckong Peo

Teaching Plan

B.A. 3rd year

Course: E-Governance (PUBA604 GE-02)

Unit	Name of unit/objective	Month	Method of Teaching	Assessment Method
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1	E-Governance-Concept significance & Scope, Pre-conditions for implementing e-governance	August-September	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
2.	E-Governance in Government Departments/Institutions/Agencies; Transforming Administrative Culture E-Governance and Good Governance.	October-November	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
3.	E-learning, E-commerce, E-health Measures for Effective Implementation of E-Governance	December	Lecture	Class Tests, Assignments,
	Challenges Measures for having effective e-governance			Student Presentations, Surprise Tests, MCQ's
4.	Initiative taken for promoting Egovernance in Himachal Pradesh, Challenges of E-Governance in H.P. Initiative taken for promoting Egovernance in Himachal Pradesh, Challenges of E-Governance in H.P.	FebruaryMarch	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's

Readings:

1. Giorgio Petroni and Fanie Cloete, New Technologies in Public Administration, 2005
2. Harekrishna Misra, Governance of Rural Information and Communication Technologies Opportunities and Challenges, 2009
3. A.K. Baranwal, Electronic Information Management System and p-Government: A Paradigm Shift from E-Government, 2010
4. M.A. Shareef et. al., E-Government Service Maturity and Development: Cultural, Organisational and Technological Perspectives, 2012
5. E.H. Klijn and Joop Koppenjan, Governance Networks in Public Sector, 2016

Note: Assignment, class test and mid-term will be taken during the session.

Name of the Teacher : Assistant Professor Bhagwan Singh Negi

Yearly lecture Plan for the session 2024-25

Thakur Sen Negi Govt. College Reckong Peo

Teaching Plan

B.A. 3rd year

Course: Leadership styles and conflict management (PUBA301-A SEC-3C)

Unit	Name of unit/objective	Month	Method of Teaching	Assessment Method
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-September	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
2.	i. Nature and Causes of Organizational Conflicts ii. Conflicts in an Organisation: Types and Levels of Conflicts iii. Criteria for Conflict Management	October-November	Lecture	Class Tests, Assignments, Student Presentations,
				Surprise Tests, MCQ's

3.	i. Bargaining strategies in negotiation ii. Negotiation process Stages iii. Techniques of Negotiations: Thirdparty Negotiations	December	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
4.	i. Styles of Handling Inter-personal Conflicts and Managing Conflict Management Process: Case Studies ii. The Arbitration and Conciliation (Amendment) Act, 2015	February-March	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's

Books:

1. Bernard M. Bass, 1985, Leadership and Performance Beyond Expectations, Free Press, New York.
2. C.K.W. DeDreu & E. Van de Vliert (Eds.), 1997, Using Conflict in Organizations, Sage, London.
3. D.G. Pruitt & P.J. Carnevale, 1993, Negotiation and Social Conflict, Open University Press, England.
4. Deepak Malhotra, 2016, Negotiating the Impossible: How to Break Deadlocks and Resolve Ugly Conflicts (without Money or Muscle). Berrett-Koehler Publishers, Oakland CA
5. Deepak Malhotra and Max H. Bazerman, 2008, Negotiation Genius: How to Overcome Obstacles and Achieve Brilliant Results at the Bargaining Table and Beyond, Bantam Dell, Random House Inc., New York.
6. I William Zartman, 2007, Negotiation and Conflict Management: Essays on Theory and Practice (Security and Conflict Management), Routledge, New York.
7. L.D. Brown, 1983, Managing Conflict at Organizational Interfaces, Reading, Addison-Wesley, M.A.
8. M.Afzalur.Rahim, 2001, Managing Conflict in Organizations (3rd Ed.), Quorum Books, Westport, CT.
9. Shay & Margaret McConnon, 2008, Conflict Management in the Workplace: How to Manage Disagreements and Develop Trust and Understanding, How to Books Ltd., U.K.
10. Wendel.L. French & Cecil.H. Bell Jr, 1999, Organization Development : Behavioral Science Interventions for Organization Improvement(6th Ed.) Englewood Cliffs, Prentice-Hall, N.J.
11. William W.Wilmot and Joyce L. Hocker, 2005, Interpersonal Conflict, Mc Graw-Hill Higher Education.

Reading List

Government of India, The Gazette of India Extraordinary PART II- Section 1, New Delhi, Friday, January 1, 2016 www.indiacode.nic.in/acts-inpdf/

[2016/201603.pdf](#).

Note: Assignment, class test and mid-term will be taken during the session.

Name of the Teacher : Assistant Professor Bhagwan Singh Negi

Yearly lecture Plan for the session 2024-25

Thakur Sen Negi Govt. College Reckong Peo

Teaching Plan

B.A. 3rd year

Course: Financial Administration (PUBA306-A)

Unit	Name of unit/objective	Month	Method of Teaching	Assessment Method
1	Public Finance –Meaning and Forms, Financial Administration- Nature, Scope, Importance and Principles, Fiscal Federalism-Principles, Centre-state- Financial Relations, Finance Commission	August-September	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
2.	Government Budget- Concept, Features, Types, Principles and Functions, Government Budgeting in India- Preparation, Enactment and Execution, Delegation of Financial Powers	October-November	Lecture	Class Tests, Assignments, Student Presentations,
	and Control over Expenditure, Role of Ministry of Finance			Surprise Tests, MCQ's
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	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's

4.	Parliamentary Control over Finance, Parliamentary Committees (PAC, Estimate Committee and CPU) CAG and RBI	February-March	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
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Reading list:

1. Mahajan, Sanjeev Kumar and Anupama Puri Mahajan, 2014, Financial Administration in India, PHI Learning Pvt Ltd, Delhi
2. Laxmikanth K.L., 2011, Public Administration, Tata McGraw Hill Education, 2011
3. Goel S.L., 2002, Public Financial Administration, Deep and Deep Publishers, New Delhi
4. Handa K.L., 2002, Expenditure Control and Zero Based Budgeting, Indian Institute of Finance, New Delhi
5. Hajela A.N., 2010, Public Finance (4th Ed), Ane Books, New Delhi
6. Thavaraj, M.J.K., 2003, Financial Administration of India (7th Ed) Sultan Chand and Sons, Delhi.
7. Second Administrative Reform Commission, (Fourteenth Report), Strengthening Financial Management System, GoI, New Delhi
8. Pooja Paswan, 2015, Financial Administration of India, Rajat Publications, Delhi

Note: Assignment, class test and mid-term will be taken during the session.

Name of the Teacher : Assistant Professor Bhagwan Singh Negi

Yearly lecture Plan for the session 2024-25

Thakur Sen Negi Govt. College Reckong Peo

Teaching Plan

B.A. 3rd year

Course: Constitutional and administrative aspect of Himachal Pradesh (PUBA307-A GE-1S)

Unit	Name of unit/objective	Month	Method of Teaching	Assessment Method
1	I. Constitutional History: i. Emergence of Himachal Pradesh ii. Himachal as Chief Commissioner and Part C State. iii. Re-organization of H.P. and State reorganization commission iv. Himachal Pradesh towards full statehood.	August-September	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
2.	II. Administrative History: 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.	October-November	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
	iv. Present administrative setup of Himachal Pradesh at state, division, District and Block level.			
3.	III. Local Government in Himachal Pradesh i. Salient Feature of 73 rd amendment act. ii. Salient Feature of 74 th amendment act. iii. Composition and functions of Gram Panchyat, Panchyat Smiti & Zila Parishad iv. Composition and functions of Municipal Corporation & Municipal Council	December	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's
4.	IV. Transparency and Accountability of Governance in Himachal Pradesh i. The Himachal Pradesh Public Services Guarantee act 2011. ii. Feature of RTI act 2005 & HP RTI rules 2006	February-March	Lecture	Class Tests, Assignments, Student Presentations, Surprise Tests, MCQ's

References:

1. Mian Goverdhan Singh : Himachal Pradesh: History, Culture and Economy, Minerva Book House, 1992.
2. Dr. Jagmohan Balokhara, The Wonderland Himachal Pradesh – An Encyclopedia, HG Publications, New Delhi, 2017
3. Hari Krishan Mitto, Himachal Pradesh, National Book Trust, India, 2001.
4. Rama K. Kaushal, Himachal Pradesh: Socio-economic, Geographical & Historical Survey, Reliance Publishing House, 1988
5. V. Verma, The Emergence of Himachal Pradesh: A Survey of Constitutional Developments, Indus Publishing, New Delhi, 1995

6. M.S. Ahluwalia, History of Himachal, Intellectual Publication House, New Delhi, 1988.
7. Economic Survey of Himachal Pradesh, Economic and Statistics Department, 2017-18.
9. The Himachal Pradesh Panchayati Raj Act, 1994
10. Himachal Pradesh RTI Rules 2006

Note: Assignment, class test and mid-term will be taken during the session.

Name of the Teacher : Assistant Professor Bhagwan Singh Negi