

## Semester Lecture Plan

<b>Name of the college: Government College of Arts, Science &amp; Commerce, Sanquelim-Goa</b>							
<b>Name of Faculty: Ajit Ghadi</b>				<b>Subject: Political Science</b>			
<b>Paper code: POL 202</b>				<b>Program/Course: Public Administration</b>		<b>Division: SYBA</b>	
<b>Academic year: 2024 – 2025</b>				<b>Semester: IV</b>		<b>Total Lectures: 15</b>	
<b>Course Objectives:</b> <div><div>1. To understand the nature and scope of Public Administration;</div><div>2. To comprehend the changing paradigms of Public Administration;</div><div>3. To acquaint with the concept of Bureaucracy, Recruitment process and Importance of Training.</div><div>4. To understand the meaning and Functions of Management</div></div>							
<b>Course Learning Outcome:</b> <div><div>1. The students will be able to understand the meaning, evolution and the changing nature of Public Administration.</div><div>2. Students will be familiarised with the concept of organisation and various principles of Organization.</div><div>3. Students will be able to comprehend the Recruitment process and importance of Training.</div><div>4. The students will be able to explain the concept of management and critically evaluate the various theories of Management.</div></div>							
<b>Month</b>	<b>Lectures From: To:</b>		<b>No. of lectures allotted</b>	<b>Topic, Subtopic to be covered</b>	<b>Exercise/ Assignm ent</b>	<b>ICT Tools</b>	<b>Reference books</b>
			NIL	Orientation of Paper			

MONT H	LECTURE		No. of lectur es allotte d	Topic, Subtopic to be covered	Exerci se/ Assign ment	ICT Tools	Reference books
	FROM	TO					
DECEM BER	09/12/2024	14/12/2024	1	Introduction to the syllabus	- NIL -	- NIL -	

	16/12/2024	21/12/2024	0				
JANUARY	02/01/2025	04/01/2025	1	Management: Meaning of Management	Management meaning		Bhatia, S. K. (2004). Management Thoughts Starters.
	06/01/2025	11/01/2025	1	Management: features of management	features of management	Powerpoint presentation	Bhatia, S. K. (2004). Management Thoughts Starters.
	13/01/2025	18/01/2025	1	Management: features of management	features of management	Powerpoint presentation	Bhatia, S. K. (2004). Management Thoughts Starters.
	20/01/2025	25/01/2025	1	Functions of Management	Main functions of management	Powerpoint presentation	Bhatia, S. K. (2004). Management Thoughts Starters.
	27/01/2025	31/01/2025	1	Functions of Management	Main Function of Management	Powerpoint presentation	Bhatia, S. K. (2004). Management Thoughts Starters.
FEBRUARY	01/02/2025	01/02/2025	0				
	03/02/2025	08/02/2025	1	Importance of Management	Importance of Management	Powerpoint presentation	Bhatia, S. K. (2004). Management Thoughts Starters.
	10/02/2025	15/02/2025	1	Importance of Management	Importance of Management	Powerpoint presentation	Bhatia, S. K. (2004). Management Thoughts Starters.
	17/02/2025	22/02/2025	1	Types of Management;	Types of Management	Powerpoint presentation	Bhatia, S. K. (2004). Management Thoughts Starters.
	24/02/2025	28/02/2025	1	Types of Management;	types of	Powerpoint presentation	Bhatia, S. K. (2004).

					Manag ement		Management Thoughts Starters.
MARCH	01/03/2025	01/03/2025	0				
	03/03/2025	08/03/2025	1	Theories of Management	Variou s theorie s of manag ement	Powerpoint presentation	Bhatia, S. K. (2004). Management Thoughts Starters.
	10/03/2025	15/03/2025	1	Scientific management,	scienti fic theory of manag ement	Powerpoint presentation	Bhatia, S. K. (2004). Management Thoughts Starters.
	17/03/2025	22/03/2025	1	Scientific management		Powerpoint presentation	Bhatia, S. K. (2004). Management Thoughts Starters.
	24/03/2025	29/03/2025	1	Human Relation Theory.	Huma n Ration al theory of Manag ement	Powerpoint presentation	Bhatia, S. K. (2004). Management Thoughts Starters.
	31/03/2025	31/03/2025	0				
APRIL	01/04/2025	05/04/2025	1	Human Relation Theory.		Powerpoint presentation	Bhatia, S. K. (2004). Management Thoughts Starters.
	07/04/2025	12/04/2025	1	Revision			
	14/04/2025	19/04/2025	0				

**\* Assessment Rubrics**

<b>Compone nt</b>	<b>Max Marks</b>
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ISA 1	10
ISA 2	10
Practical	
Project	
Semester End Exam	80