

Government College for Girls, Unhani Mahendergarh

Department of Public Administration

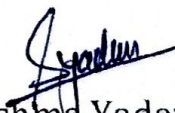
Teaching Lesson Plan

Class – B.A. 1ST Year (1ST Semester Major Course)

Paper Elements of Public Administration

Session -2024-25(July 22,2024 onwards)

Sr. No.	Month/Day/Year	Topic
1	July 22-27, 2024	Public Administration: Evolution, Meaning, Nature and Scope.
2	July 29 - August 03	Significance of Public Administration and its relation with Political Science, Economics and law.
3	August 05-10	Public and Private Administration.
4	August 12-17	New Public Administration. Test-1
5	August 19-24	New Public Management.
6	August 26-31	Meaning and Basis of Organisation. Assignment-1
7	September 02-07	Principals of organization: Hierarchy, span of control
8	September 09-14	Co-ordination and supervision and control.
9	September 16-21	Communication and Delegation Test-2
10	September 23-28	Centralization and Decentralization assignment.
11	Sept. 30-Oct. 05	Forms of Organisation: Formal and Informal Group Discussion
12	October 07-12	Department and board, corporation and commission
13	October 14-19	Independent Regulatory Commission Assignment-2
14	October 21-26	Chief Executive: Meaning, type and role Line staff and Auxiliary Agencies Presentation
15	October 27 – Nov. 03	Diwali Vacation as per IGU calender
16	November 04-09	Public Relations: Meaning, means and significance
17	November 11-16	Assignment and Revision
18	November 18-23	Revision of whole syllabus


Sushma Yadav
Assistant Professor
Public Administration

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Teaching Lesson Plan

Class – B.A. 1ST Year (1ST Semester Minor Course)

Paper Issues of Public Administration

Session -2024-25(July 22,2024 onwards)

Sr. No.	Month/Day/Year	Topic
1	July 22-27, 2024	Accountability in Public Administration Parliamentary control over Administration
2	July 29 - August 03	Executive control over Administration
3	August 05-10	Judicial control over Administration
4	August 12-17	Administrative Agencies for checking corruption Lokpal
5	August 19-24	Lokayukta
6	August 26-31	CBI
7	September 02-07	Test-1, Assignment
8	September 09-14	Emerging Issues: Good Governance
9	September 16-21	Awareness About the Rights
10	September 23-28	Right to Information Act 2005
11	Sept. 30-Oct. 05	Consumer Protection Act 2019
12	October 07-12	Test-2, Presentation
13	October 14-19	Political and Permanent Executive
14	October 21-26	Generalist and Specialist Relationship
15	October 27 - Nov. 03	Diwali Vacations
16	November 04-09	Quiz, Assignment
17	November 11-16	Administrative Reforms
18	November 18-23	Test-3, Presentation
19	November 25-30	Revision of whole syllabus



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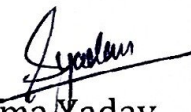
Teaching Lesson Plan

Class – B.A. 1ST Year (1st Semester MDC Course)

Paper Basics of Public Administration

Session -2024-25(July 22,2024 onwards)

Sr. No.	Month/Day/Year	Topic
1	July 22-27, 2024	Public Administration: Evolution as a subject.
2	July 29 - August 03	Meaning and Nature of Public Administration
3	August 05-10	Scope and Significance of Public Administration
4	August 12-17	Public and Private Administration Test-1
5	August 19-24	Theories of organization: Scientific management Theory
6	August 26-31	Classical Theory: Heury Fayol
7	September 02-07	Classical Theory: Luther Culik, M.P. Follet.
8	September 09-14	Bureaucratic Theory: Max weber
9	September 16-21	Personal Administration: Meaning, Nature and Significance
10	September 23-28	Elements of Public Administration Recruitment
11	Sept. 30-Oct. 05	Traing: Test-2
12	October 07-12	Promotion: Assignment-2
13	October 14-19	Budget: Principal and Preparation
14	October 21-26	Enactment of Budget
15	October 27 – Nov. 03	Diwali Vacations as per IGU Calendar
16	November 04-09	Financial Control: Parliamentary Control
17	November 11-16	Financial Control: Executive Control
18	November 18-23	Revision and Presentation


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Teaching Lesson Plan

Course-Indian Administration

Class – BA 2ND Year (3rd Semester)

Session- 2024-25(22 July, 2024 onwards)

Sr. No	Month/Day/Year	Topic
1	July 22-27,2024	Evolution of Administration in Ancient India
2	July29- August 03	Administration in Medieval India
3	August 05-10	Administration in Modern India
4	August 12-17	Roles and Features of Indian Administration Test-1
5	August 19-24	President- Power Functions and Position
6	August 26-31	Prime Minister –Power Functions and Position Assignment-1
7	September 2-7	Council of Ministers –Structure and functions
8	September 9-14	Cabinet Secretariat- Structure and Functions
9	September 16-21	Centre – State Administrative and financial relations Test-2
10	September 23-28	Union Minister of Home Affairs its organisation and Functions Group Discussion
11	Sept30-Oct.05	Union Ministry of Finance –its Organisation and Functions Group Discussion
12	October 07-12	Ministry of Rural Development –Its organisation and functions
13	October 14-19	Supreme court- Structure power and function Assignment-2
14	October 21-26	Diwali Vacation as per IGU Calendar
15	October 27- Nov 03	The High Court of a State – Structure Power and Functions Presentation
16	November 04-09	Appointment of Judges of Supreme Court, High Court and Administrative Terminals
17	November 11-16	Lokpal and Lokayukt
18	November 18-23	Revision of all Syllabus

