

## Lesson Plan

**Name:** Ms.Murti Jaglan

**Subject:** Public Administration

**Lesson Plan :** 2018-2021

| Week | Date      | B A 2nd Sem  | B A 4th Sem  | B A 6th Sem  |  |
|------|-----------|--|--|--|--|
| 1    | 1-Jan-18  | Meaning Definitions and characteristics of scientific management theory      | Governor-provision of the office appointment term, judicial immunities | What is Accountability?                              |  |
|      | 2-Jan-18  | Principle of Scientific management theory                                    | Powers of governor- executive power                                    | Objects of Accountability                            |  |
|      | 3-Jan-18  | Advantages and criticism of Scientific Management                            | Legislative powers of governor (direct and indirect)                   | Accountability to whom?                              |  |
|      | 4-Jan-18  | Classical theory and its main principles of organization                     | Financial and judicial powers.   | Short question-answers on Accountability             |  |
|      | 5-Jan-18  | Criticism classical theory of organization                                   | Discretionary powers of governor                                       | Class discussion on Accountability                   |  |
|      | 6-Jan-18  | Test   | Position of governor   | Test of Accountability                               |  |
|      | 7-Jan-18  | <b>Sunday</b>  |  |  |  |
| 2    | 8-Jan-18  | Characteristics of max Weber is bureaucracy theory                           | Class discussion & short question on governor                          | Parliamentary control over administration            |  |
|      | 9-Jan-18  | Criticism of bureaucratic theory & class discussion                          | Test   | Direct parliamentary control over admn.              |  |
|      | 10-Jan-18 | Short questions of scientific management, classical and bureaucratic theory. | Council of ministers- provision and formation                          | Indirect parliamentary control over admn.            |  |
|      | 11-Jan-18 | Meaning and characteristics of personnel administration                      | Composition of the council of ministers                                | Limitations of legislative control                   |  |
|      | 12-Jan-18 | functions of personnel administration  | Functions of council of ministers                                      | Conclusion & short questions                         |  |
|      | 13-Jan-18 | Significance and conclusion of personnel administration                      | Short question on council of ministers                                 | Problem discussion                                   |  |
|      | 14-Jan-18 | <b>Sunday</b>  |  |  |  |
| 3    | 15-Jan-18 | Assignment   | Chief minister - appointment, term                                     | Executive control over administration - introduction |  |
|      | 16-Jan-18 | Meaning of recruitment and problems of recruitment                           | Powers and functions of chief minister                                 | Methods of control-external executive control        |  |
|      | 17-Jan-18 | Method of recruitment of personnel   | Continue power of chief minister                                       | Methods of control- external & internal control      |  |
|      | 18-Jan-18 | Test   | Position of the chief minister   | Short questions answers                              |  |
|      | 19-Jan-18 | Meaning and definitions of training  | Revision & class discussion on chief minister                          | Test   |  |
|      | 20-Jan-18 | Kinds of training  | Test   | Judicial control over administration - introduction  |  |
|      | 21-Jan-18 | <b>Sunday</b>  |  |  |  |
| 4    | 22-Jan-18 | <b>Vasant Panchami</b>   |  |  |  |
|      | 23-Jan-18 | To be continue   | State secretariat- organization  | Methods of judicial control                          |  |
|      | 24-Jan-18 | <b>Sir Chhotu Ram Jayanti</b>  |  |  |  |
|      | 25-Jan-18 | Objective type test of 1 <sup>st</sup> unit                                  | Functions of the state secretariat                                     | Methods of judicial control (writs)                  |  |
|      | 26-Jan-18 | <b>Republic Day</b>  |  |  |  |
|      | 27-Jan-18 | Significance of training   | Functions complete   | Limitation of judicial control                       |  |
|      | 28-Jan-18 | <b>Sunday</b>  |  |  |  |
| 5    | 29-Jan-18 | Meaning of Promotion   | Assignment on chief ministers – powers & position                      | Conclusion & short questions                         |  |
|      | 30-Jan-18 | Seniority basis principle of promotion                                       | Need of directorate, features of directorate                           | Assignment parliamentary control                     |  |
|      | 31-Jan-18 | Principle of merit of promotion  | Directorate of municipal bodies- organization                          | Lokpal-history & introduction                        |  |

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|------|-----------|---|--|---|
| 6    | 1-Feb-18  | Revision and class discussion on requirement and promotion    | Functions of the deteriorate                                       | Lokpal in India-bill 1977,1985                          |
|      | 2-Feb-18  | Test  | Difference between secretariat and directorate                     | Bill 1998, 2001, 2011                                   |
|      | 3-Feb-18  | Short question on 2 <sup>nd</sup> unit                        | Test   | Lokpal bill 2014  |
|      | 4-Feb-18  | <b>Sunday</b>   |  |   |
| 7    | 5-Feb-18  | To be continue  | Chief secretary-introduction & appointment                         | Lokayakta - appointment, term, jurisdiction             |
|      | 6-Feb-18  | Discussion on whitleyism                                      | Function of chief secretary  | Working procedure of likayukta                          |
|      | 7-Feb-18  | Budget-meaning and definition                                 | Position & conclusion of chief secretary                           | Criticisum of likayakta                                 |
|      | 8-Feb-18  | Principles of budget  | State planning department-introduction & organization              | Short question on lokpal & likayakta                    |
|      | 9-Feb-18  | Principles of budget complete                                 | Function of state planning department- introduction & organization | Objective type question-unit-II                         |
|      | 10-Feb-18 | <b>Maharshi Dayanand Saraswati Jayanti</b>                    |  |   |
|      | 11-Feb-18 | <b>Sunday</b>   |  |   |
| 8    | 12-Feb-18 | Test  | Test   | Test  |
|      | 13-Feb-18 | <b>Maha Shivratri</b>   |  |   |
|      | 14-Feb-18 | Method of preparation of budget in India                      | State planning board-introduction, objective                       | Integrity in administration-meaning, necessity          |
|      | 15-Feb-18 | Proration of budget complete                                  | Function of state planning board                                   | Causes responsible for decline administration integrity |
|      | 16-Feb-18 | Passing of budget in India                                    | Objective type questions discussion of I & II unit                 | Same as   |
|      | 17-Feb-18 | To be continue  | Test   | Suggestion for integrity in administration              |
|      | 18-Feb-18 | <b>Sunday</b>   |  |   |
| 9    | 19-Feb-18 | Revision and class discussion on budget                       | Divisional commissioner-introduction, appointment                  | Corruption in public admn-meaning, definition           |
|      | 20-Feb-18 | Test  | Function of divisional commissioner                                | Causes of corruption in administration                  |
|      | 21-Feb-18 | Meaning of accounting   | Function of divisional commissioner                                | To be continue  |
|      | 22-Feb-18 | What is audit   | Argument in favor the office of divisional commissioner            | Remedies to remove corruption                           |
|      | 23-Feb-18 | Short question on budget                                      | Argument against the office of divisional commissioner             | Short question  |
|      | 24-Feb-18 | Assignment on passing of budget                               | Discussion with students on divisional commissioner and conclusion | Assignment on integrity & corruption                    |
|      | 25-Feb-18 | <b>Sunday</b>   |  |   |
| 10   | 26-Feb-18 | History of parliamentary control over public finance in India | Evolution district administration                                  | Control vigilance commission                            |
|      | 27-Feb-18 | Control and finance after independence                        | Features of district administration                                | To be continue  |
|      | 28-Feb-18 | <b>Holiday</b>  |  |   |

| Week | Date     | B A 2nd Sem                  | B A 4th Sem | B A 6th Sem |
|------|----------|------------------------------|-------------|-------------|
| 11   | 1-Mar-18 | <b>Guru Ravidas Birthday</b> |             |             |
|      | 2-Mar-18 | <b>Holi</b>                  |             |             |
|      | 3-Mar-18 | <b>Holiday</b>               |             |             |

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|----|------------------|--|---|--|
|    | <b>4-Mar-18</b>  | <b>Sunday</b>  |   |  |
| 12 | 5-Mar-18         | Control over finance complete                                |   | State vigilance commission                             |
|    | 6-Mar-18         | Means of parliamentary control over budget in India start    | Function of district administration               | Objective type question-unit-III                       |
|    | 7-Mar-18         | Audit and accounting   | completion of district administration             | Test   |
|    | 8-Mar-18         | Public account committee (PAC)                               | Short question on 2 <sup>nd</sup> unit            | Origin & development of concepts of good governance    |
|    | 9-Mar-18         | To be continue   | Deputy commissioner-introduction, appointment     | Meaning & definitions of good governance               |
|    | 10-Mar-18        | Estimate committee   | Function of deputy commissioner-as collector      | Reasons of development of good governance              |
|    | <b>11-Mar-18</b> | <b>Sunday</b>  |   |  |
| 13 | 12-Mar-18        | Revision & class discussion on control over finance          | Function of D.C-As a district magistrate          | Characteristics of good governance                     |
|    | 13-Mar-18        | Short questions  | As a chief executive of the district              | Basis of good governance                               |
|    | 14-Mar-18        | Test   | Remaining part of Function of D.C                 | Hindrance in way of the concept of good governance     |
|    | 15-Mar-18        | Executive control over administration                        | Position of deputy commissioner                   | Right to information-historical development            |
|    | 16-Mar-18        | To be continue   | Changing role of D.C after independence           | Meaning of R.T.I ,need of R.T.I in India               |
|    | 17-Mar-18        | Assignment on control over finance                           | Short question discussions of D.C                 | R.T.I administrative organization                      |
|    | <b>18-Mar-18</b> | <b>Sunday</b>  |   |  |
| 14 | 19-Mar-18        | Meaning of administrative law & sources of                   | Assignment on deputy commissioner                 | Procedure & R.T.I act of 2005 (provisional)            |
|    | 20-Mar-18        | Sources of administrative law complete                       | Police administration organization at state level | Effect of R.T.I act of 2005                            |
|    | 21-Mar-18        | Problem discussions  | Superintendent of police-appointment, training    | Limitation of R.T.I                                    |
|    | 22-Mar-18        | Test   | Function of superintendent of police              | Suggestions for effective R.T.I                        |
|    | <b>23-Mar-18</b> | <b>Shaheedi Diwas of Bhagat Singh, Rajguru &amp; Sukhdev</b> |   |  |
|    | 24-Mar-18        | causes of growth of administrative law                       | Completion of s.p with conclusion                 | Objective type questions-unit (IV)                     |
|    | <b>25-Mar-18</b> | <b>Sunday/ Ram Navami</b>                                    |   |  |
| 15 | 26-Mar-18        | Short question & conclusion of administrative law            | Short question on police administration           | Assignment- good governance                            |
|    | 27-Mar-18        | Meaning of delegated legislation                             | Test  | Consumer protection Act. 2005- problems of consumer's  |
|    | 28-Mar-18        | Reasons for the growth of delegated legislation              | Sub-divisional magistrate                         | Problems completes                                     |
|    | <b>29-Mar-18</b> | <b>Mahavir Jayanti</b>                                       |   |  |
|    | 30-Mar-18        | To be continue   | Block development officer                         | Central consumer protection council                    |
|    | 31-Mar-18        | Advantages of delegated legislation                          | Panchayat officer                                 | State consumer protection council & redressal agencies |

| Week | Date            | B A 2nd Sem   | B A 4th Sem          | B A 6th Sem   |
|------|-----------------|---|----------------------|---|
| 14   | <b>1-Apr-18</b> | <b>Sunday</b>   |                      |   |
|      | 2-Apr-18        | Dangers of delegated legislation                      | Tehasildar           | District form-composition, tenure of members, appointment |
|      | 3-Apr-18        | Revision and short questions of delegated legislation | Test                 | Jurisdiction of district form                             |
|      | 4-Apr-18        | Test  | Revision of governor | State commission  |

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|    | 5-Apr-18  | Administrative tribunals –meaning and merits         | Discussion with students on council of ministry          | National commission                               |
|    | 6-Apr-18  | Administrative tribunals – demerits                  | Test   | Short question                                    |
|    | 7-Apr-18  | Public policy- meaning and definitions               | Revision of state secretariat organization               | Test  |
|    | 8-Apr-18  | <b>Sunday</b>  |  |   |
| 15 | 9-Apr-18  | Process of policy formation                          | Revision of stat secretariat function                    | Relationship between political and permanent exe. |
|    | 10-Apr-18 | Organs of policy formation in India                  | Test   | To be continue                                    |
|    | 11-Apr-18 | Discussion on administrative tribunals               | Revision of directorate of municipal bodies              | Generalist Vs specialist conflict                 |
|    | 12-Apr-18 | Test   | Revision of difference between directorate & secretariat | Administrative reforms-in India                   |
|    | 13-Apr-18 | Revision start from scientific management theory     | Revision of objective type question unit II & III        | To be continue                                    |
|    | 14-Apr-18 | <b>Dr Ambedkar Jayanti / Vaisakhi</b>                |  |   |
|    | 15-Apr-18 | <b>Sunday</b>  |  |   |
| 16 | 16-Apr-18 | Revision of classical theory and bureaucratic theory | Problem discussion of unit IV                            | Test  |
|    | 17-Apr-18 | Revision of personnel administrative                 | Test   | Objective type question –unit -V                  |
|    | 18-Apr-18 | <b>Parashurama Jayanti</b>                           |  |   |
|    | 19-Apr-18 | Revision of budget and executive control             | Revision of superintendent of police                     | Revision-amountability                            |
|    | 20-Apr-18 | Revision of delayed legislation                      | Test   | To be continue                                    |
|    | 21-Apr-18 | Test   | Revision divisional commissioner                         | Revision parliamentary control                    |
|    | 22-Apr-18 | <b>Sunday</b>  |  |   |
| 17 | 23-Apr-18 | Revision of scientific management theory             | Test   | To be continue                                    |
|    | 24-Apr-18 | Objective type questions discussion of unit - III    | Revision of sub divisional magistrate                    | Revision executive control                        |
|    | 25-Apr-18 | Test   | Problem discussion unit V                                | Revision judicial control                         |
|    | 26-Apr-18 | Revision of recruitment                              | Revision district administration                         | Revision R.T.I                                    |
|    | 27-Apr-18 | Revision of administrative tribunals                 | Problem discussion                                       | Problem discussion                                |
|    | 28-Apr-18 | Problem discussion                                   | Problem discussion                                       | Problem discussion                                |