

SUMMARY OF LESSON PLAN OF COLLEGE FACULTY

Subject: Public Administration

Class: BA 1st Sem

Session:2021-2023

S.NO.	Month	Topic to be covered	Topic of Assignment/Test to be given to students
1.	September	Meaning & Nature of Public Administration. Scope of public Administration, Private Administration: Differences & similarities	Meaning, nature & scope
2.	October	New public Administration, meaning & basis of organization, Principles of organization; hierarchy, span of control, coordination, communication	Public & Private Administration, Hierarchy, Communication
3.	November	Decentralization & delegation, formal & informal organization, public corporation, independent regulatory commission, line & staff agencies	Formal & informal organization Line & staff Agencies
4.	December	Chief executive, public relation Revision of whole syllabus	Chief Executive, Public Relation

SUMMARY OF LESSON PLAN OF COLLEGE FACULTY

Class: BA 3rd Sem

S.NO.	Month	Topic to be covered	Topic of Assignment/Test to be given to students
1.	September	British legacies over Indian Administration Features of Indian Administration	
2.	October	Role of Indian Administration in socio-economic development fundamentals Rights & duties, President Election Impeachment. Powers, Prime Minister	Features of Indian Administration, president
3.	November	Council of ministers, central secretariat, ministry of home affairs, Ministry of finance, finance commission, CAG civil services; Role & significance	Cabinet secretariat, prime minister, CAG
4.	December	Union Public Service Commission, Recruitment & training of all India Central Services Revision of syllabus	Recruitment & training

SUMMARY OF LESSON PLAN OF COLLEGE FACULTY

Class: BA 5th Sem

S.NO.	Month	Topic to be covered	Topic of Assignment/Test to be given to students
1.	September	Local Govt. Evaluation, Meaning of Local Govt., Features of local govt.	Meaning & Features of Local Government
2.	October	Significance of Local Govt., 73 rd Constitutional & 74 th Constitutional Amendment Act, Urban bodies; Municipal committees, Municipal council	Significance, 73 rd Amendment Act, 74 th Amendment
3.	November	Municipal corporation, Panchayati raj Institution: Gram Panchayat, Panchayat Sanities & Zila Parishads, State Finance Commission, state Election Commission	Municipal council, Zila Parishad, State Finance Commission
4.	December	Urban- Rural Relationship, Local Leadership Revision of syllabus	Urban- Rural Relationship

SUMMARY OF LESSON PLAN OF COLLEGE FACULTY

Class: BA 2nd Sem

S.NO.	Month	Topic to be covered	Topic of Assignment/Test to be given to students
,1.	February	Management Scientific Theory- Characteristics Principles, Advantages & criticism, classical theory, Max weber's Bureaucracy theory	Classical theory, Max weber's Bureaucracy theory
2.	March	Recruitment- Meaning & types Training- Meaning & types Promotion- Meaning & types Budget- Meaning, Principles, Budget Preparation	Training, Budget Preparation and Passing
3.	April	Budget Passing, Parliamentary control over Finance, Administrative Law, Administrative tribunals	Parliament control over Finance, Administrative tribunals
4.	May	Delegated Legislation, Public Policy Revision of syllabus	Delegated Legislation

SUMMARY OF LESSON PLAN OF COLLEGE FACULTY

Class: BA 4th Sem

S.NO.	Month	Topic to be covered	Topic of Assignment/Test to be given to students
1.	February	Governor- Appointment Term Powers, council of minister, chief minister, state secretariat	Governor, council of Minister, State secretariat
2.	March	Directorate- Need, Features Directorate of Municipal Bodies Difference between Secretariat & Directorate, chief secretary, state Planning Department	Directorate of Municipal bodies, Chief secretary
3.	April	State Planning board, Divisional Commissioner, features of organization of District Admn., Deputy Commissioner, Police Admn.	Divisional Commisioner
4.	May	Superintendent of police Block Development Officer, Tehsildar S.D.M Revision of syllabus	S.D.M, B.D.O

SUMMARY OF LESSON PLAN OF COLLEGE FACULTY

Class: BA 6th Sem

S.NO.	Month	Topic to be covered	Topic of Assignment/Test to be given to students
1.	February	Accountability, objects of accountability, Accountability to whom? Legislative control Executive control over Admn.	Accountability, Legislative Control
2.	March	Lokpal, Lokayukta, Judicial control over Administration, Integrity in Administration, corruption, central & state vigilance commission	Integrity in Administration, central & state vigilance commission
3.	April	Good Governance, RTI, Consumer Protection Act, Central and state Consumer Council	R.T.I. Act- 2005, Good Governance
4.	May	Relationship between Political and permanent Executive Generalist VS specialist & Administrative reforms in India (for MCQs) Revision of syllabus	Objective test of Administrative reforms in India, Relationship between Political and permanent Executive