

SUMMARY OF LESSON PLAN OF COLLEGE FACULTY

**Subject:** Public Administration

**Session:** 2023-24

**Class:** BA 1<sup>st</sup> Sem

<b>S.NO.</b>	<b>Month</b>	<b>Topic to be covered</b>	<b>Topic of Assignment/Test to be given to students</b>
1.	August	Meaning & Nature of Public Administration. Scope of public Administration, Private Administration: Differences & similarities	Meaning, nature & scope
2.	September	New public Administration, Pre 1950s and Post 1950s Public Administration, Public Administration Art or Science	Public & Private Administration, Basis, Hierarchy
3.	October	Scientific management theory, Classical Theory, Bureaucratic Theory	Classical Theory
4.	November	Control over Public Administration Executive, Legislative and Judicial, citizen and Administration responsive Administration	Legislative Central
5.	December	Revision of Whole Syllabus	

SUMMARY OF LESSON PLAN OF COLLEGE FACULTY

**Class:** BA 3<sup>rd</sup>Sem

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

SUMMARY OF LESSON PLAN OF COLLEGE FACULTY

**Class:** BA 5<sup>th</sup> Sem

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

## SUMMARY OF LESSON PLAN OF COLLEGE FACULTY

Class: BA 2<sup>nd</sup> Sem

<b>S.NO.</b>	<b>Month</b>	<b>Topic to be covered</b>	<b>Academic Activities to be organized</b>	<b>Topic of Assignment/Test to be given to students</b>
1.	February	Organisation: meaning and basis, types of organisation: formal and informal, principles of organisation: hierarchy, span of control, unity of command.	<ul style="list-style-type: none"><li>• Rally on gender sensitization</li><li>• Online workshop on research methodology</li></ul>	Types of organisation: formal & informal
2.	March	Principles of organisation: coordination, centralisation, and decentralisation, supervision, chief executive: types and functions. Line and staff agencies, public corporation, organisation and method.	<ul style="list-style-type: none"><li>• Online extension lecture on how to crack NET JRF exam</li><li>• One day awareness campaign on Adulteducation in khokhri village</li></ul>	Centralization and decentralization, types of chief executive
3.	April	Independent regulatory commission, delegated legislation, administrative adjudication: meaning, advantages, and disadvantages	Mid-term Exam	
4.	May	Revision		

SUMMARY OF LESSON PLAN OF COLLEGE FACULTY

**Class: BA 4<sup>th</sup>Sem**

<b>S.NO.</b>	<b>Month</b>	<b>Topic to be covered</b>	<b>Academic Activities to be organized</b>	<b>Topic of Assignment/Test to be given to students</b>
1.	February	Governor- Appointment Term Powers, council of minister, chief minister, state secretariat Directorate- Need, Features Directorate of Municipal Bodies	<ul style="list-style-type: none"><li>• Rally on gender sensitization</li><li>• Online workshop on research methodology</li></ul>	Governor council of Minister
2.	March	Difference between Secretariat & Directorate, chief secretary, state Planning Department State Planning board, Divisional Commissioner	<ul style="list-style-type: none"><li>• Online extension lecture on how to crack NET JRF exam</li><li>• One day awareness campaign on Adult education in khokhri village</li></ul>	Directorate of Municipal bodies, Chief secretary
3.	April	Features & Functions of organization of District Admn., Deputy Commissioner, Police Admn. Superintendent of police Block Development Officer, Tehsildar S.D.M	Paper Reading	District: Administration: Features and Functions
4.	May	Revision of syllabus		

SUMMARY OF LESSON PLAN OF COLLEGE FACULTY

**Class:** BA 6<sup>th</sup> Sem

<b>S.NO.</b>	<b>Month</b>	<b>Topic to be covered</b>	<b>Academic Activities to be organized</b>	<b>Topic of Assignment/Test to be given to students</b>
1.	February	Accountability, objects of accountability, Accountability to whom? Legislative control Executive control over Admn. Lokpal, Lokayukta, Judicial control over Administration	<ul style="list-style-type: none"><li>• Rally on gender sensitization</li><li>• Online workshop on research methodology</li></ul>	Accountability, Executive control
2.	March	Integrity in Administration, corruption, central & state vigilance commission Good Governance, RTI, Consumer Protection Act	<ul style="list-style-type: none"><li>• Online extension lecture on how to crack NET JRF exam</li><li>• One day awareness campaign on Adult education in khokhri village</li></ul>	Lokayukta, Integrity in Administration, central & state vigilance commission
3.	April	Central and state Consumer Council Relationship between Political and permanent Executive Generalist VS specialist & Administrative reforms in India (for MCQs)	Group Discussion	R.T.I. , consumer Protection Act- 2005
4.	May	Revision of syllabus		

