

Lesson Plan Subject Public Administration
Class B.A. 1st 1st Semester

~~2020-21~~ - 2020-21

- Week-I - Meaning, Nature and Scope of Public Administration
Importance of Public Administration
Difference of between Private Administration and Public Administration
- Week-2nd . Similarities between Public Administration and Private Administration
(ii) Relationship of Public Administration with History
- Week 3rd - Relationship of Public Administration with Political Science
Relationship of Public Administration with Sociology
- Week 4th - Relationship of Public Administration with Economics
Relationship of Public Administration with Psychology
- Week-5th Relationship of Public Administration with Administrative Law
Public Administration as an art or science
- Week - 6th : Test +
Meaning and forms of Organization
Basis of Organization
- Week-7th Meaning of Hierarchy
Merits and Demerits of Hierarchy
Test
- Week-8th Span of ~~Control~~ Command, Dependent Factors
Method of Co-ordination
Test

Week - 9th - Meaning of Co-ordination
Kinds of Co-ordination
Test

Week - 10th meaning and Importance of Supervision
Techniques of Supervision
Quality of a good Supervisor

Week - 11th Meaning and Types of Communication
Its Importance in Public Administration

Week - 12th Centralization and Decentralization
Meaning and Method of Public Relation
Test

Week - 13th Importance of Public Relation
Good Governance
E- Administration

Week - 14 - Recent Trends in Public Administration
Meaning of Chief Executive
Functions of Chief Executive

Week - 15 - Qualities of Chief Executive
Formal and Informal Organization
Merits and Demerits (Formal and Informal)

Week 16 - Assignment -
Test All Units -

Lesson - Plan

Subject :- Public Administration
(Indian Administration)

Class - B.A. Ind
- 3rd Semester

2020-21

Week - 1st Administration in Ancient India
Administration in Medieval India
Administration in Modern India

Week - 2nd Features of Indian Administration
Role of Indian Administration
Test

Week - 3rd : Context of democratic system and Socio-Economic Development
Effect on the Indian Administration of British Rule
Economic impact on British Administration

Week - 4th Election of President
Functions of President
Powers of President

Week 5th Position and Role of Indian President
Emergency Powers of Indian President
Test

Week - 6th Election of Prime Minister
Power of Prime Minister
Functions of Prime Minister

Week - 7th Role and Position of Prime Minister
Election of Council Ministers
Structure of Council Ministers
Functions of Council Ministers

Week - 8th Centre-State Administrative Relationship
Centre-State Financial Relationship
Test

Week - 9th Organization of Union Ministry of Home
Functions of Union Ministry of Home

Week - 10th Organization of Union Ministry of Finance
Functions and Powers of Union Ministry of Finance
Test

Week - 11th Organization of Union Ministry of Rural Development
Functions and Powers of Union Ministry of Rural Development

Week - 12th: Central Secretariat - organization and Powers, structure
Cabinet Secretariat - Organization, Powers and Structure

Week - 13th - Tax Administration - (Problems and issues)
Comptroller and Auditor General
Test

Week 14th Role and Significance of Civil Services in India
Composition and Functions of Union Public Service
Commission

Week - 15th : Meaning and Types of Recruitment
Training of All India and Central Services.

Week - 16 : Assignment
Test All Units

- Week:- 1. Meaning of Local Government in India
Significance of Local Government in India
- Week:- 2 Meaning of Urban Local Government in India
Significance of Urban Local Government in India
Test
- Week:- 3 Urban Local Government in Ancient
Urban Local Government in Medieval
Urban Local Government in Modern Times
- Week:- 4 Meaning of Municipal Corporation
Composition of Municipal Corporation
Functions of Municipal Corporation
- Week:- 5 Urban Local Government after Independence
Financial Resources of Municipal Corporation
Test
- Week:- 6 Election of Mayor
Function of Mayor
Role and Powers of Mayor in Municipal Corporation
- Week:- 7 State Control upon Municipal Corporation
Appointment of Municipal Commissioner
Test
- Week:- 8 Meaning of Municipal Council
Functions of Municipal Council
Powers of Municipal Council

Week: 9
Role of Municipal Council
Financial Resources of Municipal Council
Financial Difficulties and Suggestions for Improvement

Week: 10
Municipal Personnel
Appointment of Municipal Employees
Suggestions for reforms in condition of Municipal Employees

Week - 11
Meaning of Municipal Committee
Powers of Municipal Committee
Functions of Municipal Committee

Week - 12
Appointment of Municipal Committee employees
Financial Resources of Municipal Committee
Functions and Powers of Executive officer

Week - 13
Other institutions of Local Government working
in Urban Areas - Town Area Committee, Cantonment
Board, Improvement Trust and Port Trust

Week - 14
Town Planning and Country Planning
Good Governance

Week: 15
74th Constitutional Amendment 1992
Urban Local Government
Revision

Week: 16
Assignment
Test All Units