

Lesson Plan of Public Administration  
Semester-1  
Subject- Elements of Public Administration  
Mr. Sandeep, Asst. Prof. GCW, Ateli

Months	Duration	Unit	Topic
August	1 <sup>st</sup> week	I	Meaning, Nature, Scope and Importance of Public Administration
	2 <sup>nd</sup> week	I	Public Administration as an Art or Science, Similarities and Difference between Public Administration & Private Administration
	3 <sup>rd</sup> week	I	Relationship of Public Administration as an Art or Science with Political Science, History, Sociology, Economics, Psychology and Administrative Law
	4 <sup>th</sup> week	II	Meaning & Forms of Organisation, Basis of Organisation
September	1 <sup>st</sup> week	II	Discuss the details of Hierarchy & Span of Control
	2 <sup>nd</sup> week	II	Discuss the details of Unity of Command & Coordination
	3 <sup>rd</sup> week	III	Discuss the details of Supervision & Communication
	4 <sup>th</sup> week	III	Discuss the details of Centralization & Decentralization,
October	1 <sup>st</sup> week	III	Discuss the details of Methods & Significance of Public Relation
	2 <sup>nd</sup> week	IV	Meaning, Types, Functions & Qualities of Chief Executive
	3 <sup>rd</sup> week	IV	Discuss the details of Recent Trends in Public Administration
	4 <sup>th</sup> week	IV	Discuss the details of e-Administration & Good Governance
November	1 <sup>st</sup> week	I	Test & Revision
	2 <sup>nd</sup> week	II	Test & Revision
	3 <sup>rd</sup> week	III	Test & Revision
	4 <sup>th</sup> week	IV	Test & Revision
December	Till Exam		Assignments

Lesson Plan of Public Administration  
Semester- 2<sup>nd</sup>  
Subject- Elements of Public Administration  
Mr. Sandeep, Asst. Prof. GCW, Ateli

Months	Duration	Unit	Topic
January	1 <sup>st</sup> week	I	Discuss the details of Forms of Administrative Organisations, Department, Kinds of Department & Bases of Department
	2 <sup>nd</sup> week	I	Discuss the details of Public Corporation, Difference between Public Corporation & Department
	3 <sup>rd</sup> week	I	Discuss the details of Independent Regulatory Commission, Line & Staff Agency and Administrative Tribunal
	4 <sup>th</sup> week	II	Discuss the details of Recruitment
February	1 <sup>st</sup> week	II	Discuss the details of Training
	2 <sup>nd</sup> week	II	Discuss the details of Promotion & Morale
	3 <sup>rd</sup> week	III	Discuss the details of UPSC, HPSC
	4 <sup>th</sup> week	III	Discuss the details of Whitley Council, Whitleyism in India
March	1 <sup>st</sup> week	III	Discuss the details of CAG
	2 <sup>nd</sup> week	IV	Discuss the details of Principles, Significance & Preparation of Budget
	3 <sup>rd</sup> week	IV	Discuss the details of Enactment & Execution of Budget, Parliament Control Over Budget
	4 <sup>th</sup> week	IV	Discuss the details of Estimate Committee, Public Account Committee & Audit System
April	1 <sup>st</sup> week	I	Test & Revision
	2 <sup>nd</sup> week	II	Test & Revision
	3 <sup>rd</sup> week	III	Test & Revision
	4 <sup>th</sup> week	IV	Test & Revision
May	Till Exam		Assignments

Lesson Plan of Public Administration  
Semester- 3<sup>rd</sup>  
Subject- Indian Administration  
Mr. Sandeep, Asst. Prof. GCW, Ateli

Months	Duration	Unit	Topic
August	1 <sup>st</sup> week	I	Administration in Ancient, Medieval Period
	2 <sup>nd</sup> week	I	Administration in Modern Period, Salient Features of Indian Administration
	3 <sup>rd</sup> week	I	Role of Indian Administration in Democratic system & Scio-Economic Development
	4 <sup>th</sup> week	II	Discuss the details of President of India & Prime Minister of India
September	1 <sup>st</sup> week	II	Discuss the details of Council of Ministers & Cabinet Ministers
	2 <sup>nd</sup> week	II	Discuss the details of Center- State Administrative & Financial Relationship
	3 <sup>rd</sup> week	III	Discuss the details of Home Ministry
	4 <sup>th</sup> week	III	Discuss the details of Finance Ministry & Ministry of Rural Development
October	1 <sup>st</sup> week	IV	Discuss the details of Structure, Power & Functions of Supreme Court
	2 <sup>nd</sup> week	IV	Discuss the details of Structure, Power & Functions of High Court
	3 <sup>rd</sup> week	IV	Discuss the details of Appointment of Judges in Supreme Court & High Court, Organisation and Functions of Administrative Tribunals
	4 <sup>th</sup> week	IV	Discuss the details of Lokpal & Lokayukta
November	1 <sup>st</sup> week	I	Test & Revision
	2 <sup>nd</sup> week	II	Test & Revision
	3 <sup>rd</sup> week	III	Test & Revision
	4 <sup>th</sup> week	IV	Test & Revision
December	Till Exam		Assignments

Lesson Plan of Public Administration  
Semester- 4<sup>th</sup>  
Subject- Indian Administration  
Mr. Sandeep, Asst. Prof. GCW, Ateli

Months	Duration	Unit	Topic
January	1 <sup>st</sup> week	I	All India Services (IAS, IPS)
	2 <sup>nd</sup> week	I	All India Services (IFS), Central & State Services in India
	3 <sup>rd</sup> week	II	Preparation of Budget
	4 <sup>th</sup> week	II	Enactment of Budget, Parliamentary Control over Public Finance in India
February	1 <sup>st</sup> week	II	Role of CAG over Financial Admn.
	2 <sup>nd</sup> week	II	Estimate Committee, Public Account Committee
	3 <sup>rd</sup> week	III	Discuss the details of Governor
	4 <sup>th</sup> week	III	Discuss the details of Chief Minister & Council of Minister
March	1 <sup>st</sup> week	III	Discuss the details of State Secretariat, Chief Secretary
	2 <sup>nd</sup> week	IV	Discuss the details of District Administration, Role of D.C in District Administration
	3 <sup>rd</sup> week	IV	Role of S.P and Divisional Commissioner in District Administration, Administration & Citizens
	4 <sup>th</sup> week	IV	e-Governance & ICT in Public Admn. Institutions
April	1 <sup>st</sup> week	I	Test & Revision
	2 <sup>nd</sup> week	II	Test & Revision
	3 <sup>rd</sup> week	III	Test & Revision
	4 <sup>th</sup> week	IV	Test & Revision
May	Till Exam		Assignments

Lesson Plan of Public Administration  
Semester- 5<sup>th</sup>  
Subject- Urban Local Government  
Mr. Sandeep, Asst. Prof. GCW, Ateli

Months	Duration	Unit	Topic
August	1 <sup>st</sup> week	I	Meaning & Significance of Local Government in India and Urban Local Government
	2 <sup>nd</sup> week	I	Urban Local Government in Ancient & Medieval
	3 <sup>rd</sup> week	I	Urban Local Government after Independence and in Modern Times
	4 <sup>th</sup> week	II	Discuss the details of Meaning, Composition and Functions of Municipal Corporation
September	1 <sup>st</sup> week	II	Discuss the details of Financial Resources of Municipal Corporation
	2 <sup>nd</sup> week	II	Discuss the details of State's Control over Municipal Corporation, Role of Mayor & Municipal Commissioner
	3 <sup>rd</sup> week	III	Discuss the details of Meaning, Composition and Functions of Municipal Council, Financial Resources of Municipal Council
	4 <sup>th</sup> week	III	Discuss the details of Municipal Personnel and Reforms for the condition of Municipal Employees
October	1 <sup>st</sup> week	III	Discuss the details of Municipal Committee, Power & Functions of Executive Officer
	2 <sup>nd</sup> week	IV	Discuss the details of Town Area Committee, Notified Area Committee, Cantonment Board
	3 <sup>rd</sup> week	IV	Discuss the details of Improvement Trust and Board Trust, Twon & Country Planning
	4 <sup>th</sup> week	IV	Discuss the details of 74 <sup>th</sup> Constitutional Amendment, Urban Government & Good Governance
November	1 <sup>st</sup> week	I	Test & Revision
	2 <sup>nd</sup> week	II	Test & Revision
	3 <sup>rd</sup> week	III	Test & Revision
	4 <sup>th</sup> week	IV	Test & Revision
December	Till Exam		Assignments

Lesson Plan of Public Administration  
Semester- 6<sup>th</sup>  
Subject- Rural Local Government  
Mr. Sandeep, Asst. Prof. GCW, Ateli

Months	Duration	Unit	Topic
August	1 <sup>st</sup> week	I	Meaning & Concept of Rural Local Government & Growth of Rural Local Government Institutions in India
	2 <sup>nd</sup> week	I	Discuss the details of Community Development Program & National Extension Program
	3 <sup>rd</sup> week	I	Discuss the details of Origin & Significance of PRIs, Balwant Rai Mehta Committee & Ashok Mehta Committee
	4 <sup>th</sup> week	II	Discuss the details of Zila parishad, Personnel of Zila Parishad
September	1 <sup>st</sup> week	II	Discuss the details of Panchayat Samiti
	2 <sup>nd</sup> week	II	Discuss the details of Gram Panchayat & Gram Sabha
	3 <sup>rd</sup> week	III	Discuss the details of Financial Resources of PRIs
	4 <sup>th</sup> week	III	Discuss the details of State Control Over PRIs, Political Parties Participation in PRIs
October	1 <sup>st</sup> week	III	Discuss the details of People Participation in PRIs, Integrated Rural Development Program
	2 <sup>nd</sup> week	IV	Discuss the details of District Rural Development Agency, MGNREGA
	3 <sup>rd</sup> week	IV	Discuss the details of 73 <sup>rd</sup> Constitutional Amendment,
	4 <sup>th</sup> week	IV	Discuss the details of ICT & Rural Development
November	1 <sup>st</sup> week	I	Test & Revision
	2 <sup>nd</sup> week	II	Test & Revision
	3 <sup>rd</sup> week	III	Test & Revision
	4 <sup>th</sup> week	IV	Test & Revision
December	Till Exam		Assignments