Lesson Plan-Public Administration (2024-25)-Teacher’s Name - Sandeep

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| **Sr.**  **No.** | **Class** | **July-August** | **September** | **October** | **November** | **December** |
| 1. | **(NEP) Maj.**  BA-1, SEM-I  Paper-Elements of Public Administration | Public Administration: Evolution, Meaning, Nature, Scope, Significance and its relations with Political Science, Economics and Law; Public and Private Administration; New Public Administration; New Public Management. | Organizations: Meaning & Basis; Principles of Organisation, Heirarchy, Span of Control, Coordination, Decentralisation and Delegation | Forms of Organizations: Formal and Informal, Department, Board, Corporation and Commission. | Chief Executive: Meaning, Types and Role; Line and Staff Agencies. Public Relations: Meaning, Means and Significance. | Revision & Test |
|  | **Recommended Books: Reference:**   * Hoshiar Singh and Pardeep Sachdeva (2011) Public Administration: Theory and Practice, Pearson Publication, Noida. * Avasthi, A and Maheshwari, S R (2013) Public Administration. Lakshmi Narain Agarwal: Agra * Basu, Rumki (2008) Public Administration: Concepts and Theories. Sterling Publishers: New Delhi * Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010) Public Administration. S.Chand: Jalandhar * Bhambri, C. P. (2010) Public Administration Theory and Practice(21stEdition). Educational Publishers: Meerut * Bhattacharaya, Mohit (2008) New Horizons of Public Administration. Jawahar Publishers and Distributors: New Delhi * Henry, Nicholas(2013). Public Administration and Public Affairs (13thEdition). Taylor and Francis: New York * Medury, Uma (2010) Public Administration in the Globalization Era – The New Public Management Perspective. Orient Blackswan: New Delhi   + Sharma, M P and Sadana, B L (2000) Public Administration in Theory and Practice. KitabMahal:New Delhi   + Suresh Kumar: (2024) Lok Parkashan, JBD, Pvt. Lmt. Ibrahim Mandi Karnal Haryana | | | | | |
|  | **Class** | **July-August** | **September** | **October** | **November** | **December** |
| 2. | **BA-2, SEM-III**  **Paper-Indian Administration** | Evolution: Administration in Ancient India; Administration in Medieval India; Administration in Modern India  Features: Salient features of  India Administration; its role in the context of democratic system and socio-economic Development. | President-Powers, function & position; Prime Minister Powers, functions and position; Council of Ministers Structure and functions; Cabinet Secretariat- Structure and functions; Centre-State Administrative Relationship; Centre- State Financial Relationship. | Union Ministry of Home, its organization & functions; Union Ministry of Finance, its organization & functions.  Union Ministry of Rural development. | Supreme Court : Structure, Power & Functions; High Court: Structure, Power & Functions; Appointments of Supreme Court & High Court Judges;  Administrative Tribunals; LokPal & Lokayukta | Revision & Test |

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|  | **Recommended Books: Reference**   * Indian Administration – Hoshiar Singh & Pankaj Singh ,Pearson’s Publication(2012) * Bhartiya Prashasan ( Hindi) – Hoshiar Singh & Pankaj Singh ,Pearson’s Publication * Avasthi & Avasthi (2002), Indian Administration, Laxmi Narain Aggarwal, Agra * Basu, D.D. (2000), Introduction to the Constitution of India, Wadhwa and Company, New Delhi. * Fadia and Fadia, Indian Administration (2012), Sahitya Bhawan Publication, Agra. * Granville Austin (1999), The Indian Constitution – Corner Stone of a Nation, OUP, New Delhi. * Maheshwari, S.R. (2001), Indian Administration, Orient Black Swan, Hyderabad. * Pylee, M.V. (2009), An Introduction to the Constitution of India, Vikas, New Delhi. * Sathe, S.P. (2002), Judicial Activism in India, New Delhi: Oxford University Press. * Subash C. Kashyap (1989), Indian Polity: Retrospect and Prospect, Allahabad University AlumniAssociation, National Public House. * The Constitution of India, Government of India, 2009   Suresh Kumar (2023), Bhartiya Savidhan, JBD, Pvt. Lmt. Ibrahim Mandi, Karnal Haryana | | | | | |
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| 3. | **BA-3, SEM-V**  **Paper- Urban Local Government** | Meaning & significance of Local Government in India; Meaning & significance of Urban Local Government; Urban Local Government in Ancient, Medieval and Modern times; Urban Local Government after Independence (Revision) | Municipal Corporation, Meaning, composition & functions; Financial Resources of Municipal Corporation; State’s Control upon Municipal Corporation; Mayor, Municipal Commissioner (Revision) | Municipal Council, Functions & Powers of Municipal Councils; Financial resources of municipal councils, financial difficulties & suggestions for improvement. Municipal Personnel, suggestions for reforms in the condition of Municipal employees; Municipal Committee, Functions & Powers of Executive Officer. | Other institutions of Local Government working in urban areas**:** Town Area Committee, Notified Area Committee, Cantonment Board Improvement Trust and Port Trust; Town & Country Planning; 74th Constitutional Amendment. Urban Government and Good Governance | Revision & Test |

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|  | **Recommended Books:**Reference:   * Urban Local Government in India - Dr. Pankaj Singh, Kitab Mahal Publisher.(2013) * · Ahluwalia, Isher Judge (2014) Transforming our Cities: Facing up to India’s Growing Challenge: Postcards ofChange. HarperCollins: New Delhi * · Ahluwalia, Isher Judge; Kanbur, Ravi and Mohanty, P K (2014) Urbanization in India: Challenges,Opportunities and the Way Forward.Sage: New Delhi * · Baud, I S A and Wit, J Dee (Eds.)(2008) New Forms of Urban Governance in India: Shifts, Models, Networksand Contestations. Sage: New Delhi· * Bhattacharya, Mohit (1976) Management of Urban Government in India. Uppal: New Delhi * · Burns, Dany; Hambleton, Robin and Hogget Paul (1994) The Politics of Decentralisation: Revitalising Local Democracy.Macmillan: London * Chand, Mahesh and Puri, V K (2011) Regional Planning in India. Allied Publishers: New Delhi * · Pankaj Singh (2018) Rural Local Government In India, Kitab Mahal Publisher, New Delhi. * Agarwal, Amba( 2005) Fiscal Decentralization: Financing of Panchayati Raj Institutions in India.Serial Publications: New Delhi * Baluchamy, S (2004) Panchayati Raj Institutions. Mittal Publications: New Delhi * Bhadouria, B D S and Dubey, V P (1989) Panchayati Raj and Rural Development, Commonwealth Publishers:New Delhi * Biju, M R (2008) Panchayati Raj System in India: A Symbol of Participatory Democracy and DecentralizedDevelopment. Kaniska Publication: New Delhi· * Dharmaraj, Sengmalam (2008) Panchayati Raj System in India.Abhijeet Publications: New Delhi | | | | | |
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| 4. | **MDC, SEM-I Basics of Public Administration** | **Introduction of Public Administration**  Public Administration: Evolution,  Meaning, Nature, Scope and Significance, Public and Private Administration. | **Introduction of Theories** Theories of Organization: Scientific Management Theory (F.W.Taylor), Classical (Henry Fayol, Luther Gulick, M.P. Follet, Bureaucratic (Max Weber). | **Personnel Administration**Personnel Administration: Meaning; Nature and Significance.  Elements of personnel Administration:  Recruitment; Training; Promotion; | **Budgetary Process** Budget: Principles, Preparation and Enactment of Budget; Financial Control: Parliamentary (Parliament and its committees) and Executive Control. | (Revision & Test) |
|  | **Recommended Books: Reference:**   * Hoshiar Singh & Pankaj Singh: Indian Administration, Pearson, New Delhi. * S.R. Maheshwari: Indian Administration, Orient Longman. * K.K. Puri: Indian Administration, Bharat Prakashan, Jallandhar. * S.S.Khera: District Administration, Asia Publishing House, New Delhi. * Avasthi: Central Administration, Tata McGraw Hill, New Delhi. * Ashok Chandra: Indian Administration, Allen & Unwin, London. | | | | |  |

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| 5. | **VAC**  **Human Values & Ethics** | Course Introduction- Need, Content and Process for Value Education Understanding the need, content and process for Value Education. Classification of Value Education: understanding Personal, Social, and Moral & Spiritual Values; Understanding the difference between ideology and values. Understanding Harmony with self, Society and Nature. | Human Values and Ethics Meaning and nature of human values; Significance of human values in life; Relation between values and ethics. Relevance of Human values: Integrity, Empathy, Loksangrah, Brahmvihara.Theory of Naya (Jainism), Virtue Ethics | Integrated Personality and Well-being Understanding the relationship among: Self, Identity and Personality. Understanding Integrated Personality – with the three gunas theory of Sankhya, the four Antah-karanas (inner instruments) in Yoga, and Panchkosha (five sheaths) in Upanishad. Approaching comprehensive understanding of well-being and its relation to Happiness. | Professional Ethics and Global Citizenship Nature, characteristics and scope of professional ethics; Types of Professional Ethics; Professional Values: Trusteeship, Inclusiveness, Commitment, Sustainability, Accountabilit, Transparency, Impartiality. Values for Global Citizenship: Equality, Justice, and Human Dignity | Revision & Test |
|  | * Recommended Books/e-resources/LMS: 1. R.R. Gaur, R Sangal, G.P. Bagaria (2009): A Foundation Course in Human Values and Professional Ethics, Excel Books. * 2. D.R. Kiran (2014) Professional Ethics and Human Values, McGraw Hill Education (India). * 3. Happiness and Well-Being, NIOS Module V (Health and well-being) * 4. Kiran Kumar, K. Salagame (2016): Meaning and Well-Being: Indian Perspectives, Journal of Constructivist Psychology * 5. Dan P. McAdams, Kali Trzesniewski, Jennifer Lilgendahl, Veronica Benet-Martinez, Richard W. Robins (2021) Self and Identity in Personality Psychology, Personality Science, 2021, Vol. 2, Article e6035,https://doi.org/10.5964/ps.603 * 6. S.K. Kiran Kumar (2003): An Indian conception of wellbeing, in Henry, J. (Ed) European Positive Psychology Proceedings 2002. Leicester, UK: British Psychological Society. * 7. Vivian L Vignoles (2017): Identity: Personal and Social, Chapter to appear in Oxford Handbook of Personality and Social Psychology (2nded.), edited by Kay Deaux and Mark Snyder. * 8. Wong, S.-C. (2020). Competency Definitions, Development and Assessment: A Brief Review. International Journal of Academic Research in Progressive Education and Development, 9(3),95–114. | | | | |  |

Mr. Sandeep

Assistant Professor