

Lesson Plan
B.A. IIIrd year (5th sem)

Sub: Public Administration

UNIT - I

August:- Local Govt:- Meaning, features and significance.
73rd & 74th Constitutional Amendment Acts.

UNIT - II

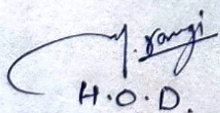
Sep. Urban local bodies:- Municipal Corporation, Municipal Council,
& Municipal Committee their meaning, features, role & significance

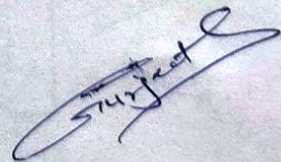
UNIT - III

Oct. Panchayati Raj Institutions:- Composition, functions, sources of
Gram Panchayat, Block Samities & Zila Prished.
District Planning Committee: composition, functions &
significance.

UNIT - IV

Nov. State finance Commission:- composition, role & functions.
State Election Commission:- Composition, role & functions.
Urban - Rural relationship & problems & Local leadership


H.O.D.


subject

UNIT. I

- August :-
1. British Legacies over Indian Administration
 2. features of Indian Administration.
 3. Role of Indian Administration in Socio-Economic development.
 4. Fundamental Rights & duties.

UNIT. II

- Sep.
1. President: Powers, Election & Position.
 2. Prime Minister & Council of Minister: its powers, Appointment & role.
 3. Central Secretariat & Cabinet Secretariat: its organisation Role & functions.

UNIT. III

- Oct.
1. Ministry of Home Affairs: organisation & Role.
 2. Finance ministry: organisation & Role.
 3. CAG: its role, power & functions.
 4. Finance Commission: organisation, power & functions.

UNIT. IV

- Nov.
1. Civil Services in India: Role & Significance.
 2. UPSC: Composition & functions
 3. Recruitment & training of All India & Central services.

Lesson Plan (Public Administration)

Class : B.A. Ist (Minor) - Ist Semester
w.e.f. 01/09/23

September

Unit: I

- Meaning & Growth of Administrative Law
- Scope of Administrative Law
- Distinction between Constitutional Law and Administrative Law
- Concept of Droit Administratif: Meaning & Principles

October

Unit-I

- Concept of Rule of Law
- Principle of Natural Justice

Unit-II

- Mid-term Exam of Ist Unit.
- Judicial Activism: Meaning & Justification
- Activators & Apprehensions
- Judicial Review of Administrative Action: Principles and Modes

November

Unit-II

- Public Interest Litigation: Features & Scope
- Principles of PIL
- Liability of the Administration: Contracts
- Tort.

J. Ranji
30/09/23

Lesson Plan (Public Administration)

Class: B.A. Ist, B.A. Eng (Hons.), B.A. Geo. (Hons.)
w.e.f. 14/08/2023

August

Unit-I

- Public Administration: Meaning, Nature & Significance
- Scope of Public Administration
- Evolution of Public Administration: Pre 1950s & Post 1950s
- Public Administration: Art or Science
- New Public Administration

September

Unit-II

- Public Administration and its Relations with Political &, Economics, History, Sociology, Psychology, Geography
- Public Administration and Private Administration
- Public vs. Private Admn.: Similarities & Differences

October

Unit-III

- Scientific Management Theory
- Classical Theory
- Bureaucratic Theory
- Mid-term Exam

November

Unit-IV

- Control over Public Administration - Executive
- Legislative and Judicial Control
- Citizen and Administration
- Responsive Administration

M. Ranji

Lesson Plan (Public Administration)

Class: B.A. Ist Year (MDC) - Ist Semester

w.e.f. 01/09/2023

September

Unit-I

- Public Administration: Meaning, Nature & Scope
- Importance of Public Administration
- Public Administration as an Art or Science
- Public Administration & Private Admin.
- Relationship of Public Administration with Political Sc., History, Sociology, Economics, Psychology, Law

October

Unit-II

- Organisation: Meaning and forms of Organisation
- Basis of Organisation
- Hierarchy: Meaning, Merits & Demerits
- Span of Control: Dependent Factors
- Unity of Command
- Coordination: kinds & Methods
- Mid-term Exam

November

Unit-III

- Supervision: Meaning & Importance, Techniques
- Communication: Meaning, types & Importance
- Centralisation & Decentralisation
- Public Relations: Meaning, Methods & Significance

Y. Rangji