

# **Department of Public Administration**

## **Lesson Plan Academic Year 2023-24 (Even Sem.)**

### **Subject- Fundamentals of Public Administration-II**

#### **Class- B.A. & B.A. Hons. (Major)**

<b>Month</b>	<b>Topics and Syllabus Covered</b>	<b>Activities/Assessment</b>
<b>February</b>	<ol style="list-style-type: none"><li>1. Organization: Meaning and Bases</li><li>2. Types of Organization: Formal and Informal</li><li>3. Principles of Organization: Hierarchy</li><li>4. Span of Control</li><li>5. Unity of Command</li></ol>	<ul style="list-style-type: none"><li>➤ Briefing of the syllabus and discussion over possible outcomes after syllabus completion.</li><li>➤ Class test after completion of Unit-I</li></ul>
<b>March</b>	<ol style="list-style-type: none"><li>1. Principles of Organization: Co-ordination</li><li>2. Centralization and Decentralization</li><li>3. Supervision</li><li>4. Delegation</li><li>5. Chief Executive: Meaning, Types and Functions</li></ol>	<ul style="list-style-type: none"><li>➤ Class test for Unit-II</li><li>➤ Topics assigned for the preparation of Assignments</li><li>➤ Discussion over upcoming general elections</li></ul>
<b>April</b>	<ol style="list-style-type: none"><li>1. Line staff &amp; Auxiliary Agencies</li><li>2. Public Sector Undertaking: Govt. Company</li><li>3. Public Corporation</li><li>4. Organization &amp; Method (O&amp;M): Meaning, Function, Techniques, Advantages and Disadvantages</li><li>5. Independent Regulatory Commissions: Features, Functions, Advantage and Disadvantages</li><li>6. Field-Headquarter Relationship</li></ol>	<ul style="list-style-type: none"><li>➤ Assignment presentations one day per week</li><li>➤ Proposed event on 24<sup>th</sup> April on Panchayati Raj Diwas</li><li>➤ Internal assessment exam</li></ul>
<b>May</b>	<ol style="list-style-type: none"><li>1. Delegated Legislation: Meaning, Types, Advantages, Limitations and Safeguards</li><li>2. Administrative Adjudication: Meaning, advantages &amp; disadvantages</li><li>3. Revision</li><li>4. Final exam preparation</li></ol>	<ul style="list-style-type: none"><li>➤ Assignment presentations</li></ul>

## Subject- Administrative Law-II

### Class- B.A.(Minor)

Month	Topics and Syllabus Covered	Activities/Assessment
February	1. Administrative Tribunals: Concepts, Rational and Types 2. Central Administrative Tribunal: Structure, Function and Role 3. Central Vigilance Commission: Structure, Functions 4. Role and Significance of CVC	➤ Briefing of the syllabus and discussion over possible outcomes after syllabus completion.
March	1. Central Bureau of Investigation: Organization and Functions 2. Sectoral Regulation: Telecom Regulatory Authority of India (TRAI): Structure, Function and Role 3. Insurance Regulatory and Development Authority of India (IRDAI): Structure, Function and Role	➤ Class test after completion of Unit-I ➤ Topics assigned for the preparation of Assignments
April	1. Central Electricity Regulatory Commission (CERC): Structure, Function and Role 2. Food Standard and Safety Authority of India (FSSAI): Structure, Function and Role	➤ Proposed event on 24 <sup>th</sup> April on Panchayati Raj Diwas ➤ Internal assessment exam
May	1. Assignment Presentations 2. Revision of syllabus 3. Final exam preparations	

## Subject- Introduction to Public Administration-II

### Class- B.Sc & B.Com. (1<sup>st</sup> Year)- MDC

Month	Topics and Syllabus Covered	Activities/Assessment
February	1. Forms of Administrative Organizations: Department, kinds of Department & Bases of Department 2. Public Corporation, Difference in between Public Corporation & Department 3. Independent Regulatory Commissions, Characteristics & its functions	➤ Briefing of the syllabus and discussion over possible outcomes after syllabus completion.
March	1. Line & Staff Agencies 2. Administrative Tribunal 3. Recruitment, kinds of recruitment & problems of recruitment 4. Training, kinds of training, significance of training	➤ Class test after completion of Unit-I ➤ Topics assigned for the preparation of Assignments
April	1. Promotion, Methods of Promotion 2. Morale, factors of low morale of employees & how to build up morale 3. Union Public Service Commission, its composition & functions 4. Haryana Public Service Commission, its composition & functions 5. Whitley Council, Whitleyism in India	➤ Assignment presentations one day per week ➤ Proposed event on 24 <sup>th</sup> April on Panchayati Raj Diwas ➤ Internal assessment exam
May	1. Comptroller & Auditor General of India 2. Revision of syllabus 3. Final exams preparation	➤ Assignment presentations

## Subject- State & District Administration

### Class- B.A. II Year

<b>Month</b>	<b>Topics and Syllabus Covered</b>	<b>Activities/Assessment</b>
<b>February</b>	1. Constitution Framework of States in India 2. Governor: Appointment Powers & Functions 3. Chief Minister: Powers, Role and Position 4. Council of Ministers and State Legislature 5. Organisation and Structure of State Administration	<ul style="list-style-type: none"><li>➤ Briefing of the syllabus and discussion over possible outcomes after syllabus completion.</li><li>➤ Class test after completion of Unit-I</li></ul>
<b>March</b>	1. State Secretariat and Directorate: Organisation and Functions 2. Chief Secretary: Role and Position in State Administration 3. State Planning Department and Board 4. Divisional Commissioner: Powers, Functions and Position 5. District Administration: Evolution, Features and Functions	<ul style="list-style-type: none"><li>➤ Class test for Unit-II</li><li>➤ Topics assigned for the preparation of Assignments</li><li>➤ Discussion over upcoming general elections and motivation to students for applying for Voter ID</li></ul>
<b>April</b>	1. District Collector: Evolution, Appointment, Functions and Position 2. Police Administration at District Level: Organisation and Functions 3. Role and Functions of Superintendent of Police 4. Other Functionaries at Sub-District Level: Sub-Divisional Magistrate, 5. Block Development	<ul style="list-style-type: none"><li>➤ Assignment presentations 2 days a week</li><li>➤ Proposed event on 24<sup>th</sup> April on Panchayati Raj Diwas</li><li>➤ Internal assessment exam</li></ul>
<b>May</b>	1. Panchayat Officer, 2. Tehsildar 3. Revision 4. Final Exam Preparation	<ul style="list-style-type: none"><li>➤ Assignment presentations</li></ul>

## **Subject- Issues in Public Administration**

### **Class- B.A. III Year**

<b>Month</b>	<b>Topics and Syllabus Covered</b>	<b>Activities/Assessment</b>
<b>February</b>	<ol style="list-style-type: none"><li>1. Introduction to Accountability in Public Administration</li><li>2. Parliamentary Control over Administration</li><li>3. Executive Control over Administration</li><li>4. Judicial Control over Administration</li><li>5. Lok Pal and Lok Ayukta</li></ol>	<ul style="list-style-type: none"><li>➤ Briefing of the syllabus and discussion over possible outcomes after syllabus completion.</li><li>➤ Class test after completion of Unit-I</li></ul>
<b>March</b>	<ol style="list-style-type: none"><li>1. Means to Check Corruption at Union Level: CVC</li><li>2. CBI</li><li>3. Means to Check Corruption at State Level: SVC, Anti-Corruption Bureau</li><li>4. Emerging Issues: Good Governance</li></ol>	<ul style="list-style-type: none"><li>➤ Class test for Unit-II</li><li>➤ Topics assigned for the preparation of Assignments</li><li>➤ Discussion over upcoming general elections and motivation to students for applying for Voter ID</li></ul>
<b>April</b>	<ol style="list-style-type: none"><li>1. Right to Information Act</li><li>2. Consumer Protection Act, 2005</li><li>3. Political and Permanent Executive</li><li>4. Generalists and Specialist Relationship</li></ol>	<ul style="list-style-type: none"><li>➤ Assignment presentations 2 days a week</li><li>➤ Proposed event on 24<sup>th</sup> April on Panchayati Raj Diwas</li><li>➤ Internal assessment exam</li></ul>
<b>May</b>	<ol style="list-style-type: none"><li>1. Administrative Reforms</li><li>2. Revision of syllabus</li><li>3. Final Exam Preparation</li></ol>	<ul style="list-style-type: none"><li>➤ Assignment presentations</li></ul>

**Remarks:** Syllabus of every class ongoing as per lesson plan. Students were engaged in various brainstorming sessions on diverse topics relating to Indian Polity & Governance; Career options after graduation; Competitive exams preparation; post-graduation options, etc. Students in the 1<sup>st</sup> year were briefed about various college activities and are being consistently motivated to participate in co-curricular and extra-curricular activities of the college.

**HoD**

**Principal**

