

LESSON PLAN FOR THE DEPT. OF PUBLIC
ADMINISTRATION FOR 1ST SEMESTER

Name of Teacher : Gurjeet

Class : B.A. 1st

SR. NO.	MONTH	Topic to be covered
1	October	Evolution, meaning, nature, scope and significance of Public Administration; Public & private administration; New Public Administration.
2	November	New Public Management; Meaning & basis, principles of Organization: Hierarchy, Span of Control, Co-ordination.
3	December	Supervision & control, communication, Decentralization & Delegation.
4	January	Forms of Organization: Formal & informal, Department, Board, Corporation & commission and independent regulatory commission
5	February	meaning, types and role of Chief Executive, Line & staff agency Meaning, means and significance of Public Relation.

LESSON PLAN FOR THE DEPT. OF PUBLIC
ADMINISTRATION FOR 5th SEMESTER

Name of Teacher : Gurjeet

Class : B.A. 3rd

SR. NO.	MONTH	Topic to be covered
1	October	Evolution, meaning, nature, scope and significance of local government; 73rd & 74th Constitutional amendment Acts.
2	November	Urban Local Bodies: Meaning, features, role & significance of Municipal Corporation, Municipal Council & Municipal Committee
3	December	Panchyati Raj institutions: Composition, functions, sources of income of Gram panchayat
4	January	Panchyat Samities and Zila Parisads. District Planning Committee: composition, functions, & significance,
5	February	State Finance Commission, State Election Commission, Urban-Rural relationship and problems. Local Leadership