

## Lesson Plan 2024-25 (Even Semester)

### B.A. Final - Issues in Public Administration

S. No.	Month	Week	Topic to be Covered
1	Mid-January	Week 1	Unit-I: Introduction to Issues in Public Administration
2		Week 2	Unit-II: Accountability in Public Administration: Parliamentary Control
3		Week 3	Unit-II: Executive and Judicial Control over Administration
4	February	Week 1	Unit-II: Lok Pal and Lok Ayukta
5		Week 2	Unit-III: Integrity in Administration: Means for Checking Corruption
6		Week 3	Unit-III: Agencies for Checking Corruption at Union and State Levels
7		Week 4	Unit-IV: Emerging Issues: Good Governance
8	March	Week 1	Unit-IV: Right to Information (RTI)
9		Week 2	Unit-IV: Consumer Protection Act, 2005
10		Week 3	Assignment Presentation and Class Test
11		Week 4	Unit-V: Political and Permanent Executive
12	April	Week 1	Unit-V: Generalists and Specialists Relationship
13		Week 2	Unit-V: Administrative Reforms
14		Week 3	Assignment Presentation
15		Week 4	Review and Discussion of Key Topics Across Units
16	May	Week 1	Revision of Entire Syllabus
		Week 2	Final Revision and Doubt Clearing Sessions



## Lesson Plan 2024-25 (Even Semester)

### INTRODUCTION TO PUBLIC ADMINISTRATION – II

S. No.	Month	Week	Topic to be Covered
1	<b>Mid-January</b>	Week 1	Forms of Administrative Organizations: Department, Kinds of Departments
2		Week 2	Bases of Department;
3		Week 3	Public corporation
4	<b>February</b>	Week 1	Difference between Public Corporation & Department
5		Week 2	Independent Regulatory Commissions: Characteristics and Functions
6		Week 3	Line and Staff Agencies
7	<b>March</b>	Week 4	Administrative Tribunal: Meaning and Importance
8		Week 1	Recruitment: Kinds of Recruitment and Problems of Recruitment
9		Week 2	Training: Kinds of Training and Significance of Training
10	<b>April</b>	Week 3	Promotion: Methods of Promotion
11			Morale: Factors of Low Morale and How to Build Up Morale
12		Week 1	Assignment Presentation and Class Test
13	<b>May</b>	Week 2	Union Public Service Commission (UPSC): Composition and Functions
14		Week 3	Haryana Public Service Commission (HPSC): Composition and Functions
15		Week 4	Whitley Council and Whitleyism in India
16	<b>May</b>	Week 1	Comptroller and Auditor General of India: Role and Functions
		Week 2	Revision of Entire Syllabus



## Department of Public Administration

### **Lesson Plan 2024-25 (Even Semester)**

#### **BASICS OF INDIAN ADMINISTRATION - II**

S. No.	Month	Week	Topic to be Covered
1	Mid-January	Week 1	Ecology of Indian Administration: Social Environment
2		Week 2	Political and Economic Environment
3		Week 3	Cultural and Constitutional Environment
4	February	Week 1	Role of Indian Administration in Nation Building
5		Week 2	Role of Indian Administration in Social Welfare
6		Week 3	Governor: Power and Position
7		Week 4	Chief Minister: Power and Position
8	March	Week 1	Relationship between Chief Minister and Governor
9		Week 2	Council of Ministers: Organization and Functions
10		Week 3	Organization and Functions of State Police Administration
11		Week 4	Role of Superintendent of Police in Maintaining Law and Order
12	April	Week 1	Role of Deputy Commissioner in District Administration
13		Week 2	Role of District Development Panchayat Officer (DDPO) in Management of PRIs
14		Week 3	Impact of LPG and Information Technology on Indian Administration
15		Week 4	Citizen-Centric Administration: Citizen Charter, RTI Act, and Social Audit
16	May	Week 1	Revision of Entire Syllabus



## Lesson Plan 2024-25 (Even Semester)

### PERSONNEL ADMINISTRATION - II

S. No.	Month	Week	Topic to be Covered
1	Mid-January	Week 1	Service Conditions of Civil Services
2		Week 2	Conduct Rules of Civil Services
3		Week 3	Types and Procedure of Disciplinary Actions for Civil Services
4	February	Week 1	Morale: Meaning and Determining Factors
5		Week 2	Causes of Low Morale and Measures of High Morale
6		Week 3	Motivation: Meaning, Types
7		Week 4	Factors Affecting Motivation
8	March	Week 1	Machinery for Grievance Redressal
9		Week 2	Employees Associations: Meaning, Types, Objectives, and Functions
10		Week 3	Whitley Councils: Objectives, Organization, and Functions
11	April	Week 1	Public Services and Their Importance in Modern Society
12		Week 2	Rights of Public Servants
13		Week 3	Corruption in Public Services: Causes and Remedies
14		Week 4	Ethics and Integrity in Civil Services
15	May	Week 1	Revision of Entire Syllabus



## Lesson Plan 2024-25 (Even Semester)

### FUNDAMENTALS OF PUBLIC ADMINISTRATION - II

S. No.	Month	Week	Topic to be Covered
1	Mid-January	Week 1	Introduction to Organization: Meaning and Bases
2		Week 2	Types of Organization: Formal and Informal
3		Week 3	Principles of Organization: Hierarchy, Span of Control, Unity of Command
4	February	Week 1	Principles of Organization: Co-ordination
5		Week 2	Centralization and Decentralization
6		Week 3	Supervision, Delegation
7		Week 4	Chief Executive: Meaning, Types, and Functions
8	March	Week 1	Line Staff and Auxiliary Agencies
9		Week 2	Public Sector Undertaking: Government Company and Public Corporation
10		Week 3	Organization and Method (O&M): Meaning & Function
11		Week 4	Organization and Method (O&M): Techniques, Advantages, and Disadvantages
12	April	Week 1	Independent Regulatory Commissions: Features, Functions, Advantages, and Disadvantages
13		Week 2	Field-Headquarter Relationship
14		Week 3	Delegated Legislation: Meaning, Types, Advantages, Limitations, and Safeguards
15		Week 4	Administrative Adjudication: Meaning, Advantages, and Disadvantages
16	May	Week 1	Revision of Entire Syllabus

HoD

Principal