

Department of Public Administration

Lesson Plan Academic Year 2025-26 (Odd Sem.)

1st August 2025 onwards

Name of faculty: Mr. Mohit Rangi

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

Subject: Fundamental of Public Administration -I

Month	Topics to be Covered
1 st week	Orientation and Subject Introduction Overview of Public Administration Syllabus
Aug-25	Public Administration: Meaning, Nature, Scope & Significance Evolution of Public Administration: Pre-1950s and Post-1950s Public Administration: Art or Science? New Public Administration
Sep-25	Public Administration and its Relations with Political Science, Economics, History, Sociology, Psychology, and Geography Public Administration and Private Administration: Similarities and Differences Scientific Management Theory Classical Theory Class test
Oct-25	Bureaucratic Theory Control over Public Administration – Executive, Legislative, and Judicial Control over Public Administration – Legislative, and Judicial Citizen and Administration; Midterm Test (Comprehensive coverage of Units I, II)
Nov-25	Responsive Administration Continued Revision and Preparation for Final Exam

Class- B.A., B.A. Hons. (Major), & B.A. Minor

Subject: Basics of Indian Administration-I

Month	Topics to be Covered
1st week	Orientation and Subject Introduction Overview of Basics of Indian Administration Syllabus
Aug-25	Evolution of Indian Administration: Contribution of Mauryan Administration Evolution of Indian Administration: Contribution of Mughal Administration Evolution of Indian Administration: Contribution of British Administration Salient Features of Indian Administration
Sep-25	Federal & Unitary Aspects of Indian Administration Impact of British Administration on Indian Administration Political Executive at Union Level: President: Election Procedure, Powers and Functions Emergency Powers of Indian President and Their Impact on Indian Citizens Class Test (Topics covered in August and September)
Oct-25	Prime Minister: Powers and Functions Council of Ministers: Organizations and Functions Ministries at Central Level: Organizations and Functions of Ministry of Human Resource Development, Ministry of Foreign Affairs Ministries at Central Level: Organizations and Functions of Ministry of Rural Development, Prime Minister Office (PMO) Midterm Test (Comprehensive coverage of Units I, II)
Nov-25	Organization and Functions: NITI Aayog, Election Commission Organization and Functions: National Human Rights Commission, National Women Rights Commission Continued Revision and Preparation for Final Exam

Class: MDC 1st Sem (Public Administration)

Subject: Introduction to Public Administration-I

Month	Topics to be Covered
1st week	Orientation and Subject Introduction Overview of Introduction to Public Administration Syllabus
Aug-25	Public Administration: Meaning, Nature, Scope & Importance Public Administration as an Art or Science Public Administration & Private Administration: Similarities & Differences Relationship of Public Administration with Political Science, History, Sociology, Economics, Psychology, Administrative Law
Sep-25	Organization: Meaning and Forms of Organization (Formal & Informal) Basis of Organization: Hierarchy, Meaning, Merits & Demerits Span of Control, Dependent Factors, Unity of Command Coordination: Kinds of Coordination & Methods of Coordination
Oct-25	Supervision: Meaning, Importance, Techniques, Quality of a Good Supervisor Communication: Meaning, Types, Importance in Public Administration Centralization; Decentralization Midterm Test (Comprehensive coverage of Units I & II)
Nov-25	Public Relation: Meaning, Methods & Significance Continued Revision and Preparation for Final Exam

Class: MDC 3rd Sem (Public Administration)

Subject: Governance and Good Governance

Month	Topics to be Covered
1st week	Orientation and Subject Introduction Overview of Governance and Good Governance Syllabus
Aug-25	Governance: Meaning, Issues, and Challenges Ancient Discourse – Kautilya on Good governance Plato, and Aristotle on Good Governance Elements of Good Governance Class test
Sep-25	Good Governance - Sound Governance, Accountability, and Transparency New Public Management Public Value Theory People Participation in Governance Class test
Oct-25	Digital Divide Challenges of Good Governance Administrative Ethics Values and Accountability in Administration Midterm Test (Comprehensive coverage of Units I & II)
Nov-25	Factors Affecting Integrity in Administration and Measures to Control Corruption Continued Revision and Preparation for Final Exam

Class: B.A. 5th Sem (Major)

Subject: Local Government – I

Paper Code: 23UCMSPA/C-501

Month	Topics to be Covered
1 st week	Orientation and Subject Introduction Overview of Local Government Syllabus
Aug-25	UNIT-I Local Government: Meaning, Functions, and Significance Evolution of Local Self Governments in India Balwant Rai Mehta Committee (1957), Ashok Mehta Committee (1978), L.M. Singhvi Committee (1985)
Sep-25	UNIT-II 73rd Amendment Act, 1992: Features Organization and Functions of Gram Sabha and Gram Panchayat Organization and Functions of Panchayat Samiti and Zila Parishad
Oct-25	UNIT-III Financial Resources of Panchayati Raj Institutions Government Control over PRIs Role of Deputy Commissioner, District Development & Panchayat Officer, Block Development & Panchayat Officer
Nov-25	UNIT-IV Panchayat (Extension to Scheduled Areas) Act, 1996 2nd ARC and Local Government Haryana Panchayati Raj Act, 1994 District Planning Committee Revision and Final Exam Preparation

Class: B.A. NEP 5th Sem (Minor)

Subject: Fundamentals of Governance – I

Paper Code: 23UCMSPA/M/VO-502

Month	Topics to be Covered
1 st week	Orientation and Subject Introduction Overview of Fundamentals of Governance Syllabus
Aug-25	UNIT-I Governance: Concept, Meaning, Nature, Scope Forms, Indicators, Models, Dimensions Ethics, Issues & Challenges
Sep-25	UNIT-II Role of Legislature, Political Executives, Bureaucracy, and Judiciary in Governance
Oct-25	UNIT-III Role of NGOs and Stakeholders Role of Media and Specialized Agencies in Governance
Nov-25	UNIT-IV Role of ICT in Governance Urban Local Bodies and Panchayati Raj Institutions Financial Institutions in Governance Revision and Final Exam Preparation