

SUMMARY OF LESSON PLAN OF COLLEGE FACULTY

NAME OF THE COLLEGE- GOVT. COLLEGE, JIND ACADEMIC SESSION 2022-23 SEMESTER ODD FOR THE MONTH OF FEB TO MAY 2023

Sr. NO	Name of the Assistant / Associate Professor / Class	Subject/week/ month	Topic/ Chapters to be covered	Academic activities to be organized	Topic of Assignments/ Tests to be given
1	Dr.vijay vir	Public Administration	Basics of Public Administration		
	BA 2nd Sem(Section A &B)	FEB	Theories of Organization: Scientific Management Theory (F.W.Taylor),		
			Classical (Henry Fayol,Luther Gulick, M.P. Follet, Mooney and Reiley.)		
			Bureaucratic (Max Weber).		
		last week of FEB			(I-Assignment)
		MARCH	Personnel Administration: Meaning; Nature and Significance. Elements of Personnel Administration: Recruitment, Training/ Capacity Building, Promotion, Motivation and Morale.		
		Last week of MARCH			(II- Assignment)
		1st week of April			(unit test)
		April	Budget: Principles, Preparation and Enactment of Budget. Public Funds: Accounting and Auditing. Financial Control: Parliamentary (Parliament and its committees) and Executive Control.		
		May	Meaning and Significance of followings: I. Administrative Law. II. Delegated Legislation. III. Administrative Tribunal. IV. Public Policy.		
2	Dr.vijay vir	Public Administration	State and District Administration		
	BA IVth Sem	Feb	Constitution Frame work of States in India, Governor: Appointment Powers & Functions. Chief Minister: Powers, Role and Position. Council of Ministers and State Legislature. Organisation and Structure of State Administration.		
		last week of Feb			(I-assignment)
		March	State Secretariat and Directorate: Organisation and Functions. Chief Secretary: Role and Position in State Administration. State Planning Department and Board. Divisional Commissioner: Powers, Functions and Position.		
		Last week of March			(II-Assignment)
		1st week of April			(unit test)
		April	District Administration: Evolution, Features and Functions. District Collector: Evolution, Appointment. Functions and Position.		
		May	Police Administration at District Level: Organisation and Functions. Role and Functions of Superintendent of Police. Other Functionaries and Sub-District Level: Sub-Divisional Magistrate, Block Development and Panchayat Officer, Tehsildar.		
3	Dr.vijay vir	Public Administration	Issues in Public Administration		
	BA VIth Sem	feb	Accountability in Public Administration: Parliamentary, Executive and Judicial Control over Administration. Lok Pal and Lok Ayukta.		
		last week of Feb			(I-assignment)
		March	Integrity in Administration: Means and Agencies for checking Corruption at Union and State Level.		
		Last week of March			(II-Assignment)
		1st week of April			(unit test)
		April	Emerging Issues: Good Governance, Right to Information Act, 2005. Consumer Protection Act.		
		May	Political and Permanent Executive. Generalists and Specialist Relationship. Administrative Reforms.		