

TENTATIVE LESSON PLAN (SEMESTERS)

SESSION: 2023-24

Name of the Teacher: **Dr.Yudhvir**

Department: Public Adm

Subject/Course: **Fundamentals of Public Administration-II (Major Course)**

Programme: **B.A.**

Semester: **First Year (Second Semester)**

Unit	Name of Topic/Contents	Tentative Dates/Days
1.	Organisation : Meaning and Base, Types of Organisation : Formal and Informal, (Offline) Principals of Organization: Hierarchy, Span of Control and Unity of Command (Online)	Feb
2.	Principals of Organization:Coordination, Centralization and Decentralization, Supervision, Delegation (Offline) Chief Executives: Meaning , Types and Functions(Online)	March
3.	Line and Staff Agencies, PSU, Govt. Company & Public Corporation and Assignment- 1st (Offline) O&M , Meaning , Function and Techniques(Online)	April
4.	IRC: Features and Function, Delegated Legislation: Types and Advantages and Assignment-2nd (Offline) Administrative Adjudication: Meaning, Advantage and Disadvantages(Online)	May

Name of the Teacher: **Dr.Yudhvir**

Department: Public Adm

Subject/Course: **Introduction of Public Administration (MDC) Programme: B.A.**

Semester: **First Year (Second Semester)**

Unit	Name of Topic/Contents	Tentative Dates/Days
1.	Organisation : Meaning and Base, Types of Organisation : Formal and Informal,PSU, Govt. Company & Public Corporation , (Offline) IRC: Features and Function, Line and Staff Agencies (Online)	Feb
2.	Recruitment: Kind of Recruitment & its Problems (Offline) Chief Training Method and Moral (Online)	March
3.	UPSC, HPSC (Offline) Whitley Council and CAG (Online)	April
4.	Assignment- 1stAssignment-2nd (Offline) Unit- Test 1-2 (Online)	May

TENTATIVE LESSON PLAN (EVEN SEMESTERS)

SESSION: 2023-24

Name of the Teacher: Dr.vijay vir

Department: Public Administration

Subject/Course: State and District Administration

Programme: Bachelor of Art

Semester: 4th

Unit	Name of Topic/Contents	Tentative Dates/Days
5.	<i>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.</i>	<i>31 Jan to 29 Feb 2024</i>
6.	<i>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.</i>	<i>1 March to 31 March</i>
7.	<i>District Administration: Evolution, Features and Functions. District Collector: Evolution, Appointment. Functions and Position.</i>	<i>1 April to 30 April</i>
8.	<i>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.</i>	<i>1 May to 15 May(or up to examination)</i>

**1st Assignment first week of march*

** Unit Test last week of march*

**2nd Assignment second week of April*

TENTATIVE LESSON PLAN (EVEN SEMESTERS)

SESSION: 2023-24

Name of the Teacher: Dr.vijay vir

Department: Public Administration

Subject/Course: Issues in Public Administration

Programme: Bachelor of Art

Semester: 6th

Unit	Name of Topic/Contents	Tentative Dates/Days
1.	<i>Accountability in Public Administration: Parliamentary, Executive and Judicial Control over Administration. Lok Pal and Lok Ayukta.</i>	<i>31 Jan to 29 Feb 2024</i>
2.	<i>Integrity in Administration: Means and Agencies for checking Corruption at Union and State Level.</i>	<i>1 March to 31 March</i>
3.	<i>Emerging Issues: Good Governance, Right to Information Act, 2005. Consumer Protection Act.</i>	<i>1 April to 30 April</i>
4.	<i>Political and Permanent Executive. Generalists and Specialist Relationship. Administrative Reforms.</i>	<i>1 May to 15 May(or up to examination)</i>

*1st Assignment first week of march

* Unit Test last week of march

*2nd Assignment second week of April