

Name: Dr. Vijay Vir

Class: B.A. First Year (First Semester)

Name of Paper: Fundamentals of Public Administration ( Major Course)

Lesson plan from July to Nov. 2024-25

Unit	Topics	Tentative Dates/Days
Unit-I	Public Administration : Meaning, Nature, Scope and significance ; Evolution of Public Administration : Pre1950 and Post 1950; Public Administration : Art or Science; New Public Administration	22 july to 20 august, 2024
Unit II	Public Administration and its Relation with Political Science, Economics , History, Sociology, Psychology, Geography,; Public Administration and Private Administration: Similarities and Differences	21 August to 20 Sep., 2024
Unit III	Scientific Management Theory, Classical Theory, Bureaucratic Theory <b>Unit- Test</b>	21sep. to 20 oct.2024
Unit IV	Control over Public Administration- Executive, Legislative and Judicial; Citizen and Administration; Responsive Administration	21 oct. 2024 to till examination

Name: Dr. Vijay Vir

Class: B.A. First Year (First Semester)

Name of Paper: Introduction of Public Administration (MDC)

Lesson plan from July to Nov. 2024-25

Name of Month	Topics	Tentative Dates/Days
Unit-I	Public Administration: Meaning, Nature, Scope and significance; Evolution of Public Administration : Pre1950 and Post 1950; Public Administration : Art or Science; Public Administration and its Relation with Political Science, Economics , History, Sociology, Psychology, Admn. Law	22 july to 20 august, 2024
	<b>Assignment- 1<sup>st</sup></b>	
Unit-II	Organization: Meaning and forms of organization (Formal & Informal), Basis of Organization; Hierarchy, Meaning, Merits & Demerits; Span of Control, Dependent Factors, Unity of Command; Co-ordination, kinds of co-ordination & Methods of co-ordination	21 August to 20 Sep., 2024
	<b>Assignment- 2<sup>nd</sup></b>	
Unit-III	Supervision, its meaning, importance, techniques, Quality of a good supervisor; Communication, its meaning, types of communication & its importance in Public Administration; <b>Unit- Test</b>	21sep. to 20 oct.2024
Unit-II	Centralization & Decentralization; Public Relation, Meaning, Methods & Significance Revision	21 oct. 2024 to till examination

Name: Dr. Vijay Vir

Class: B.A. FinalYear (Vth Semester)

Name of Paper: Rural Urban Administration

Lesson plan from July to Nov. 2024-25

Name of Month	Topics	Tentative Dates/Days
Unit-I	Local Government: Evolution, Meaning, Features and Significance, 73rd and 74th Constitutional Amendment Acts Urban local bodies: Municipal Corporation, municipal Council and Municipal committee, their meaning, features, role and significance	22 july to 20 august, 2024
	<b>Assignment- 1<sup>st</sup></b>	
Unit-II	. Panchayati Raj institutions: Composition, functions, sources of income of Gram Panchayat, panchayat Samiti and Zila Parishads,	21 August to 20 Sep., 2024
	<b>Assignment- 2<sup>nd</sup></b>	
Unit-III	district Planning committee: Composition, functions and significance, State Finance Commission <b>Unit- Test</b>	21sep. to 20 oct.2024
Unit-IV	State Election Commission, Rural Urban Relationship and problems, Local Leadership. Revision	21 oct. 2024 to till examination

Name: Dr. Youdhvir

Class: B.A. FinalYear (Vth Semester)

Name of Paper: Rural Urban Administration

Lesson plan from July to Nov. 2024-25

Name of Month	Topics	Tentative Dates/Days
Unit-I	Local Government: Evolution, Meaning, Features and Significance, 73rd and 74th Constitutional Amendment Acts Urban local bodies: Municipal Corporation, municipal Council and Municipal committee, their meaning, features, role and significance	22 july to 20 august, 2024
	<b>Assignment- 1<sup>st</sup></b>	
Unit-II	. Panchayati Raj institutions: Composition, functions, sources of income of Gram Panchayat, panchayat Samiti and Zila Parishads,	21 August to 20 Sep., 2024
	<b>Assignment- 2<sup>nd</sup></b>	
Unit-III	district Planning committee: Composition, functions and significance, State Finance Commission <b>Unit- Test</b>	21sep. to 20 oct.2024
Unit-IV	State Election Commission, Rural Urban Relationship and problems, Local Leadership. Revision	21 oct. 2024 to till examination

Name: Dr. Youdhvir

Class: B.A. 2<sup>nd</sup> Year (3<sup>rd</sup> Semester)

Name of Paper: BASICS OF INDIAN ADMINISTRATION – I

23UCMSPA/C-301

Lesson plan from July to Nov. 2024-25

Name of Month	Topics	Tentative Dates/Days
Unit-I	Evolution of Indian Administration: Contribution of Mauryan, Mughal and British Administration in its evolution, salient features of Indian Administration, Federal & Unitary aspects of Indian Administration, Impact of British Administration on Indian Administration.	22 july to 20 august, 2024
	<b>Assignment- 1<sup>st</sup></b>	
Unit-II	Political Executive at Union level: President: Election Procedure, powers and Functions, Emergency powers of Indian President and their Impact on Indian citizens, Prime Minister: Powers and Functions, Council of Ministers: Organizations and Functions.	21 August to 20 Sep., 2024
	<b>Assignment- 2<sup>nd</sup></b>	
Unit-III	Ministries at Central Level: Organizations and Functions of Ministry of Human Resource development , Ministry of Foreign Affairs, Ministry of Rural Development, Prime Minister Office(PMO): Organization and Functions. <b>Unit- Test</b>	21sep. to 20 oct.2024
Unit-IV	Organization and Functions: NITI Aayog, Election Commission, National Human Rights Commission and National Women Rights Commission.Revision	21 oct. 2024 to till examination

Name: Dr. Youdhvir

Class: B.A. 2<sup>nd</sup> Year (3<sup>rd</sup> Semester)

Name of Paper: GOVERNANCE AND GOOD GOVERNANCE

23UCMSPA /MDC-303

Lesson plan from July to Nov. 2024-25

Name of Month	Topics	Tentative Dates/Days
Unit-I	Governance: Meaning, Issues and Challenges; Ancient Discourse– Kautila, Plato and Anstotle on Good Governance; Elements of Good Governance	22 july to 20 august, 2024
	<b>Assignment- 1<sup>st</sup></b>	
Unit-II	Good Governance- Sound Governance, Accountability and Transparency; New Public Management, Public Value Theory; People Participation in Governance; Digital Divide	21 August to 20 Sep., 2024
	<b>Assignment- 2<sup>nd</sup></b>	
Unit-III	Challenges of Good Governance, Administrative Ethics, Values and Accountability in administration; <b>Unit- Test</b>	21sep. to 20 oct.2024
Unit-III	Factors affecting integrity in administration and measures to control corruption  Revision	21 oct. 2024 to till examination