

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. 2025-26

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	july to august, 2025
Unit II	Public Administration and its Relation with Political Science, Economics , History, Sociology, Psychology, Geography,; Public Administration and Private Administration: Similarities and Differences	August to Sep., 2025
Unit III	Scientific Management Theory, Classical Theory, Bureaucratic Theory <b>Unit- Test</b>	sep. to oct.2025
Unit IV	Control over Public Administration- Executive, Legislative and Judicial; Citizen and Administration; Responsive Administration	oct. 2025 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. 2025-26

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	july to august, 2025
	<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	August to Sep., 2025
	<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>	sep. to oct.2025
Unit-II	Centralization & Decentralization; Public Relation, Meaning, Methods & Significance Revision	oct. 2025 to till examination

Name: Dr. Vijay Vir

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. 2025-26

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	july to august, 2025
	<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	August to Sep., 2025
	<b>Assignment- 2<sup>nd</sup></b>	
Unit-III	Challenges of Good Governance, Administrative Ethics, Values and Accountability in administration; <b>Unit- Test</b>	sep. to oct.2025
Unit-III	Factors affecting integrity in administration and measures to control corruption  Revision	oct. 2025 to till examination