

Lesson Plans

TEACHING PLAN 2023-24 (ODD SEMESTER)
(23 August TO 17 December)

CLASS: BA 1st year (Odd Year)

Name :- Dr. Rajvinder Kaur

Department:- Public Administration

B.A FIRST YEAR

Month	1st Week	2nd Week	3rd Week	4th Week	5th Week
August					
September					
October			Meaning, Nature and Scope of Public Administration	Organisations, types and principles	Supervision and Communication
November	Good Governance	E-Governance Activity Test Assignment	Revision		

CLASS: BA 2nd year (Odd Year)

Month	1st Week	2nd Week	3rd Week	4th Week	5th Week
-------	----------	----------	----------	----------	----------

July					
August					
September					
October			Evolution of Indian Administration	Test Activity	Union Government and Administration
November	Ministry of Home, Finance and Rural Development	Judiciary & Quasi - Judicial bodies Test Activity Group Discussion	Revision		

CLASS: BA 3rd year (Odd Year)

Month	1st Week	2nd Week	3rd Week	4th Week	5th Week
July					
August					

September					
October			Meaning & significance of Urban Local Government	Municipal Corporation, Meaning, composition & functions Test Activity	State's Control upon Municipal Corporation
November	Municipal Council, Functions & Powers of Municipal Councils, Municipal Finance & Personnel	74th Constitutional Amendment Test Activity Group Discussion	Revision		

TEACHING PLAN 2023-24 (Even SEMESTER)
(01 January TO 30 April)

CLASS: BA 1st year (Even Semester)

Month	1st Week	2nd Week	3rd Week	4th Week	5th Week
January	Department , kinds of Department & Bases of Department	Department , kinds of Department & Bases of Department	Public Corporation, Difference in between Public Corporation & Department Independent Regulatory Commissions, Characteristics & its functions	Line & Staff Agencies	Administrative Tribunals
February	Recruitment, kinds of recruitment & problems of recruitment	Training, kinds of training, significance of training	Promotion, Methods of Promotion	Morale, factors of low morale of employees & how to build up morale	
March	Test	Union Public Service Commission , its composition & functions	Haryana Public Service Commission, its composition & functions Whitley Council, Whitleyism in India	Comptroller & Auditor General of India	Holi
April	Budget, Principles of Budget, Significance of Budget, Preparation enactment of Budget, Execution of Budget & Parliament's	Estimate Committee Public Accounts Committee	Audit, its significance Revision,	Revision	Revision

	control over Budget.				
--	----------------------	--	--	--	--

CLASS: BA 2nd year (Even Semester)

Month	1st Week	2nd Week	3rd Week	4th Week	5th Week
January	All India Services (AIS)	Indian Administrative Services (IAS)	Indian Police Services (IPS)	Indian Foreign Services (IFS)	Central & State Services in India
February	Preparation & enactment of Indian Budget	Parliamentary Control over Public Finance in India	Role of Comptroller & Auditor General over Financial Administration, Group discussion on significance of budget	Parliamentary Committees	
March	Test	Governor, his appointment, terms of Office, powers & position.	Council of Ministers & Chief Minister in State Administration State Secretariat	Chief Secretary of the State	Holi
April	District Administration , its features & components Role of Deputy Commissioner in District Administration	Superintendent of Police Role of Divisional Commissioner in District Administration	Administration and Citizens e-Governance, Information Communication Technology (ICT) in Public Administrative Institutions.	Revision	Revision

CLASS: BA 3rd year (Even Semester)

Month	1st Week	2nd Week	3rd Week	4th Week	5th Week
January	Meaning & Concept of Rural Local Government	Growth of Rural Local Government Institutions in India	Community Development Programme, National Extension Programme	Origin and significance of Panchayati Raj	Group discussion on decentralization
February	Composition of Zila Parishad, Functions & Powers	Personnel of Zila Parishad	Composition of Panchayat Simiti, Functions & Powers of Panchayat Simiti	Gram Panchayat and Gram Sabha	
March	Test	Financial Resources of Panchayati Raj Institutions	State Control over Panchayati Raj Institutions	Activity & Test	Holi
April	Political Parties and People's Participation in Panchayati Raj Institutions	Integrated Rural Development and District Rural Development Agency (DRDA)	73rd Constitutional Amendment, MANREGA	Information Communication Technology (ICT) and Rural Development Revision	Revision