

LESSON PLAN
Session: 2024-25 (ODD SEM)

Name of Teacher-Poonam Dahia
Class- BA I sems
Subject- Public Administration , DSE -A1
Elements of Public Administration-I

WEEKS	SYLLABUS
22/7/24-27/7/24	Evolution of Public Administration
29/7/24-3/8/24	Public Administration: Meaning, Nature, Scope and Importance
5/8/24-10/8/24	Public Administration as an Art or Science
12/8/24-17/8/24	Public Administration & Private Administration, Similarities & Differences,
20/8/24-24/8/24	Relationship of Public Administration with Political Science, History, Sociology, Economics, Psychology, Revision
27/8/24-31/8/24	Organization: Meaning and forms of organization (Formal & Informal
2/9/24-7/9/24	Basis of Organization
9/9/24-14/9/24	Principles of Organization: Hierarchy, Span of Control,
16/9/24-21/9/24	Unity of Command, Co-ordination, Revision
23/9/24-28/9/24	Centralization & Decentralization,
30/9/24-5/10/24	Supervision, Communication,
7/10/24-12/10/24	Leadership, Authority & Responsibility
14/10/24-19/10/24	Delegation of Authority & Decision – Making, Revision
21/10/24-26/10/24	Classical, Scientific Management Theory
4/11/24-9/11/24	Bureaucratic, Human Relation theory
11/11/24-20/11/24	Revision
23/11/24-20/12/24	MDU examination
21/12/24-31/12/24	Winter Break

LESSON PLAN
Session: 2024-25 (ODD SEM)

Name of Teacher- Poonam Dahia

Class- BA I sems

Subject- Public Administration SEC-1

E-Governance

WEEKS	SYLLABUS
22/7/24-27/7/24	Meaning, Definitions, Scope and Significance of E-Governance
29/7/24-3/8/24	Types of interactions: Government to Citizens (G2C)
5/8/24-10/8/24	Government to Business (G2B)
12/8/24-17/8/24	Government to Government (G2G),Revision
20/8/24-24/8/24	Evolution of e-Governance in India
27/8/24-31/8/24	Digital Governance
2/9/24-7/9/24	E- Public Service Delivery,Revision
9/9/24-14/9/24	Information & Technology Act – 2000: Salient Features and its Importance
16/9/24-21/9/24	National e-Governance Plan, 2006,Revision
23/9/24-28/9/24	National E-Governance Policy
30/9/24-5/10/24	Ministry of Information &
7/10/24-12/10/24	Technology: Structure and Functions
14/10/24-19/10/24	Issues &
21/10/24-26/10/24	Challenges of E-governance
4/11/24-9/11/24	Revision
11/11/24-20/11/24	Revision
23/11/24-20/12/24	MDU examination
21/12/24-31/12/24	Winter Break

LESSON PLAN
Session: 2024-25 (ODD SEM)

Name of Teacher- Poonam Dahia

Class-BA III Sems

Subject- Public Administration

Paper Name: Indian Administration

WEEKS	SYLLABUS
22/7/24-27/7/24	Administration in Ancient India
29/7/24-3/8/24	Administration in Medieval India, Administration in Modern India
5/8/24-10/8/24	Features: Salient features of India Administration; its role in the context of democratic system and socio-economic Development,Revision
12/8/24-17/8/24	President - Powers, function & position
20/8/24-24/8/24	Prime Minister - Powers, functions and position,Council of Ministers - Structure and functions
27/8/24-31/8/24	Cabinet secretariat - Structure and functions,Centre-State Administrative Relationship
2/9/24-7/9/24	Centre-State Financial Relationship,Revision
9/9/24-14/9/24	Union Ministry of Home, its organization & functions
16/9/24-21/9/24	Union Ministry of Finance, it organization & functions
23/9/24-28/9/24	Union Ministry of Rural development, its organization & functions,Revision
30/9/24-5/10/24	Supreme Court – Structure, powers and functions
7/10/24-12/10/24	The High Court of a State, structure, Powers & Functions
14/10/24-19/10/24	Appointments of Supreme Court & High Court Judges
21/10/24-26/10/24	Administrative Tribunals
4/11/24-9/11/24	LokPal & Lokayukta
11/11/24-20/11/24	Revision
23/11/24-20/12/24	MDU examination
21/12/24-31/12/24	Winter Break

LESSON PLAN

Session: 2024-25 (ODD SEM)

Name of Teacher- Poonam Dahia

Class- BA V sems

Subject-Public Administration

Paper Name: Urban Local Government

WEEKS	SYLLABUS
22/7/24-27/7/24	Meaning & significance of Local Government in India, Meaning & significance of Urban Local Government
29/7/24-3/8/24	Urban Local Government in Ancient, Medieval and Modern times
5/8/24-10/8/24	Urban Local Government after Independence,Revision
12/8/24-17/8/24	Municipal Corporation, Meaning, composition & functions
20/8/24-24/8/24	Financial Resources of Municipal Corporation
27/8/24-31/8/24	State's Control upon Municipal Corporation
2/9/24-7/9/24	Mayor, Municipal Commissioner,Revision
9/9/24-14/9/24	Municipal Council, Functions & Powers of Municipal Councils
16/9/24-21/9/24	Financial resources of municipal councils, financial difficulties & suggestions for improvement.
23/9/24-28/9/24	Municipal Personnel, suggestions for reforms in the condition of Municipal employees
30/9/24-5/10/24	Municipal Committee, Functions & Powers of Executive Officer,Revision
7/10/24-12/10/24	Other institutions of Local Government working in urban areas: Town Area Committee, Notified Area Committee, Cantonment Board Improvement Trust and Port Trust
14/10/24-19/10/24	Town & Country Planning
21/10/24-26/10/24	74th Constitutional Amendment
4/11/24-9/11/24	Urban Government and Good Governance
11/11/24-20/11/24	Revision
23/11/24-20/12/24	MDU examination
21/12/24-31/12/24	Winter Break

