

LESSON PLAN
Session: 2024-25 (EVEN SEMESTER)

Name of Teacher- Poonam Dahia
Class- BA II Semester
Subject- Public Administration , DSC
Paper-Elements of Public Administration -II

WEEKS	SYLLABUS
Week 1	The Chief Executive
Week 2	Relationship between HQ and Field Establishment
Week 3	Role of Civil Society in Administration
Week 4	People Participation in Administration,Revision
Week 5	Line ,Staff and Auxiliary Agencies
Week 6	Department
Week 7	Public Corporation
Week 8	The Independent Regulatory Commission,Revision
Week 9	Recruitment
Week 10	Training
Week 11	Promotion,Morale,Revision
Week 12	Good Governance and E Governance
Week 13	Citizen Charter
Week 14	Right to Information
Week 15	Impact of LPG on Public Administration
Week 16	Revision

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Session: 2024-25 (EVEN SEMESTER)

Name of Teacher- Poonam Dahia
Class- BA II Semester
Subject- Public Administration , MDC

Paper- Introduction to Indian Administration

WEEKS	SYLLABUS
Week 1	Evolution of Indian Administration
Week 2	Salient Features of Indian Administration
Week 3	Federal and Unitary Aspects of Indian Administration
Week 4	Impact of British Administration on Indian Administration
Week 5	President and Prime Minister
Week 6	Governor and Chief Minister
Week 7	Revision
Week 8	Lokpal and Lokayukta
Week 9	Central Vigilance Commission
Week 10	Central and State Information Commissions
Week 11	Revision
Week 12	Role o Civil Services in India
Week 13	Union Public Service Commission
Week 14	State Public Service Commission
Week 15	Central and State Administrative Tribunal
Week 16	Revision

LESSON PLAN
Session: 2024-25 (EVEN SEMESTER)

Name of Teacher- Poonam Dahia
Class- BA II Semester
Subject- Public Administration , SEC

Paper- Secretarial Practices

WEEKS	SYLLABUS
Week 1	Secretary: Meaning, Types, Importance
Week 2	Professional and Personal Qualities of a Secretary, Duties and Responsibilities of a Personal Secretary;
Week 3	Scheduling Appointments.
Week 4	Planning for Travel Arrangements for Officers on official duty;Revision
Week 5	Organizing Meetings – Notice, Agenda, Quorum, Minutes; Handling of Mail;
Week 6	Use of Ready Reckoner, Office Manuals & Emergency Service.Revision
Week 7	Time Management: Meaning, Definition, Importance of Time, Setting priorities.
Week 8	Communication: meaning, Definition, Importance, Kinds of Communication, Revision
Week 9	Kinds of Communication, Revision
Week 10	Barriers to Effective Communication, Tools of Effective Communication.
Week 11	Correspondence: Business Correspondence, Enquiry Letter, Quotation, Order, Tender,
Week 12	Complaint letter, Adjustment Letter and their formats
Week 13	Banking Correspondence; Government Correspondence;
Week 14	Government Correspondence;
Week 15	Un-official Notes
Week 16	Revision

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Name of Teacher- Poonam Dahia

Class- BA IV Semester

Subject- Public Administration

Paper- Indian Administration

WEEKS	SYLLABUS
Week 1	Personal Administration
Week 2	Civil Services in India
Week 3	Financial Administration
Week 4	Preparation and Enactment of Budget
Week 5	Parliamentary Control Over Public Finance in India,Revision
Week 6	C.A.G.,P.A.C and Estimate Committee
Week 7	Governor
Week 8	Council of ministers and Chief Minister
Week 9	State Secretariat
Week 10	Chief Secretary, Revision
Week 11	District Administration,Assignments
Week 12	Deputy Commissioner,Class Test
Week 13	Superintendent of Police Divisional Commissioner,Revision
Week 14	Administration and Citizen E.Governance
Week 15	ICT in Public Administrative Institutions
Week 16	Revision

LESSON PLAN
Session: 2024-25 (EVEN SEMESTER)

Name of Teacher- Poonam Dahia

Class- BA VI Semester

Subject- Public Administration

Paper- Local Government : Rural Local Government

WEEKS	SYLLABUS
Week 1	Meaning and concept of Rural Local Government
Week 2	Growth of Rural Local Government Institutions in India
Week 3	Community Development Programme ,National Ext. Programme
Week 4	Origin and Significance of PRI:Balwant Rai Mehta Committee,Ashok Mehta Committee,Revision
Week 5	Composition of Zila Prishad ,Functions and Powers,Revision
Week 6	Personnel of Zila Parishad
Week 7	Composition of Panchayat Samiti,Functions and Powers
Week 8	Gram Panchayat,Gram Sabha
Week 9	Financial Resources of PR,Revision
Week 10	State Control Over PRI,Revision
Week 11	Political Parties and People's Participation in PRI
Week 12	Integrated Rural Development ,Assignments
Week 13	DRDA,Revision
Week 14	73rd Constitutional Amendment Act,Revision
Week 15	MANREGA ICT and Rural Development
Week 16	Revision