

Public Administration

Lesson Plan

Odd Semester

Session : 2025-26

Name of Lecturer : Poonam Dahia

Name of the Course : Elements of Public Administration-I

DSC

Class : BA Semester - I

Months	Weeks	Topics
July'25	3 rd ,4 th	Evolution of Public Administration, Public Administration: Meaning, Nature, Scope and Importance
August	1 st	Public Administration as an Art or Science,
	2 nd	Public Administration & Private Administration, Similarities & Differences,
	3 rd	Relationship of Public Administration with Political Science, History, Sociology, Economics, Psychology
	4 th	Meaning and forms of organization (Formal & Informal),
Sept'25	1 st	Basis of Organization.
	2 nd	Principles of Organization: Hierarchy, Span of Control, Unity of Command, Co-ordination
	3 rd	Centralization & Decentralization, Supervision,
	4 th	Communication, Leadership, Authority & Responsibility,
Oct '25	1 st	Delegation of Authority & Decision – Making.
	2 nd	Theories of Organization: Classical, Scientific Management,
	3 rd	Bureaucratic,
	4 th	Human Relation theory
Nov '25	1 st	Revision
	2 nd ,3 rd	Revision

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Odd Semester

Session : 2025-26

Name of Lecturer : Poonam Dahia

Name of the Course : Digital Technology in Governance

SEC

Class : BA Semester - I

Months	Weeks	Topics
July'25	3 rd ,4 th	Meaning, Definitions, Scope and Significance of E-Governance,
August	1 st	Types of interactions: Government to Citizens (G2C), Government to Business (G2B) and Government to Government (G2G).
	2 nd	Evolution of e-Governance in India,
	3 rd	Digital Governance,
	4 th	E- Public Service Delivery
Sept'25	1 st	Revision
	2 nd	Information & Technology Act – 2000: Salient Features and its Importance,
	3 rd	National e-Governance Plan, 2006.
	4 th	Revision
Oct '25	1 st	National E-Governance Policy, 2012,
	2 nd	Ministry of Information & Technology: Structure and Functions,
	3 rd	Issues & Challenges of E-governance.
	4 th	Revision
Nov '25	1 st	Revision
	2 nd ,3 rd	Revision

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Odd Semester

Session : 2025-26

Name of Lecturer : Poonam Dahia

Name of the Course : Fundamentals of Public Administration

MDC

Class : BA Semester- I

Months	Weeks	Topics
July'25	3 rd ,4 th	Public Administration: Meaning, Nature, Scope and its Importance; Evolution of Public Administration,
August	1 st	Public Administration Vs Private Administration,
	2 nd	New Public Administration.
	3 rd	Revision
	4 th	Organization: Meaning and Bases;
Sept'25	1 st	Formal & Informal organization
	2 nd	Principles of Organization: Hierarchy, Span of Control,
	3 rd	Unity of Command, Coordination & Supervision
	4 th	Revision
Oct '25	1 st	Concept of Accountability and Control over Administration: Legislative Control,
	2 nd	Executive Control, judicial Administration,
	3 rd	Citizen and Administration.
	4 th	Emerging Concepts in Public Administration: New Public Management, Ethics in Administration,
Nov '25	1 st	Public Private Partnership (PPP), Corporate Social Responsibility (CSR),
	2 nd	Transparency and Responsiveness in Administration.
	3 rd	Revision

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Odd Semester

Session : 2025-26

Name of Lecturer : Poonam Dahia

Name of the Course : Basics of Indian Administration

DSC

Class : BA Semester III

Months	Weeks	Topics
July'25	3 rd ,4 th	Evolution of Indian Administration: Contribution of Mauryan, Mughal and British Administration in its evolution
August	1 st	salient features of Indian Administration
	2 nd	Federal & Unitary aspects of Indian Administration,
	3 rd	Impact of British Administration on Indian Administration.
	4 th	Political Executive at Union level: President: Election Procedure, powers and Functions,
Sept'25	1 st	Emergency powers of Indian President and their Impact on Indian citizens
	2 nd	Prime Minister: Powers and Functions
	3 rd	Council of Ministers: Organizations and Functions.
	4 th	Organizations and Functions of Ministry of Human Resource development , Ministry of Foreign Affairs
Oct '25	1 st	Ministry of Rural Development
	2 nd	Prime Minister Office(PMO): Organization and Functions.
	3 rd	Organization and Functions: NITI Aayog, Election Commission
	4 th	National Human Rights Commission
Nov '25	1 st	National Women Rights Commission.
	2 nd ,3 rd	Revision

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Odd Semester

Session : 2025-26

Name of Lecturer : Poonam Dahia

Name of the Course : Personality Development & Communication Skills

SEC

Class : BA Semester III

Months	Weeks	Topics
July'25	3 rd ,4 th	Personality Development – Concept; Skills and Value Orientation of Personality Development
August	1 st	Stages of Personality Development; Factors Affecting Personality Development;
	2 nd	Personality Traits; Concepts–Creativity: Attitudes and Etiquettes.
	3 rd	Communication- Meaning, Importance, and Communication Skills, Verbal & Non Verbal Communication.
	4 th	Barriers to Effective Communication: Semantic; Organizational; psychological, Superior-Subordinate Related & others;
Sept'25	1 st	Decision Making –Meaning, Importance, Determinant Factors and Techniques
	2 nd	Leadership – meaning, types, functions and various theories.
	3 rd	Managing Self- Mind, Body and Soul; Motivation – meaning, theories and types.
	4 th	Conflict – meaning, reasons and consequences. Conflict Resolution: Need and various approaches and institutions
Oct '25	1 st	Soft Skills: Meaning & Characteristics, Misconception about Soft Skills, Development of Soft Skills;
	2 nd	Skills; Presentation: Concept, Need of Presentation, Types of Presentation and Stages of Presentation;
	3 rd	Difficulties in Presentation, How to make Presentation Effective,
	4 th	Salient Features of a Good Presentation
Nov '25	1 st	Interview: Meaning, Definition, Objectives Types, Techniques, Steps of Interview Process and limitations of Interview.
	2 nd ,3 rd	Revision

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Odd Semester

Session : 2025-26

Name of Lecturer : Poonam Dahia

Name of the Course : Governance at Grass Roots Level in India

MDC

Class : BA Semester- III

Months	Weeks	Topics
July'25	3 rd ,4 th	Local Governance- Meaning, Definition & Scope, Significance,
August	1 st	Significance, 73 rd & 74 th Constitutional Amendment Act, 1992: Salient Features,
	2 nd	Haryana Panchayati Raj Act, 1994, Haryana Municipal Corporation Act, 1994,
	3 rd	Haryana Municipality Act, 1994.
	4 th	Revision
Sept'25	1 st	Organization & Functions: Ministry of Panchayati Raj, Ministry of Urban Development,
	2 nd	Haryana Urban local Bodies Department,
	3 rd	Development & Panchayats Department, Haryana.
	4 th	Revision
Oct '25	1 st	Urban local Bodies: Municipal Corporations, Councils & Committees: Organization
	2 nd	& Functions, Power
	3 rd	Position of Mayor.
	4 th	Organisation & Functions of Rural Local Bodies: Zila Parishad, Panchayat Samiti &, Gram Panchayat,
Nov '25	1 st	Gram Sabha: Organisation & Functions, District Planning Committee: Composition & Functions.
	2 nd ,3 rd	Revision

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Session : 2025-26

Name of Lecturer : Poonam Dahia

Name of the Course : Urban Local Government

Class : BA Semester V

Months	Weeks	Topics
July'25	3 rd ,4 th	Meaning and significance of Local Government in India, Urban Local Government
August	1 st	Urban Local Government in Ancient ,Medieval and Morden Times
	2 nd	Urban Local Government after Independence
	3 rd	Municipal Corporation, Meaning, composition, functions, Financial Resources
	4 th	State 's control over Municipal Corporation
Sept'25	1 st	Mayor, Municipal Commissioner
	2 nd	Municipal Council, functions and powers of Municipal councils
	3 rd	Financial resources of Municipal Council, financial difficulties ,suggestions for improvement
	4 th	Municipal Personnel, suggestions for reforms in the conditions of Municipal employees
Oct '25	1 st	Municipal Committee, functions and powers of Executive Officers
	2 nd	Other institutions of Local Government working in urban areas: Town area committee, Notified Area Committee Cantonment Boards, Improvement Trust, Port Trust
	3 rd	Town and Country Planning
	4 th	74 th Constitutional Amendment Act
Nov '25	1 st	Urban Government and Good Governance
	2 nd ,3 rd	Revision