

GOVT COLLEGE ALEWA, JIND

Lesson Plan (2023-24)

NEP

Subject: Public Administration (MCC)

(23UCMSPA/C-201) Fundamentals of Public Administration-II

Class : B A 1st Year(2nd sem) Even

Month	Topics
January	Organization Meaning and Bases
February	Organization Meaning and Bases
	Type of Organisation Formal and Informal
	Type of Organisation Formal and Informal
	Principle of Organization: Hierarchy
	Principle of Organization: Span of control
March	Principle of Organization: Unity of command
	Principle of Organization: Coordination
	Centralization and Decentralization
	Supervision, Delegation (Assignment)
	Chief Executive: meaning, types and functions
April	Line, Staff, and Axillary Agencies Unit-Test
	Public Sector Undertaking: Government Company& Public Corporation,
	Organization and Method(O&M): Meaning' Function, Techniques, Advantages and Disadvantages
	Independent Regulatory Commissions: Features, Functions, Advantages and Disadvantages
	Delegated legislation: meaning type advantages limitations and safeguards
May	Field Headquarter Relationship
	Administrative Adjudication: meaning advantages and disadvantages
	Revision

GOVT COLLEGE ALEWA, JIND

Lesson Plan (2023-24)

NEP(MDC)

Subject: Public Administration

(23UCMSPA/MDC-203) Fundamentals of Public Administration-II

Class : B.Sc1st Year(2nd sem) Even

Month	Topics
January	Administrative Organisation:
February	Forms of Administrative Organisation:
	Department
	Kind of Department
	Bases of Department
	Difference in between Public Corporation and Department
March	line and Staff Agencies
	Administrative Tribunal
	Recruitment, kind of Recruitment and problems of Recruitment
	Assignment
	Training, kind of Training, Significance of Training
April	Promotion, Methods of Promotion
	Morale, Factors of Low Morale of Employees, and how to build up Morale
	Union Public Service Commission: its composition and functions
May	Haryana Public Service Commission: its Composition in India
	Comptroller and Auditor General of India
	Revision

GOVT COLLEGE ALEWA, JIND

Lesson Plan (2023-24)

NEP

**Subject: Public Administration (MIC)
(23UCMSPA/M/VO-202)Administrative Law-II**

Class : B A 1st Year(2nd sem) Even

Month	Topics
January	(1-2)days
February	Administrative Tribunal: Concepts, Rational and Types
	Central Administration Tribunal: Structure, Function
	Central Administration Tribunal: Role
	Central Vigilance Commission: Structure, Functions
	Central Vigilance Commission: Role and Significance
March	Central Bureau of Investigation: Organization
	Central Bureau of Investigation: Function
	Central Bureau of Investigation: organization and function
	Sectoral Regulation
	Sectoral Regulation: Telecom Regulatory Authority of India: Structure, (Assignment)
April	Sectoral Regulation: Telecom Regulatory Authority of India: Function and Role
	Insurance Regulatory and Development Authority of India: Structure
	Insurance Regulatory and Development Authority of India Function and Role
May	Central Electricity Regulatory Commission: Structure, Function and Role
	Food Standard and Safety Authority of India: Structure, Function and Role
	Revision

GOVT COLLEGE ALEWA, JIND

Lesson Plan (2023-24)

**Subject: Public Administration
(State and District Administration)**

Class: B A II Year(4nd sem)

Month	Topics
January	(Constitution framework of State in India
February	Administrative Tribunal: Concepts, Rational and Types
	Governor, Appointment, powers and Functions
	Council of Ministers
	State legislature; Organisation and Structure of State Administration
	State secretariat and directorate; organisation and Functions
March	Chief Secretary; Role and Position in State Administration
	State Planning Department and Board
	Divisional Commissioner; Powers, Functions and Position (Assignment)
	District Administration; Evolution, Feature and Functions
	District Collector; Evolution, Appointment, Functions and Position
April	Police Administration (Assignment)
	Police Administration at District level; Organisation and functions. (Unit-Test)
	Role and Functions of Superintendent of Police
May	Sub District Level; Sub Divisional magistrate
	Block Development and Panchayat Officer: Tehsildar
	Revision

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Lesson Plan (2023-24)

Subject: Public Administration

(Issues in Public Administration)

Class: B A III Year(6nd sem)

Month	Topics
January	Accountability in Public Administration
February	Accountability in Public Administration
	Parliamentary Control over Administration
	Executive Control over Administration
	Judicial Control over Administration
	Corruption
March	Lokpal
	Lokayukta (Assignment
	Integrity in Administration
	Integrity in Administration; Means and Agencies for Checking Corruption at Union Level
	Integrity in Administration; Means and Agencies for Checking Corruption at State Level(Assignment)
April	Emerging Issues; Good Governance
	E-Governance (test }
	Right to Information
	Consumer Protection Act, 2005
	Political and Permanent Executive
May	Generalists and Specialist Relationship
	Administrative Reforms
	revision