

**LESSON PLAN FOR THE SESSION 2023-24 (ODD SEMESTER)**

**NAME OF ASSISTANT PROFESSOR**  
**CLASS**  
**SUBJECT**

**DR. SUNET RANI**  
**B.A. (SEM -III)**  
**PUBLIC ADMINISTRATION**

MONTH	<u>B.A. SEM-III(Central Administration)</u>	TOPICS
JULY		British Legacies over Indian Administration
		Feature of the Indian Administration
		Role of Admission in Socio-economic Development
August		Fundamental Rights
		Fundamental Duties
		President of India
		Emergency Powers of President
		Prime Minister
		Council of Ministers
		Council of Ministers: Functions
September		Cabinet secretariat
		Central Secretariat
		Ministry of Home Affaires
		Finance Commission
		Ministry of Finance(Assignment)
October		The Controller and Auditor General
		The Controller and Auditor General: Functions
		Civil Services in India (Assignment)
		All India Services
		Union Public Service Commission
November		Recruitment
		Recruitment of All India Services and central Services
		Recruitment of state Civil Services(Unit Test)
		Training of All India Services
December		Training of Central Services
		E – Governance
		Revision

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**CLASS**  
**SUBJECT**

**DR. SUNET RANI**  
**B.A. (SEM - V)**  
**PUBLIC ADMINISTRATION**

<b>MONTH</b>	<b><u>B.A. SEM-V(Rural -urban Government) (Opt-A)</u></b>	<b>TOPICS</b>
JULY		Local Government: Meaning and Features
		Local Government: Meaning and Features
		Local Government : Evolution
August		Local Government : Evolution
		Local Government : Significance
		73rd Constitution Amendment Act
		74th Constitution Amendment Act
September		Urban Local Bodies : Municipal Corporation, Meaning, Features, Role and Significance
		Municipal Council: Meaning, Features, Role and Significance
		Municipal Committees: Meaning, Features, Role and Significance
		Municipal Committees: Meaning, Features, Role and Significance(Assignment)
October		Panchayati Raj Institution :Gram Panchayats, Composition, Features Sources of Income
		Panchayats Samiti Composition, Features Sources of Income
		Zila Parisad; Composition, Features Sources of Income (Assignment)
November		District Planning Commission; Composition, Functions and Significance
		State Finance Commission
		State Election Commission(Unit Test)
		Urban - Rural Relationship
December		Urban -Rural Problems
		Local Leadership
		Revision