

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

Department Public Administration

NAME OF ASSISTANT PROFESSOR	DR. SUNET RANI
CLASS	B.A. (SEM -I) MCC (Four Days in Week)
SUBJECT	Fundamentals of Public Administration-I
SUBJECT CODE:	23UCMSPA/C-101

MONTH	B.A. SEM-I(Fundamentals of Public Administration-I)	TOPICS
July	Public Administration- Meaning, Nature and Scope	
	Significance of Public Administration	
August	Evolution of Public Administration: Pre 1950s and Post 1950s; Public Administration: Art or Science;	
	New Public Administration.	
September	Public Administration and its Relations with Political Science, Economics, History, Sociology, Psychology, Geography etc.;	
	Assignment	
October	Public Administration and Private Administration: Similarities	
	Public Administration and Private Administration: Differences.	
	Scientific Management Theory;	
	Classical Theory;	
November	Bureaucratic Theory.	
	Test	
	Control over Public Administration– Executive	
	Control over Public Administration– Legislative	
December	Control over Public Administration–Judicial	
	Citizen and Administration;	
	Responsive Administration	
	Revision	

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

Department Public Administration

NAME OF ASSISTANT PROFESSOR **DR. SUNET RANI**
CLASS **B.Sc. (SEM -I) MDC (Three Days in Week)**
SUBJECT **INTRODUCTION TO PUBLIC ADMINISTRATION – I**
SUBJECT CODE: **23UCMSPA /MDC-103**

MONTH	SEM-I(Introduction to Public Administration – I)	TOPICS
September	Public Administration: Meaning, Nature, Scope and Importance	
	Public Administration as an art or science	
	Public Administration & Private Administration, Similarities & Differences;	
	Relationship of Public Administration with Political Science	
	Relationship of Public Administration with History	
October	Relationship of Public Administration with Sociology	
	Relationship of Public Administration with Economics	
	Relationship of Public Administration with Psychology	
	Relationship of Public Administration with Administrative Law	
	Organization: Meaning and forms of organization (Formal & Informal)	
	Basis of Organization; Hierarchy, Meaning, Merits & Demerits	
November	Span of Control, Dependent Factors, Unity of Command	
	Co-ordination, kinds of coordination & Methods of co-ordination	
	Assignment	
	Supervision, its meaning, importance	
	Supervision, its techniques, Quality of a good supervisor	
December	Communication, its meaning, types of communication	
	Its Importance in Public Administration	
	Centralization & Decentralization	
	Public Relation, Meaning, Methods & Significance	

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

Department Public Administration

NAME OF ASSISTANT PROFESSOR **DR. SUNET RANI**
CLASS **B.A. (SEM -I) MIC (Two Days in Week)**
SUBJECT **ADMINISTRATIVE LAW - I**
SUBJECT CODE: **23UCMSPA/M/VO-102**

MONTH	TOPICS
JULY	Meaning, Growth of Administrative Law
	Scope of Administrative Law
August	Distinction between Constitutional Law and Administrative
	Law Concept of Droit Administration: Meaning and Characteristics
	Law Concept of Droit Administration: Principles
September	Concept of Rule of Law and Principle of Natural Justice
	Concept of Rule of Law and Principle of Natural Justice
	Assignment
October	Judicial Activism: Meaning, justification
	Judicial Activism: Activators
	Judicial Activism: Apprehension
November	Judicial Review of Administrative Action
	Principles and Modes
	Public Interest Litigation: Features
	Public Interest Litigation: Scope & Principles
December	Liability of the Administration: Contract and Tort
	Liability of the Administration: Contract and Tort
	Revision