

Govt. College, Aharwala (Bilaspur) -Yamuna Nagar LessonPlan (2023-24) [Odd Semester]

Name of Teacher	Dr. Balbir Kumar
Department	Public Administration
Class & Section	B A 1st Sem
Subject and Code	Public Administration/B23PAD101
Semester Duration	October – December

Topics

Month of October

Public Administration: Evolution, Meaning, Nature, Scope, Significance and its relations with Political Science, Economics and Law; Public and Private Administration; New Public Administration; and New Public Management (**Tutorial**)

Month of November

Principles of Organisation Organization: Meaning and Basis. Principles of Organization: Hierarchy, Span of Control, Co-ordination, Supervision and Control, Communication, Decentralization and Delegation (**Tutorial**)

Month of December

Forms of Organizations: Formal and Informal, Department, Board, Corporation and Commission and Independent Regulatory Commission

Chief Executive: Meaning, Types and Role. Line, Staff and Auxiliary Agencies. Public Relations: Meaning, Means and Significance. (**Tutorial**)

Govt. College, Aharwala (Bilaspur) -Yamuna Nagar LessonPlan (2023-24) [Odd Semester]

Name of Teacher	Dr. Balbir Kumar
Department	Public Administration
Class & Section	B A 3rd Sem
Subject and Code	Public Administration
Semester Duration	October – December

Topics

Month of October

British Legacies over Indian Administration. Features of Indian Administration. Role of Indian Administration in Socio-Economic Development. Fundamental Rights and Duties

Tutorial

Month of November

President: Election, Impeachment, Powers and Position, Prime Minister & Council of Ministers Appointment, Powers and Role, Central Secretariat and Cabinet Secretariat: Organisation, Role and Functions.
Ministry of Home Affairs: Organisation and Role, Ministry of Finance: Organisation and Functions, Finance Commission and Comptroller and Auditor General.

Tutorial

Month of December

Civil Service in India: Role and Significance, Union Public Service Commission Composition and Functions. Recruitment and Training of All India and Central Services (Tutorial)