

Govt. College, Aharwala (Bilaspur) -Yamuna Nagar LessonPlan (2025-26) [Odd Semester]

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

Topics

Month of July and August

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 September

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 October

Forms of Organizations: Formal and Informal, Department, Board, Corporation and Commission and Independent Regulatory Commission (**Tutorial**)

Month of November

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

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Name of Teacher	Dr. Balbir Kumar
Department	Public Administration
Class & Section	B A 1 st Sem
Subject and Code	Public Administration -Minor (Issues in Public Administration) B23PAD103
Semester Duration	July – December

Topics

Month of July and August

Understanding in Indian Administration-Accountability in Public Administration: Parliamentary, Executive and Judicial Control over Administration, Lok Pal and Lok Ayukta. **(Tutorial)**

Month of September

Administrative Agencies- Integrity in Administration: Means and agencies for checking Corruption at Union and State level. **(Tutorial)**

Month of October

Awareness about the Rights: Emerging Issues: Good Governance, Right to Information, Consumer Protection Act, 2005. **(Tutorial)**

Month of November

Political and Administrative Integrity-Political and Permanent Executive, Generalists and Specialist Relationship, Administrative Reforms. **(Tutorial)**

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Name of Teacher	Dr. Balbir Kumar
Department	Public Administration
Class & Section	B A 3 rd Sem
Subject and Code	Public Administration -(Central Administration) B23PAD301
Semester Duration	July – December

Topics

Month of July and August

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

Month of September

President: Election, Impeachment, Powers and Position, Prime Minister & Council of Ministers Appointment, Powers and Role, Central Secretariat and Cabinet Secretariat: Organisation, Role and Functions. **(Tutorial)**

Month of October

Ministry of Home Affairs: Organisation and Role, Ministry of Finance: Organisation and Functions, Finance Commission and Comptroller and Auditor General. **(Tutorial)**

Month of November

Civil Service in India: Role and Significance, Union Public Service Commission 008mposition and Functions. Recruitment and Training of All India and Central Services. **(Tutorial)**

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Name of Teacher	Dr. Balbir Kumar
Department	Public Administration
Class & Section	B A 5 th Sem
Subject and Code	Public Administration -(Local Government in India) B-23-PAD-501
Semester Duration	August – November

Topics

Month of August

Local Government: Evolution, Meaning, Features and Significance, Urbanisations: Concept, Trends, Challenges and remedies, Features of 74th Constitution Amendment Act-1992.

(Tutorial)

Month of September

Local Governmental Institutions: Municipal Corporation, Municipal Council and Municipal Committees their Meaning Features, Role and Significance, Urban development programmes.

(Tutorial)

Month of October

Municipal leadership in local government, Municipal personal administration, People Participation in local government in India, State Finance Commission, State Election Commission

(Tutorial)

Month of November

Issues areas in local governance- State-local relations, Rural urban relations, globalization and local governance, administrative reforms in local governance

(Tutorial)