

**Lesson plan**  
**B.A 5th Sem**  
**Public Administration**  
**Paper -Urban local Government**

**Unit-1**

(22/7/2024)

**Week1**-Meaning and significances of local government in India

**Week 2**Meaning And significance of urban local government

**Week3**-Urban local government in ancient medieval and modern Times

**Week4**-Urban local government after independence

Assignment&test

**Unit-2**

**Week 5**-Municipal corporation meaning composition and function

**Week 6**

Financial resources of municipal corporation

States control upon municipal corporation

**Week 7**

Mayor ,Municipal commissioner

Assignments

**Unit 3**

**Week8**Municipal council function and power of municipal councils

**Week 9**

Financial resources of municipal council financial difficulties and suggestion of improvements

**Week10**

Municipal personal suggestion for reforms in condition of municipal employees

**Week 11**

Municipal committee functions and power of executive officer

Assignment&Test

**Unit 4**

**Week 12&13** -Other institution of local government working in urban areas town area committee notified area committee cantonment board improvement trust and trust

**Week 14 &15**-Town and country planning,

74 constitutional amendment

**Week 16**-Urban Government and good governance

Assignment&Test

Week17

Revision

## **Lesson plan**

**B.A 3rd Sem**

**Public Administration**

**Paper -Indian Administration**

### **Unit-1**

**22-7-2024**

**Week1** Evolution of administration in ancient India

**Week2** Administration in medieval India

**Week3** Administration in modern india

**Week4** Role And features of Indian Administration

### **Unit-2**

**Week5** President -Power function and position

**Week6** Prime minister power function and position council of ministers structure and function

**Week7** Cabinet secrete structure function

**Week8** Central -State Administrative and financial relationship

Assignment&Test

### **Unit 3**

**Week9** Union ministry of Home affairs its organisation and function

**Week10** Union ministry of finance its organisation and function

**Week 11** Ministry of rural development its organisation and function

Assignment&Test

### **Unit 4**

**Week 12** Supreme court structure power and function

**Week13** The High court of a State structure, power and function

**Week14** &15 Appointment of supreme court High court judge and administrative tribunals

**Week16** Lokpal and lokayukt  
Assignment&Test

Revision

**Lesson plan**  
**B.A 1stSem**  
**Public Administration**  
**Paper -**  
**Element of Public Administration**

**Unit-1**

**Week1** Public administration meaning nature scope and importance  
Public administration as an art of science

**Week2** Public Administration and private administration similarities and differences

**Week3** Public administration with political science, economics, Administrative laws.

**Week 4** NPA&NPM  
Assignment&Test

**Unit-2**

**Week 5** Organisation meaning and forms of organisation formal and informal

**Week6** Basis of organisation ,hierarchy-merits and demerits

**Week 7**Span of controls dependent factors,unity of command

**Week8** Coordination kind of coordination and method of coordination

**Unit 3**

**Week 9** Supervision it's meaning importance techniques ,quality of a good supervisor

**Week 10** Communication its meaning types of communication and its importance in public administration

**Week 11**Centralisation decentralization

Week12 Delegation

Assignment & Test

#### **Unit 4**

Week 13 Chief executive meaning types function and quality of chief executive  
Public Relations: Meaning, Means and Significance.

Week 14 Line and Staff

Week15&16 Public Relations: Meaning, Means and Significance.

Assignment&Test

Revision