**Lesson plan**

**B.A 5th Sem**

**Public Administration**

**Paper -Urban local Government**

**Unit-1**

Week1-Meaning and significances of local government in India

Week 2Meaning And significance of urban local government

Week3-Urban local government in ancient medical 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 ,Muncipal commissioner

Assignments

**Unit 3**

Week8Muncipal 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 test 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**

Week1British legacy over Indian administration.

Week2 features of Indian Administration

Week3 Role of Indian Administration in socio economic development

Week4 Fundamental rights and duties

**Unit-2**

**Week5** President -Power function and position

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

Week7Central secretariat

Week8 Cabinet secretariat

Assignment&Test

**Unit 3**

Week9Union ministry of Home affairs its organisation and function

Week10 Union ministry of finance its organisation and function

Week 11 Union ministry of external affairs organisation and function

Assignment&Test

Week 12 Ministry of women and child development

Assignment&Test

**Unit 4**

Week13 Civil Service in India: Role and Significance

Week14 UPSC composition and function

Week15 Recruitment and

Week16 Training of All India services

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

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 basis

Week6 Principal of organisation

Week7 Hierarchy and Span of controls

Week8 Coordination kind of coordination and method of coordination

**Unit 3**

Week 9 Form of Organisation : Formal and informal

Week 10 Department and Board

Week 11Commission

Week12 Corporation

Assignment &Test

**Unit 4**

Week 13Chief executive meaning types function and quality of chief executive

Week 14 Line and Staff agency

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

Assignment&Test

Revision