

LESSON PLAN FOR SEM-II (2023-24)

SUBJECT - PUBLIC ADMINISTRATION

Assistant Professor - Dr. LALITA

First week
1st Jan to
6th Jan

Unit-I

- * Introduction of department, definitions of department
- * Kinds of department, History of development and origin
- * Bases of department,
- * Functions and advantages of departments
- * Structure of departments

2nd week
8 to 13 Jan
Unit-I

- * Introduction of Public Corporations
- * Different Public Corporations and their characteristics
- * Functions and Pros/cons of Public Corporations
- * Introduction of departmental undertaking with comparing Public Corporation
- * Difference b/w department and Public Corporation

3rd week
15 to 20th
Jan
Unit-I

- * Introduction of Regulatory Commissions
- * Nature of Regulation and discuss about different Regulatory Commissions in India.
- * Characteristics of these Commissions
- * Functions of Regulatory Commissions
- * Importance and issues of Regulatory Commissions in India

4th week
22 to 27th
January
Unit-I

- * History and Introduction of Administrative Tribunal.
- * About Central Administrative Tribunal (CAT)
- * Compositions and functions of CAT
- * Introduction to state Administrative Tribunals
- * Tribunals for other matters.
- * Importance of Tribunals

5th week
29th Jan to
3rd Feb.
Unit-I

- * Meaning and Definitions of line and staff agencies
- * Definitions of line and staff agencies by different thinkers
- * Types of Line Agencies, and different staff Agencies
- * Characteristics and functions of these Agencies

Public Administration Lesson Plan - II Semester B.A.

6th week to to 10th February Unit II start	<ul style="list-style-type: none">* Introduction, meaning and definition of Recruitment* Process of Recruitment, kinds of Recruitment with the use of merit-system.* Advantages and disadvantages of direct and indirect recruitment.* Problems of Recruitment and Importance.
7th week 12th to 17th February Unit - II	<ul style="list-style-type: none">* Meaning and definition of Training* Role and objectives of Training* Types and methods of Training* Techniques of Training.* Significance of Training.
8th week 19th to 24th Feb. Unit = II	<ul style="list-style-type: none">* Meaning and definition of Promotion,* Types of Promotion, Principles of Promotion.* Difference b/w Advancement, Transfer, Reassignment and Promotion* Promotion in India
9th week 26th Feb to 2nd March	<ul style="list-style-type: none">* Introduction about the Morale, meaning and definition* Factors that affects the morale of employees* Reasons of low Morale* How to boost Morale of employees
10th week 4th to 9th March	<ul style="list-style-type: none">* Introduction about the Constitutional Bodies.* Introduction about the Union Public Service - Commissioner* Composition and functions of UPSC* Introduction about the HPSG

OBVI C ADMINISTRATION - Lesson Plan - II Sem - B.A. 1st Year

11 March + 16
March - 2024.
12th week

- * Functions of Haryana Public Service Commission
- * Role and Imp. of HPSC
- * Introduction to Whitley Council.
- * History and emergence of Whitley Councils

12th week
18th March
to 23 March
2024.

- * Introduction to the Concept of Whitleyism in India
- * Evolution and History of Joint Consultative Machinery.
- * Staff Committee Councils
- * Objective and functions of JCM.