

Lesson Plan
Session- (2024-25)

Name of the Assistant Professor: Dr. Lalita

Subject: Public Administration

Class & Section: B.A. 1st Sem

Paper-

Elements of Public Administration

| Months & Week | Topics |
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| July (Week-3) | Introduction of the syllabus, Evolution of Public Administration, Explanation of Public Administration: Meaning, Nature, Scope and Importance |
| July (Week-4) | Discussion on Public Administration as an Art or Public Administration as a Science, Introduction and Features of Public Administration & Private Administration, |
| August (Week -1) | Similarities & Differences of Public Administration & Private Administration, Relationship of Public Administration with Political Science |
| August (Week-2) | Relationship of Public Administration with History, Sociology, Economics and Psychology. Test to be taken. |
| August (Week-3) | Introduction about Organization: Meaning and forms of organization, Detailed discussion on Formal & Informal organization. |
| August (Week-4) | Basis of Organization. Principles of Organization: Hierarchy, Span of Control. Test to be taken |
| September (Week-1) | Introduction of Principles of Organization, Explanation of Unity of Command in detail, Merits, demerits of Unity of Command. |
| September (Week-2) | Principles of Organization: Co-ordination in organization, |
| September (Week-3) | Centralization & Decentralization Principles of organization, meaning, significance, merits and demerits of centralization and decentralization. |
| September (Week-4) | Principles of Organization: Supervision, Communication, |
| October (Week-1) | Principles of Organization: Delegation of Authority & Decision-Making. Assignment topics allotments. Test to be taken |

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| October (Week-2) | Classical Theories of Organization in Detail |
| October (Week-3) | Scientific Management theory in detail, Assignments to be collected and discussion on assignments. |
| October (Week-4) | Detailed discussion on Bureaucratic Theories of Organization |
| November (Week-1) | Human Relation Theory of Organization, Test to be taken |
| November (Week-2) | Oral test of the Syllabus |
| November (Week-3) | Revision of the syllabus |

Dabhi

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