**Chaudhary Hardwari Lal Govt. College Chhara, Jhajjar**

**Lesson Plan (2025-26)**

**Name of Assistant Professor: Dr. Lalita**

**Class and Section: B.A Semester: 1st Sem**

**Subject: Public Administration**

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| Week -1 15-22 July, 2025 | Introduction about syllabus, Evolution of Public Administration. Different Phases of Evolution.Evolution of Public Administration as a subject in India,  |
| Week- 223-29 July ,2025 | Public Administration: Meaning, Definition, Nature, Scope and Importance of Public Administration. |
| Week -3 30 July- 4 August, 2025 | Public Administration as an Art or Science, Public Administration & Private Administration, Similarities & Differences, |
| Week- 405-11 August, 2025 | Relationship of Public Administration with Political Science, History, Sociology, Economics, Psychology.Test of Unit 1st. |
| Week -512-18 August, 2025  | Organization: Meaning, Definition and characteristics of Organization.forms of organization. Formal & Informal Organization- Meaning, Characteristics and merit and Demerits.  |
| Week -619-25 August, 2025 | Bases of Organization, Purpose bases, people bases process and place, Merits and demerits of different bases.Principles of Organization: Hierarchy- Meaning, Definition, characteristics, advantages and disadvantages. |
| Week -7 26 August-02 Sept , 2025 | Span of Control- Meaning, Definition and characteristics, factor determining span of control.Principles of Organization: Unity of Command- Meaning, Definition and characteristics, arguments for and arguments against. |
| Week- 803-10 Sept, 2025 | Co-ordination- Meaning, Definition and characteristics, types and techniques of co-ordinationTest of Unit 2nd |
| Week -911-17 Sept, 2025  | Principles of Organization: Centralization - Meaning, Definition and characteristics, types and approaches.Decentralization- Meaning, definition, merits and demerits, factors governing decentralization. |
| Week -1018-25 Sept, 2025  | Supervision- Meaning, Definition, Phases, Functions, Types, Techniques of Supervision.Communication- Meaning, Definitions, Significance, Types, Media, Theoritical Contribution, Process and Channels of Communication. |
| Week -1126 Sept-02 Oct, 2025 | Leadership- Meaning, Definition, Nature of Leadership.Styles of Leadership, Sources of power, functions and Qualities of a good leader.Theories and Approaches of Leadership.  |
| Week -1203-10 Oct, 2025  | Authority & Responsibility- Meaning, definition, Theories and types Delegation of Authority & Decision – Making- Meaning, definition, types, advantages and disadvantages.Test of Unit 3 |
| Week- 1311-17 Oct, 2025  | Theories of Organization: Classical Theory- Basic Theme, Contribution of Fayol, Contribution of Gulick and Urwick, Contribution of Mooney and Reiley.Critiques and significance of the Classical Theory.Assignments topics allotment. |
| Week -14, 18-24 Oct, 2025(Diwali Vacations,14-22 Oct, 2025) | Diwali Vacations |
| Week -1525-31 Oct, 2025  | Scientific Management Theory- Rise and growth, basic theme and Principles of Scientific Management. Techniques of Scientific Management. Supporters and criticism of the theory. |
| Week -1601-07 Nov, 2025 | Bureaucratic Theory- Rise and Growth, Theory of Authority, Characteristics of Bureaucracy and control on Bureaucracy, Critics of Weber |
| Week 17 08-14 Nov, 2025  | Human Relation theory- Rise and Growth , Contribution Of Elton Mayo, Hawthorne Studies, Elements and features of the Theory, Critical Evaluation of the Theory. Test of Unit 4th |
| Week 18 15-21 Nov , 2025  | Revision of Syllabus, Presentation would be taken  |

 Assistant Professor

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