**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- 2  23-29 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- 4  05-11 August, 2025 | Relationship of Public Administration with Political Science, History, Sociology, Economics, Psychology.  Test of Unit 1st. |
| Week -5  12-18 August, 2025 | Organization: Meaning, Definition and characteristics of Organization.  forms of organization. Formal & Informal Organization- Meaning, Characteristics and merit and Demerits. |
| Week -6  19-25 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- 8  03-10 Sept, 2025 | Co-ordination- Meaning, Definition and characteristics, types and techniques of co-ordination  Test of Unit 2nd |
| Week -9  11-17 Sept, 2025 | Principles of Organization: Centralization - Meaning, Definition and characteristics, types and approaches.  Decentralization- Meaning, definition, merits and demerits, factors governing decentralization. |
| Week -10  18-25 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 -11  26 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 -12  03-10 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- 13  11-17 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 -15  25-31 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 -16  01-07 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

Govt. College Chhara, Jhajjar