

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

**Lesson Plan (2026-27)**

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

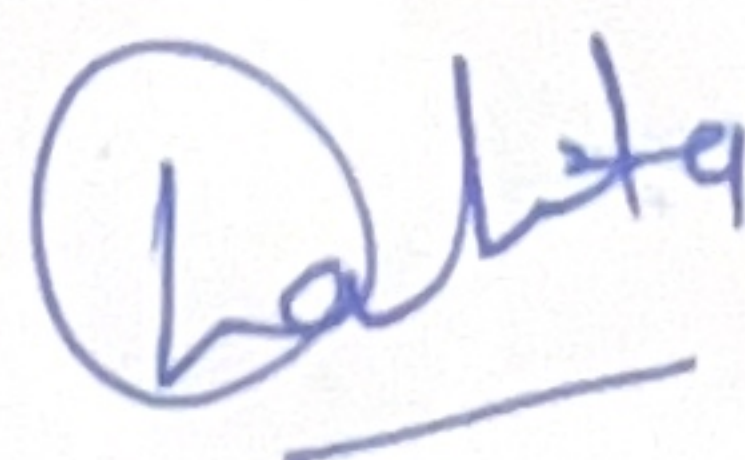
**Subject: Public Administration**

**Class: SEC 3rd Sem**

**Paper Code: 25PUB403SE01**

**Paper: Personality Development & Communication Skills**

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|-------------------|---------------------------------------------------------------------------------------------------------------------------------|
| August Week -2    | Introduction of the syllabus, Introduction to the personality development & Communication Skills.                               |
| August Week- 3    | Personality Development – Concept; Skills and Value Orientation of Personality Development;                                     |
| August Week -4    | Stages of Personality Development;<br>Factors Affecting Personality Development;                                                |
| September Week- 1 | Personality Traits; Concepts–Creativity: Attitudes and Etiquettes                                                               |
| September Week -2 | Test of Unit 1<br>1 <sup>st</sup> Assignment topics allotted<br>Communication- Meaning, Importance, and Communication Skills    |
| September Week -3 | Verbal & Non-Verbal Communication.<br>Barriers to Effective Communication: Semantic; Organizational                             |
| September Week -4 | Psychological, Superior-Subordinate Related & others Barriers to Effective Communication                                        |
| October Week- 1   | Decision Making –Meaning, Importance, Determinant Factors and Techniques.<br>2 <sup>nd</sup> Assignment topics allotted         |
| October Week -2   | Test of Unit 2<br>Managing Self-Mind and Motivation, Leadership and Conflict Resolution:<br>Managing Self- Mind, Body and Soul; |



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| October Week -3  | Motivation – meaning, theories and types.                                                                                                                         |
| October Week -4  | Leadership – meaning, types, functions and various theories<br>Conflict – meaning, reasons and consequences.                                                      |
| October Week -5  | Conflict Resolution: Need and various approaches and institutions<br>Test of Unit 3<br>Presentations Topics Allotments                                            |
| November Week -1 | Diwali Vacations                                                                                                                                                  |
| November Week -2 | Soft Skills: Meaning & Characteristics, Misconception about Soft Skills,<br>Development of Soft Skills; Presentation: Concept, Need of Presentation,              |
| November Week- 3 | Types of Presentation and Stages of Presentation;<br>Difficulties in Presentation, How to make Presentation Effective, Salient<br>Features of a Good Presentation |
| November Week -4 | Interview: Meaning, Definition, Objectives Types,                                                                                                                 |
| December Week -1 | Techniques, Steps of Interview Process and limitations of Interview.<br>Test of Unit 4<br>Revision of Syllabus, Presentation                                      |



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**Lesson Plan (2026-27)**

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

**Class: MDC 1st Sem**

**Subject: Public Administration**

**Paper Code: 24PUBX01MD01**

**Paper: Fundamentals of Public Administration**

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|-------------------|-------------------------------------------------------------------------------------------|
| August Week -2    | Introduction of the syllabus, Introduction of the Indian Administration.                  |
| August Week- 3    | Public Administration: Meaning, Nature, Scope and its Importance.                         |
| August Week -4    | Evolution of Public Administration                                                        |
| September Week- 1 | Public Administration Vs Private Administration                                           |
| September Week -2 | New Public Administration<br>Test of Unit 1<br>1 <sup>st</sup> Assignment topics allotted |
| September Week -3 | Organization: Meaning and Bases,<br>Formal & Informal organization                        |
| September Week -4 | Formal & Informal organization<br>Principles of Organization: Hierarchy                   |
| October Week- 1   | Principles of Organization: Span of Control                                               |
| October Week -2   | Principles of Organization: Unity of Command                                              |

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| October Week -3  | Principles of Organization: Coordination & Supervision<br>2 <sup>nd</sup> Assignment topics allotted                                      |
| October Week -4  | Test of Unit 2<br>Concept of Accountability and Control over Administration                                                               |
| October Week -5  | Legislative Control over Administration<br>Executive Control over Administration                                                          |
| November Week -1 | Diwali Vacations                                                                                                                          |
| November Week -2 | judicial Control over Administration<br>Citizen and Administration.<br>Test of Unit 3, Presentations Topics Allotments                    |
| November Week- 3 | Emerging Concepts in Public Administration: New Public Management<br>Emerging Concepts in Public Administration: Ethics in Administration |
| November Week -4 | Public Private Partnership (PPP)<br>Corporate Social Responsibility (CSR),                                                                |
| December Week -1 | Transparency and Responsiveness in Administration.<br>Test of Unit 4<br>Revision of Syllabus, Presentation                                |



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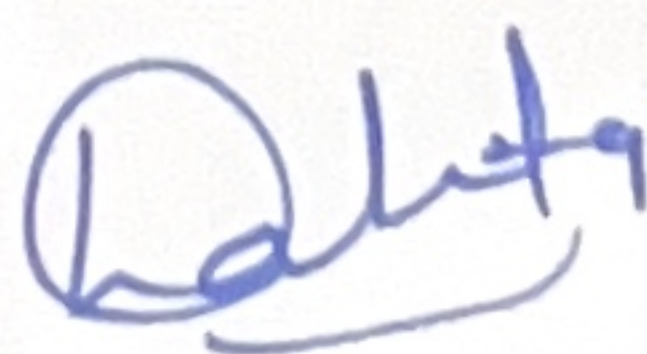
**Subject: Public Administration**

**Class: MDC 3rd Sem**

**Code: 25PUBX03MD01**

**Paper: Governance at Grass Roots Level in India**

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|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| August Week -2    | Introduction of the syllabus, Introduction of the Local Government.<br>Local Governance- Meaning, Definition & Scope,                                                              |
| August Week- 3    | Significance of local government<br>Explained the 73 <sup>rd</sup> Constitutional Amendment Act<br>Discussed different Provisions of 73 <sup>rd</sup> Constitutional Amendment Act |
| August Week -4    | Discussed Salient Features of 73 <sup>rd</sup> Constitutional Amendment Act<br>Explained the 74 <sup>th</sup> Constitutional Amendment Act                                         |
| September Week- 1 | Discussed different Provisions of 74 <sup>th</sup> Constitutional Amendment Act<br>Discussed Salient Features of 74 <sup>th</sup> Constitutional Amendment Act                     |
| September Week -2 | Discussed Haryana Panchayati Raj Act, 1994, in detail.<br>Discussed Salient Features of Haryana Panchayati Raj Act, 1994<br>Discussed Haryana Municipal Corporation Act, 1994      |
| September Week -3 | Discussed Salient Features of Haryana Municipal Corporation Act, 1994<br>Discussed Haryana Municipality Act, 1994.                                                                 |
| September Week -4 | Discussed Salient Features of Haryana Municipality Act, 1994.<br>Test of Unit 1<br>1 <sup>st</sup> Assignment Topics allotted                                                      |
| October Week- 1   | Intro about Ministry of Panchayati Raj,<br>Organizational Structure of Ministry of Panchayati Raj                                                                                  |
| October Week -2   | Functions of Ministry of Panchayati Raj<br>Intro about Ministry of Urban Development,<br>Organizational Structure of Ministry of Urban Development                                 |



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| October Week -3  | Functions of Ministry of Urban Development<br>Introduction about Haryana Urban local Bodies Department,<br>Organization of Haryana Urban local Bodies Department                      |
| October Week -4  | Functions of Haryana Urban local Bodies Department<br>Introduction about Development & Panchayats Department, Haryana<br>Organization of Development & Panchayats Department, Haryana |
| October Week -5  | Functions of Development & Panchayats Department, Haryana<br>Test of Unit 2, 2 <sup>nd</sup> Assignment topics allotment.<br>Explained Urban Local bodies in India                    |
| November Week -1 | Diwali Vacations                                                                                                                                                                      |
| November Week -2 | Municipal Corporations: Organization, Election, Function and work process<br>Municipal Councils & Committees,<br>Discussion about Organization & Functions,                           |
| November Week- 3 | Power and Position of Mayor.<br>Explained Rural Local Bodies in India.<br>Organization & Functions of Zila Parishad,                                                                  |
| November Week -4 | Introduction about Panchayat Samiti & Gram Panchayat<br>Organization & Functions of Panchayat Samiti.<br>Organization & Functions of Gram Panchayat, Gram Sabha                       |
| December Week -1 | Introduction about District Planning Committee, Explanation on Composition & Functions<br>Discussion on Organization & Functions,<br>Revision of Syllabus, Presentations              |



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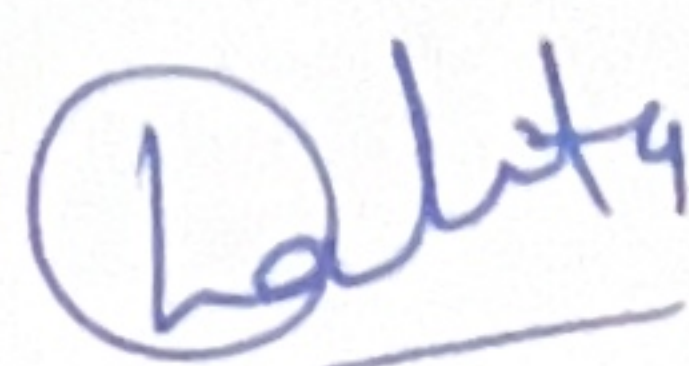
**Subject: Public Administration**

**Class and Sem: B. A. 5<sup>th</sup> Sem**

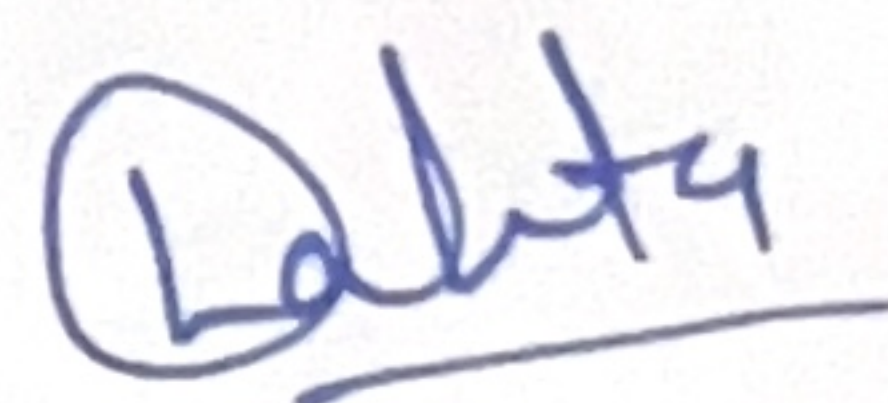
**Code: 26PUBM405DS01**

**Paper: Rural Local Government**

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|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| August Week -2    | Introduction of the syllabus,<br>Introduction of the local government in India, Meaning, definition and significance of local government in India.          |
| August Week- 3    | Evolution of Local Self Governments in India<br>Recommendations & Features of Balwant Rai Mehta Committee, 1957                                             |
| August Week -4    | Recommendations & Features of Ashok Mehta Committee, 1978,<br>Recommendations & Features of L.M. Singhvi Committee, 1985                                    |
| September Week- 1 | Test of Unit 1<br>Topic of Assignment 1 <sup>st</sup> is Allotted                                                                                           |
| September Week -2 | Introduction of 73 <sup>rd</sup> Constitutional Amendment Act<br>Discussed Salient Features and provisions of 73 <sup>rd</sup> Constitutional Amendment Act |
| September Week -3 | Organization and Functions of Gram Sabha<br>Organization and Functions of Gram Panchayat, Organization and Functions of Panchayat Samiti and Zila Parishad  |
| September Week -4 | Organization and Functions Panchayat Samiti<br>Organization and Functions Zila Parishad                                                                     |
| October Week- 1   | Test of Unit 2<br>Introduction of Financial Resources of PRIs                                                                                               |
| October Week -2   | Financial Resources of Panchayati Raj Institutions of Gram Panchayat, Panchayat Samiti.<br>Financial Resources of Zila Parishad                             |
| October Week -3   | Government Control over Panchayati Raj Institution;<br>Role of Deputy Commissioner in PRIs                                                                  |



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| October Week -4  | Role of District Development & Panchayat Officer in PRIs                                                                                   |
| October Week -5  | Role of Block Development & Panchayat Officer in PRIs,<br>Test of Unit 3, Assignments 2 topics allotment.<br>Presentation Topics allotment |
| November Week -1 | Diwali Vacations                                                                                                                           |
| November Week -2 | Panchayat (Extension to Schedule Areas) Act 1996 in detail<br>2 <sup>nd</sup> Administrative Reform Commission & Local Government,         |
| November Week- 3 | Local Government Reforms in Haryana Panchayati Raj Act, 1994,<br>Presentations of students                                                 |
| November Week -4 | Organization and Functions of District Planning Committee.<br>Test of Unit 4<br>Presentations of students                                  |
| December Week -1 | Revision of Syllabus,<br>Presentations of students<br>Oral Test of Syllabus                                                                |



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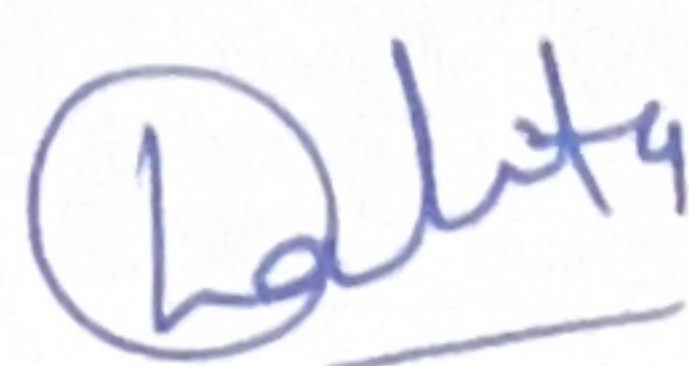
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**Class and Sem: B. A. 5<sup>th</sup> Sem**

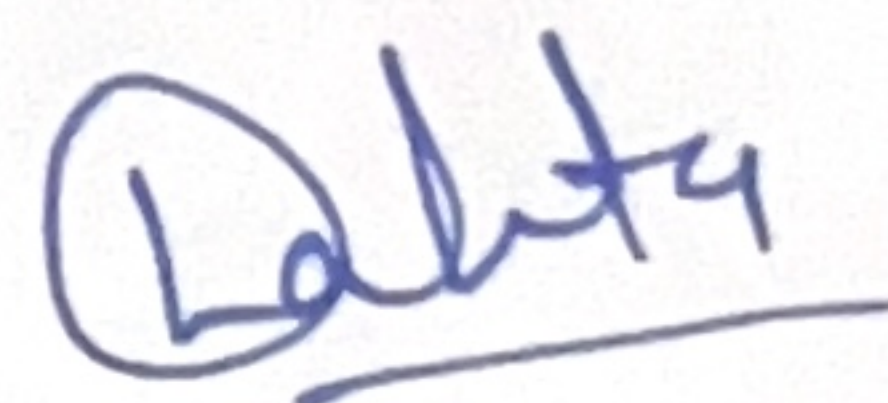
**Code: 26PUBM405DS01**

**Paper: Rural Local Government**

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|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| August Week -2    | Introduction of the syllabus,<br>Introduction of the local government in India, Meaning, definition and significance of local government in India.          |
| August Week- 3    | Evolution of Local Self Governments in India<br>Recommendations & Features of Balwant Rai Mehta Committee, 1957                                             |
| August Week -4    | Recommendations & Features of Ashok Mehta Committee, 1978,<br>Recommendations & Features of L.M. Singhvi Committee, 1985                                    |
| September Week- 1 | Test of Unit 1<br>Topic of Assignment 1 <sup>st</sup> is Allotted                                                                                           |
| September Week -2 | Introduction of 73 <sup>rd</sup> Constitutional Amendment Act<br>Discussed Salient Features and provisions of 73 <sup>rd</sup> Constitutional Amendment Act |
| September Week -3 | Organization and Functions of Gram Sabha<br>Organization and Functions of Gram Panchayat, Organization and Functions of Panchayat Samiti and Zila Parishad  |
| September Week -4 | Organization and Functions Panchayat Samiti<br>Organization and Functions Zila Parishad                                                                     |
| October Week- 1   | Test of Unit 2<br>Introduction of Financial Resources of PRIs                                                                                               |
| October Week -2   | Financial Resources of Panchayati Raj Institutions of Gram Panchayat, Panchayat Samiti.<br>Financial Resources of Zila Parishad                             |
| October Week -3   | Government Control over Panchayati Raj Institution;<br>Role of Deputy Commissioner in PRIs                                                                  |



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| October Week -4  | Role of District Development & Panchayat Officer in PRIs                                                                                   |
| October Week -5  | Role of Block Development & Panchayat Officer in PRIs,<br>Test of Unit 3, Assignments 2 topics allotment.<br>Presentation Topics allotment |
| November Week -1 | Diwali Vacations                                                                                                                           |
| November Week -2 | Panchayat (Extension to Schedule Areas) Act 1996 in detail<br>2 <sup>nd</sup> Administrative Reform Commission & Local Government,         |
| November Week- 3 | Local Government Reforms in Haryana Panchayati Raj Act, 1994,<br>Presentations of students                                                 |
| November Week -4 | Organization and Functions of District Planning Committee.<br>Test of Unit 4<br>Presentations of students                                  |
| December Week -1 | Revision of Syllabus,<br>Presentations of students<br>Oral Test of Syllabus                                                                |



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**Subject: Public Administration**

**Class and Section: B. A. 3<sup>rd</sup> Sem**

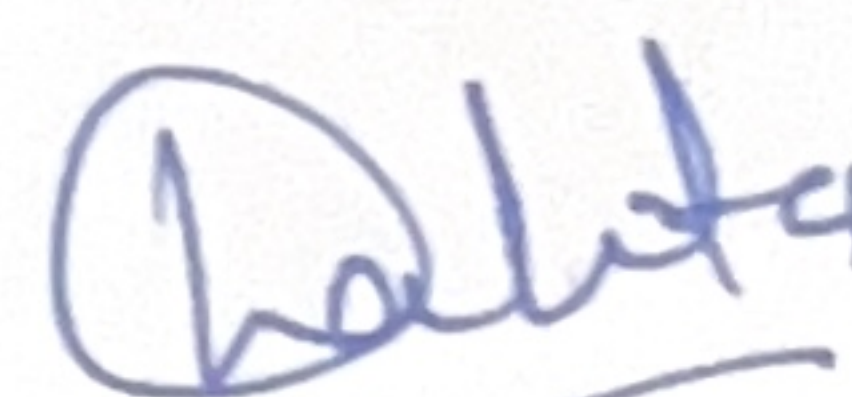
**Code: 25PUBM403DS01**

**Paper: Basics of Indian Administration -I**

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|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| August Week -2    | Introduction of the Syllabus. Evolution of Indian Administration.<br>Contribution of Mauryan, Mughal Administration in evolution of Public Administration.                                                   |
| August Week- 3    | Contribution of British Administration in evolution of Public Administration.<br>Salient features of Indian Administration, Federal aspects of Indian Administration.                                        |
| August Week -4    | Unitary aspects of Indian Administration.<br>Impact of British Administration on Indian Administration.<br>Test of Unit 1                                                                                    |
| September Week- 1 | Introduction of Political Executive at Union level,<br>President: Introduction, Eligibility, Election Procedure.                                                                                             |
| September Week -2 | Powers and Functions of President: Legislative Powers, Executive Powers,<br>Financial Powers, Judicial Powers, Defense powers,                                                                               |
| September Week -3 | Emergency powers of Indian President and their Impact on Indian citizens,<br>Constitutional Position of President.<br>Prime Minister: Constitutional Position of PM, Powers and Functions of Prime Minister. |
| September Week -4 | Council of Ministers: Composition, Council of Minister Vs Cabinet,<br>Organizations and Functions of Council of Ministers.<br>Test of Unit 2                                                                 |
| October Week- 1   | Ministries at Central Level: Introduction of Ministry of Human Resource<br>development. Organizations and Functions of Ministry of Human Resource<br>development.                                            |
| October Week -2   | Ministries at Central Level: Introduction of Ministry of Foreign Affairs.<br>Organizations and Functions of Ministry of Foreign Affairs.                                                                     |
| October Week -3   | Ministries at Central Level: Introduction of Ministry of Rural Development,<br>Organizations and Functions of Ministry of Rural Development,                                                                 |



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| October Week -4  | Introduction of Prime Minister Office (PMO),<br>Organization and Functions PMO<br>Test of Unit 3                                                    |
| October Week -5  | Introduction of NITI Aayog,<br>Organization and Functions NITI Aayog<br>Assignments Topic Distribution                                              |
| November Week -1 | Diwali Vacations                                                                                                                                    |
| November Week -2 | Introduction of Election Commission<br>Organization and Functions of Election Commission<br>Introduction of National Human Rights Commission (NHRC) |
| November Week- 3 | Organization and Functions NHRC<br>Introduction of National Women Rights Commission                                                                 |
| November Week -4 | Organization and Functions: National Women Rights Commission<br>Test of Unit 4<br>Presentations of students                                         |
| December Week -1 | Revision of Syllabus,<br>Presentations of students<br>Oral Test of Syllabus                                                                         |



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**Subject: Public Administration**

**Class: B.A 1<sup>st</sup> Sem**

**Code: 24PUBM401DS01**

**Paper: Elements of Public Administration-I**

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|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| August Week -2    | Introduction about syllabus, Evolution of Public Administration. Different Phases of Evolution.<br>Evolution of Public Administration as a subject in India,                                                                                 |
| August Week- 3    | Public Administration: Meaning, Definition, Nature, Scope and Importance of Public Administration.<br>Public Administration as an Art or Science, Public Administration & Private Administration, Similarities & Differences,                |
| August Week -4    | Relationship of Public Administration with Political Science, History, Sociology. Economics, Psychology.<br>Test of Unit 1 <sup>st</sup> .                                                                                                   |
| September Week- 1 | Organization: Meaning, Definition and characteristics of Organization. forms of organization. Formal & Informal Organization- Meaning, Characteristics and merit and Demerits.                                                               |
| September Week -2 | Bases of Organization, Purpose bases, people bases process and place, Merits and demerits of different bases.<br>Principles of Organization: Hierarchy- Meaning, Definition, characteristics, advantages and disadvantages.                  |
| September Week -3 | Span of Control- Meaning, Definition and characteristics, factor determining span of control.<br>Principles of Organization: Unity of Command- Meaning, Definition and characteristics, arguments for and arguments against.                 |
| September Week -4 | Co-ordination- Meaning, Definition and characteristics, types and techniques of co-ordination<br>Test of Unit 2 <sup>nd</sup><br>Principles of Organization: Centralization - Meaning, Definition and characteristics, types and approaches. |
| October Week- 1   | Decentralization- Meaning, definition, merits and demerits, factors governing decentralization.<br>Supervision- Meaning, Definition, Phases, Functions, Types, Techniques of Supervision.                                                    |
| October Week -2   | Communication- Meaning, Definitions, Significance, Types, Media, Theoretical Contribution, Process and Channels of Communication.                                                                                                            |



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| October Week -3  | Leadership- Meaning, Definition, Nature of Leadership.<br>Styles of Leadership, Sources of power, functions and Qualities of a good leader.<br>Theories and Approaches of Leadership.                       |
| October Week -4  | Authority & Responsibility- Meaning, definition, Theories and types<br>Delegation of Authority & Decision – Making- Meaning, definition, types, advantages and disadvantages.                               |
| October Week -5  | Test of Unit 3<br>Theories of Organization: Classical Theory- Basic Theme, Contribution of Fayol, Contribution of Gulick and Urwick, Contribution of Mooney and Reiley.                                     |
| November Week -1 | Diwali Vacations                                                                                                                                                                                            |
| November Week -2 | Critiques and significance of the Classical Theory.<br>Assignments topics allotment.<br>Scientific Management Theory- Rise and growth, basic theme and Principles of                                        |
| November Week- 3 | Scientific Management. Techniques of Scientific Management.<br>Supporters and criticism of the Scientific Management theory                                                                                 |
| November Week -4 | Bureaucratic Theory- Rise and Growth, Theory of Authority,<br>Characteristics of Bureaucracy and control on Bureaucracy, Critics of Weber<br>Human Relation theory- Rise and Growth,                        |
| December Week -1 | Contribution Of Elton Mayo, Hawthorne Studies, Elements and features of the Theory, Critical Evaluation of the Theory.<br>Test of Unit 4 <sup>th</sup><br>Revision of Syllabus, Presentation would be taken |



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