# Lesson plan of BA

## (PUBLIC ADMINISTRATION)

Semester—II

## Elements of Public Administration

## Unit-1, April 2022

**Faculty: Ms Sunita Dhaka**

Forms of Administrative Organizations:

1.Department, kinds of Department & Bases of Department

2.Public Corporation, Difference in between Public Corporation & Department

3.Independent Regulatory Commissions, Characteristics & its functions

4.Line & Staff Agencies

5.Administrative Tribunal

6.Recruitment, kinds of recruitment & problems of recruitment

7. Training, kinds of training, significance of training

8. Promotion, Methods of Promotion

## Assignment –I & Test -I

## May 2022

9.Morale, factors of low morale of employees & how to build up morale

10.Union Public Service Commission, its composition & functions

11.Haryana Public Service Commission, its composition & functions

12.Whitley Council, Whitleyism in India

13.Comptroller & Auditor General of India

14.Budget, Principles of Budget, Significance of Budget, Preparation enactment

of Budget, Execution of Budget & Parliament’s control over Budget.

15.Estimate Committee

16.Public Accounts Committee

## Assignment –II & Test -II

17.Audit, its significance

Revision or test

# Lesson plan of BA

### (PUBLIC ADMINISTRATION)

**Paper Name: Indian Administration Semester—4th**

**April 2022**

1. **Personnel Administration**

All India Services (AIS)

* 1. Indian Administrative Services (IAS),
  2. Indian Police Services (IPS)
  3. Indian Foreign Services (IFS)

vi) Central & State Services in India

### Financial Administration

* 1. Preparation of Indian Budget
  2. Enactment of Indian Budget
  3. Parliamentary Control over Public Finance in India
  4. Role of Comptroller & Auditor General over Financial administration.
  5. Estimate Committee, Public Accounts Committee

## Assignment –I & Test -I

**May 2022**

### State Administration

* 1. Governor, his appointment, terms of Office, powers & position.
  2. Council of Ministers & Chief Minister in State Administration
  3. State Secretariat.
  4. Chief Secretary of the State

### District Administration

* 1. District Administration, its features & components
  2. Role of Deputy Commissioner in District Administration
  3. Superintendent of Police
  4. Role of Divisional Commissioner in District Administration
  5. Administration and Citizens

vi ) e-Governance, Information Communication Technology (ICT) in Public Administrative Institutions.

## Assignment –II & Test -II

Revision or test

# Lesson plan of BA

### (PUBLIC ADMINISTRATION

**Paper Name: Rural Local Government Semester—6th**

### Unit-1(April 2022)

1. i) Meaning & Concept of Rural Local Government
2. Growth of Rural Local Government Institutions in India
3. Community Development Programme, National Extension Programme
4. Origin and significance of Panchayati Raj: Balwant Rai Mehta Committee, Ashok Mehta Committee

## Unit-2(April 2022)

1. i) Composition of Zila Parishad, Functions & Powers
2. Personnel of Zila Parishad
3. Composition of Panchayat Simiti, Functions & **Powers of Panchayat Simiti**
4. Gram Panchayat and Gram Sabha

## Unit-3(May 2022)

1. i) Financial Resources of Panchayati Raj Institutions
2. State Control over Panchayati Raj Institutions
3. Political Parties and People’s Participation in Panchayati Raj Institutions
4. Integrated Rural Development

## Unit-4(May 2022)

1. i) District Rural Development Agency (DRDA)
2. 73rd Constitutional Amendment
3. Mahatma Gandhi National Rural Employment Guarantee Act **(MANREGA)**
4. Information Communication Technology (ICT) and Rural Development

## Assignment –II & Test -II

Revision or test