

**Department of Public Administration**

**Lesson Plan: 2023-2024**

**Even Semester**

**B.A (Public Administration)**

# GOVT. COLLEGE, UKLANA, HISAR (HARYANA)

## Lesson Plan (Dept. of Public Administration)

Name of Assistant Professor: Mr. Chandan Singh

Class and Section: B.A. 2<sup>nd</sup> Sem

Subject: Public Administration

Paper: PUBA 102: Basics of Public Administration

Lesson Plan: From February to May 2024 (Even Semester.)

Month	Topic/s	
<b>Feb. 2024</b>	<b>Classical Theories of Organisation</b> <ul style="list-style-type: none"> <li>➤ Scientific Management - F W Taylor</li> <li>➤ Administrative Management - Henri Fayol; Gulick &amp; Urwick</li> </ul>	Week 4
<b>Assignment I (Tentative)- Week 4</b>		
<b>March 2024</b>	<ul style="list-style-type: none"> <li>➤ Ideal Type Bureaucracy – Max Weber</li> </ul> <b>Neo-classical Theories</b> <ul style="list-style-type: none"> <li>➤ Human Relations – Elton Mayo</li> <li>➤ Rational Decision-making (Herbert Simon)</li> </ul>	Week 1
	<b>Motivational Theories</b> <ul style="list-style-type: none"> <li>➤ Hierarchy of Needs – Abraham Maslow</li> <li>➤ Two-factors Theory – Frederick Herzberg</li> </ul>	Week 2
	<b>Contemporary Theories</b> <ul style="list-style-type: none"> <li>➤ Ecological Approach – F W Riggs</li> <li>➤ Innovation &amp; Entrepreneurship – Peter Drucker</li> </ul>	Week 3
	<ul style="list-style-type: none"> <li>➤ Models of Decision-making – (March &amp; Olsen; Richard Thaler)</li> <li>➤ Discussion of important questions</li> </ul>	Week 4
<b>Unit Test I (Tentative) and Presentation- Week 4</b>		
<b>April 2024</b>	<b>Emerging Perspective – II</b> <ul style="list-style-type: none"> <li>➤ Feminist Perspectives</li> <li>➤ New Public Management (NPM)&amp; New Public Service (NPS)</li> </ul>	Week 1
	<ul style="list-style-type: none"> <li>➤ Public Policy: Concept, relevance and Approaches</li> </ul>	Week 2
	<ul style="list-style-type: none"> <li>➤ Policy - Formulation, Implementation and</li> </ul>	Week 3
	<ul style="list-style-type: none"> <li>➤ Public Policy Evaluation (Special reference to India)</li> <li>➤ Discussion of important questions</li> </ul>	Week 4

**Unit Test II and Assignment II (Tentative)- Week 4**

**Recommended Books/Reading List**

1. Henry, Nicholas Henry (1999) *Public Administration and Public Affair*, Prentice Hall IBH Publishing
2. Fedrickenson, G. et. al. (2015) *The Public Administration Theory Primer*, (3<sup>rd</sup> Ed.), Westview Press
3. Avashti and Maheshwari (2017) *Lok Prashashan*, Lakshimi Narain Agarwal Educational Publishers: New Delhi (Hindi & English Medium)
4. M. LaxmiKanth (2011), *Public Administration*, McGraw Hill (Hindi & English Medium)

# GOVT. COLLEGE, UKLANA, HISAR (HARYANA)

## Lesson Plan (Dept. of Public Administration)

Name of Assistant Professor: Mr. Chandan Singh

Class and Section: B.A. 4<sup>th</sup> Sem

Subject: Public Administration

Paper: PUBA 202: Public Personnel Administration

Lesson Plan: From February to May 2024 (Even Semester.)

Month	Topic/s	
Feb. 2024	<b>Conceptual Understating of Human Resources in the Public Sector-I</b> <ul style="list-style-type: none"><li>➤ Personnel Administration: Meaning, Nature &amp; Significance</li><li>➤ Role of Public Services</li></ul>	Week 4
	<b>Assignment I (Tentative)- Week 4</b>	
March 2024	<ul style="list-style-type: none"><li>➤ Classification of Civil Services: Concept &amp; Bases</li></ul> <b>Conceptual Understating of Human Resources in the Public Sector-II</b> <ul style="list-style-type: none"><li>➤ Bureaucracy: Concept, Characteristics &amp; Types</li><li>➤ Recruitment: Meaning, types and Significance</li></ul>	Week 1
	<ul style="list-style-type: none"><li>➤ Training</li><li>➤ Promotion</li></ul>	Week 2
	<b>Public Personnel System in India - I</b> <ul style="list-style-type: none"><li>➤ Constitutional Provisions with regard to Civil Services in India</li></ul>	Week 3
	<ul style="list-style-type: none"><li>➤ Recruitment Agency at Centre Level: UPSC</li><li>➤ Discussion of important questions</li></ul>	Week 4
	<b>Unit Test I (Tentative) and Presentation- Week 4</b>	
April 2024	<ul style="list-style-type: none"><li>➤ Performance Appraisal &amp; Promotion Mechanism</li></ul>	Week 1
	<b>Public Personnel System in India - II</b> <ul style="list-style-type: none"><li>➤ Service Conditions &amp; Disciplinary Actions</li><li>➤ Administrative Ethics</li></ul>	Week 2
	<ul style="list-style-type: none"><li>➤ Code of Conduct</li><li>➤ Administrative Tribunals</li></ul>	Week 3
	<ul style="list-style-type: none"><li>➤ Recent Civil Services Reforms</li><li>➤ Discussion of important questions</li></ul>	Week4

## Unit Test II and Assignment II (Tentative)- Week 4

### Recommended Books/Reading List

1. *B. Chakrabarty and P. Chand. (2012) Public Administration in a Globalizing World: Theories and Practice, New Delhi: Sage Publications (Hindi & English Medium)*
2. *Sharma, M.P. (1960) Public Administration Theory and Practic, Allahabad: Kitab Mahal (Hindi & English Medium)*
3. *Stahl, O. Glenn. (1971) Public Personnel Administration. (6<sup>th</sup> ed.), New Delhi: Oxford and IBH Publishing*
4. *M. LaxmiKanth (2011), Public Administration, McGraw Hill (Hindi & English Medium)*

# GOVT. COLLEGE, UKLANA, HISAR (HARYANA)

## Lesson Plan (Dept. of Public Administration)

Name of Assistant Professor: Mr. Chandan Singh

Class and Section: B.A. 6<sup>th</sup> Sem

Subject: Public Administration

Paper: PUBA 302: Citizen-Centric Governance

Lesson Plan: From January to May 2024 (Even Semester.)

Month	Topic/s	
<b>Feb. 2024</b>	<b>Governance and Good Governance</b> <ul style="list-style-type: none"> <li>➤ Ancient Discourse - Kautilya, Plato and Aristotle on Good Governance</li> <li>➤ Elements and Forms of Good Governance</li> <li>➤ Theories and Concepts of Governance - World Bank and UNDP</li> </ul>	Week 4
<b>Assignment I and Presentation (Tentative)- Week 4</b>		
<b>March 2024</b>	<ul style="list-style-type: none"> <li>➤ State, Market and Civil Society</li> </ul> <b>Citizen-Centric Governance</b> <ul style="list-style-type: none"> <li>➤ Citizens' Participation – Decentralization, Delegation and Transparency</li> </ul>	Week 1
	<ul style="list-style-type: none"> <li>➤ Civil Society – Role and Limitations</li> <li>➤ Right to Information</li> </ul>	Week 2
	<b>Good Governance: Tools and Mechanisms</b> <ul style="list-style-type: none"> <li>➤ Citizens' Charters: Concept, Objectives and Significance</li> <li>➤ Sevottam Model: Indian Standard for Quality Management</li> </ul>	Week 3
	<ul style="list-style-type: none"> <li>➤ Systems Seven Steps Model for Citizen Centricity</li> <li>➤ Discussion of important questions</li> </ul>	Week 4
<b>Unit Test I (Tentative) and Presentation- Week 4</b>		
<b>April 2024</b>	<ul style="list-style-type: none"> <li>➤ Right to Service Delivery: Concept and Practice</li> <li>➤ People Participation in Governance: Concept, Forms &amp; Social Audit</li> </ul>	Week 1
	<b>Good Governance: Institutions and Challenges</b> <ul style="list-style-type: none"> <li>➤ National Human Rights Commission</li> <li>➤ National Commission for Women</li> </ul>	Week 2
	<ul style="list-style-type: none"> <li>➤ National Commission for the Protection of Child Rights</li> </ul>	Week 3

	<ul style="list-style-type: none"> <li>➤ National Consumer Disputes Redressal Commission</li> <li>➤ Discussion of important questions</li> </ul>	Week 4
<b>Unit Test II (Tentative) and Assignment II (Tentative)- Week 4</b>		
<u><b>Recommended Books/Reading List</b></u> <ol style="list-style-type: none"> <li>1. Vayunandan, E and Mathew, Dolly (2003), <i>Good Governance: Initiatives in India</i>, PHI Learning: New Delhi</li> <li>2. Government of India (2009), <i>Citizen Centric Administration: The Heart of Governance- Twelfth Report. Second Administrative Reforms Commission, Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions: New Delhi</i></li> <li>3. M. LaxmiKanth (2011), <i>Governance in India</i>, McGraw Hill (Hindi &amp; English Medium)</li> </ol>		