

Department of Public Administration

Lesson Plan: 2023-2024

Odd Semester

B.A (Public Administration)

GOVT. COLLEGE, UKLANA, HISAR (HARYANA)

Dept. of Public Administration
Lesson Plan: 2023-24 (Odd Semester.)
Class and Semester: B.A. I (1st Semester)
Paper (PUBA-101): Elements of Public Administration

Month	Topic/s
Aug-September	Public Administration as a Discipline <ul style="list-style-type: none">➤ Meaning, Nature, Scope, Dimensions and Significance of the Discipline➤ Its relations with Political Science, Management, Law and Economics➤ Public and Private Administration➤ Evolution of Public Administration with special focus on Minnowbrook Conferences➤ New Public Administration (NPA)
Unit Test I and Assignment I	
October	Organization and its Principles <ul style="list-style-type: none">➤ Organization: Meaning, Basis and Forms of OrganizationsPrinciples of Organization➤ Hierarchy, Unity of Command, Span of Control, Coordination➤ Authority and Responsibility, Supervision and Control, Centralization, Decentralization and Delegation Organization: Structure and Processes <ul style="list-style-type: none">➤ The Chief Executive: Meaning, Types, Functions and Role➤ Line, Staff and Auxiliary Agencies; Headquarter and Field Relationships
Unit Test II and Assignment II	
November	<ul style="list-style-type: none">➤ Decision-making➤ Communication Leadership Emerging Perspectives – I <ul style="list-style-type: none">➤ State Vs. Market Debate Public Choice Paradigm➤ Governing the Commons: Common-Pool Resources (CPR)➤ Development Administration: Meaning, Nature and Scope
Presentation	
<u>Recommended Books/Reading List</u> <ol style="list-style-type: none">1. Henry, Nicholas Henry, <i>Public Administration and Public Affair</i>, Prentice Hall IBH Publishing, 19992. Avashti and Maheshwari, <i>Lok Prashashan</i>, Lakshimi Narain Agarwal Educational Publishers: New Delhi (Hindi & English Medium), 20173. M. LaxmiKanth, <i>Public Administration</i>, McGraw Hill (Hindi & English Medium), (2011)4. R.K. Arora, <i>Perspective in Administrative Theory (ed.)</i>, New Delhi: Associated Press, 19795. Rumki Basu, <i>Public Administration: Concepts and theories</i>, Sterling Publishers: New Delhi, 1994	

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Dept. of Public Administration
Lesson Plan: 2023-24 (Odd Semester.)
Class and Semester: B.A. II (3rd Semester)
Paper (PUBA-201): Public Financial Administration

Month	Topic/s
Aug-September	<p>Public Budget: Concepts and Meaning</p> <ul style="list-style-type: none"> ➤ Meaning and Significance of Financial Administration ➤ Budget: Concept and Principles ➤ Budget as an Instrument of Financial Administration ➤ Budget as an Instrument of Public Policy and Management <p>Budget: Types and Processes</p> <ul style="list-style-type: none"> ➤ Types of Budgets: Line-Item Budgeting; Performance Budgeting; Zero-Base Budgeting and Target Base Budgeting
Unit Test I and Assignment I	
October	<ul style="list-style-type: none"> ➤ Budget Formulation and Enactment ➤ Execution of Budget with special reference to India <p>Financial Institutions</p> <ul style="list-style-type: none"> ➤ Union Ministry of Finance ➤ Finance Commission of India
Unit Test II and Assignment II	
November	<ul style="list-style-type: none"> ➤ Comptroller & Auditor General (CAG) <p>Public Finance and Resource Mobilization and Financial Control</p> <ul style="list-style-type: none"> ➤ Resource Mobilization: Tax and Non-Tax Sources ➤ Public Borrowing and Deficit Financing ➤ Legislative Control over Finances with special reference to parliamentary committees
Presentation	
<p><u>Recommended Books/Reading List</u></p> <ol style="list-style-type: none"> 1. B. Chakrabarty and P. Chand. 2012. <i>Public Administration in a Globalizing World: Theories and Practices</i>. New Delhi: Sage Publications 2. Chand, P. 2010. <i>Control of Public Expenditure in India (2nded.)</i>. New Delhi: Allied Publishers Chand, P. 2010. <i>Performance Budgeting (2nded.)</i>. New Delhi: Allied Publishers 3. Lall, G.S. 1979. <i>Public Finance and Financial Administration in India</i>. New Delhi: 4. Mahajan, Sanjeev Kumar and Anupama Puri Mahajan. 2014. <i>Financial Administration in India</i>. PHI Learning: New Delhi 5. Nicholas Henry. 1999. <i>Public Administration and Public Affairs. (6thed.)</i>. New Delhi: Prentice Hall 	

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Dept. of Public Administration
Lesson Plan: 2023-24 (Odd Semester.)
Class and Semester: B.A. III (5th Semester)
Paper (PUBA-301, Option - I): Indian Administrative System

Month	Topic/s
Aug-September	<p>Constitutional Framework</p> <ul style="list-style-type: none"> ▪ British Legacy and Historical Background ▪ Philosophy of the Constitution, the Preamble, and Salient Features of the Constitution ▪ Fundamental Rights; Directive Principles of State Policy and Fundamental Duties <p>Organs of Government</p> <ul style="list-style-type: none"> ▪ Political Executive at the Union Level: President, Prime Minister and Council of Ministers
Unit Test I and Assignment I	
October	<ul style="list-style-type: none"> ▪ Union Legislature - Lok Sabha and Rajya Sabha: Composition and Functions ▪ Judiciary: Supreme Court; Judicial Review <p>Central Administration</p> <ul style="list-style-type: none"> ▪ Central Secretariat: Structure, Functions and Role ▪ Cabinet Secretariat: Significance, Functions and Role
Unit Test II and Assignment II	
November	<ul style="list-style-type: none"> ▪ Prime Minister Office: Significance, Functions and Role <p>Unit – VI State and District Administration</p> <ul style="list-style-type: none"> ▪ Governor; Chief Minister Council of Ministers and State Legislature ▪ State Secretariat and Directorate; Chief Secretary and Divisional Commissioner ▪ District Administration: District Collector
Presentation	
<p><u>Recommended Books/Reading List</u></p> <ol style="list-style-type: none"> 1. Arora, Ramesh K. and Goyal, Rajni (2013) <i>Indian Public Administration: Institutions and Issues (3rd edition)</i>. New Delhi: New Age International Publishers 2. Avasthi A. (1980) <i>Central Administration</i>. New Delhi: Tata McGraw Hill 3. Basu, D.D. (2008) <i>Introduction to the Constitution of India. (20th ed.)</i>. New Delhi: Wadhwa and Company. 4. Chakraborty, Bidyut (2016) <i>Indian Administration</i>. New Delhi: Sage 5. Chaudhary Surjit, M Khosla and P Mehta. 2016. <i>The Oxford Handbook of the Indian Constitution</i>. New Delhi: OUP 6. G. Austin. 2010. <i>The Indian Constitution: Cornerstone of a Nation</i>. New Delhi: OUP 7. M Laxmikant <i>Indian Polity(6th Edition, MC Graw Hill and Pearson, 2019</i> 	