

## Lesson Plan

Name of College : **Government College for Women, Shahzadpur (Ambala)**

Academic Session : **August-December (2022-23)**

Class : **BA 1st SEMESTER**

Paper : **ELEMENTS OF PUBLIC ADMINISTRATION**

Teacher's Name : **MR. RAJAT SONI**

<b>Month</b>	<b>Dates</b>	<b>Topic/s to be covered</b>	<b>Academic/ Activity</b>	<b>Assignments/ Tests</b>	
<b>September</b>	1/09/22 to 7/09/22	Meaning, nature, and scope of Public Administration, Significance of Pub Adm			
	8/09/22 to 14/09/22	NPA and NPM, Difference between Public and Private Adm			
	15/09/22 to 21/09/22	Difference between Public and Private Adm, Evolution of Public Administration			
	22/09/22 to 30/09/22	Relation of Pub Adm with Political Science, economics, and law. Meaning and basis of organization		Assignment 1	
<b>October</b>	1/10/22 to 7/10/22	Meaning and basis of organization, Principles of organization		Class Test 1	
	8/10/22 to 14/10/22	Principles of organization, Coordination, Supervision and control	Academic Activity 1		
	15/10/22 to 21/10/22	Supervision and control, Communication, Centralization and decentralization.			
	22/10/22 to 26/10/22	Diwali holidays			
	27/10/22 to 31/10/22	Centralization and decentralization, Delegation			
	<b>November</b>	01/11/22 to 7/11/22	Formal and Informal Organizations, Department		
		8/11/22 to 14/11/22	Department, Board organizations		

	15/11/22 to 21/11/22	Corporations and Commissions	Academic Activity 2	Assignment 2
	22/11/22 to 28/11/22	Independent Regulatory Commissions, Chief Executive		Class test
	29/11/22 to 31/11/22	Chief Executive		
<b>December</b>	01/12/22 to 7/7/22	Line, Staff and Auxiliary agencies, Public Relations		
	8/12/22 to 14/12/22	Public Relations, Revision		
	15/12/22 to 21/12/22	Revision and Class tests		
	22/12/22 to 24/12/22	Revision and class tests		

Teacher's Sign

HOD

Principal