

## Lesson Plan

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

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

Class : **BA 5<sup>th</sup> SEMESTER**

Paper : **STATE AND DISTRICT 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	Governor: Appointment Powers & Functions		
	8/09/22 to 14/09/22	Chief Minister: Powers, Role and Position		
	15/09/22 to 21/09/22	Council of Ministers and State Legislature		
	22/09/22 to 30/09/22	Organisation and Structure of State Administration.		Assignment 1
<b>October</b>	1/10/22 to 7/10/22	State Secretariat and Directorate: Organisation and Functions		Class Test 1
	8/10/22 to 14/10/22	Chief Secretary: Role and Position in State Administration	Academic Activity 1	
	15/10/22 to 21/10/22	State Planning Department and Board		
	22/10/22 to 26/10/22	Diwali holidays		
	27/10/22 to 31/10/22	Divisional Commissioner: Powers, Functions and Position.		
<b>November</b>	01/11/22 to 7/11/22	District Administration: Evolution, Features and Functions		

	8/11/22 to 14/11/22	District Collector: Evolution, Appointment. Functions and Position.		
	15/11/22 to 21/11/22	Police Administration at District Level: Organisation and Functions	Academic Activity 2	Assignment 2
	22/11/22 to 28/11/22	Role and Functions of Superintendent of Police		Class test
	29/11/22 to 31/11/22	Other Functionaries and Sub-District Level: Sub-Divisional Magistrate, Block Development and Panchayat Officer, Tehsildar.		
<b>December</b>	01/12/22 to 7/7/22	Other Functionaries and Sub-District Level: Sub-Divisional Magistrate, Block Development and Panchayat Officer, Tehsildar.		
	8/12/22 to 14/12/22	Revision and Class tests		
	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