

Govt. College for Women, Shahzadpur (Ambala)
Lesson Plan (2023-24 Even)

Name of the teacher: Rajat Soni	Paper Code: B23 – PAD - 401
Paper Name: State and District Administration	Session: 1-01-2024 to 30-04-2024
Class: BA 4 th Sem	Internal Marks: 20
Subject: Public Administration	External Marks: 80

Course objectives: The course seeks to make students understand the working and organizational structure of administration at state, district, and sub-district levels.

Course outcome: After completing the course, the learner will be acquainted with:

1. Evolution and growth of state administrative machinery and structures.
2. The organization of state government and its different departments.
3. The role of district administration in development.
4. Various position holders at local levels and their roles and responsibilities.

Month	Dates	Topics to be covered	Assignments/ Tests/Others
January	01/01/24 to 06/01/24	Governor	
	08/01/24 to 13/01/24	Chief Minister	
	15/01/24 to 20/01/24	State council of ministers	Academic Activity 1 and Assignment 1
	22/01/24 to 31/01/24	State Legislature	
February	01/02/24 to 07/02/24	State Secretariat	Class Test 1
	08/02/24 to 14/02/24	Directorate	
	15/02/24 to 21/02/24	Chief Secretary	Academic activity 2 and Assignment 2
	22/02/24 to 29/02/24	State Planning Department and board	
March	01/03/24 to 07/03/24	Divisional Commissioner	Class test 2
	08/03/24 to 15/03/24	District Administration	
	16/03/24 to 23/03/24	Deputy Commissioner/Collector	
	25/03/24 to 31/03/24	Police Administration	
April	01/04/24 to 06/04/24	Functionaries at Sub District Level	
	08/04/24 to 13/04/24	Revision	Class test
	15/04/24 to 20/04/24	Revision	Class test
	22/04/24 to 30/04/24	Revision	Class test