

Government College for Women, Shahzadpur (Ambala)
Lesson Plan (2023-24 ODD)

Class: BA 1st SEMESTER
 Paper: Elements of Public Administration

Teacher's Name: **Mr. Rajat Soni**

Month	Dates	Topic/s to be covered	Academic/ Activity	Assignments/ Tests
July/August	24/7/23 to 31/7/23	Meaning, nature, and scope of Public Administration, Significance of Pub Adm		
	1/8/23 to 9/8/23	NPA and NPM, Difference between Public and Private Adm		
	10/8/23 to 17/8/23	Difference between Public and Private Adm, Evolution of Public Administration		
	18/8/23 to 31/8/23	Relation of Pub Adm with Political Science, economics, and law. Meaning and basis of organization		Assignment 1
September	1/9/23 to 10/9/23	Meaning and basis of organization, Principles of organization		Class Test 1
	11/9/23 to 15/9/23	Principles of organization, Coordination, Supervision and control	Academic Activity 1	
	16/9/23 to 22/9/23	Supervision and control, Communication, Centralization and decentralization.		
	23/9/23 to 31/9/23	Centralization and decentralization, Delegation		
October	1/10/23 to 9/10/23	Formal and Informal Organizations, Department		
	10/10/23 to 14/10/23	Department, Board organizations		
	16/10/23 to 21/10/23	Corporations and Commissions	Academic Activity 2	Assignment 2
	23/10/23 to 27/10/23	Independent Regulatory Commissions, Chief Executive		Class test
	28/10/23 to 30/10/23	Chief Executive		
November	1/11/23 to 7/11/23	Line, Staff and Auxiliary agencies, Public Relations		
	7/11/23 to 9/11/23	Public Relations, Revision		
	10/11/23 to 16/11/23	Diwali Holidays		
	17/11/23 to 25/11/23	Revision and class tests		

Teacher's Sign

HOD

Principal