

BAIJNATH CHAUDHARY GOVT. COLLEGE FOR WOMEN, NANGAL CHAUDHARY

Lesson Plan

Name of the Assistant/ Associate Professor: Dr. Monika Yadav Sem. I<sup>st</sup>

Class and Section: B.A. I<sup>st</sup> year

Subject: Public Administration

| Month   | Topics   |
|---|--|
| 21 <sup>st</sup> July<br>2023 to 31 <sup>st</sup><br>July 2023      |  |
| 1 <sup>st</sup> August<br>2023 to 31 <sup>st</sup><br>August 2023   |  |
| 1 <sup>st</sup> September<br>2023 to 30 <sup>th</sup><br>Sept. 2023 |  |
| 1 <sup>st</sup> October<br>2023 to 31 <sup>st</sup><br>Oct. 2023    | Supervision, its meaning, importance, techniques,<br>Quality of a good supervisor<br>Communication (meaning, types & its importance)<br>Centralization & Decentralization<br>Public Relation (meaning, Methods & Significance) |
| 1 <sup>st</sup> Nov. 2023<br>to 24 <sup>th</sup> Nov.<br>2023       | Chief Executive (Meaning, Types, Functions & Qualities)<br>Recent Trends in Public Administration<br>e - Administration<br>Good Governance<br>Test<br>Assignment   |

Myadav  
Teacher's Signature



Lesson Plan

Name of the Assistant/ Associate Professor: Dr. Monika Yadav Sem. III<sup>rd</sup>

Class and Section: B.A II<sup>nd</sup> year

Subject: Public Administration

| Month   | Topics   |
|---|--|
| 21 <sup>st</sup> July<br>2023 to 31 <sup>st</sup><br>July 2023      |  |
| 1 <sup>st</sup> August<br>2023 to 31 <sup>st</sup><br>August 2023   |  |
| 1 <sup>st</sup> September<br>2023 to 30 <sup>th</sup><br>Sept. 2023 |  |
| 1 <sup>st</sup> October<br>2023 to 31 <sup>st</sup><br>Oct. 2023    | Union Ministry of Home, its organization & functions<br>Union Ministry of Finance, its organization & functions<br>Union Ministry of Rural development, its organization<br>& functions<br>Short Question - Answer                                   |
| 1 <sup>st</sup> Nov. 2023<br>to 24 <sup>th</sup> Nov.<br>2023       | Supreme Court - structure, powers & functions<br>High Court of a state, st., Powers & functions<br>Appointments of Supreme Court & High Court Judges<br>Administrative Tribunals<br>Lokpal & Lokayukta      Short Ques. - Answer<br>Test, Assignment |

Myadav  
Teacher's Signature