

Saraswati Mahila Mahavidyalaya, Palwal

Lesson Plan :

Name of the Assistant/Associate Professor: Dr. Reena Singh

Class and Section: M. A(I) Political Science (Sem II)

Name of subject: Public Administration - II

Subject Lesson Plan : 18 weeks (from January 2018 to April 2018)

(Note: Prepare as per list of holidays declared by Haryana govt.)

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| WEEK 1 |
| ASSIGNMENT: |
| WEEK 1, DAY 1, DATE : 01/01/2018 (MONDAY) |
| Bureaucracy : Meaning, definition and (Unit I) nature. |
| WEEK 1, DAY 2, DATE : 02/01/2018 (TUESDAY) |
| Types and Roll of Bureaucracy. |
| WEEK 1, DAY 3, DATE : 03/01/2018 (WEDNESDAY) |
| Characteristic of The Indian Bureaucracy. |
| WEEK 1, DAY 4, DATE : 04/01/2018 (THURSDAY) |
| Marxian Theory of Bureaucracy. |
| WEEK 1, DAY 5, DATE : 05/01/2018 (FRIDAY) |
| Holiday on account of Guru Govind Singh's Birthday |
| WEEK 1, DAY 6, DATE : 06/01/2018 (SATURDAY) |

Revision and discussion

WEEK 2

ASSIGNMENT: Bureaucracy

WEEK 2, DAY 1, DATE : 08/01/2018 (MONDAY)

Evils of Bureaucracy and suggestions to
Remove evils of Bureaucracy.

WEEK 2, DAY 2, DATE : 09/01/2018 (TUESDAY)

Changing Role of Bureaucracy.

WEEK 2, DAY 3, DATE : 10/01/2018 (WEDNESDAY)

PPT of Bureaucracy

WEEK 2, DAY 4, DATE : 11/01/2018 (THURSDAY)

Revision Chapter - 01

WEEK 2, DAY 5, DATE : 12/01/2018 (FRIDAY)

Problem solving session

WEEK 2, DAY 6, DATE : 13/01/2018 (SATURDAY)

Written Test

WEEK 3

ASSIGNMENT: Max Weber Theory
WEEK 3, DAY 1, DATE : 15/01/2018 (MONDAY)

Minister - civil servant relation.
Introduction of the chapter

WEEK 3, DAY 2, DATE : 16/01/2018 (TUESDAY)

Minister - civil servant relation: Theoretical
Assumption.

WEEK 3, DAY 3, DATE : 17/01/2018 (WEDNESDAY)

Bureaucracy :- New Despotism

WEEK 3, DAY 4, DATE : 18/01/2018 (THURSDAY)

Determining factors of minister - civil
servant relationship

WEEK 3, DAY 5, DATE : 19/01/2018 (FRIDAY)

Areas of conflict between political executive
and civil servants.

WEEK 3, DAY 6, DATE : 20/01/2018 (SATURDAY)

Written Test

WEEK 4

ASSIGNMENT: Minister and civil servants

WEEK 3, DAY 1, DATE : 22/01/2018 (MONDAY)

Holiday on account of Basant Panchmi.

WEEK 4, DAY 2, DATE :23/01/2018(TUESDAY)

Revision Chapter = 02

WEEK 4, DAY 3, DATE :24/01/2018(WEDNESDAY)

Holiday on account of Sir Chotu Ram Jayanti.

WEEK 4, DAY 4, DATE :25/01/2018(THURSDAY)

Unit II Financial Administration : Elements
of Budget.

WEEK 4, DAY 5, DATE :26/01/2018(FRIDAY)

Holiday on account of Republic Day.

WEEK 4, DAY 6, DATE :27/01/2018(SATURDAY)

Budget : Meaning Definition and
its functions

WEEK 5

ASSIGNMENT: Budget

WEEK 5, DAY 1, DATE :29/01/2018(MONDAY)

Various Types of Budget .

WEEK 5, DAY 2, DATE :30/01/2018(TUESDAY)

Important Principles of The Budget .

WEEK 5, DAY 3, DATE :31/01/2018(WEDNESDAY)

Holiday on account of Guru Ravi Dass Jayanti

WEEK 5, DAY 4, DATE :01/02/2018(THURSDAY)

Financial Control & The Changing Forms

of Budget.

WEEK 5, DAY 5, DATE : 02/02/2018 (FRIDAY)

Budgetary process in India

WEEK 5, DAY 6, DATE : 03/02/2018 (SATURDAY)

Performance Budget : Meaning and Brief History.

WEEK 6

ASSIGNMENT: Budget process in India

WEEK 6, DAY 1, DATE : 05/02/2018 (MONDAY)

Advantages of performance Budget

WEEK 6, DAY 2, DATE : 06/02/2018 (TUESDAY)

Revision The process of Budget

WEEK 6, DAY 3, DATE : 07/02/2018 (WEDNESDAY)

outline of the performance Budgeting

WEEK 6, DAY 4, DATE : 08/02/2018 (THURSDAY)

Programming Budgeting : Introduction

WEEK 6, DAY 5, DATE : 09/02/2018 (FRIDAY)

Programming Budget : main Aims

WEEK 6, DAY 6, DATE : 10/02/2018 (SATURDAY)

Holiday on account of Maharshi Dayanand Saraswati Jayanti.

WEEK 7

ASSIGNMENT: Performance Budget

WEEK 7, DAY 1, DATE : 12/02/2018 (MONDAY)

Defects of the programme Budget.

WEEK 7, DAY 2, DATE : 13/02/2018 (TUESDAY)

Holiday on account of Maha Shivaratri.

WEEK 7, DAY 3, DATE : 14/02/2018 (WEDNESDAY)

An Assessment.

WEEK 7, DAY 4, DATE : 15/02/2018 (THURSDAY)

Legislative and Administrative Control over
Finance : Introduction

WEEK 7, DAY 5, DATE : 16/02/2018 (FRIDAY)

Control over finance with special reference
to India and UK.

WEEK 7, DAY 6, DATE : 17/02/2018 (SATURDAY)

Revision the Chapter:- Budget

WEEK 8

ASSIGNMENT: Budget.

WEEK 8, DAY 1, DATE :19/02/2018(MONDAY)

Discuss Estimate Committee and its functions.

WEEK 8, DAY 2, DATE :20/02/2018(TUESDAY)

Public Accounts Committee and functions.

WEEK 8, DAY 3, DATE :21/02/2018(WEDNESDAY)

Administrative Control over finance.

WEEK 8, DAY 4, DATE :22/02/2018(THURSDAY)

Audit and Accounts Department

WEEK 8, DAY 5, DATE :23/02/2018(FRIDAY)

Revision

WEEK 8, DAY 6, DATE :24/02/2018(SATURDAY)

written Test

WEEK 9

ASSIGNMENT:

WEEK 9, DAY 1, DATE : 26/02/2018 (MONDAY)

Unit III
Administrative culture: meaning, nature
and features

WEEK 9, DAY 2, DATE : 27/02/2018 (TUESDAY)

Importance of culture in public administration

WEEK 9, DAY 3, DATE : 28/02/2018 (WEDNESDAY)

VACATION -II

WEEK 9, DAY 4, DATE : 01/03/2018 (THURSDAY)

VACATION -II

WEEK 9, DAY 5, DATE : 02/03/2018 (FRIDAY)

VACATION -II

WEEK 9, DAY 6, DATE : 03/03/2018 (SATURDAY)

VACATION -II

WEEK 10

ASSIGNMENT: Administrative Culture

WEEK 10, DAY 1, DATE : 05/03/2018 (MONDAY)

Administrative culture and values,
Sala Model

WEEK 10, DAY 2, DATE : 06/03/2018 (TUESDAY)

Administrative culture in Developing and
Transitional Countries + sessional exam

WEEK 10, DAY 3, DATE : 07/03/2018 (WEDNESDAY)

Discuss harmful impacts of Administrative
Culture + sessional exam

WEEK 10, DAY 4, DATE : 08/03/2018 (THURSDAY)

Revision + sessional exam

WEEK 10, DAY 5, DATE : 09/03/2018 (FRIDAY)

Administrative Corruption : meaning
and concepts
+ sessional exam

WEEK 10, DAY 6, DATE : 10/03/2018 (SATURDAY)

Forms of Corruption + sessional
exam

WEEK 11

ASSIGNMENT:

WEEK 11, DAY 1, DATE : 12/03/2018 (MONDAY)

Revision + sessional exam

WEEK 11, DAY 2, DATE : 13/03/2018 (TUESDAY)

Causes of Corruption in Administration
+ sessional exam

WEEK 11, DAY 3, DATE : 14/03/2018 (WEDNESDAY)

Causes of Corruption + sessional exam
in India

WEEK 11, DAY 4, DATE : 15/03/2018 (THURSDAY)

Solutions to Administrative Corruption
+ sessional exam

WEEK 11, DAY 5, DATE : 16/03/2018 (FRIDAY)

Group discussion

WEEK 11, DAY 6, DATE : 17/03/2018 (SATURDAY)

Test - Administrative Corruption

WEEK 12

ASSIGNMENT: Corruption in India

WEEK 12, DAY 1, DATE : 19/03/2018 (MONDAY)

Administrative Reforms :- Meaning, definition
and Types

WEEK 12, DAY 2, DATE : 20/03/2018 (TUESDAY)

Why Administrative Reforms and nature
of Reform.

WEEK 12, DAY 3, DATE : 21/03/2018 (WEDNESDAY)

Process of Administrative Reforms.

WEEK 12, DAY 4, DATE : 22/03/2018 (THURSDAY)

History of Administrative Reforms

WEEK 12, DAY 5, DATE : 23/03/2018 (FRIDAY)

Holiday on account of Shahidi diwas.

WEEK 12, DAY 6, DATE : 24/03/2018 (SATURDAY)

Administrative Reforms Commission

WEEK 13

ASSIGNMENT: Administrative Reform in India

WEEK 13, DAY 1, DATE : 26/03/2018 (MONDAY)

Recommendation of the Report of Administrative Reforms Commission.

WEEK 13, DAY 2, DATE : 27/03/2018 (TUESDAY)

Strategies of successful Reform of Administrative.

WEEK 13, DAY 3, DATE : 28/03/2018 (WEDNESDAY)

Group discussion

WEEK 13, DAY 4, DATE : 29/03/2018 (THURSDAY)

Holiday on account of Mahavir Jayanti.

WEEK 13, DAY 5, DATE : 30/03/2018 (FRIDAY)

Revision - the chapter

WEEK 13, DAY 6, DATE : 31/03/2018 (SATURDAY)

Right to information :- introduction
The chapter.

WEEK 14

ASSIGNMENT: RTI

WEEK 14, DAY 1, DATE : 02/04/2018 (MONDAY)

Right to information Act, 2005 in
India

WEEK 14, DAY 2, DATE : 03/04/2018 (TUESDAY)

How to use Right to information
Act.

WEEK 14, DAY 3, DATE : 04/04/2018 (WEDNESDAY)

Written Test - RTI

WEEK 14, DAY 4, DATE : 05/04/2018 (THURSDAY)

Unit - IV

Grievance - Redressal Institutions: Ambuds
(Introduction) - man

WEEK 14, DAY 5, DATE : 06/04/2018 (FRIDAY)

The Ombudsman: Meaning and Concepts

WEEK 14, DAY 6, DATE : 07/04/2018 (SATURDAY)

Indian modes of Ombudsman: Lokpal

WEEK 15

ASSIGNMENT: Ambudsman

WEEK 15, DAY 1, DATE : 09/04/2018 (MONDAY)

Lokpal Bill 2011: Salient features

WEEK 15, DAY 2, DATE : 10/04/2018 (TUESDAY)

Lokayukta in states

WEEK 15, DAY 3, DATE : 11/04/2018 (WEDNESDAY)

Issues concerning Lokpal

WEEK 15, DAY 4, DATE : 12/04/2018 (THURSDAY)

Revision : Lokpal

WEEK 15, DAY 5, DATE : 13/04/2018 (FRIDAY)

Written Test

WEEK 15, DAY 6, DATE : 14/04/2018 (SATURDAY)

Holiday on account of Vaisakhi & Dr B.R. Ambedkar's Jayanti.

WEEK 16

ASSIGNMENT: Lokayukta

WEEK 16, DAY 1, DATE : 16/04/2018 (MONDAY)

Panchayati Raj : Introduction

WEEK 16, DAY 2, DATE : 17/04/2018 (TUESDAY)

Roll of panchayati Raj in India

WEEK 16, DAY 3, DATE : 18/04/2018 (WEDNESDAY)

Holiday on account of Maharshi Pasuram Jayanti

WEEK 16, DAY 4, DATE : 19/04/2018 (THURSDAY)

Panchayati Raj: Ups and down

WEEK 16, DAY 5, DATE : 20/04/2018 (FRIDAY)

New mode of Panchayati Raj: 73rd Constitutional Amendment.

WEEK 16, DAY 6, DATE : 21/04/2018 (SATURDAY)

Achievements and problems

WEEK 17

ASSIGNMENT: 73rd Amendment

WEEK 17, DAY 1, DATE : 23/04/2018 (MONDAY)

Challenges of Development Impact of Liberalization on Public Administration: An Introduction

WEEK 17, DAY 2, DATE : 24/04/2018 (TUESDAY)

Challenges and problems

WEEK 17, DAY 3, DATE : 25/04/2018 (WEDNESDAY)

Impact of Public Administration

WEEK 17, DAY 4, DATE :26/04/2018(THURSDAY)

Revision - Unit I

WEEK 17, DAY 5, DATE :27/04/2018(FRIDAY)

Revision Unit II

WEEK 17, DAY 6, DATE :28/04/2018(SATURDAY)

Revision - Unit III

WEEK 18

ASSIGNMENT:

WEEK 18, DAY 1, DATE :30/04/2018(MONDAY)

Revision Unit IV

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