

SARASWATI MAHILA MAHAVIDYALAYA, PALWAL

LESSON PLAN

Class: M.A. Pol sci (Pre.)

Semester: 1st

Paper: Public Administration

Session: 2020

Lectures	Topic
L1	Public Administration:- Meaning and Concept
L2	Scope of Public Administration
L3	Importance of Public Administration
L4	Group discussion of This Topic.
L5	Written Test
L6	Role of Public Administration in Developing Societies
L7	Public Administration and Private Administration concepts
L8	Difference between Public and Private Administration.
L9	Group discussion of this Topic
L10	Revision of Previous Topic.
L11	Evolution of the Study of Public Administration
L12	New Public Administration:- Concept
L13	Causes of Genesis
L14	Aims of New Public Administration.
L15	Evolution of New Public Administration
L16	Features of New Public Administration
L17	Revision of This Topic.
L18	Organization Theories! Approaches
L19	Classical Approach! Henry Fayol, Luther Gulik, Urwick

Lectures	Topic
L20	Scientific Management Approach: Fredrick Taylor
L21	Bureaucracy Approach: max WEBER.
L22	Features of Bureaucracy Approach.
L23	Human Relation Approach: Elton Mayo
L24	Revision of these Approaches
L25	Group discussion
L26	written Test of unit-1
L27	System Approach: Chester Bernard
L28	Importance of System Approach
L29	Behavioural Approach: Herbert Simon.
L30	Ecological Approach: Fred W. Riggs.
L31	Features of Ecological Approach.
L32	Revision of this Topic.
L33	Principles of Organization: Concept
L34	Principle of Hierarchy or Scalar System
L35	meaning of Hierarchy
L36	Explanation of Hierarchy of scalar systems
L37	Feature of scalar system.
L38	Types of Hierarchy system
L39	merits of scalar system
L40	Demerits of scalar system
L41	Revision of this Topic.
L42	unity of Command: Concept, meaning.
L43	Need of unity of command

Lectures	Topic
L44	merits of unity of command
L45	Span of Control: meaning
L46	Importance of span of control.
L47	Elements of span of control
L48	merits of span of control.
L49	Revision of this Topic.
L50	Co-ordination: meaning
L51	Types of Co-ordination
L52	centralization Vs. Decentralization: meaning
L53	main Elements of centralization & Decentralization
L54	merits and Demerits of centralization
L55	merits and Demerits of Decentralization
L56	line and staff: Difference.
L57	Relation between line and staff
L58	Needs of staff Agency
L59	Function of staff Agency
L60	kinds of staff Agency
L61	Staff Agency in India
L62	Revision of Previous Topic.
L63	written Test of unit-2.
L64	Organization: Formal & Informal
L65	Organization: Meaning, Needs
L66	Characteristics of Organization
L67	Types of Organization: formal, informal

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Lectures	Topic
L 68	Features, Advantage of formal organization
L 69	Characteristics of informal organization
L 70	function and Advantage of informal organization.
L 71	written Test of unit - 3.
L 72	Chief executive : meaning, concept
L 73	function and Power of chief executive.
L 74	Group discussion.
L 75	Recruitment : meaning
L 76	methods of Determining qualification in recruitment
L 77	Training : Meaning, objects
L 78	kinds of Training
L 79	Revision
L 80	Importance of a Promotion System'
L 81	Principles of Promotion
L 82	Employer- Employee relation : Whitley Councils.
L 83	Objectives, organization of Whitley Councils
L 84	Revision of Previous Topics
L 85	Group discussion
L 86	written Test