

UNIT PLAN FOR SESSION (2023-24)
B.A.FIRST YEAR, SEMESTER -1st
SUBJECT- PUBLIC ADMINISTRATION
PAPER-ADMINISTRATION THEORY

MAX MARKS-100

THEORY-90

INTERNAL ASSESSMENT-10

UNIT-1

TOPIC	TEACHING POINTS	SPECIFIC OBJECTIVES	METHOD	RESOURCES & LINKS
1. Meaning, nature, scope and significance of public administration 2. Public and Private administration. 3. Public administration as an Science or an Art. 4. Relationship of Public administration with other social sciences. 5. Evolution of public administration since 1887.	a. Explain public administration in details.. b. Explain differences between public and private administration. c. Define public administration as an Science or an Art. d. Explain relationship of public administration with other social sciences. e. Explain different stages of development of public administration.	To acquaint the students with the basic concepts of public administration.	a. lecture b. Power point presentation.	a. Public Administration : Theory and Practice By S.L.Goel b. E-book by Rumki Basu- Public administration . c. Public Administration by Maheshwari and Awasthi

UNIT-2

Topic	Teaching Points	Specific Objectives	Method	Resources & Links
1. Organization: Meaning and types: Formal and Informal	a. Explain about	To acquaint the students with	a lecture. b. PPT.	a. https://youyu.be/Od9TAYulxY8

2.Forms of Organization:Departments, public corporation and govt.company. 3. Principals of Organizations: Hierarchy, Span of control, Unity of command , Authority and Responsibility.	organization in details. b.explain different forms of Organization. c. Explain Principals of organization.	the basic concepts and principals of organization.		b.E-Book by Maheswari and Awasthi. c.Elements of Public Administration By Chander Mohan Mahajan.
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UNIT-3

Topics	Teaching points	Specific objectives	Method	Resources & Links
1.Chief Executive :Type,functionns & role. 2.Line, staff and auxiliary agencies. 3.Centralization and Decentralization. 4.Decision making:meaning, types and process.	a.explain the meaning ,nature and role of executive . b.Explain forms of executive. c. explain Centralization and Decentralization. d.Explain Decision making process.	To acquaint the students with the basic concepts of Excecutive.	a. lecture. b. PPT	a. https://youtu.be/1Bx-VVj6Ek8 b.E-Book by Rumki Basu- Public Administration. c. Public Administration : Theories and Concepts by B.L.Fadia and Kuldeep Fadia

UNIT-4

Topics	Teaching points	Specific objectives	Method	Resources & Links
1.Coordination 2. Communiation 3.Supervision 4. Leadership.	a.Explain concept, method and hindrance of Coordination, Supervision, Communication and Leadership.	To acquaint the students with the basic concepts of Technical skills of administration.	a.lecture. b. PPT	a. http://egyankosh.ac.in b. https://ignoutv.in c. https://researchgate.net.in d. Principals of Public Administration by Mohit Bhattacharya