

Department of Public Administration, GCW Tosham

Lesson Plan: BA 1st Year (Semester - I), (2025-26) – CC (Major) (As per NEP)

Paper: Elements of Public Administration (Course Code: 24UN-PAD-101)

Contact Hours: 60, End Term Exam marks: 70, Internal Assessment Marks: 30

<u>Month: August 2025 (wef 01.08.2025)</u>	
Week 1	Public Administration : Evolution, Meaning – Unit I
Week 2	Public Administration : Nature, Scope and Significance – Unit I
Week 3	Public Administration: its relation with Pol. Science, Economics and Law; Public and Private Administration – Unit I
Week 4	New Public Administration and New Public Management – Unit I
<u>Month: September 2025</u>	
Week 1	Organisation: Meaning and Basics – Unit II
Week 2	Principles of Organisation : Hierarchy, Span of Control – Unit II
Week 3	Principles of Organisation : Co-ordination, Supervision and Control– Unit II
Week 4/5	Principles of Organisation : Communication, Decentralisation and Delegation – Unit II
<u>Month: October 2025</u>	
Week 1	Forms of Organisation : Formal and Informal – Unit III
Week 2	Forms of Organisation : Department and Board – Unit III
Week 3	Forms of Organisation : Corporation and Commission – Unit III
Week 4	Diwali Vacation
Week 5	Forms of Organisation : Independent Regulatory Commission – Unit III
<u>Month: November 2025</u>	
Week 1	Chief Executive: Meaning/ Concept – Unit IV
Week 2	Chief Executive: Types and Role – Unit IV
Week 3	Line, Staff and Auxiliary Agencies – Unit IV
Week 4	Public Relations: Meaning, Means and Significance – Unit IV

Note: In addition to above, other activities and internal assessment such as Class participation of students/ Presentation/ Assignment/ Class test/ Mid Term Exams etc shall also be undertaken/ conducted within the above mentioned schedule. In case of shortage of periods/ syllabus covered, some extra classes will be arranged towards fulfilling the requirement.

Asst. Professor (Public Administration)

Department of Public Administration, GCW Tosham

Lesson Plan: BA 1st Year (Semester - I), (2025-26) – CCM (Minor) (As per NEP)

Paper: Issues in Public Administration (Course Code: 24UN-PAD-103)

Contact Hours: 32, End Term Exam marks: 35, Internal Assessment Marks: 15

<u>Month: August 2025 (wef 01.08.2025)</u>	
Week 1	Accountability in Public Administration – Unit I
Week 2	Parliamentary Control over Administration – Unit I
Week 3	Executive and Judicial Control over Administration – Unit I
Week 4	Lok Pal and Lok Ayukta – Unit I
<u>Month: September 2025</u>	
Week 1/2	Integrity in Administration – Unit II
Week 3	Means and Agencies for checking Corruption at Union Level – Unit II
Week 4/5	Means and Agencies for checking Corruption at State Level – Unit II
<u>Month: October 2025</u>	
Week 1/2	Emerging Issues: Good Governance – Unit III
Week 3	Right to Information – Unit III
Week 4	Diwali Vacation
Week 5	Consumer Protection Act, 2005 – Unit III
<u>Month: November 2025</u>	
Week 1	Political and Permanent Executive: Meaning/ Concept – Unit IV
Week 2	Generalists and Specialist Relationship – Unit IV
Week 3/4	Administrative Reforms – Unit IV

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Asst. Professor (Public Administration)

Department of Public Administration, GCW Tosham

Lesson Plan: BA 2nd Year (Semester III), (2025-26) – CC (Major) (As per NEP)

Paper: Central Administration (Course Code: 24UN-PAD-301)

Contact Hours: 60, End Term Exam marks: 70, Internal Assessment Marks: 30

<u>Month: August 2025 (wef 01.08.2025)</u>	
Week 1	British Legacies over Indian Administration – Unit I
Week 2	Features of Indian Administration – Unit I
Week 3	Role of Indian Administration in Socio-Economic Development – Unit I
Week 4	Fundamental Rights and Duties – Unit I
<u>Month: September 2025</u>	
Week 1	President: Elections, Impeachment, Powers and Position – Unit II
Week 2	Prime Minister & Council of Ministers: Appointment, Powers and Role – Unit II
Week 3	Central Secretariat: Organisation, Role and Functions – Unit II
Week 4/5	Cabinet Secretariat: Organisation, Role and Functions – Unit II
<u>Month: October 2025</u>	
Week 1	Ministry of Home Affairs: Organisation and Role – Unit III
Week 2	Ministry of Finance: Organisation and Functions – Unit III
Week 3	Finance Commission – Unit III
Week 4	Diwali Vacation
Week 5	Comptroller & Auditor General – Unit III
<u>Month: November 2025</u>	
Week 1	Civil Services in India: Role and Significance – Unit IV
Week 2	Union Public Service Commission: Composition and Functions – Unit IV
Week 3/4	Recruitment and Training of All India and Central Services – Unit IV

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Asst. Professor (Public Administration)

Department of Public Administration, GCW Tosham

Lesson Plan: BA 3rd Year (Semester - V) - for the Year 2025-26

Paper: Urban Local Government (Subject Code/ Paper ID – 2101545)

Contact Hours: 90, End Term Exam marks: 80, Internal Assessment Marks: 20

<u>Month: August 2025 (wef 01.08.2025)</u>	
Week 1	Meaning and Significance of Local Government in India – Unit I
Week 2	Meaning and Significance of Urban Local Government – Unit I
Week 3	Urban Local Government in Ancient, Medieval and Modern times – Unit I
Week 4	Urban Local Government after Independence – Unit I
<u>Month: September 2025</u>	
Week 1	Municipal Corporation: Meaning, Composition and Function – Unit II
Week 2	Financial Resources of Municipal Corporation – Unit II
Week 3	State Control over Municipal Corporation – Unit II
Week 4/5	Mayor, Municipal Commissioner – Unit II
<u>Month: October 2025</u>	
Week 1	Municipal Council: Functions and Powers – Unit III
Week 2	Financial resources of Municipal Councils, Financial Difficulties and Suggestions for Improvement – Unit III
Week 3	Municipal Personnel, Suggestions for Reforms in the Conditions of Municipal Employees – Unit III
Week 4	Diwali Vacation
Week 5	Municipal Committee, Functions and Powers of Executive Officer – Unit III
<u>Month: November 2025</u>	
Week 1	Other Institutions of Local Government working in Urban Areas: Town Area Committee, Notified Area Committee – Unit IV
Week 2	Town and Country Planning – Unit IV
Week 3	74 th Constitutional Amendment Act – Unit IV
Week 4	Urban Government and Good Governance – Unit IV

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Asst. Professor (Public Administration)