

## **Lesson Plan Odd Sem. (Political Science)**

### **M.A 1<sup>st</sup> Public Administration**

**Teacher: Suman Lata**

#### **1<sup>st</sup> week :**

What is public administration.

Meaning ,nature and scope of public administration.

Group discussion.

#### **2<sup>nd</sup> week:**

Public and private administration.

New public administration.

Class test.

#### **3<sup>rd</sup> week:**

Development administration.

Approaches and method of public administration.

Assignment

#### **4<sup>th</sup> week**

Decision making.

Ecological system.

Class test.

**5<sup>th</sup> week**

Hierarchy.

Span of control.

Presentation.

**6<sup>th</sup> week**

Centralization and Decentralization.

Delegation.

Group discussion.

**7<sup>th</sup> week**

Coordination.

Line and staff agencies.

Presentation.

**8<sup>th</sup> week**

Formal and informal organization.

Forms of organization.

Class test.

**9<sup>th</sup> week**

Department.

Public- Corporation and board.

Revision.

**10<sup>th</sup> week**

Type of Chief Executive.

Class test.

Recruitment.

**11<sup>th</sup> week**

Functions and role of chief executive.

Recruitment.

Revision.

**12<sup>TH</sup> WEEK**

Training.

Promotion.

Presentation.

**13<sup>th</sup> week**

Employee employer relation.

Class test.

Revision.