

## **GOVT. COLLEGE FOR GIRLS , PALWAL ,KURUKSHETRA**

### **LESSON-PLAN (Session 2025-26) ODD SEMESTER**

Name of Professor: Dr Rajiv Kumar

Subject: Public Administration

Subject/Paper: Rural-Urban Administration

Designation: AssistantProfessor

Class: B.A.III Year ( Semester-V)

Date	Topics to be covered	Remarks
22-07-2025 TO 26-07-2025	Introduction to the syllabus	
28-07-2025 TO 02-08-2025	Evolution of Local Government	
04-08-2025 TO 09-08-2025	Meaning, Features and Significance of Local Government	Class-Test
11-08-2025 To 16-08-2025	73 <sup>rd</sup> Constitutional Amendment ACT	Video showing on Panchayati Raj Working
18-08-2025 TO 23-08-2025	74 <sup>th</sup> Constitutional Amendment ACT	Ist Assignment Will be given to the students
25-08-2025 TO 30-08-2025	Urban Local Bodies- Municipal Corporation	Class-Test
01-09-2025 TO 06-09-2025	Municipal Committee and Municipal Council	
08-09-2025 TO 13-09-2025	Municipal Finance	Class-Test
15-09-2025 TO 20-09-2025	Rural Local Government- Panchayati Raj Institution	Group Discussion
22-09-2025 TO 27-09-2025	District Planning Commission	
29-09-2025 TO 04-10-2025	State Finance Commission	IInd Assignment will be given to the students
06-10-2025 TO 11-10-2025	Urban -Rural Commission	
13-10-2025 18-10-2025	Local leadership	Presentations by the students
19-10-2025 TO 26-10-2025	Diwali Vacations	
27-10-2025 TO 01-11-2025	Revision of Syllabus and discussion on important topics	PPT Presentations/ Presentation by the students

03-11-2025 TO 08-11-2025	Sessional Test for Internal Assessment as per University Guidelines	
10-11-2025 TO 15-11-2025	Revision of Syllabus and Doubt Clearing sessions	
17-11-2025 TO 24-11-2025	Revision of Syllabus and Doubt Clearing sessions	

**Dr Rajiv Kumar**  
**HOD, Public Administration**  
**GCG, Palwal (Kurukshetra)**

## **GOVT. COLLEGE FOR GIRLS , PALWAL ,KURUKSHETRA**

### **LESSON-PLAN (Session 2025-26) ODD SEMESTER**

Name of Professor: Dr Rajiv Kumar  
Subject: Public Administration  
Subject/Paper: Central Administration

Designation: Assistant Professor  
Class: B.A.II Year ( Semester-III)

Date	Topics to be covered	Remarks
22-07-2025 TO 26-07-2025	Introduction to the syllabus	
28-07-2025 TO 02-08-2025	British Legacies Over Indian Administration	
04-08-2025 TO 09-08-2025	Features of Indian Administration Role of Indian Administration in Socio-Economic Development	Class-Test
11-08-2025 To 16-08-2025	Fundamental Rights Fundamental Duties	
18-08-2025 TO 23-08-2025	President	Ist Assignment Will be given to the students
25-08-2025 TO 30-08-2025	Prime Minister and Council of Ministers	Class-Test
01-09-2025 TO 06-09-2025	Central Secretariat Cabinet Secretariat	Group Discussion
08-09-2025 TO 13-09-2025	Ministry of Home Affairs	Class-Test
15-09-2025 TO 20-09-2025	Ministry of Finance and Doubt Clearing sessions	
22-09-2025 TO 27-09-2025	Finance Commission	
29-09-2025 TO 04-10-2025	The Comptroller and Auditor General	IInd Assignment will be given to the students
06-10-2025 TO 11-10-2025	Civil Services in India	

13-10-2025 TO 18-10-2025	Union Public Service Commission	Presentations by the students
19-10-2025 TO 26-10-2025	<b>Diwali Vacations</b>	
27-10-2025 TO 01-11-2025	Recruitment of All India Services and Central Services	PPT Presentations/ Presentation by the students
03-11-2025 TO 08-11-2025	Training of All India Services and Central Services	
10-11-2025 TO 15-11-2025	Sessional Test for Internal Assessment as per University Guidelines	
17-11-2025 TO 24-11-2025	Revision of Syllabus and Doubt Clearing sessions	

**Dr Rajiv Kumar**  
**HOD, Public Administration**  
**GCG, Palwal (Kurukshetra)**

## **GOVT. COLLEGE FOR GIRLS , PALWAL ,KURUKSHETRA**

### **LESSON-PLAN (Session 2025-26) ODD SEMESTER**

Name of Professor: Dr Rajiv Kumar

Subject: Public Administration

Subject/Paper: Elements of Public Administration

Designation: Assistant Professor

Class: B.A.I Year ( Semester-I)

Date	Topics to be covered	Remarks
22-07-2025 TO 26-07-2025	Introduction to the syllabus	
28-07-2025 TO 02-08-2025	Evolution of Public Administration	
04-08-2025 TO 09-08-2025	Meaning, Nature and Scope of Public Administration	
11-08-2025 To 16-08-2025	Significance of PublicAdministration Public and Private Administration	Class Test
18-08-2025 TO 23-08-2025	New Public Administration New Public Management	Assignment will be given to the students as per norms
25-08-2025 TO 30-08-2025	Organisation : Meaning and Basis	Class-Test
01-09-2025 TO 06-09-2025	Principles of Organisations	
08-09-2025 TO 13-09-2025	Co-ordination	Class-Test
15-09-2025 TO 20-09-2025	Supervision and Control	PPT Presentations/ Presentation by the students
22-09-2025 TO 27-09-2025	Communication Centralization and Decentralization	
29-09-2025 TO 04-10-2025	Delegation and Doubt Clearing sessions	

06-10-2025 TO 11-10-2025	Formal and Informal Organization	
13-10-2025 TO 18-10-2025	Department Board Type of Organization	PPT Presentations /Presentation by the students
19-10-2025 TO 26-10-2025	<b>Diwali Vacations</b>	
27-10-2025 TO 01-11-2025	Corporation and Commission The Independent Regulatory Commission	
03-11-2025 TO 08-11-2025	Line ,Staff and Auxiliary Agencies Public Relations	Group Discussion
10-11-2025 TO 15-11-2025	Sessional Test for Internal Assessment as per University Guidelines	
17-11-2025 TO 24-11-2025	Revision of Syllabus and Doubt Clearing sessions	

**Dr Rajiv Kumar**  
**HOD, Public Administration**  
**GCG, Palwal (Kurukshetra)**

## **GOVT. COLLEGE FOR GIRLS , PALWAL ,KURUKSHETRA**

### **LESSON-PLAN (Session 2025-26) ODD SEMESTER**

Name of Professor: Dr Rajiv Kumar

Designation: Assistant Professor

Subject: Public Administration

Class: Bsc. I Year ( Semester-I)

Subject/Paper: MDC-I (Public Administration in India)

Date	Topics to be covered	Remarks
22-07-2025 TO 26-07-2025	Introduction to Syllabus Evolution of Indian Administration	
28-07-2025 TO 02-08-2025	Constitutional Context: Parliament, Executive and Judiciary	Class-Test
04-08-2025 TO 09-08-2025	Salient Features of Indian Administration	
11-08-2025 To 16-08- 2025	President	Assignments will be given to the students as per norms
18-08-2025 TO 23-08- 2025	Prime Minister and Council of Ministers	Class-Test
25-08-2025 TO 30-08-2025	Ministry of Home Affairs	
01-09-2025 TO 06-09-2025	Federal and Unitary Features in Constitutional Context	Class-Test
08-09-2025 TO 13-09-2025	Union State Relations and Trends in Centre-State Relations	
15-09-2025 TO 20-09-2025	Inter-States Relations	

22-09-2025 TO 27-09-2025	Issues and Resolutions Mechanism	
29-09-2025 TO 04-10-2025	Election Commission of India	
06-10-2025 TO 11-10-2025	National Human Rights Commission	Presentations by the students
13-10-2025 TO 18-10-2025	Niti Ayog	
19-10-2025 TO 26-10-2025	<b>Diwali Vacations</b>	
27-10-2025 TO 01-11-2025	National Development Council	
03-11-2025 TO 08-11-2025	Revision of Syllabus and Doubt Clearing sessions	
10-11-2025 TO 15-11-2025	Sessional Test for Internal Assessment as per University Guidelines	
17-11-2025 TO 24-11-2025	Doubt Clearing sessions	

**Dr Rajiv Kumar**  
**HOD, Public Administration**  
**GCG, Palwal (Kurukshetra)**



## **Government college For Girls, Palwal ( Kurukshetra)**

### **Activity Calendar for the Session 2025-26**

#### **Department of Public Administration**

<b>Sr. No.</b>	<b>Name of the Activity</b>	<b>Tentative Schedule</b>	<b>Remarks</b>
1	Declamation Contest	3 <sup>rd</sup> Week of September	For all students of Public Admn.
2	Extension Lecture	2 <sup>nd</sup> Week of October	For all students of Public Admn.
3	Group Discussion	4 <sup>th</sup> Week of October	For the Students of BAIII
4	Quiz Contest	1 <sup>st</sup> Week of November	For all students of Public Admn.
5	Extension Lecture	2 <sup>nd</sup> Week of February	For all students of Public Admn.

**Dr Rajiv Kumar**  
**HOD, Public Administration**  
**GCG, Palwal (Kurukshetra)**

