**LESSON-PLAN (Session 2021-22) Even Semester**

**Name of Professor**: Dr Rajiv Kumar

**Subject: Public Administration**

**Class: BA 2nd Semester**

**Subject/Paper: Basics of Public Administration**

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| **Sr. No.** | **Days** | **Topics to be covered** | **Remarks if any** |
|  | **01-04-2022to 15-04-2022** | **Scientific Management Theory (F.W Taylor)** |  |
|  | **16-04-2022-30-04-2022** | Classical Theory (Henry Fayol, Loother Gullick,MP Follet and Mooney and Reiley) and Bureaucratic Theory (Max Waber) |  |
|  | **01-05-2022to 15-05-2022** | Personnel Administration: Meaning, Nature and Significance, Elements of Personnel Administration and Recruitment |  |
|  | **16-05-2022-31-05-2022** | Training/Capacity Building, Promotion, Motivation and Morale and 1st Assignment will be given. |  |
|  | **01-06-2022to 15-06-2022** | Budget: Principles, Preparation and Enactment of Budget, Public Funds: Accounting and Auditing, Financial Control (Parliament and it’s Committees) and 2nd Assignment will be given |  |
|  | **16-06-2022-30-06-2022** | Executive Control, Administrative Law, Delegated Legislation and Test for Internal Assessment will be held |  |
|  | **01-07-2022to 16-07-2022** | Administrative Tribunal, Public Policy and Objective Questions will be discussed |  |

\*Vacation as per university calendar

\*Assignments and unit test will be taken as per schedule.