Lesson Plan BA II Semester

Teacher name: Dr. K K Poonia

Subject: Public Administration (**Basics of Public Administration)**

April 2021

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| Theories of Organization: Scientific Management Theory (F.W.Taylor), Classical (Henry Fayol,  Luther Gulick, M.P. Follet, Mooney and Reiley.) and Bureaucratic (Max Weber). |

May 2021

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| Personnel Administration: Meaning; Nature and Significance. Elements of Personnel  Administration: Recruitment, Training/ Capacity Building, Promotion, Motivation and Morale. |

June 2021

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| Budget: Principles, Preparation and Enactment of Budget. Public Funds: Accounting and Auditing.  Financial Control: Parliamentary (Parliament and its committees) and Executive Control. |

July 2021

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| Meaning and Significance of followings:  I. Administrative Law.  II. Delegated Legislation.  III. Administrative Tribunal.  IV. Public Policy. |