Lesson Plan BA I Semester

Teacher name: Dr. K K Poonia

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

October 2020

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| Public Administration: Evolution, Meaning, Nature, Scope, Significance and its relations with  Political Science, Economics and Law ; Public and Private Administration; New Public |

November 2020

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| Administration; and New Public Management. |

December 2020

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| Organization: Meaning and Basis. Principles of Organization: Hierarchy, Span of Control, Coordination,  Supervision and Control, Communication, Decentralization and Delegation. |

January2021

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| Forms of Organizations: Formal and Informal, Department, Board, Corporation and Commission  and Independent Regulatory Commission. |

February 2021

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| Chief Executive: Meaning, Types and Role. Line, Staff and Auxiliary Agencies. Public  Relations: Meaning, Means and Significance. |