

Lesson Plan
Class: BA III (SemV/Odd)

Public Administration
Indian Administrative System

Session 2025-26
Tutor: Dr. V S Beniwal

Exam Time: 3 Hrs		Final Exam: 80 marks	Internal Assessment: 20 marks
Month	Topic/s		
14 July to 20 July	British Legacy and Historical of Indian Administration		
21 July to 27 July	Background Philosophy of the Constitution and the Preamble		
28 July – 3 August	Salient Features of the Constitution		
04 Aug – 10 Aug	Fundamental Rights		
11 Aug – 17 Aug	Fundamental Rights		
18 Aug – 24 Aug	Directive Principles of State Policy		
25 Aug -31 Aug	Fundamental Duties		
01Sept – 07 Sept	Union Executive: President		
08 Sept – 14 Sept	Prime Minister and Council of Ministers		
15 Sept – 21 Sept	Union Legislature: Lok Sabha - Composition and Functions		
22 Sept – 28 Sept	Rajya Sabha: Composition and Functions		
29 Sept – 05 Oct	Judiciary: Supreme Court; Judicial Review		
Test I Monday, 15 Sept 2025 (tentative)			
06 Oct – 12 Oct	Central Secretariat: Structure, Functions and Role		
13 Oct – 19 Oct	Cabinet Secretariat: Significance, Functions and Role		
27 Oct – 2 Nov	Prime Minister Office: Significance, Functions and Role		
Last date to submit PPT Monday, 18 Oct 2025 (tentative)			
02 Nov – 09 Nov	Governor; Chief Minister Council of Ministers and State Legislature		
10 Nov – 16 Nov	State Secretariat and Directorate; Chief Secretary and Divisional Commissioner		
17 Nov – 21 Nov	District Administration: District Collector		

Recommended Books and Readings

Arora, Ramesh K. and Goyal, Rajni (2013) Indian Public Administration: Institutions and Issues (3rd edition). New Delhi: New Age International Publishers

Avasthi A. (1980) Central Administration. New Delhi: Tata McGraw Hill

Balfour, Lady Betty (2015) Lord Lytton's Indian Administration 1876-1880 The Untold History. New Delhi: Gyan Books

Basu, D.D. (2008) Introduction to the Constitution of India. (20th ed.). New Delhi: Wadhwa and Company.

Chakraborty, Bidyut (2016) Indian Administration. New Delhi: Sage

Chaudhary Surjit, M Khosla and P Mehta. 2016. The Oxford Handbook of the Indian Constitution. New Delhi: OUP

G. Austin. 2010. The Indian Constitution: Cornerstone of a Nation. New Delhi: OUP

Hasan Zoya, E. Sridharan and R. Sudarshan. (2013) India's Living Constitution: Ideas, Practices and Controversies. New Delhi: Permanent Black

Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan (Eds.) (2017) Rethinking Public Institutions in India. Oxford University Press: New Delhi

Maheshwari, S.R., (2007) Indian Administration (English & Hindi). New Delhi: Orient Longman

R. Bhargava. (2008) 'Introduction: Outline of a Political Theory of the Indian Constitution', in R. Bhargava (ed.) Politics and Ethics of the Indian Constitution, New Delhi: OUP

Singh, Hoshnar and M. Singh. (1989) Public Administration in India: Theory and Practice. New Delhi: Sterling

Principal
Govt. College for Women,
Hisar

Exam Time: 2 hrs & 30 min		Final Exam: 50 marks	Internal Assessment: 20 marks
21 July to 27 July	British Legacy and Historical of Indian Administration		
28 July – 3 August	Background Philosophy of the Constitution and the Preamble		
04 Aug – 10 Aug	Salient Features of the Constitution		
11 Aug – 17 Aug	Fundamental Rights		
18 Aug – 24 Aug	Fundamental Rights		
25 Aug -31 Aug	Directive Principles of State Policy		
01 Sept - 07 Sept	Fundamental Duties		
08 Sept – 14 Sept	Union Executive: President		
15 Sept – 21 Sept	Union Executive: President		
22 Sept – 28 Sept	Prime Minister and Council of Ministers		
29 Sept – 05 Oct	Union Legislature: Lok Sabha - Composition and Functions		
Test I Monday, 15 Sept 2025 (tentative)			
06 Oct – 12 Oct	Rajya Sabha: Composition and Functions		
13 Oct – 19 Oct	Field visit & Report Writing		
27 Oct – 2 Nov	State Secretariat and Directorate		
Last date to submit PPT Monday, 18 Oct 2025 (tentative)			
02 Nov – 09 Nov	Report Presentation		
10 Nov – 16 Nov	Report Presentation		
17 Nov – 21 Nov	Report Presentation		

Suggested readings

Arora, Ramesh K. and Goyal, Rajni (2013) Indian Public Administration: Institutions and Issues (3rd edition). New Delhi: New Age International Publishers

Avasthi A. (1980) Central Administration. New Delhi: Tata McGraw Hill

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Hasan Zoya, E. Sridharan and R. Sudarshan. (2013) India's Living Constitution: Ideas, Practices and Controversies. New Delhi: Permanent Black

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R. Bhargava. (2008) 'Introduction: Outline of a Political Theory of the Indian Constitution', in R. Bhargava (ed.) Politics and Ethics of the Indian Constitution, New Delhi: OUP

Singh, Hoshier and M. Singh. (1989) Public Administration in India: Theory and Practice. New Delhi: Sterling




Lesson Plan
Class: BA 1 (SemI/Odd)

Public Administration
Fundamentals of Public Administration

Session 2025-26
Tutor: Dr. V S Beniwal

Exam Time: 3 Hrs	Final Exam: 70 marks	Internal Assessment: 30 marks
Month	Topic/s	
28 July – 3 August	Meaning, Nature, Scope, & Significance of Public Administration	
04 Aug – 10 Aug	Public and Private Administration	
11 Aug – 17 Aug	Evolution of Public Administration & Minnowbrook Conferences	
18 Aug – 24 Aug	New Public Administration (NPA)	
25 Aug -31 Aug	Organization: Meaning, Basis and Forms of Organizations	
01Sept – 07 Sept	Principles of Organization: Hierarchy	
08 Sept – 14 Sept	Span of Control & Unity of Command	
15 Sept – 21 Sept	Authority and Responsibility, Supervision and Control	
22 Sept – 28 Sept	Centralization, Decentralization and Delegation	
29 Sept – 05 Oct	Coordination	
Test I Monday, 15 Sept 2025 (tentative)		
06 Oct -- 12 Oct	The Chief Executive: Meaning, Types, Functions and Role	
13 Oct – 19 Oct	Decision-making	
27 Oct – 2 Nov	Communication	
Last date to submit PPT Monday, 18 Oct 2025 (tentative)		
02 Nov – 09 Nov	State Vs. Market Debate – Public Choice Paradigm	
10 Nov – 16 Nov	Development Administration: Meaning, Nature and Scope	
17 Nov – 21 Nov	Governing the Commons: Common-Pool Resources (CPR)	

Books and Readings

Arora, R.K. (Ed.). 1979. *Perspective in Administrative Theory*. New Delhi: Associated.
Awasthi and Maheshwari (2017). *Public Administration*. Agra: Lakshmi Narain Agarwal Educational Publishers.
Basu Runki. 1994. *Public Administration: Concepts and theories*. Sterling Publishers: New Delhi.
Bhattacharya, M. 2012. *Public Administration: Issues and Perspective*. New Delhi: Jawahar Publishers
Chakrabarty, Bidyut and Chand, Prakash. 2012. *Public Administration in a Globalizing World: Theories and Practices*. Sage: New Delhi.
Henry, Nicholas Henry. 1999. *Public Administration and Public Affairs*. Prentice Hall
Ravindra Sharma: Lok Prashashan ke Tatwa

Readings in Hindi

Awasthi and Maheshwari (2020). *Lok Prashasan*. Agra: Lakshmi Narain Agarwal Educational Publishers.
Bhattacharya, Mohit (2007). *Lok Prashasan Ke Naye Ayaam*. New Delhi: Jawahar Publishers. Maheshwari S.R. (2004). *Prashasnik Vicharak*. MacMillan India Ltd.
Prasad, Prasad and Rao (2011). *Prashasnik Chintak*. New Delhi: Jawahar Publishers & Distributors.
Sharma, M.P. and Sadana, B.L. (2013). *Lok Prashasan: Sidhant Evam Vyavhaar*. New Delhi: Kitab Mahal


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