

Semester Lecture Plan

Name of the college: Government College of Arts, Science and Commerce- Sanquelim, Goa		
Name of Faculty: Judaline Torcato	Subject: Political Science	
Paper code: POL 202	Program/Course: SYBA PUBLIC ADMINISTRATION	Division: A
Academic year: 2025 - 2026	Semester: IV	Total Lectures: 60
Course Objectives: <ol style="list-style-type: none">1. To understand the nature and scope of Public Administration.2. To comprehend the changing paradigms of Public Administration.3. To acquaint with the concept of Bureaucracy, Recruitment process and Importance of Training.4. To understand the meaning and Functions of Management.		
Course Learning Outcome: The student will be: <ol style="list-style-type: none">1. Analyze the evolution and scope of Public Administration. 2. Evaluate organizational principles and structures in public administration. 3. Understand personnel administration, bureaucracy, and training processes. 4. Apply management theories to public administrative practices		

Month	Week	Dates	No. of Lectures	Topics / Subtopics	Learning Outcome	ICT Tools	References
December 2025	Week 1	1–6 Dec	4	Unit 1: Meaning, Nature & Scope of Public Administration	Students understand basic concept & scope	PPT	Maheshwari & Awasthi
	Week 2	8–13 Dec	4	Significance of Public Administration; Evolution as a discipline	Understand evolution & significance	PPT/YouTube	Maheshwari & Awasthi
	Week 3	15–20 Dec	4	Public vs Private Administration	Compare public & private admin	Charts	Maheshwari & Awasthi
	Week 4	22–23 Dec	2	Changing nature: Comparative, Development Administration	Understand changing paradigms	PPT	Maheshwari & Awasthi
	24 Dec – 1 Jan	Vacation	—	CHRISTMAS BREAK	—	—	—
January 2026	Week 5	2–3 Jan	2	New Public Administration; New Public Management	Understand NPA & NPM	PPT	Maheshwari & Awasthi
	Week 6	5–10 Jan	4	Unit 2: Meaning & Forms of Organisation	Identify forms of organisations	PPT	Maheshwari & Awasthi
	Week 7	12–17 Jan	4	Principles of Organisation: Hierarchy, Unity of Command	Understand classical principles	PPT	Rumki Basu Public Administration
	Week 8	19–24 Jan	4	Span of Control, Coordination, Centralisation & Decentralisation	Explain coordination & decentralisation	PPT	Rumki Basu Public Administration
	Week 9	27–31 Jan	4	Delegation; Line & Staff	Understand delegation and staff roles	PPT	Rumki Basu Public Administration

February 2026	Week 10	2–7 Feb	4	Unit 3: Bureaucracy— Meaning, Features, Types	Understand meaning & types	PPT	Rumki Basu Public Administration
	Week 11	9–14 Feb	4	Max Weber’s Bureaucracy	Analyse ideal-type bureaucracy	YouTube/PPT	Rumki Basu Public Administration
	Week 12	16–21 Feb	4	Recruitment: Meaning, Process, Types	Understand recruitment process	PPT	Maheshwari & Awasthi
	Week 13	23–28 Feb	4	Training: Meaning, Importance, Objectives	Understand training importance	PPT	Maheshwari & Awasthi
March 2026	Week 14	2–7 Mar	4	Unit 4: Management— Meaning & Features	Understand concept of management	PPT	Maheshwari & Awasthi
	Week 15	9–14 Mar	4	Functions & Importance of Management	Explain functions & relevance	PPT/Dishtavo Videos	Maheshwari & Awasthi
	Week 16	16–21 Mar	4	Theories of Management—Scientific Management	Understand Taylor’s contribution	Video/PPT	Maheshwari & Awasthi
	Week 17	23–28 Mar	4	Human Relation Theory (Elton Mayo)	Understand human relation approach	PPT	Maheshwari & Awasthi
	Week 18	30–31 Mar	2	Revision & Assignments	Reinforce concepts	—	All texts

Assessment Rubrics

Component	Max Marks
ISA 1	10
ISA 2	10
ISA 3	10
Semester End Exam	80

