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

**Name of Professor**: Dr Rajiv Kumar

**Subject: Public Administration**

**Class: BA 4th Semester**

**Subject/Paper: State and District Administration**

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| **Sr. No.** | **Days**  | **Topics to be covered** | **Remarks if any** |
|  | **01-04-2022to 15-04-2022** | **Governor and Chief Minister** |  |
|  | **16-04-2022-30-04-2022** | Council of Ministers,State Legislature and State Secretariat |  |
|  | **01-05-2022to 15-05-2022** | Directorate and Chief Secretary  |  |
|  | **16-05-2022-31-05-2022** | State Planning Department, Board and 1st Assignment will be given. |  |
|  | **01-06-2022to 15-06-2022** | Divisional Commissioner: Powers and Position, District Administration: Evolution, Features and Functions and 2nd Assignment will be given |  |
|  | **16-06-2022-30-06-2022** | District Collector: Evolution, Appointment, Functions and Position, Police Adminstration: Organisation and Functions and Test for Internal Assessment will be held |  |
|  | **01-07-2022to 16-07-2022** | Role and Functions of Superintendent of Police, Functionaries at Sub-District Level and Objective Questions will be discussed |  |

\*Vacation as per university calendar

\*Assignments and unit test will be taken as per Schedule