

Mehr Chand Mahajan DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Semester-I)
Session – (2019-2020)

Name of the Teacher/s: **Dr. Vibha Sharma** (Section A)
 Ms. Jyoti Arora (Section B)
 Dr. Gurvinder Kaur (Section C)
 Dr. Shaveta Begra (Section D)

Department: **Public Administration**

Class: **B.A. I**

Subject/Paper : **Administrative Theory**

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	July 23, 2019 to August 30, 2019		Meaning, Nature, Scope and Significance of Public Administration; Public and Private Administration;	Lecture/ Discussion/ Online Sources
2.			Public Administration as a Science or an Art; Relationship of Public Administration with other Social Sciences	Lecture/ Discussion/ Online Sources
3.			Evolution of Public Administration since 1887.	Lecture/ Discussion/ Online Sources
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -				
1	September 1, 2019 to September 30, 2019		Organization: Meaning & Types: Formal and Informal Organization	Lecture/ Discussion/ Online Sources
2			Forms of Organization: Department, Public Corporation, Government Company.	Lecture/ Discussion/ Online Sources
3			Principles of Organization: Hierarchy, Span of Control, Unity of Command, Authority and	Lecture/ Discussion/ Online Sources

		Responsibility.	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge –			
1	October 1, 2019 to October 30, 2019	Chief Executive- Types, functions and Role Line; Staff and Auxiliary Agencies	Lecture/ Discussion/ Online Sources
2		Centralisation and Decentralisation; Decision Making: Meaning, types and process	Lecture/ Discussion/ Online Sources
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge –			
1	November 1, 2019 to November 30, 2019	Coordination: Concept, Methods and Hindrances; Communication: Concept, Process and Barriers	Lecture/ Discussion/ Online Sources
2		Supervision: Concept and Methods; Leadership: Concept, Styles, Qualities of a Good Administrator	Lecture/ Discussion/ Online Sources
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge –			
December - Revision / Remedial Classes before Semester Exams			

***Any of these** – (i) Lecture Method; (ii) PPT; (iii) Online Sources; (iv) Group Discussion; (v) Case Studies etc.
Other Methods adopted by the teacher – Please write the specific teaching method

Mehr Chand Mahajan DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Semester - II)
Session – (2019-2020)

Name of the Teacher/s – **Dr. Vibha Sharma (Section A)**
Ms. Jyoti Arora (Section B)
Dr. Gurvinder Kaur (Section C)
Dr. Shaveta Begra (Section D)

Department : Public Administration
Class: B.A. I **Subject/Paper :** Indian Administration

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	January 9, 2020 to February 8, 2020		Features of Indian Administration	Lecture/ Discussion/ Online Sources/ Case studies
2			Union Executive: President; Prime Minister, and Council of Ministers	Lecture/ Discussion/ Online Sources/ Case studies
3			Union Legislature: Lok Sabha & Rajya Sabha – Composition, Functions and Role	Lecture/ Discussion/ Online Sources/ Case studies
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -				
1	February 9, 2020 to March 8, 2020		State Executive: Governor, Chief Minister and State Council of Ministers , Functions and Role	Lecture/ Discussion/ Online Sources/ Case studies
2			State-Legislature: Legislative Assembly and Legislative Council – Composition, Functions and Role	Lecture/ Discussion/ Online Sources/ Case studies
3			Centre-State Relations: Administrative and	Lecture/ Discussion/ Online Sources/ Case

		Legislative	studies
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge –			
1	March 09, 2020 to April 10, 2020	Union Judiciary: Supreme Court – Composition, Functions and Role State Judiciary: High Court – Composition, Functions and Role	Lecture/ Discussion/ Online Sources/ Case studies
2		Control over Administration: Legislative and Judicial Control Delegated Legislation: Meaning, Reasons and Safeguards	Lecture/ Discussion/ Online Sources
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge –			
1	April 11, 2020 to April 30, 2020	Cabinet Secretariat– Composition, Functions and Role State Secretariat– Composition, Functions and Role	Lecture/ Discussion/ Online Sources/ Case studies
2		District Administration: Structure and Functions	Lecture/ Discussion/ Online Sources/ Case studies
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -			
May - Revision / Remedial Classes before Semester Exams			

*Any of these – (i) Lecture Method; (ii) PPT; (iii) Online Sources; (iv) Group Discussion; (v) Case Studies etc.
Other Methods adopted by the teacher – Please write the specific teaching method