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
	From	To		Undertaken*
1.			Meaning, Nature, Scope and	Lecture/
			Significance of Public	Discussion/
			Administration;	Online Sources
	July 23, 2019 to		Public and Private	
			Administration;	
2.	August 3	0, 2019	Public Administration as a	Lecture/
			Science or an Art;	Discussion/
			Relationship of Public	Online Sources
			Administration with other	
			Social Sciences	
3.			Evolution of Public	Lecture/
			Administration since 1887.	Discussion/
				Online Sources

Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -

1		Ourseiten Massins 0	T4/
1		Organization: Meaning &	Lecture/
		Types: Formal and	Discussion/
		Informal Organization	Online Sources
2	September 1, 2019	Forms of Organization:	Lecture/
		Department, Public	Discussion/
	September 30, 2019	Corporation, Government	Online Sources
		Company.	
3		Principles of Organization:	Lecture/
		Hierarchy, Span of	Discussion/
		Control, Unity of	Online Sources
		Command, Authority and	

		Responsibility.	
	Meeting to Coordinate and Review Ceacher Incharge –	v the Monthly completion of Syllabus as p	per lesson plans
1		Chief Executive- Types, functions and Role Line;	Lecture/ Discussion/
	October 1, 2019	Staff and Auxiliary Agencies	Online Sources
2	October 30, 2019	Centralisation and Decentralisation; Decision Making: Meaning, types and process	Lecture/ Discussion/ Online Sources
	Meeting to Coordinate and Reviev Peacher Incharge –	v the Monthly completion of Syllabus as p	oer lesson plans
1	November 1, 2019	Coordination: Concept, Methods and Hindrances; Communication: Concept, Process and Barriers	Lecture/ Discussion/ Online Sources
2	to November 30, 2019	Supervision: Concept and Methods; Leadership: Concept, Styles, Qualities of a Good Administrator	Lecture/ Discussion/ Online Sources
	Meeting to Coordinate and Reviev Ceacher Incharge –	v the Monthly completion of Syllabus as p	per lesson plans
December - Re	vision / Remedial Classes before S	emester 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)

<u>Department</u>: Public Administration

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

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

		Legislative	studies
_	Geeting to Coordinate and Reacher Incharge –	deview the Monthly completion of Syllabu	s as per lesson plans
2	March 09, 2020 to	Union Judiciary: Supreme Court – Composition, Functions and Role State Judiciary: High Court – Composition, Functions and Role Control over	Lecture/ Discussion/ Online Sources/ Case studies Lecture/ Discussion/
Donoutmon tol 1	April 10, 2020	Administration: Legislative and Judicial Control Delegated Legislation: Meaning, Reasons and Safeguards Every service of Syllabus services and services and services the Monthly completion of Syllabus services and services and services and services are services and services and services are services are services and services are services and services are services are services are services and services are services are services and services are	Online Sources
	eacher Incharge –	eview the Monthly completion of Syllabu	is as per lesson plans
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
	Geeting to Coordinate and Recacher Incharge -	eview the Monthly completion of Syllabu	is as per lesson plans
	/ Remedial Classes before Se	emester Exams (iii) Online Sources: (iv) Group Discussion	

^{*}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