

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

Name of the Teacher/s - **Dr. Jyoti Arora (Section A & D)**
Dr. Shaveta Begra (Section B & C)

Department : PUBLIC ADMINISTRATION

Class: B.A.-II

Subject/Paper : Personnel Administration

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	July 23, 2019	August 30, 2019	Personnel Admn.- Meaning : Meaning and Significance Bureaucracy; Meaning, Characteristics, Demerits and Remedies Civil Service : Meaning, Features and Role Position and Rank Classification Systems- Significance and Features	Lecture/ Discussion/ E- Content/ Case studies
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
			Recruitment:Meaning, Methods and Problems Recruitment System of	Lecture/ Discussion/ E- Content/ Case
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				

3.	October 1, 2019	October 31, 2019	Training-:Meaning, Types, Methods, Training of Higher Civil Services in India Conduct, Discipline and Ethics in Public Services Promotion: Meaning, Significance, Principles	Lecture/ Discussion/ E- Content/ Case studies
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
4.	November 1, 2019	November 30, 2019	Morale, Causes of Low Morale and Measures for Improvement Corruption in Administration : Causes and Remedies Administrative Tribunals : Meaning, Types, Advantages and Disadvantages	Lecture/ Discussion/ E- Content/ Case studies
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				

***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-IV)
Session – (2019-20)

Name of the Teacher/s - **Dr. Jyoti Arora (Section A & D)**
Dr. Shaveta Begra (Section B & C)

Department: PUBLIC ADMINISTRATION
Class- B.A.-II **Subject/ Paper :** Financial Administration

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	January 09, 2020	February 08, 2020	Financial Administration- Meaning and significance Aspects of Public Finance Budget- Meaning, Types and Principles Budgetary Process : Preparation and Enactment	Lecture/ Discussion/ E- Content/ Case studies
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
2.	February 09, 2020	March 08, 2020	Union Ministry of Finance- Organisation, Functions and Role Centre-State Financial Relations Union Finance Commission: Composition and Functions	Lecture/ Discussion/ E- Content/ Case studies
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				

3.	March 09, 2020	April 10, 2020	Audit- Concept, Objectives and Types Comptroller and Auditor General of India- Appointment, Functions and Role Concepts: Deficit Financing, Fiscal Deficit, Public Debt and Public Expenditure	Lecture/ Discussion/ E- Content/ Case studies
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
4.	April 11, 2020	April 30, 2020	Legislative Control over Finance Public Accounts Committee : Composition, Functions and Role Estimates Committee- Composition, Functions and Role	Lecture/ Discussion/ E- Content/ Case studies
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				

***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