

MCM DAV College for Women, Sector – 36A, Chandigarh
Department of Public Administration: Monthly Teaching Plans (Semester - I)
Session – (2020-2021)

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

Subject: Public Administration

Class: B.A. I (Semester I) **Paper:** Administrative Theory

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	September 1, 2020 to September 30, 2020		Meaning, Nature, Scope and Significance of Public Administration	Synchronous Class on G Meet/ Discussion/ Online Sources
2			Public and Private Administration	
3			Public Administration as a Science or an Art.	Synchronous Class on G Meet/ Discussion/ Online Sources
4			Relationship of Public Administration with other Social Sciences	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -				
1	October 1, 2020 to October 30, 2020		Evolution of Public Administration since 1887.	Synchronous Class on G Meet/ Discussion/ Online Sources
2			Organization: Meaning & Types: Formal and Informal Organization	Synchronous Class on G Meet/ Discussion/ Online Sources
3			Forms of Organization: Department, Public	Synchronous Class on G Meet/

		Corporation, Government Company.	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, 2020 to November 30, 2020	Principles of Organization: Hierarchy, Span of Control, Unity of Command.	Synchronous Class on G Meet/ Discussion/ Online Sources
2		Authority and Responsibility.	
3		Chief Executive- Types, functions and Role	Synchronous Class on G Meet/ Discussion/ Online Sources
4		Line, Staff and Auxiliary Agencies	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -			
1	December 1, 2020 to December 24, 2020	Revision and Presentation by Students	
2		MST (December 7-14, 2020)	
3		Centralisation and Decentralisation	Synchronous Class on G Meet/ Discussion/ Online Sources
4		Presentation by Students	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -			
1.	January 1, 2021 to January 31, 2021	Decision Making: Meaning, types and process	Synchronous Class on G Meet/ Discussion/ Online Sources
2		Coordination: Concept, Methods and Hindrances.	
3		Communication: Concept, Process and Barriers.	Online Sources
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -			

1	February 1, 2021 to February 28, 2021	Supervision: Concept and Methods.	Synchronous Class on G Meet/ Discussion/ Online Sources
2		Leadership: Concept, Styles, Qualities of a Good Administrator.	
3		Revision/Presentation by the Students	
February 2021 - 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

MCM DAV College for Women, Sector – 36A, Chandigarh
Department of Public Administration: Monthly Teaching Plans (Semester - II)
Session – (2020-2021)

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

Subject: Public Administration

Class: B.A. I (Semester II). **Paper:** Indian Administration

S.No.	Date ^{1*} (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	April 01, 2021 to April 14, 2021		Features of Indian Administration	Lecture/ Discussion/ Online Sources/ Case studies/Student Presentations
2			Union Executive: President	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -				
1	April 15, 2021 to May 14, 2021		Union Executive: Prime Minister, and Council of Ministers	Lecture/ Discussion/ Online Sources/ Case studies/Student Presentation
2			Union Legislature: Lok Sabha & Rajya Sabha – Composition, Functions and Role	
3			State Executive: Governor, Chief Minister and State Council of Ministers, Functions and Role	

^{1*} Date of Monthly Teaching Plans subjected to change as per Panjab University Academic Calendar
 MST dates to be notified later.

4		State-Legislature: Legislative Assembly and Legislative Council – Composition, Functions and Role	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -			
1	May 15, 2021 to June 14, 2021	Centre-State Relations: Administrative and Legislative	Lecture/ Discussion/ Online Sources/ Case studies/Student Presentation
2		Union Judiciary: Supreme Court – Composition, Functions and Role State Judiciary: High Court – Composition, Functions and Role	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -			
1	June 15, 2021 to June 30, 2021	Control over Administration: Legislative and Judicial Control	Lecture/ Discussion/ Online Sources/ Case studies/Student Presentation
2		Delegated Legislation: Meaning, Reasons and Safeguards	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -			
1.	July 01, 2021 To July 15, 2021	Cabinet Secretariat– Composition, Functions and Role	Lecture/ Discussion/ Online Sources/ Case studies/Student Presentation
		State Secretariat– Composition, Functions and Role	
		District Administration: Structure and Functions	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -			
June - 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