

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

Name of the Teacher/s

Dr Shaveta Begra (Section A, Period – I) & (Section B Period – VI)

Dr Jyoti Arora (Section C, Period – VIII) & (Section D, Period – X)

Subject - Public Administration

Class- B.A.-II, **Paper** - Personnel Administration

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	August 19, 2020	August 30, 2020	Personnel Admn.- Meaning: Meaning and Significance	Synchronous Class on G Meet/ Discussion/ Online Sources/ Case studies
2			Bureaucracy; Meaning, Characteristics, Demerits and Remedies	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				

1	September 1, 2020	September 30, 2020	Civil Service: Meaning, Features and Role Position and Rank Classification Systems- Significance and Features	Synchronous Class on G Meet/ Discussion/ Online Sources/ Case studies
2			Recruitment: Meaning, Methods and Problems Recruitment System of higher Civil Services in India	

Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans

1	October 1, 2020	October 31, 2020	UPSC: Composition, Functions and Role	Synchronous Class on G Meet/ Discussion/ Online Sources/ Case studies
2			SPSC: Composition, Functions and Role	
3			Training-:Meaning, Types, Methods, Training of Higher Civil Services in India	

Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans

1	November 1, 2020	November 30, 2020	Conduct, Discipline and Ethics in Public Services	Synchronous Class on G Meet/ Discussion/ Online Sources/ Case studies
2			Promotion: Meaning, Significance, Principles	
3			Revision and Presentation by students	
1	December 01, 2020	December 24, 2020	Revision and Presentation by students	
2			MST (December 7-14, 2020)	
3			Revision and Presentation by students	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
1	January 01, 2021	January 31, 2021	Morale, Causes of Low Morale and Measures for Improvement	Synchronous Class on G Meet/ Discussion/ Online Sources/ Case studies
2			Corruption in Administration: Causes and Remedies	
3			Administrative Tribunals: Meaning, Types, Advantages and Disadvantages	

***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-IV)
Session – (2020-2021)

Name of the Teacher/s

Dr Shaveta Begra (Section A, Period – I) & (Section B Period – VI)

Dr Jyoti Arora (Section C, Period – VIII) & (Section D, Period – X)

Subject - Public Administration

Class- B.A.-II, **Paper** - Financial Administration

S.No.	Date ^{1*} (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	March 15, 2021	April 14, 2021	Financial Administration- Meaning and significance Aspects of Public Finance	Lecture/ Discussion/ E-Content/ Case studies
2			Budget- Meaning, Types and Principles Budgetary Process: Preparation and Enactment	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
1	April 15, 2020	May 14, 2020	Union Ministry of Finance- Organisation, Functions and Role	Lecture/ Discussion/ E-Content/ Case studies

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

2			Centre-State Financial Relations	
3			Union Finance Commission: Composition and Functions	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
1	May 15, 2021	June 14, 2021	Audit- Concept, Objectives and Types Comptroller and Auditor General of India- Appointment, Functions and Role	Lecture/ Discussion/ E-Content/ Case studies
2			Concepts: Deficit Financing, Fiscal Deficit, Public Debt and Public Expenditure	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
1	June 15, 2021	June 30, 2021	Legislative Control over Finance	Lecture/ Discussion/ E-Content/ Case studies
2			Public Accounts Committee: Composition, Functions and Role	
3			Estimates Committee- Composition, Functions and Role	
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