

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

Name of the Teacher: Dr Gurvinder Kaur

Subject: Public Administration

Class: B.A.III. Semester-V **Paper:** Research Methods and Statistics. **Section:** Honours

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	August 19 –	August 31, 2020	Meaning, Nature and Scope of Social Research, Concepts: Hypotheses: Meaning, Types and Significance	Lecture, Discussion, Case Studies, Projection of theory into practice, audio-visual
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -				
2.	September 1, 2020	September 30, 2020	Research Design - Meaning, Types and Components	Lecture, Discussion, Case Studies, Projection of theory into practice, audio- visual
			Methods of Social Research- Experimental-Survey and Case Study	
			Methods of Data Collection-Documents, Observation, Interview and Questionnaire	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -				
3	October 1, 2020	October 31, 2020	Data Processing- Editing, Coding and Tabulation, The Use of Computer	Lecture, Discussion, Case Studies, Projection of theory into practice, audio- visual
			Report Writing	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -				

4	November 1, 2020	November 30, 2020	Sampling-Meaning, Types, Merits and Demerits	Lecture, Discussion, Case Studies, Projection of theory into practice, audio-visual
			Frequency Distribution-Meaning and Steps	
			Revision and Presentations by Students	
5	December 1, 2020	December 24, 2020	Revision and Presentations by Students	Lecture, Discussion, Case Studies, Projection of theory into practice, audio-visual
			MSTs – December 7 – 14, 2020	
			Revision and Presentations by Students	
			Measures of Central Tendency-Mean, Median and Mode	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -				
6	January 1, 2021	January 31, 2021	Measures of Dispersion-Standard Deviation	Lecture, Discussion, Case Studies, Projection of theory into practice, audio-visual
			Correlation-Karl Pearson	
			Chi-Square	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -				
February 2021 - Revision Classes/ Remedial 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 - VI)
Session – (2020-2021)

Name of the Teacher: Dr Gurvinder Kaur

Department: Public Administration

Class: B.A. III. Semester-VI, **Paper:** Organization Behaviour **Section:** Hons

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	March 15, 2021	April 14, 2021	Organization Behaviour: Concept and Significance	Lecture, E-Content, Experiential Learning, Discussion
			Individual Behaviour: Concept; Nature; Individual factors	Lecture, E-Content, Experiential Learning, Discussion
			Interpersonal Relations: Meaning; Dimension; Factors	Lecture, E-Content, Experiential Learning, Discussion
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -				
2.	April 15, 2021	May 14, 2021	Team Development: Importance; Types of Teams	Lecture, E-Content, Experiential Learning, Discussion
			Attitudes: Concepts, Types	Lecture, E-Content, Experiential Learning, Discussion
			Morale: Concept, Significance, Building up of High Morale	Lecture, E-Content, Experiential

				Learning, Discussion
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -				
3.	May 15, 2021	June 14, 2021	Groups: Concept; Types	Lecture, E-Content, Experiential Learning, Discussion
			Leadership: Styles of Leadership	Lecture, E-Content, Experiential Learning, Discussion
			Motivation: Concept, Determinants	Lecture, E-Content, Experiential Learning, Discussion
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -				
4.	June 15, 2021	June 30, 2021	Organizational Change: Concept; Resistance to Change	Lecture, E-Content, Experiential Learning, Discussion
			Organizational Development: Concept; Need; Techniques	
			Organizational Effectiveness: Concept; Approaches	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -				
June End/July Begining - Revision Classes/ Remedial before Semester Exams				

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

****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