

Monthly Teaching Plans

MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Semester - I)
Session – (2021-2022)

Name of the Teacher/s - Dr. Vibha Sharma, Dr. Gurvinder Kaur, Dr. Shaveta Begra and Dr. Jyoti Arora

Department : Public Administration

Class: B.A. I (Semester I) **Subject/Paper:** Administrative Theory **Section (s) :**

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	September 13,2021 to September 30, 2021		Meaning, Nature, Scope and Significance of Public Administration; Public and Private Administration;	Synchronous Class on G Meet/ Discussion/ Online Sources
2.			Public Administration as a Science or an Art; Relationship of Public Administration with other Social Sciences	Synchronous Class on G Meet/ Discussion/ Online Sources
3.			Evolution of Public Administration since 1887.	Synchronous Class on G Meet/ Discussion/ Online Sources
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -				
4			Organization: Meaning & Types: Formal and Informal Organization	Synchronous Class on G Meet/ Discussion/ Online Sources

5	October 1, 2021 to October 31, 2021	Forms of Organization: Department, Public Corporation, Government Company.	Synchronous Class on G Meet/ Discussion/ Online Sources
6		Principles of Organization: Hierarchy, Span of Control, Unity of Command, Authority and Responsibility.	Synchronous Class on G Meet/ Discussion/ Online Sources
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -			
7	November 1, 2021 to November 22, 2021	Chief Executive- Types, functions and Role Line; Staff and Auxiliary Agencies	Synchronous Class on G Meet/ Discussion/ Online Sources
8		Centralisation and Decentralisation; Decision Making: Meaning, types and process	Synchronous Class on G Meet/ Discussion/ Online Sources
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -			
9	November 23, 2021 to December 16, 2021	Coordination: Concept, Methods and Hindrances; Communication: Concept, Process and Barriers	Synchronous Class on G Meet/ Discussion/ Online Sources
10		Supervision: Concept and Methods; Leadership: Concept, Styles, Qualities of a Good Administrator	Synchronous Class on G Meet/ Discussion/ Online Sources
December, 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

Monthly Teaching Plans

MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Semester - II)
Session – (2021-2022)

Name of the Teacher/s - Dr. Vibha Sharma, Dr. Gurvinder Kaur, Dr. Shaveta Begra and Dr. Jyoti Arora

Department : Public Administration

Class: B.A. I (Semester II). **Subject/Paper:** Indian Administration **Section (s)**

S.No.	Date* (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	February 03, 2022 to March 02, 2022		Features of Indian Administration	Lecture/ Discussion/ Online Sources/ Case studies
2			Union Executive: President; Prime Minister, and Council of Ministers	Lecture/ Discussion/ Online Sources/ Case studies
3			Union Legislature: Lok Sabha & Rajya Sabha – Composition, Functions and Role	Lecture/ Discussion/ Online Sources/ Case studies
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -				
4			State Executive: Governor, Chief Minister and State	Lecture/ Discussion/ Online Sources/ Case studies

* Date of Monthly Teaching Plans subjected to change as per Panjab University Academic Calendar

		Council of Ministers , Functions and Role	
5	March 03, 2022 to March 31, 2022	State-Legislature: Legislative Assembly and Legislative Council – Composition, Functions and Role	Lecture/ Discussion/ Online Sources/ Case studies
6		Centre-State Relations: Administrative and Legislative	Lecture/ Discussion/ Online Sources/ Case studies
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -			
7	April 01, 2022 to April 28, 2022	Union Judiciary: Supreme Court – Composition, Functions and Role State Judiciary: High Court – Composition, Functions and Role	Lecture/ Discussion/ Online Sources/ Case studies
8		Control over Administration: Legislative and Judicial Control Delegated Legislation: Meaning, Reasons and Safeguards	Lecture/ Discussion/ Online Sources
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -			
9	April 29, 2022 to May, 25, 2022	Cabinet Secretariat– Composition, Functions and Role State Secretariat– Composition, Functions and Role	Lecture/ Discussion/ Online Sources/ Case studies

10		District Administration: Structure and Functions	Lecture/ Discussion/ Online Sources/ Case studies
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -			
May - 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