

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

Name of the Teacher/s - Dr. Shaveta Begra and Dr. Jyoti Arora

Department- PUBLIC ADMINISTRATION

Class- B.A.-II, Subject- Personnel Administration

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	August 20, 2021	August 30, 2020	Personnel Admn.- Meaning : Meaning and Significance Bureaucracy; Meaning, Characteristics, Demerits and Remedies	Synchronous Class on G Meet/ Discussion/ Online Sources/ Case studies
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
2.	September 1, 2021	September 30, 2021	Civil Service : Meaning, Features and Role Position and Rank Classification Systems- Significance and Features Recruitment: Meaning, Methods and Problems Recruitment System of higher Civil Services in India	Synchronous Class on G Meet/ Discussion/ Online Sources/ Case studies
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				

3.	October 1, 2021	October 31, 2021	UPSC: Composition, Functions and Role SPSC: Composition, Functions and Role Training-:Meaning, Types, Methods, Training of Higher Civil Services in India	Synchronous Class on G Meet/ Discussion/ Online Sources/ Case studies
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
4.	November 1, 2020	November 30, 2020	Conduct, Discipline and Ethics in Public Services Promotion: Meaning, Significance, Principles Morale, Causes of Low Morale and Measures for Improvement Corruption in Administration : Causes and Remedies Administrative Tribunals : Meaning, Types, Advantages and Disadvantages	Synchronous Class on G Meet/ Discussion/ Online Sources/ Case studies
	December 01, 2020	December 15, 2020	Revision of the Syllabus	

***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
Monthly Teaching Plans (Semester-IV)
Session – (2021-2022)

Name of the Teacher/s - Dr. Shaveta Begra and Dr. Jyoti Arora

Department- PUBLIC ADMINISTRATION

Class- B.A.-II Subject- Financial Administration

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	February 03, 2022	March 03, 2022	<ul style="list-style-type: none"> ● 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	March 04, 2022	March 31, 2022	<ul style="list-style-type: none"> ● 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	April 01, 2022	April 29, 2022	<ul style="list-style-type: none"> ● 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 30,2022	May 25, 2022	<ul style="list-style-type: none"> ● 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				

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