

Monthly Teaching Plans
MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Semester - I)
Session – (2022-2023)

Name of the Teacher/s - Dr. Vibha Sharma, Dr. Gurvinder Kaur, Dr. ShavetaBegra and Dr. Jyoti Arora
Department :Public Administration
Class: B.A. I (Semester I) Subject/Paper: Administrative Theory Section (s) : A-D

S.No.	Date (Monthly)	Topics to be Covered	Academic Activity Undertaken*
1.	August 25, 2022 to August 31, 2022	Meaning, Nature, Scope and Significance of Public Administration; Public and Private Administration;	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
		Public Administration as a Science or an Art; Relationship of Public Administration with other Social Sciences	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
		Evolution of Public Administration since 1887.	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -			
		Organization: Meaning & Types: Formal and Informal Organization	Lecture, E-Content, Experiential Learning,

2	September 1, 2022 to September 30, 2022		Discussion, Online Sources
		Forms of Organization: Department, Public Corporation, Government Company.	Lecture, E- Content, Experiential Learning, Discussion, Online Sources
		Principles of Organization: Hierarchy, Span of Control, Unity of Command, Authority and Responsibility.	Lecture, E- Content, Experiential Learning, Discussion, Online Sources
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -			
3	October 1, 2022 to October 31, 2022	Chief Executive- Types, functions and Role Line; Staff and Auxiliary Agencies	Lecture, E- Content, Experiential Learning, Discussion, Online Sources
		Centralisation and Decentralisation; Decision Making: Meaning, types and process	Lecture, E- Content, Experiential Learning, Discussion, Online Sources
MSTs from October 27 - November 8, 2022			
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -			
1	November 1, 2022 to November 30, 2022	Coordination: Concept, Methods and Hindrances; Communication: Concept, Process and Barriers	Lecture, E- Content, Experiential Learning, Discussion, Online Sources

		Supervision: Concept and Methods; Leadership: Concept, Styles, Qualities of a Good Administrator	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -			
December - 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 – (2022-2023)

Name of the Teacher/s –DrVibha Sharma (Section A), DrGurvinder Kaur (Section D)
 DrShavetaBegra (Section B), DrJyoti 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*
1	January 16, 2023 to January 31, 2023	Features of Indian Administration	Lecture/ Discussion/ Online Sources/ Case studies/Student Presentations
		Union Executive: President	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -			
2	February 01, 2023 to February 28, 2023	Union Executive: Prime Minister, and Council of Ministers	Lecture/ Discussion/ Online Sources/ Case studies/Student Presentation
		Union Legislature: Lok Sabha & Rajya Sabha – Composition, Functions and Role	
		State Executive: Governor, Chief Minister and State Council of Ministers, Functions and Role	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -			
		State-Legislature: Legislative Assembly and Legislative Council – Composition, Functions and	

3	March 01, 2023 To March 31, 2023	Role	Lecture/ Discussion/ Online Sources/ Case studies/Student Presentation
		Centre-State Relations: Administrative and Legislative	
		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 – Mid-Semester Exam to be conducted as the per prescribed dates			
4	April 01, 2023 to April 29, 2023	Control over Administration: Legislative and Judicial Control	Lecture/ Discussion/ Online Sources/ Case studies/Student Presentation
		Delegated Legislation: Meaning, Reasons and Safeguards	
		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 -			
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

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