

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

**Name of the Teacher/s**

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

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

**Subject - Public Administration Class- B.A.-II. Subject- Personnel Administration**

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	August 23, 2022	August 31, 2022	Personnel Admn.- Meaning : Meaning and Significance Bureaucracy; Meaning, Characteristics, Demerits and Remedies Civil Service: Meaning, Features and Role Position and Rank Classification Systems- Significance and Features	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b>				
2.	September 1, 2022	September 30, 2022	Recruitment: Meaning, Methods and Problems Recruitment System of higher Civil Services in India UPSC: Composition, Functions and Role SPSC: Composition, Functions and Role	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b>				

3.	October 1, 2022	October 31, 2022	Training-: Meaning, Types, Methods, Training of Higher Civil Services in India Conduct, Discipline and Ethics in Public Services Promotion: Meaning, Significance, Principles	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b>				
4.	November 1, 2022	November 30, 2022	Morale, Causes of Low Morale and Measures for Improvement Corruption in Administration: Causes and Remedies Administrative Tribunals : Meaning, Types, Advantages and Disadvantages	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b>				

\*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 – (2022-2023)**

**Name of the Teacher/s**

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

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

**Subject - Public Administration**

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

S.No.	Date <sup>[1]</sup> (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	January 16, 2023	January 31, 2023	Financial Administration- Meaning and significance Aspects of Public Finance	Lecture/ Discussion/ E-Content/ Case studies
			Budget- Meaning, Types, and Principles Budgetary Process: Preparation and Enactment	
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b>				
2	February 01, 2023	February 28, 2023	Union Ministry of Finance- Organisation, Functions and Role	Lecture/ Discussion/ E-Content/ Case studies
			Centre-State Financial Relations	
			Union Finance Commission: Composition and Functions	
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b>				

3	March 01, 2023	March 31, 2023	Audit- Concept, Objectives and Types Comptroller and Auditor General of India- Appointment, Functions and Role	Lecture/ Discussion/ E-Content/ Case studies
			Concepts: Deficit Financing, Fiscal Deficit, Public Debt and Public Expenditure	
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Mid-Semester Exam to be conducted as per the prescribed dates</b>				
4	April 1, 2023	April 29, 2023	Legislative Control over Finance	Lecture/ Discussion/ E-Content/ Case studies
			Public Accounts Committee: Composition, Functions and Role	
			Estimates Committee- Composition, Functions and Role	
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b>				

\*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 is subject to change as per the Panjab University Academic Calendar  
Date of MST to be notified later