

Monthly Teaching Plans

MCM DAV College for Women, Sector – 36A, Chandigarh

Monthly Teaching Plans (Semester - I)

Session – (2025-2026)

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

Department : Public Administration

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

S.No .	Date (Monthly)	Topics to be Covered	Academic Activity Undertaken*
1.	July 24, 2025 to August 31, 2025	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 -			
2.	September 1, 2025 to September 30, 2025	Organization: Meaning & Types: Formal and Informal Organization	Lecture, E-Content, Experiential Learning, 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, 2025 to October 31, 2025	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 , 2025			
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -			
4.	November 1, 2025 to 13 November , 2025	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 -			
November - 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 - V)
Session – (2025-2026)

Name of the Teacher/s - Dr. Gurvinder kaur, Dr. Jyoti Arora and Dr. Itika Sharma
Department : Public Administration
Class: B.A. III (Semester V). Subject/Paper : Local Government Section (s) : A, B and C

S.No.	Date (Monthly)	Topics to be Covered	Academic Activity Undertaken*
1	July 24, 2025 to August 31, 2025	Meaning and Significance of Local Government, Evolution of Local Government since 1882	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
		Role of Deputy Commissioner, Divisional Commissioner	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
		Rural and Urban Development: Dimensions and Issues	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans			
2	September 1, 2025 to September 30, 2025	The 73rd Constitutional Amendment : Provisions and its Impact, Gram Sabha-Composition, Functions and Powers	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
		Panchayati Raj Institutions in Punjab-Structure, Functions, Sources of Finances and Personnel	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans			

3	October 1, 2025 to October 31, 2025	The 74th Constitutional Amendment-Provisions and its Impact, Urban Local Bodies-Structure, Functions and Sources of Finance	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
		Mayor-Position, Functions and Powers, Municipal Commissioner-Position, Functions and Powers	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans			
4	November 1, 2025 to November 13 , 2025	State Control over Local bodies, State Finance Commission: Composition, Functions and Role	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
		Provincialisation of Municipal Services, Rural-Urban Relationship-Challenges and Remedies	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans			
November - 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 - III)

Session – (2025-2026)

Name of the Teacher/s - Dr. Gurvinder Kaur, Dr. Jyoti Arora and Dr. Amanjot Kaur

Department : Public Administration

Class: B.A. II (Semester III) Subject/Paper : Personnel Administration, Section (s) : A, B and C

S.No.	Date (Monthly)	Topics to be Covered	Academic Activity Undertaken*
1.	July 24, 2025 to August 31, 2025	Personnel Admn.- Meaning : Meaning and Significance, Bureaucracy; Meaning, Characteristics, Demerits and Remedies,	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
		Civil Service : Meaning, Features and Role, Position and Rank Classification Systems- Significance and Features	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 -			
2.	September 1, 2025 to September 30, 2025	Recruitment:Meaning, Methods and Problems, Recruitment System of higher Civil Services in India	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
		UPSC: Composition, Functions and Role, SPSC: Composition, Functions and Role	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, 2025 to October 31, 2025	Training-:Meaning, Types, Methods, Training of Higher Civil Services in India Conduct,	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
		Conduct, Discipline and Ethics in Public Services, Promotion: Meaning, Significance and Principles	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
MSTs from , 2025			
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -			
4.	November 1, 2025 to November 13 , 2025	Morale, Causes of Low Morale and Measures for Improvement Corruption in Administration : Causes and Remedies	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
		Administrative Tribunals : Meaning, Types, Advantages and Disadvantages	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 -			
November - Revision / Remedial Classes before Semester Exams			

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