

Monthly Teaching Plans (Odd Semester-1)
Session – (2025-26)

Name of Teacher – Dr. Amanjot Kaur

Class – B.A. I

Paper– MDSC- Basics of Public Administration

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	01.08.2025	31.08.2025	Meaning and Significance of Public Administration Public Administration and Private Administration Principles of Organisation: Hierarchy, Span of Control, Unity of Command	Classroom Lecture, Group Discussion and Case Studies
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
2.	01.09.2025	30.09.2025	Authority and Responsibility; Communication: Concept; Types; Process; Barriers Coordination: Concept; Methods; Hindrances	Classroom Lecture, Group Discussion and Case Studies.
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
3.	01.10.2025	31.10.2025	Leadership: Concept; Styles; Qualities of a good leader; Good Governance: Concept; Elements; Importance. (MST_____)	Classroom Lecture, Group Discussion and Case Studies. Practice Test
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
4.	01.11.2025	13.11.2025	e-Governance: Concept; Benefits of e-Governance for government and citizens Right to Information: Salient features of RTI Act; Benefits	Lecture, Group Discussion and Case Studies. Practice Test.
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				

***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 (Odd Semester-1)
Session – (2025-26)

Name of Teacher – Dr. Amanjot Kaur

Class – B.A. I

Paper– Basis Administrative Skills

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	01.08.2025	31.08.2025	Introduction to basic skills in an organization, Decision-Making: Means, Types of Decisions and Factors affecting decision-making	Classroom Lecture, PPT, Group Discussion, Role-Play and Case Studies.
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
2.	01.09.2025	30.09.2025	Communication Skills: Meaning, Types and Process Essentials of good Organization Communication	Classroom Lecture, PPT, Role-Play, Group Discussion and Case Studies. Practice Test
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
3.	01.10.2025	31.10.2025	Leadership: Meaning and Styles Skills of Leadership: Developing mindset for leading (MST.....)	Lecture, PPT, Role- Play, Group Discussion and Case Studies. Practice Test.
4.	01.11.2025	13.11.2025	Practical : Internal practicals covering skills in both units. Integration simulations, case studies, and role plays into classroom teaching. Students should be prepared by conducting at least two mock sessions for group decision-making and leadership task simulations and practical communication skills to be built through in-class exercises and report writing.	Lecture, PPT, Role- Play, Group Discussion and Case Studies. Practice Test.
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				

***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.

Lesson Plan
Mehr Chand Mahajan DAV College for Women, Sector – 36A, Chandigarh
Department of Public Administration

Monthly Teaching Plans (Odd Semester-1)
Session – (2025-26)

Name of Teacher – Dr. Gurvinder Kaur

Class – B.A. I

Paper– VAC-1:Digital Governance

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	01.08.2025	31.08.2025	Communication: Meaning, Types, Principles, ICT: Concept, Components, Data communications and networking Advantages and disadvantages	Classroom Lecture, Group Discussion and Case Studies
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
2.	01.09.2025	30.09.2025	Role of ICT in Governance: Government to Business; Government to Citizen; Government to Government	Classroom Lecture, Group Discussion and Case Studies.
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
3.	01.10.2025	31.10.2025	National e-Governance Plan: Concept and Role	Classroom Lecture, Group Discussion and Case Studies. Practice Test
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
4.	01.11.2025	13.11.2025	e-PRAMAAN: Concept and Services	Lecture, Group Discussion and Case Studies. Practice Test.
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				

***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.