

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

Department of Public Administration: Monthly Teaching Plans

BA (Hons) (Semester -V)

Session – (2024-2025)

Name of the Teacher/s : Dr. Jyoti Arora (Friday-Saturday) and Dr. Rimpi (Monday-Thursday)

Department : Public Administration

Class: B.A.III : Semester-V

Subject/Paper: RESEARCH METHODS AND STATISTICS **Section :** Hons

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	July 22 –	August 31, 2024	Meaning, Nature and Scope of Social Research, Concepts: Hypotheses : Meaning, Types and Significance	Lecture, Discussion, Case Studies, Projection of theory into practice, audio- visual
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -				
2.	September 1, 2024	September 30, 2024	Research Design -Meaning, Types and Components	Lecture, Discussion, Case Studies, Projection of theory into practice, audio- visual
			Methods of Social Research-Experimental-Survey and Case Study	Lecture, Discussion, Case Studies, Projection of theory into practice, audio- visual
			Methods of Data Collection-Documents, Observation, Interview and Questionnaire	Lecture, Discussion, Case Studies, Projection of theory into practice, audio- visual
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -				

3.	October 1, 2024	October 31, 2024	Data Processing-Editing, Coding and Tabulation, The Use of Computer	Lecture, Discussion, Case Studies, Projection of theory into practice, audio- visual
			Report Writing	
			Sampling-Meaning, Types, Merits and Demerits	Lecture, Discussion, Case Studies, Projection of theory into practice, audio- visual
			Frequency Distribution-Meaning and Steps	Lecture, Discussion, Case Studies, Projection of theory into practice, audio- visual

Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans
Comments of Teacher Incharge -

MSTs from, 2024

4	November 1, 2024	November 20, 2024	Measures of Central Tendency-Mean, Median and Mode	Lecture, Discussion, Case Studies, Projection of theory into practice, audio- visual
			Measures of Dispersion-Standard Deviation	Lecture, Discussion, Case Studies, Projection of theory into practice, audio- visual
			Correlation-Karl Pearson	Lecture, Discussion, Case Studies, Projection of theory into practice, audio- visual
			Chi-Square	

Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans
Comments of Teacher Incharge -

*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

BA (Hons) (Semester - VI)

Session – (2022-2023)

2024-25

Name of the Teacher: Dr. Jyoti Arora and Dr. Rimpi

Department: Public Administration

Class: B.A. III. Semester-VI

Paper: Organization Behaviour

Section: Hons

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	January 16, 2025	January 31, 2025	Organization Behaviour : Concept and Significance	Lecture, E-Content, Experiential Learning, Discussion
			Individual Behaviour :Concept; Nature ; Individual factors	Lecture, E-Content, Experiential Learning, Discussion
			Interpersonal Relations : Meaning; Dimension; Factors	Lecture, E-Content, Experiential Learning, Discussion
<p>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</p> <p>Comments of Teacher Incharge -</p>				
2.	February 01, 2025	February 28, 2025	Team Development : Importance; Types of Teams	Lecture, E-Content, Experiential Learning, Discussion
			Attitudes : Concepts, Types	Lecture, E-Content, Experiential Learning, Discussion
			Morale : Concept; Significance; Building up of High Morale	Lecture, E-Content, Experiential Learning, Discussion
<p>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</p> <p>Comments of Teacher Incharge -</p>				

3.	March 01, 2025	March 31, 2025	Groups : Concept ; Types	Lecture, E-Content, Experiential Learning, Discussion		
			Leadership : Styles of Leadership	Lecture, E-Content, Experiential Learning, Discussion		
			Motivation : Concept ; Determinants	Lecture, E-Content, Experiential Learning, Discussion		
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge –						
MST from March 24-31, 2023						
4.	April 01, 2025	April 29, 2025	Organizational Change : Concept; Resistance to Change	Lecture, E-Content, Experiential Learning, Discussion		
			Organizational Development : Concept; Need; Techniques	Lecture, E-Content, Experiential Learning, Discussion		
			Organizational Effectiveness : Concept; Approaches	Lecture, E-Content, Experiential Learning, Discussion		
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge –						
April End - Revision Classes/ Remedial before Semester Exams						

*Date of Monthly Teaching Plans subjected to change as per Panjab University Academic Calendar

**Any of these – (i) Lecture Method; (ii) PPT; (iii) Online Sources; (iv) Group Discussion; (v) Case Studies
Other Methods adopted by the teacher – Please write the specific teaching method