

**MCM DAV College for Women, Sector – 36A, Chandigarh**  
**Department of Public Administration: Monthly Teaching Plans (Semester - IV)**  
**Session – (2024-2025)**

**Name of the Teacher** : Dr GURVINDER KAUR  
**Subject** : Public Administration  
**Class: B.A. II. Paper:** Industrial Administration in India  
**Section:** Hons

S.No.	Date* (Monthly)		Topics to be Covered	Academic Activity Undertaken**
	From	To		
1.	January 10, 2025	January 31, 2025	Industrialization- Meaning, Objectives, and Rationale	Lecture, E-Content, Experiential Learning, Discussion
			Role of Industry in Economic Development	Lecture, E-Content, Experiential Learning, Discussion
			Problems of Industrialisation	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 - Syllabus Completed as per MTP's				
2.	February 01, 2025	February 29, 2025	Industrial Policy Resolution of 1948 and 1956	Lecture, E-Content, Experiential Learning, Discussion
			New Industrial Policy of 1991	Lecture, E-Content, Experiential Learning, Discussion
			Industrial Finance-Sources, Problems and Remedies	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 - Syllabus Completed as per MTP's				

3.	March 01, 2025	March 31, 2025	Role of Public Enterprises in Industrial Development of India	Lecture, E-Content, Experiential Learning, Discussion
			Privatization - Meaning, Methods, Merits and Demerits	Lecture, E-Content, Experiential Learning, Discussion
			Disinvestment - Meaning, Methods, Merits and Demerits	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 – Syllabus Completed as per MTP's Mid-Semester Exam to be conducted as per the prescribed dates				
4.	April 01, 2025	April 20, 2025	Industrial Pollution - Meaning, Types and Impact on Environment	Lecture, E-Content, Experiential Learning, Discussion
			Industrial Sickness- Meaning Extent and Magnitude	Lecture, E-Content, Experiential Learning, Discussion
			Industrial Dispersal - Meaning and Policy Measures	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 - Syllabus Completed as per MTP's				
Revision Classes/ Remedial before Semester Exams				

\* Date of Monthly Teaching Plans subject to change as per Panjab University Academic Calendar  
MST dates to be notified later.

\***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 - VI) Session – (2024-2025)**

**Name of the Teacher:** Dr Rimpi (Mon-Thursday) and Dr. Jyoti Arora (Fr-Sat)

**Department:** Public Administration

**Class:** B.A. III. Semester-VI, **Paper:** Organization Behaviour

**Section:** Hons.

Section: HRMS:

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	January 10, 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
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge - Syllabus completed as per MTP's				
2.	February 01, 2025	February 29, 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
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge -				
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 – Syllabus completed as per MTP’s Mid-Semester Exam to be conducted as per the prescribed dates				
4.	April 01, 2025	April 20, 2025	Organizational Change: Concept; Resistance to Change	Lecture, E-Content, Experiential Learning, Discussion
			Organizational Development: Concept; Need; Techniques	
			Organizational Effectiveness: Concept; Approaches	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge - Syllabus completed as per MTP’s				
Revision Classes/ Remedial before Semester Exams				

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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 – (2024-2025)**

**Name of the Teacher/s** – Dr Gurvinder Kaur,  
Dr Jyoti Arora,  
Dr Rimpi

**Subject:** Public Administration

**Class:** B.A. I (Semester II). **Paper:** Indian Administration

S.No.	Date <sup>[1]</sup> (Monthly)	Topics to be Covered	Academic Activity Undertaken*
1	January 10, 2025 to January 31, 2025	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 - Syllabus completed as per MTP's			
2	February 01, 2025 to February 29, 2025	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 - Syllabus completed as per MTP's			

3	March 01, 2025 To March 31, 2025	State-Legislature: Legislative Assembly and Legislative Council – Composition, Functions and 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 – Syllabus completed as per MTP's Mid-Semester Exam to be conducted as the per prescribed dates			
4	April 01, 2025 to April 20, 2025	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			

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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.

**MCM DAV College for Women, Sector – 36A, Chandigarh**  
**Department of Public Administration: Monthly Teaching Plans**  
**(Semester - VI) Session – (2024-2025)**

**Name of the Teacher/s** – Dr Gurvinder Kaur

Dr Jyoti Arora

Dr Rimpi

**Subject:** Public Administration, **Class:** B.A. III (Semester VI).

**Paper:** Development Administration

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	January 10, 2025 to January 31, 2025		Development: Meaning, Features and Aspects	Lecture/ Discussion/ E-Content/ Case Studies
			Development Administration: Meaning, Nature, Scope and Significance	Lecture/ Discussion/ E-Content/ Case Studies
			Features of Developed and Developing Countries	Lecture/ Discussion/ E-Content/ Case Studies
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
2	February 01, 2025 to February 29, 2025		India as a Welfare State, Planning: Meaning, Objectives and Significance	Lecture/ Discussion/ E-Content/ Case Studies
			Planning Machinery in India at National, State and Local	Lecture/ Discussion/ E-Content/ Case Studies
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				

3	March 01, 2025 to March 31, 2025	Public Enterprises: Concept and Forms, Role of Public Enterprises in Economic Development,	Lecture/ Discussion/ E-Content/ Case Studies
		Managerial problems of Public enterprises, Reforms since 1991: Concept of Privatisation	Lecture/ Discussion/ E-Content/ Case Studies
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Mid-Semester Exam to be conducted as the per prescribed dates</b>			
4	April 01, 2025 to April 20, 2025	Administration of Rural Development at the Local Level, Education and Development: Role of State Administration in Primary and Secondary Education	Lecture/ Discussion/ E-Content/ Case Studies
		Health and Development: Role of the Ministry of Health and Family Welfare, Role of Voluntary Sector in Development	Lecture/ Discussion/ E-Content/ Case Studies
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b>			
<b>Revision / Remedial Classes before Semester Exams</b>			

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Date of MST to be notified later



**MCM DAV College for Women, Sector – 36A, Chandigarh**  
**Department of Public Administration: Monthly Teaching Plans**  
**(Semester-IV) Session – (2024-2025)**

**Name of the Teacher/s –** Dr Jyoti Arora (A and B), Ms. Rimpi

**Subject - Public Administration**

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

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	January 10, 2025	January 31, 2025	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	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
2	February 01, 2025	February 29, 2025	Union Ministry of Finance- Organisation, Functions and Role	Lecture/ Discussion/ E-Content/ Case Studies
			Centre-State Financial Relations	
			Union Finance Commission: Composition and Functions	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				

3	March 01, 2025	March 31, 2025	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	
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				
4	April 1, 2025	April 20, 2025	Legislative Control over Finance	Lecture/ Discussion/ E-Content/ Case Studies
			Public Accounts Committee: Composition, Functions and Role	
			Estimates Committee- Composition, Functions and Role	
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				

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