

**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**

<b>S.No.</b>	<b>Date* (Monthly)</b>		<b>Topics to be Covered</b>	<b>Academic Activity Undertaken**</b>
	<b>From</b>	<b>To</b>		
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
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b> <b>Comments of Teacher Incharge - Syllabus Completed as per MTP's</b>				
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
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b> <b>Comments of Teacher Incharge - Syllabus Completed as per MTP's</b>				

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		
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b> <b>Comments of Teacher Incharge – Syllabus Completed as per MTP's</b> <b>Mid-Semester Exam to be conducted as per the prescribed dates</b>						
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		
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b> <b>Comments of Teacher Incharge - Syllabus Completed as per MTP's</b>						
<b>Revision Classes/ Remedial before Semester Exams</b>						

\* 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.

<b>S.No.</b>	<b>Date (Monthly)</b>		<b>Topics to be Covered</b>	<b>Academic Activity Undertaken*</b>
	<b>From</b>	<b>To</b>		
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
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b> <b>Comments of Teacher Incharge - Syllabus completed as per MTP's</b>				
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
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b> <b>Comments of Teacher Incharge -</b>				
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													
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b> <b>Comments of Teacher Incharge – Syllabus completed as per MTP's</b> <b>Mid-Semester Exam to be conducted as per the prescribed dates</b>																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">4.</td> <td style="width: 25%;">April 01, 2025</td> <td style="width: 25%;">April 20, 2025</td> <td>Organizational Change: Concept; Resistance to Change</td> <td rowspan="3" style="width: 20%;">Lecture, E-Content, Experiential Learning, Discussion</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Organizational Development: Concept; Need; Techniques</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Organizational Effectiveness: Concept; Approaches</td> </tr> </table>					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
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														
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b> <b>Comments of Teacher Incharge - Syllabus completed as per MTP's</b>																	
<b>Revision Classes/ Remedial before Semester Exams</b>																	

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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 Rimpি

**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 Union Executive: President	Lecture/ Discussion/ Online Sources/ Case studies/Student Presentations
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b> <b>Comments of Teacher Incharge - Syllabus completed as per MTP's</b>			
2	February 01, 2025 to February 29, 2025	Union Executive: Prime Minister, and Council of Ministers Union Legislature: Lok Sabha & Rajya Sabha – Composition, Functions and Role State Executive: Governor, Chief Minister and State Council of Ministers, Functions and Role	Lecture/ Discussion/ Online Sources/Case Studies/Student Presentation
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b> <b>Comments of Teacher Incharge - Syllabus completed as per MTP's</b>			

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	
		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**

\*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 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 Rimi

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

**Paper:** Development Administration

<b>S.No.</b>	<b>Date (Monthly)</b>		<b>Topics to be Covered</b>	<b>Academic Activity Undertaken*</b>
	<b>From</b>	<b>To</b>		
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
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b>				
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
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b>				

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</b> <b>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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Other Methods adopted by the teacher – Please write the specific teaching method

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  Budget- Meaning, Types, and Principles Budgetary Process: Preparation and Enactment	Lecture/ Discussion/ E-Content/ Case Studies
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b>				
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	
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b>				

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	
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b> <b>Mid-Semester Exam to be conducted as per the prescribed dates</b>				
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	
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b>				

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