

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

Monthly Teaching Plans (Odd Semester-1)
Session – (2024-25)

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.	09.7.2024	31.7.2024	Meaning and Significance of Public Administration Public Administration and Private Administration	Classroom Lecture, Group Discussion and Case Studies
2.	01.08.2022	31.08.2024	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				
3.	01.09.2024	30.09.2024	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				
4.	01.10.2024	31.10.2024	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				
5.	01.11.2024	20.11.2024	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.

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

Monthly Teaching Plans (Even Semester-II)
Session – (2024-25)

Name of Teacher – Dr. Amanjot Kaur

Class – B.A. I

Paper– MDSC- Basics of Indian Administration

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	10.01.2025	31.01.2025	Features of Indian Administration President: Election, Powers and Role Prime Minister: Appointment, Powers and Role	Classroom Lecture, Group Discussion and Case Studies
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
2.	01.02.2025	28.02.2025	Governor: Appointment, Powers and Role Chief Minister: Appointment, Powers and Role Relationship between Political and Permanent Executive	Classroom Lecture, Group Discussion and Case Studies.
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
3.	01.03.2025	31.03.2025	Union Public Service Commission: Composition and Functions State Public Service Commission: Composition and Functions (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.	01.04.2025	20.04.2025	Comptroller and Auditor General: Appointment and Functions Election Commission of India: Composition and Functions.	Lecture, Group Discussion and Case Studies. Practice Test.
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				

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

Monthly Teaching Plans (Odd Semester-1)
Session – (2024-25)

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.	09.7.2024	31.7.2024	Introduction to basic skills in an organization	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.	01.08.2024	31.08.2024	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				
3.	01.09.2024	30.09.2024	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				
4.	01.10.2024	31.10.2024	Leadership: Meaning and Styles	Lecture, PPT, Role- Play, Group Discussion and Case Studies. Practice Test.
5.	01.11.2024	20.11.2024	Skills of Leadership: Developing mindset for leading	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				

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

Monthly Teaching Plans (Even Semester-II)
Session – (2024-25)

Name of Teacher – Dr. Amanjot Kaur

Class – B.A. I

Paper–Office Management Skills

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	10.01.2025	31.01.2025	Administrative and Office Management: Concept, nature and scope Qualities for an Office Professional Manners and etiquette at the Work Place	Classroom Lecture, PPT, Group Discussion, and Case Studies
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
2.	01.02.2025	28.02.2025	Personal Desk Efficiency; Office communication: Role, Types & Means Handling incoming and outgoing mail	Classroom Lecture, PPT, Group Discussion, and Case Studies.
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
3.	01.03.2025	31.03.2025	Handling telephone and other office equipment Managing Travel arrangements; Meetings: Planning, Arranging and Managing	Classroom Lecture, PPT, Group Discussion and Case Studies. Practice Test
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
4.	01.04.2025	20-04.2025	Stores and Inventory Management: ABC, VED and SDE Analysis Filing and Record Management E-Office	Lecture, PPT, Group Discussion and Case Studies. Practice Test.
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				

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