

## Monthly Teaching Plans

**MCM DAV College for Women, Sector – 36A, Chandigarh**  
**Monthly Teaching Plans (Semester - I) (2024)**  
**Session – (2024-2025)**

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

**Department :** Public Administration

**Class: B.A. I (Semester I) Subject/Paper : Administrative Theory Section  
(s) :**

S.No.	Date (Monthly)	Topics to be Covered	Academic Activity Undertaken*
1.	July 22, 2024 to August 31, 2024	Meaning, Nature, Scope and Significance of Public Administration; Public and Private Administration;	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
		Public Administration as a Science or an Art; Relationship of Public Administration with other Social Sciences	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
		Evolution of Public Administration since 1887.	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge –			
2	September 1, 2024 to September 30, 2024	Organization: Meaning & Types: Formal and Informal Organization	Lecture, E-Content, Experiential Learning, Discussion, Online Sources

		Forms of Organization: Department, Public Corporation, Government Company.	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
		Principles of Organization: Hierarchy, Span of Control, Unity of Command, Authority and Responsibility.	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge –			
3	October 1, 2024 to October 31, 2024	Chief Executive- Types, functions and Role Line; Staff and Auxiliary Agencies	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
		Centralisation and Decentralisation; Decision Making: Meaning, types and process	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
MSTs from 2024			
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans Comments of Teacher Incharge –			
4	November 1, 2024 to November 30, 2024	Coordination: Concept, Methods and Hindrances; Communication: Concept, Process and Barriers	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
		Supervision: Concept and Methods; Leadership: Concept, Styles, Qualities of a Good Administrator	Lecture, E-Content, Experiential Learning, Discussion, Online Sources

<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b> <b>Comments of Teacher Incharge -</b>
<b>December - Revision / Remedial Classes before Semester Exams</b>

**\*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