

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

Name of the Teacher/s - Dr. Jyoti Arora and Dr. Rimpi

Department- PUBLIC ADMINISTRATION

Class- B.A.-II, Subject- Personnel Administration

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	July '24	August 31, '24	<ul style="list-style-type: none"> ● Personnel Admn.- Meaning : Meaning and Significance ● Bureaucracy; Meaning, Characteristics, Demerits and Remedies ● Civil Service : Meaning, Features and Role ● Position and Rank Classification Systems- Significance and Features 	Lecture, E-Content, Experiential Learning, Discussion, Online Sources

Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans

2.	September 1, '24	September 30, '24	<ul style="list-style-type: none"> • Recruitment: Meaning, Methods and Problems • Recruitment System of higher Civil Services in India • UPSC: Composition, Functions and Role • SPSC: Composition, Functions and Role 	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
3.	October 1, '24	October 31, '24	<ul style="list-style-type: none"> • Training: Meaning, Types, Methods, Training of Higher Civil Services in India • Conduct, Discipline and Ethics in Public Services • Promotion: Meaning, Significance, Principles 	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
4.	November 1, 2024	November 20, 2024	Morale, Causes of Low Morale and Measures for Improvement Corruption in Administration : Causes and Remedies Administrative Tribunals : Meaning, Types, Advantages and Disadvantages	Lecture, E-Content, Experiential Learning, Discussion, Online Sources
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

