

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	<p>Morale, Causes of Low Morale and Measures for Improvement</p> <p>Corruption in Administration : Causes and Remedies</p> <p>Administrative Tribunals : Meaning, Types, Advantages and Disadvantages</p>	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

