

B.A.2nd YEAR, SEMESTER -3rd

SESSION - 2023-2024

PAPER-Personnel Administration (With Special Reference to India)

MAX MARKS-100

THEORY-90

INTERNAL ASSESSMENT-10

UNIT-1

TOPIC	TEACHING POINTS	SPECIFIC OBJECTIVES	METHOD	RESOURCES & LINKS
1. Meaning and significance of personnel administration 2. Bureaucracy: meaning, Characteristics, Demerits and Remedies 3. Civil Service: Meaning, Features and roles. 4. Position and Rank Classification Systems : Significance and Features.	a. Explain Personnel administration in details.. b. Explain Bureaucracy model of Max Weber. c. Define Civil Services as UPSC and SPSC. d. Explain Classification System.	To acquaint the students with the basic concepts of Personnel administration.	a. lecture b. Power point presentation.	a. Personnel Administration : Theory and Practice By V.M.Sinha b. E-book by Rumki Basu- Public administration c. Public Administration by Maheshwari and Awasthi

UNIT-2

Topic	Teaching Points	Specific Objectives	Method	Resources & Links
1. Recruitment : Meaning, methods and problems. 2. Recruitment Systems of	a. Explain about Recruitment	To acquaint the students with the basic	a. lecture. b. PPT.	a. public administration : principal and practice

Higher Civil Services in India. 3. UPSC : Composition, Functions and Role. 4.SPSC : Composition, Functions and Role.	t system of personnel on centre level and state level.	concepts and principals of Recruitment.		by Tyagi. b.E-Book by Maheswari and Awasthi. c.Elements of Public Administration By Chander Mohan Mahajan.
--	--	---	--	--

UNIT-3

Topics	Teaching points	Specific objectives	Method	Resources & Links
1.Training : Meaning, Types, Methods and Training of Higher Civil Services In India.. 2.Conduct : Discipline and Ethics in Public Services. 3.Promotion : Meaning , Significance and Principles.	a.explain the Training System of Civil Servents. b. Explain Code of conduct.c. explain Promotion Process.	To acquaint the students with the basic concepts of Training , Conduct and Promotion.	a. lecture. b. PPT	a.Personnel Administration by V.M.Sinha. b.E-Book by Rumki Basu-Public Administration. c. Public Administration : Theories and Concepts by B.L.Fadia and Kuldeep Fadia

UNIT-4

Topics	Teaching points	Specific objectives	Method	Resources & Links
1.Morale, Causes of Low, Morale and Measures for Improvement. 3.Corruption in Administration- Causes and Remedies. 4. Administrative Tribunals: Meaning , Types, Advantages and Disadvantages.	a.Explain concept of Morale, Corruption.	To acquaint the students with the basic concepts of Morale and Corruption..	a.lecture. b. PPT	a. http://egyankosh.ac.in b. https://ignoutv.in c. https://researchgate.net.in d. Principals of Public Administration by Mohit Bhattacharya