

2024-25 Syllabus of the Public Administration showing cross cutting issue:

Unit III:- Conduct, Discipline and Ethics in Public Services.

B.A./B.Sc. (GENERAL) SECOND YEAR (SEMESTER SYSTEM) 2024-25 SYLLABUS

PUBLIC ADMINISTRATION

B.A. (GENERAL) SECOND YEAR EXAMINATION, 2024-2025

SEMESTER – III

PAPER : PERSONNEL ADMINISTRATION (WITH SPECIAL REFERENCE TO INDIA)

Max. Marks	: 100
Theory	: 90 Marks
Internal Assessment	: 10 Marks
Time	: 3 Hours

Objective of the Paper:

The objective of this paper is to give the student an in-depth understanding of various aspects of public personnel administration particularly recruitment, training and promotion. Contemporary issues like grievance redressal machinery, corruption, morale etc. concerning administration of human resources in government will also be examined.

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES:

For Private/Centre for Distance and Online Education (CDOE) students who have not been assessed earlier for the internal assessment, the marks secured by them in the paper will proportionately be increased in lieu of the internal assessment.

The Paper-Setter must put note in question paper in this regard.

The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The first compulsory question shall comprise of 12 short-answer type questions, covering the whole syllabus, to be answered in 25-30 words each, out of which the candidate would be required to attempt any 9. Each question will carry 2 marks. Rest of the paper shall contain 4 units, each unit having two questions, out of which the candidate would be required to attempt one. Each question will carry 18 marks.

Unit-I

Personnel Administration – Meaning and Significance.
Bureaucracy: Meaning, Characteristics, Demerits and Remedies.
Civil Service: Meaning, Features and Role.
Position and Rank Classification Systems: Significance and Features

Unit-II

Recruitment: Meaning, Methods and Problems.
Recruitment System of Higher Civil Services in India.
UPSC: Composition, Functions and Role.
SPSC: Composition, Functions and Role.

Unit-III

Training – Meaning, Types, Methods, Training of Higher Civil Services in India.
Conduct, Discipline and Ethics in Public Services.
Promotion: Meaning, Significance and Principles.

Session – 2024-25 Public Administration Unit wise Syllabus B.A. – II (Semester – III) Paper – Personnel Administration (With reference to India)	
Unit – I July 2024 to August 2024	Personnel Administration – Meaning and Significance. Bureaucracy: Meaning, Characteristics, Demerits and Remedies. Civil Service: Meaning, Features and Role. Position and Rank Classification Systems: Significance and Features
Unit – II August 2024 to September 2024	Recruitment: Meaning, Methods and Problems. Recruitment System of Higher Civil Services in India. UPSC: Composition, Functions and Role. SPSC: Composition, Functions and Role.
Unit – III September 2024 to October 2024	Training – Meaning, Types, Methods, Training of Higher Civil Services in India. Conduct, Discipline and Ethics in Public Services. Promotion: Meaning, Significance and Principles.
Unit – IV October 2024 to November 2024	Morale, Causes of Low Morale and Measures for Improvement. Corruption in Administration - Causes and Remedies. Administrative Tribunals: Meaning, Types, Advantages and Disadvantages.
November/December 2024	Revision of Syllabus

Session – 2024-25 Public Administration Unit wise Syllabus B.A. – II (Semester – IV) Paper – Financial Administration	
Unit – I January 2025	Financial Administration: Meaning and Significance. Aspects of Public Finance. Budget: Meaning, Types and Principles. Budget: Preparation and Enactment.
Unit – II February 2025	Union Ministry of Finance: Organisation, Functions and Role. Centre-State Financial Relations. Union Finance Commission: Composition and Functions.
Unit – III March 2025	Audit: Concept, Objectives and Types. Comptroller and Auditor General of India(CAGI) : Appointment, Functions and Role. Concepts: Deficit Financing, Fiscal Deficit, Public Debt and Public Expenditure.
Unit – IV April 2025	Legislative Control over Finance. Public Accounts Committee:Composition, Functions and Role. Estimates Committee:Composition, Functions and Role.
April/May 2025	Revision of Syllabus

Title of activity: Classroom Seminar by Nidhi (BA 2)

Date: 18 September 2024

Lecture: 4th

Number of students attended: 43

Number of faculty: 1

Report:

A seminar was conducted on 18th September 2024 by Nidhi, student of BA 2, on the topic **Conduct, Discipline and Ethics of Administration** delivered in 4th lecture. It was very informative and interactive as she explained methods and techniques to promote administrative ethics. She highlighted about the importance of moral values, integrity, and accountability in governance. In general, she also emphasised the role of ethical behaviour, discipline, and honesty in public service, aiming to inspire students to become responsible

future citizens and public servants. Students were actively engaged in this classroom seminar and showed their interest. Dr. Dinesh Sharda, Assistant Professor also guided students about the topic and cleared their doubts.

