# 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)

90 Marks Internal Assessment 10 Marks

The objective of this paper is to give the student an in-depth understanding of various aspects of publi personnel administration particularly recruitment, training and promotion. Contemporary issues like grievance redressal muchinery, 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.

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

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

Training - Meaning, Types, Methods, Training of Higher Civil Services in India.

Promotion: Meaning, Significance and Principles.

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

Date: 18 September 2024

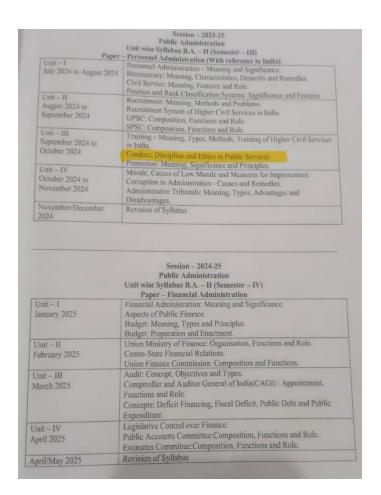
**Lecture:** 4th

Number of students attended: 43

Number of faculty: 1

## Report:

A seminar was conducted on 18<sup>th</sup> 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.

