

SSD Girls College, Bathinda (An Autonomous College)
According to NEP 2020
2025-26

Subject: Public Administration
Course Title :PERSONNEL ADMINISTRATION -1
B.A-II Sem : 3
COURSE CODE : BA 316 (Major)

Credit :4
FULL MARKS: 100
PASS MARKS: 35
TIME: 3 Hours

END SEMESTER EXAM: 70Marks
INTERNAL EVALUATION: 30 Marks

Instructions

The question paper will consist of three Sections A, B and C.
Section A and B will have four questions each from respective sections of the syllabus.
Each question will carry 12 marks. (12 x4 =48)
The students will attempt two questions from each Section A and B.
Section C will be compulsory and consist of 11 short-answer type questions of 2 marks each covering the entire syllabus. (11x2=22)

Objectives

To explain meaning and objectives of personnel administration.
To study All India Services and central service and recruitment.
To classify the civil services in India – Central Services and State Services.
To know about the recruiting Agency in India.

SECTION – A

1. Personnel Administration: Meaning, Functions, Significance and Scope
2. Classification of Civil Services in India: Central Services and State Services
3. Recruitment: Process, Methods, Recruitment to Higher Civil Services in India
4. Recruiting Agency in India: Union Public Service Commission

SECTION – B

5. Bureaucracy Meaning Definition Characters Kinds Bureaucracy Importance of Bureaucracy Defects of Bureaucracy. Measures to remove the defects of bureaucracy
6. Promotion: Meaning, Definition, Importance, Promotion Systems in India
7. Performance Appraisal: Meaning, Definition, Purpose, Significance, Types, Advantages
8. Redressal Machinery: Central Administrative Tribunal

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15/10/25

Handwritten: JK
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SSD Girls College, Bathinda (An Autonomous College)
According to NEP 2020
2025-26

Subject: Public Administration
Course Title: Personnel Administration – II
Course Code: BA 416 (Major)
Class: BA Part 2, Semester 4

Time: 3 Hours

Credit: 4

Maximum Marks: 100

Pass Marks :35

End Semester Exam: 70 Marks

Internal Evaluation: 30 Marks

Instructions

The question paper will consist of three Sections A, B and C.

Section A and Section B will have four questions each.

Each question will carry 12 marks.

(12×4=48)

Students will attempt two questions from each Section (A and B).

Section C will be compulsory and will consist of 11 short-answer type questions of 2 marks each covering the entire syllabus.

(11×2=22)

Objectives

To explain meaning and objectives of bureaucracy.

To study evolution of civil services and training.

To describe integrity and code of conduct in administration, discipline, removal process and appeals.

To acknowledge the ethics in Public Services.

Section A

1. Bureaucracy: Meaning, Characteristics and Types.
2. Evolution of Civil Service.
3. Training: Process, Meaning, Types, Methods, Training Institutions in India.
4. Human Resource Planning: Concept and Objectives.

Section B

5. Conduct Rules and Disciplinary Action.
6. Redressal Machinery: Central Administrative Tribunal.
7. Morale and Motivation.
8. Ethics in Public Services: Need, Factors Responsible for Moral Erosion.

Nisha Baki
Joubh

Nishu
15/10/25

JK
17.10.25



Suggested Readings

1. Geetinder Kaur: Comparative Personnel Administration – A Comparative Study of Personnel Administration in Great Britain, U.S.A, France and Japan (Tulnatmak Karamchari Varg Prashasan), Chandigarh, Mohindra Publishing House, 2011 (Reprint).
2. Government of India: Report on Personnel Administration, Administrative Reforms Commission, New Delhi, Manager of Publications, 1967.
3. Government of India: Report on Centre-State Relations, Administrative Reforms Commission, New Delhi, Manager of Publications, 1967.
4. K. R. Hope: Politics, Bureaucratic Corruption and Mal-Administration in the Third World, International Review of Administrative Sciences, 51(1), 1985
5. .K. K. Puri: Personnel Administration and Financial Administration in India (Punjabi), Jalandhar, Bharat Prakashan, 2005.
6. O. Glenn Stahl: Public Personnel Administration, 8th Ed., Cambridge, Harper & Row, 1983.
7. P. Ghosh: Personnel Administration in India, Sudha Publication, 1975.
8. J. S. L. Goel & Shalini Rajneeh: Public Personnel Administration: Theory and Practice, New Delhi, Deep and Deep Publications, 2002.
9. Sahib Singh & Swinder Singh: Public Personnel and Financial Administration, Jalandhar, New Academic Publishers, 2004.
10. S. P. Verma & S. K. Sharma: Comparative Public Administration, New Delhi, Indian Institute of Public Administration, 1985.

Gupta
 Nishtha
 15/10/23
 JK
 17.10.23