

# Syllabus

2<sup>nd</sup> Semester

**Bachelor of Arts (Multidisciplinary)**

**Public Administration**

**NEP and Learning Outcome-based Curriculum Framework (LOCF)**

*For*

**Under Graduate Programme**

**B.A. Public Administration**

*(To be effective from the Academic Session 2024-25)*



**Department of Political Science and Public Policy**

*Gurugram University, Gurugram*

**(A State University established by Govt. of Haryana Act No. 17 of 2017)**

240/PAM/CC201

**Semester-2**

**CC2 - Introduction to Public Administration II**

**CC2 - Introduction to Public Administration II (Credits 04)**

**Course ID:** 240/PAM/CC201

**Maximum Marks: 100**  
**Theory Examination: 70**  
**Theory Internal Assessment: 30**  
**Examination Time: 3 Hrs**

**Course Outcomes**

After completing this paper, the students will

- Co-1 Understand human resource management
- Co-2 Understand recruitment and selection process
- Co-3 Understand training and development
- Co-4 Understand about administrative setup

1. Nine Questions will be set in all and students will be required to attempt 5 questions.
2. Question No. 1 will be compulsory and will consist of 7 short answer type questions of 2 marks spread over the entire syllabus (2x7=14 marks).
3. For the remaining eight questions, students will attempt 1 out of 2 questions from each of the four units (14 marks each).

**Unit I:** Personnel Administration: meaning, nature, scope and significance  
Different types of Personnel System: Bureaucracy, Autocratic system, Democratic system  
Motivation and Morale

**Unit II:** Recruitment of Personnel  
Spoil System and Patronage System  
Civil services recruitment: steps, procedure and problems  
Composition and functions of HPSC

**Unit III:** Training: meaning and objectives  
Methods and defects in training system in India  
Lokpal and Lokayukta  
Central Information Commission: Power, functions and service conditions

**Unit IV:** Promotion: meaning, principles and types  
Role of Comptroller and Auditor General  
Line and Staff agencies  
Parliamentary control over administration

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## Suggested Readings

1. Bhayana, S S and Singh S (2016) Public Personnel and Financial Administration (4<sup>th</sup> Edition). New Academics: Jalandhar
2. Davar, Rustom S (2008) Personnel Management and Industrial Relations in India (2<sup>nd</sup> Edition). Vikas Publishing House: New Delhi
3. Devesh, Kapur., & Mehta B. Pratap (Ed.), (2005). Public Institutions in India. New Delhi, Oxford University Press.
4. Fadia, B. L., & Fadia, Kuldeep., (2014). Indian Administration. New Delhi, Sahitya Bhawan
5. Flippo, Edwin B (2008) Principles of Personnel Management (4<sup>th</sup> Edition). McGraw Hill: Kogakusha
6. Hays, W. Steven, & Kearney, C. Richard., (2003). Public Personnel Administration: Problems and Prospects. London, Prentice Hall.
7. Human Resource Management in Public Service: Paradoxes, Processes and Problems by Evan M. Berman, James S. Bowman, Jonathan P. West and Montgomery Van Wart.
8. Khan, A. Haroon., (2008). An Introduction to Public Administration. New York, University Press of America.
9. Koontz, H and O'Donnell, Cyril (2008) Principles of Management (5<sup>th</sup> Edition). McGraw Hill:Tokyo
10. Laxmikanth, M., (2012). Public Administration. New Delhi, Tata McGraw-Hill Publishing Company Ltd.
11. Pigors, Paul and Myers, Charles A (1969) Personnel Administration: A Point of View and a Method ( 6<sup>th</sup> Edition). McGraw Hill: New York
12. Rabin, Jack; Vocino, Thomas; Hildreth, W Bartley; and Miller, J Gerald (2008) Handbook of Public Personnel Administration. Taylor & Francis: United Kingdom

