Name of the Programme : M.A. Public Administration
Title of the Course : Public Personnel Administration

Course Code : PAD-506

Number of Credits : 4

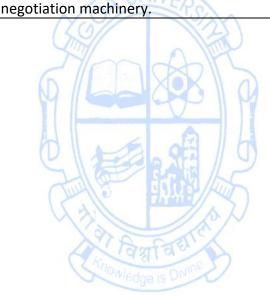
Effective from AY : 2022-2023

- I I I I I I I I I I I I I I I I I I I	. 2022-2025
Pre-requisites	Nil
for the Course:	A S
Course Objective:	Students will be introduced to concepts of Public Personnel Administration, career systems and personnel classification in India, various aspects of Human Resource Development, civil services, rules of service, code of conduct and ethics, disciplinary action and negotiation machinery
	Module 1: Meaning and Significance of Public Personnel Administration; Role of Public Services; Career Systems – Concept and Types; Rank and Position Classification – Concept and Bases 10 hours
Content:	Module 2: Concepts and Significance: Government structures; Human Resource Development; cadres; Manpower Planning, Recruitment, Training, Promotion and Performance Appraisal. 20 hours
	Module 3: Constitutional Provisions regarding Civil Services in India; Pay Commissions in India; Union Public Service Commission (UPSC): Role and Functions; Capacity Building Commission – role and functions; emerging trends in Civil Service
	Module 4: Code of Conduct; Disciplinary Action; Employer- Employee Relations: Staff Associations and Unions; Administrative Tribunals; Ombudsman; Joint Consultative and Negotiation Machinery
Pedagogy:	Presentations, interaction with experts, case studies, departmental visits and discussions
References:	 Bhayana, S. S. and Singh S. (2016). Public Personnel and Financial Administration (4th ed.). Jalandhar: New Academics. Davar, Rustom S. (2008). Personnel Management and Industrial Relations in India (2nd ed.). New Delhi: Vikas Publishing House. Flippo, E. (2008). Principles of Personnel Management (4th ed.). Kogakusha: McGraw Hill. Goel, S. L. and Rajneesh, S. (2002). Public Personnel Administration. New Delhi: Sterling. Government of India, 2nd Administrative Reforms Commission. (2010). 10th Report: Refurbishing of Personnel Administration - Scaling New Heights. New Delhi: Manager of Publications. https://darpg.gov.in/sites/default/files/personnel administration10.pdf Government of India. (1988). Report of the Commission on Centre-State Relations. Nasik: General Manager. Koontz, H and O'Donnell, Cyril. (2008). Principles of Management (5thed). Tokyo: McGraw Hill.

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8. Pigors, P. and Myers, C.A. (1969). Personnel Administration: A Point of View and a Method (6thed). Kogakusha: McGraw Hill. 9. Rouse, John E. (2008). Public Administration in American Society. Michigan: Gale Research. Saxena, A.P. (2010). Training and Development in Government. New Delhi. 10. Stahl, O. Glenn. (1971). Public Personnel Administration (6th ed.). New Delhi: Oxford and IBH Publishing. 11. United Nations. (2008). New Approaches to Personnel Policy for Development. New York. At the end of the course the student will be able to: 1. Understand the concept and significance of public personnel administration in India, 2. Obtain an understanding of the importance of recruitment, training, Course promotion and appraisal of public personnel administration, **Outcomes:** 3. Analyze the Constitutional Provisions regarding Civil Services in India, 4. Attain critical understanding of issues such as employer-employee relations, administrative tribunals and joint consultative and









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