


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

Pre-requisites for the Course:	Nil	
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	
Content: 	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
	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	15 hours
	Module 4: Code of Conduct; Disciplinary Action; Employer-Employee Relations: Staff Associations and Unions; Administrative Tribunals; Ombudsman; Joint Consultative and Negotiation Machinery	15 hours
Pedagogy:	Presentations, interaction with experts, case studies, departmental visits and discussions	
References:	<ol style="list-style-type: none"> 1. Bhayana, S. S. and Singh S. (2016). Public Personnel and Financial Administration (4th ed.). Jalandhar: New Academics. 2. Davar, Rustom S. (2008). Personnel Management and Industrial Relations in India (2nd ed.). New Delhi: Vikas Publishing House. 3. Flippo, E. (2008). Principles of Personnel Management (4th ed.). Kogakusha: McGraw Hill. 4. Goel, S. L. and Rajneesh, S. (2002). Public Personnel Administration. New Delhi: Sterling. 5. 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 6. Government of India. (1988). Report of the Commission on Centre-State Relations. Nasik: General Manager. 7. Koontz, H and O'Donnell, Cyril. (2008). Principles of Management (5th ed.). Tokyo: McGraw Hill. 	

	<ol style="list-style-type: none"> 8. Pigors, P. and Myers, C.A. (1969). Personnel Administration: A Point of View and a Method (6th ed.). 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.
Course Outcomes:	<p>At the end of the course the student will be able to:</p> <ol style="list-style-type: none"> 1. Understand the concept and significance of public personnel administration in India, 2. Obtain an understanding of the importance of recruitment, training, promotion and appraisal of public personnel administration, 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 negotiation machinery.

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