

For Regular students Six *Periods per week per paper to be delivered.*

2 of 9	For Regular/Distance Education Students	For Private Students
	imum Marks : 100	Maximum Marks: 100
	ory: : 75	
	rnal Assessment: 25	

Time allowed: 3 hours
Pass marks : 35%
Total Teaching Periods: 75

INSTRUCTIONS FOR THE PAPER-SETTER

(For Regular and Distance Education Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 12 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 27 marks in all. Each short answer type question will carry 3 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

(For Private Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 16 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 36 marks in all. Each short answer type question will carry 4 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B of the question paper and the entire section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

Section-A

Local Government: Meaning and Significance.
 Evolution of Local Government in India Since 1882.
 Deputy Commissioner :Appointment, Functions and Role in Local Government.
 Panchayati Raj: Concept and Significance.The 73rd Constitutional Amendment Act.
 Gram Sabha ; Composition and functions.
 Gram Panchayat, Panchayat Samiti and Zila Parishad-their
 Composition,Functions, source of Finance, Panchayat Secretary,
 Block &Development Panchayat Officer(B.D.P.O),

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Section-B

Urbanisation- Meaning and Concept; Problems of Urbanisation in Punjab.
 The 74th Constitutional Amendment.
 Types of Municipalities; Municipal council; Structure, Functions, Sources of Finance,
 President and Executive Officer.



B.A. Part-III PUBLIC ADMI...

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4



B.A. II (PUBLIC ADMINISTRATION) Sem-III
(2024-25, 2025-26 & 2026-27 Sessions)
PAPER: PERSONNEL ADMINISTRATION IN INDIA

For Regular Students Six Periods per week per paper to be delivered.

For Regular/Center for Distance & Online Education (CDOE) / Constituent & Affiliated Colleges/ Students Maximum Marks : 100 Theory: : 70 Internal Assessment: 30	For Private Students Maximum Marks: 100
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Time allowed: 3 hours
Pass marks : 35%
Total Teaching Periods: 75

INSTRUCTIONS FOR THE PAPER-SETTER

For Regular/Center for Distance & Online Education (CDOE) / Constituent & Affiliated Colleges Students (PASS & HONOURS, HONOURS SCHOOL): The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 12 marks each. Section C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and will carry 22 marks in all. Each short answer type question will carry 2 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

(For Private Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 16 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 36 marks in all. Each short answer type question will carry 4 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B of the question paper and the entire section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

Section-A

Personnel Administration: Meaning, Nature and Scope.
 Civil Services in India: Meaning, Features & Role.
 Classification: Meaning, Advantages and Disadvantages.
 Classification of Civil Services in India.
 Recruitment: Meaning, Methods; Merits & demerits, Recruitment of Civil Services in India.

Professor S. J. Singh
 Deptt. of Public Administration
 Punjab University, Punjab

B.A.(Semester System)

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Syllabus

Section-B

UPSC AND SPSC: Composition and Functions
 Training: Meaning, Types; Training System in India.
 Employer-Employee Relations, Joint Consultation Machinery, Conduct and



BA- Part - II Public Adminis...

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(For Regular/Catch up Degree & Some Education (CET) Affiliated Colleges Students) (PASS & HONOURS, HONOURS SCHOOL): The question paper will consist of three sections: A, B and C. Sections A and B, will have questions from the respective sections of the syllabus and will carry 12 marks each. Section C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and will carry 22 marks in all. Each short answer type question will carry 2 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

(For Private Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 16 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 36 marks in all. Each short answer type question will carry 4 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B of the question paper and the entire section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

Section-A

Meaning and Significance of Financial Administration.
Budget: Meaning & Types (Performance and Zero Base Budgeting)
Principles of Budget Making.

Prof. Dr. G. S. Chahal
Professor & Head
Dept. of Public Administration
University of Jammu

B.A.(Semester System)

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Syllabus

Preparation of Budget.
Enactment and Execution of the Budget.

Section-B

Finance Commission: Composition & Functions;
Union Ministry of Finance: Organisation and Functions.
Financial Relations between the Union and the States.
Parliamentary Control over Finance.
Comptroller and Auditor-General of India: Appointment, Powers and Functions.

Suggested Readings

1. K.N. Basiya, Financial Administration in India, Bombay, Himalya Publishing House, 1986.
2. P. Bhabri, Public Administration in India, Bombay, Vikas Publications House, 1973.
3. A.K. Chanda, Aspect of Audit Control, Bombay, 1969.
4. Padam Nath Guatam, Financial Administration in India, Vitt Prashan, Haryana Sahitya Academy, Chandigarh, 1993.
5. S.L. Goel, Public Financial Administration, New Delhi, Deep and Deep Publication, Second Edition 2008.



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Kapoor Publishers, 1976.

