

**DEPARTMENT OF PUBLIC ADMINISTRATION**

Govt. College Ropar

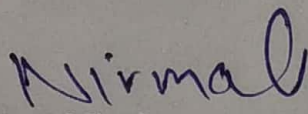
Session: (2018-19)

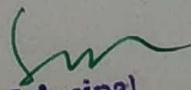
Teaching Plan B.A-II (Semester-III)

Sub: Public Administration

Paper: Personnel Administration

S. No	Topics to be Covered
WEEK I	Personnel Administration: Meaning, Nature and Scope
WEEK II	Civil Services in India: Meaning, Features & Role.
WEEK III	Civil Services in India: Meaning, Advantages and Disadvantages.
WEEK IV	Class Test & Revision
WEEK V	Classification of Civil Services in India.
WEEK VI	Recruitment: Meaning, Methods; Merit & Demerits
WEEK VII	Recruitment of Civil Services in India.
WEEK VIII	Class Test & Revision
WEEK IX	Union & State Public Service Commissions: Composition and Functions
WEEK X	Training: Meaning, Types, Training System in India.
WEEK XI	Promotion: Meaning and Principles
WEEK XII	Discuss Objective Questions / Assignments
WEEK XIII	Employer- Employee Relations, Joint Consultation Machinery
WEEK XIII	Conduct and Discipline
WEEK XV	Morale, Corruption: Causes and Remedies
WEEK XVI	MST Exam

  
Dr. Nirmal Singh  
(Head of Dept.)

  
Principal  
Govt. College, ROPAR

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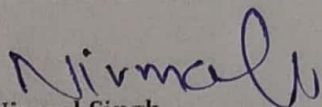
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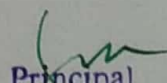
Teaching Plan B.A-II ( Semester-IV)

Sub: Public Administration

Paper: Financial Administration In India

S. No	Topics to be Covered
WEEK I	Meaning and Significance of Financial Administration
WEEK II	Budget: Meaning & Types Performance Budget
WEEK III	Zero Base Budgeting Principles of Budget Making.
WEEK IV	Class Test & Revision
WEEK V	Preparation of Budget. Enactment.
WEEK VI	Execution of the Budget
WEEK VII	Finance Commission: Composition & Functions
WEEK VIII	Class Test & Revision
WEEK IX	Union Ministry of Finance: Organisation and Functions.
WEEK X	Financial Relations between the Union and the State
WEEK XI	Parliamentary Control over Finance.
WEEK XII	Discuss Objective Questions / Assignments
WEEK XIII	Comptroller and Auditor- General of India: Appointment, Powers.
WEEK XIII	Functions of Comptroller and Auditor
WEEK XV	Revision
WEEK XVI	MST Exam

  
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