

**Teaching Plan**  
**Department of Public Policy and Public Administration**  
**Central University of Jammu**

Course No:  
 Total Credits = 4

Title: Human resource Administration

Total Lectures = 48

Seminars/ Assessment =12 Hours

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggested Readings
<b>1<sup>st</sup> Week</b>	I	Human Resource Administration- Meaning, Importance, Scope and Perspectives	<b>(Total Lectures= 4)</b>	Goel, S.L.& Rajneesh, Shalini(2003), Public Personnel Administration, Deep & Deep, New Delhi Government of India & Armstrong, Michael (2007), A Handbook of Human Resource Management Practice, Kogan Page, London.
	II			
	III			
	IV			
	V	<b>Seminar/Assessment</b>	<b>1 Hour</b>	

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggested Readings
<b>2<sup>nd</sup> Week</b>	I	Concept of Meritocracy Public Services- Meaning and role in Modern State	<b>(Total Lectures= 4)</b>	Maheswari, Sriram (2005), Public Administration in India: The higher Civil Service, Oxford University Press, New Delhi
	II			
	III			
	IV			
	V	<b>Seminar/Assessment</b>	<b>1 Hour</b>	

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggested Readings
<b>3<sup>rd</sup> Week</b>	I	Public Institution Theory  Man Power Planning, its role and Significance	<b>(Total Lectures= 4)</b>	Aswathappa K. (2013), Human Resource Management: Text and Cases, McGraw Hill, New Delhi
	II			
	III			
	IV			
	V	<b>Seminar/Assessment</b>	<b>1 Hour</b>	

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggested Readings
<b>4<sup>th</sup> Week</b>	I	Classification of Public Services- Position and rank Classification Competency Mapping in public Services	<b>(Total Lectures= 4)</b>	Jain, R.B.(1994), Aspects of Personnel Administration, IIPA, New Delhi & Goel, S.L.& Rajneesh, Shalini(2003), Public Personnel Administration, Deep & Deep, New Delhi Government of India
	II			
	III			
	IV			
	V	<b>Seminar/Assessment</b>	<b>1 Hour</b>	

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggested Readings
5 <sup>th</sup> Week	I	Recruitment: Principles, Methods and Selection Process Career Planning	(Total Lectures= 4)	Public Personnel Administration, Harper & Row. & Tead , Ordway (1920), Personnel Administration, University of California Libraries.
	II			
	III			
	IV			
	V	Seminar/Assessment	1 Hour	

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggested Readings
6 <sup>th</sup> Week	I	Personnel Agencies in India Training: Objectives, Types, Methods, Techniques and Training Needs Assessment	(Total Lectures = 4)	Goel, S.L.& Rajneesh, Shalini(2003), Public Personnel Administration, Deep & Deep, New Delhi Government of India
	II			
	III			
	IV			
	V	Seminar/Assessment	1 Hour	

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggested Readings
7 <sup>th</sup> Week	I	Performance Evaluation- Traditional and Modern methods Capacity Building – Institutional Building	(Total Lectures= 4)	Shafritz, Jay M et.al. (2001), Personnel Management in Government, Marcel Dekker, New York.
	II			
	III			
	IV			
	V	Seminar/Assessment	1 Hour	

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggested Readings
8 <sup>th</sup> Week	I	Promotion, Principles and Practices Pay and Pay Principle	(Total Lectures= 4)	Jain, R.B.(1994), Aspects of Personnel Administration, IIPA, New Delhi
	II			
	III			
	IV			
	V	Seminar/Assessment	1 Hour	

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggested Readings
9 <sup>th</sup> Week	I	Agencies and Mechanism for Pay Determination	(Total Lectures= 4)	Reports of Central Pay Commission of India
	II			
	III			
	IV			
	V	Seminar/Assessment	1 Hour	

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggested Readings
10 <sup>th</sup> Week	I	Conduct Discipline and Superannuation Neutrality, Anonymity and Integrity	(Total Lectures= 4)	Government of India, Second ARC, Tenth Report on 'Refurbishing of Personnel Administration
	II			
	III			
	IV			
	V	Seminar/Assessment	1 Hour	

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggested Readings
11 <sup>th</sup> Week	I	Out Sourcing- meaning and impacts  Downsizing – concept and impacts	(Total Lectures= 4)	Shafritz, Jay M et.al. (2001), Personnel Management in Government, Marcel Dekker, New York.  & Naff , Katherine C., Norma M. Ricucci, (2014) ,Personnel Management in Government: Politics and Process( Seventh Edition), CRC, Taylor & Francis, New York.
	II			
	III			
	IV			
	V	Seminar/Assessment	1 Hour	

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggested Readings
12 <sup>th</sup> Week	I	Talent Management Human Resource Accounting and Auditing	(Total Lectures= 4)	Naff , Katherine C., Norma M. Ricucci, (2014) ,Personnel Management in Government: Politics and Process( Seventh Edition), CRC, Taylor & Francis, New York.  & Government of India, Second ARC, Tenth Report on 'Refurbishing of Personnel Administration
	II			
	III			
	IV			
	V	Seminar/Assessment	1 Hour	

Armstrong, Michael (2007), A Handbook of Human Resource Management Practice, Kogan Page, London. Aswathappa K. (2013), Human Resource Management: Text and Cases, McGraw Hill, New Delhi Farazmand , Ali (1994), Handbook of Bureaucracy, Taylor & Francis , New York. Flippo Edwin B., (1976), Principles of Personnel Management, McGraw-Hill Goel, S.L.& Rajneesh, Shalini(2003), Public Personnel Administration, Deep & Deep, New Delhi Government of India, Second ARC, Tenth

Report on 'Refurbishing of Personnel Administration' Jack Robin, et al (eds) (1994), Handbook of Public Personnel Administration, Taylor & Francis, New York. Jain, R.B.(1994), Aspects of Personnel Administration, IIPA, New Delhi Maheswari, Sriram (2005), Public Administration in India: The higher Civil Service, Oxford University Press, New Delhi Naff , Katherine C., Norma M. Riccucci, (2014) ,Personnel Management in Government: Politics and Process( Seventh Edition), CRC, Taylor & Francis, New York. Riccucci ,Norma(2007), Public Personnel Administration and Labor Relations, M.E. Sharpe, New York. Shafritz, Jay M et.al. (2001), Personnel Management in Government, Marcel Dekker, New York. Stahl O. Glenn (1983), Public Personnel Administration, Harper & Row. Tead , Ordway (1920), Personnel Administration, University of California Libraries.