University Grants Commission

Curriculum for Post of Senior Administrative Assistant/Senior Assistant

Public Administration and Management First Paper

(Assistant Level, I Class)

Full Marks: 100 Pass Marks: 40 Time: 3 Hours

- 1. Principles of Management, Significance of Management.
- 2. Human Resources Management
 - Meaning, Objectives, Importance
 - HR Planning, Job description, Forcasting of HR
 - Recruitment
 - Selection
 - Performance Evaluation
 - Current Issues in HRM
 - Diversity of work force, cooperation amoung union and manager
- 3. Communication in Organization
 - Definitions, Communication process, Form and patterns of communication
- 4. Motivation
 - Importance, approaches to motivation and morale
- 5. Decentralisation and Delegation of authority
 - Factors determining the decentralisation
 - Advantages and Limitations of decentralization.
- 6. Group, Group Dynamics, Team Work & Interpersonal Skills
- 7. UGC and Its Organisational Structure
 - Evolution of UGC
 - Organisational Structure
 - Authorities of UGC and assignment of their activities
 - Sources of authorities
 - Rules and regulation of UGC with reference to financial compensation & benefits
 - Human Resource management.

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Mark distribution for each area

S.N.	Areas	Marks Allocated
1.	Principles of Management, Significance of	15
	Management.	
2.	Human Resources Management	20
3.	Communication in Organization	15
4.	Motivation	10
5.	Decentralisation and Delegation of authority	10
6.	Group, Group Dynamics, Team Work & Interpersonal Skills	15
7.	UGC and Its Organisational Structure	15
	Total	100

05/063/5/22