

**DEPARTMENT OF DISTANCE EDUCATION
PUNJABI UNIVERSITY, PATIALA
STUDENTS RESPONSE-SHEET FOR INTERNAL ASSESSMENT**

Roll No.	PUBLIC ADMINISTRATION : PAPER-I
B.A. PART -II (SEMESTER-III)	
ACADEMIC SESSION : 2016-2017	
Date of receipt of lesson	Marks Obtained%
Date of submission of	Date & Signature of the
Response-Sheet by the student	Examiner
No. of Pages attached	Write your name and address
Date of receipt in department	below in BLOCK LETTERS

Mobile No.....

Time Allowed : 1 Hour 30 Minutes **Max. Marks : 25**

RESPONSE-SHEET - I

Note : Attempt any two questions. **Marks : 10**

1. Write a note on employer-employee relationship.
2. What are the causes of low morale among civil services. Write methods to boost it.
3. Write a note on the process of disciplinary proceedings.
4. Write the importance of personnel administration.
5. Mention the advantages and disadvantages of classification

RESPONSE-SHEET - II

Note : Attempt any five parts. Answer should be of 50-70 words or in 5-7 lines. **Marks : 15**

- (a) Define Recruitment.
- (b) Define Personnel Administration.
- (c) Define Recruitment.
- (d) Write difference between education and training.
- (e) Define Training.
- (f) Write methods of training.
- (g) Write the principles of promotion.

Please send this Response-Sheet alongwith your answers to : The Deputy Registrar, Department of Distance Education, Punjabi University, Patiala - 147002.