

As Per NEP 2020

University of Mumbai



C. D. INSTITUTE FOR ADMINISTRATIVE CAREERS

Syllabus for Basket of OE

Syllabus for Basket of OE	
Board of Studies in Value Education	
UG Second Year Programme	
Semester	IV
Title of Paper	Credits
Competitive Examination – IV (Ethics, Integrity and Personality Development)	02
From the Academic Year	2026-27

Sr. No.	Heading	Particulars
1.	Description the course: Including but Not limited to:	Ethics and integrity are the backbone for good conduct of civil servants. They have higher weightage in the competitive exams like UPSC CSE and MPSC state service exams and constitute one complete paper. Also it is crucial in the personality test as they are expected to uphold the highest standards of morality in civil services. The course helps to understand the importance of values such as honesty, integrity, empathy, and compassion not only for civil servants but for the common person as well for his good conduct. The knowledge of ethics, integrity and aptitude helps candidates to deal efficiently with ethical dilemmas, handle complex situations and to be solution oriented without compromising moral philosophy and constitutional values. Studying case studies helps candidates to analyze real world ethical dilemmas, and moral conflicts. The personality development helps to build confidence, inculcate effective communication skills, well articulation of one's thoughts and opinions and basic mannerisms of the interview which are very essential for the final stage of exams, which is the personality test. It weighs almost 275 marks in both UPSC CSE and MPSC state service exams. Preparing these subjects at an early stage will give an additional edge to candidates in preparation of competitive exams.
2.	Vertical:	Open Elective
3.	Type:	Theory

4.	Credit:	2
5.	Hours Allotted:	30
6.	Marks Allotted:	50
7.	Course Objectives: 1. To introduce students to the concepts of Ethics and Integrity for competitive examinations. 2. To introduce students to the topic of Personality Development for competitive examinations.	
8.	Course Outcomes: 1. Explain the basic concepts related to Ethics and Integrity for Competitive Examinations. 2. Understand the basic concepts and terminology related to Personality Development for Competitive Examinations.	
9.	Modules:- Per Credit One Module can be created	
	Module 1 : Ethics and Integrity (15 Hours)	
	a) Basic Concepts of Ethics and Morality b) Ethics in Public Administration c) Integrity and Aptitude in Governance	
	Module 2 : Personality Development (15 Hours)	
	a) Self-awareness, Emotional Intelligence b) Communication Skills, Leadership, and Teamwork c) Stress Management, Time Management and Goal Setting	
10.	Text Books: 1. Ethics notes published by Chintamanrao Deshmukh Institute	

11.	Reference Books: ● Balaji, D. K. (2022). <i>Ethics & Integrity</i>. Jice Publications ● <i>Lexicon for Ethics, Integrity & Aptitude</i>. (2025). Lexicon Publications. ● Second Administrative Reforms Commission. (2007). <i>Ethics in Governance: Second ARC Report</i>. Government of India.https://darpg.gov.in/sites/default/files/ethics4.pdf ● Rao, S. (2022). <i>Ethics, Integrity and Aptitude</i>. 8th Edition. G.K. Publications. ● Ethics and Integrity by Tata MacGraw Hill ● Ethics by Jitin Yadav TataMacgrawHill publication	
12.	Internal Continuous Assessment: 40%	External, Semester End Examination 60% Individual Passing in Internal and External Examination
13.	Continuous Evaluation through: MCQs, Quizzes, Class tests, assignments etc.	
14.	Format of Question Paper: Multiple Choice Questions	

Sd/-

Sign of the BOS Chairman
Dr. Kavita Laghate
Ad-hoc Board of Studies in Value Education

Sd/-

Sign of the Offg. Associate Dean
Dr. C. A. Chakradeo
Faculty of Interdisciplinary Studies

Sd/-

Sign of the Offg. Associate Dean
Dr. Kunal Ingle
Faculty of Interdisciplinary Studies

Sd/-

Sign of the Offg. Dean
Prof. A. K. Singh
Faculty of Interdisciplinary Studies