

Public Administration (40)

Class 10+1

1st Term Syllabus

Time: 3Hours

Introduction to the Public Administration

Unit – I

Public Administration

Meaning, Scope, Significance, Relationship with Political science, History, Economics and Sociology, Differences and similarities between Public Administration and Private Administration.

Unit – II

Organisation:- Meaning Principles

Hierarchy, Unity of command, Span of control and its kinds ie Formal and Informal, Bureau and Board, (Centralisation and decentralization) its merits and demerits.

Unit- III

Conduct and Discipline

Rules of Conduct for Employees, types of Disciplinary action (Formal and Informal), Procedure of taking Disciplinary action.

Unit –IV

Field Administration

Types of field Establishments, Methods of creating Harmony between headquarter and field Establishment. Method of control over field establishment.

Unit –V

Public Relations

Meaning, functions, Media, obstacles and Significance.

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Second Term Syllabus

Time: 3Hours

Subject:- Public Administration

Unit – I

Bureaucracy

Meaning, Characteristics, functions, Evils and remedies of civil Services.

Unit-II

Recruitment

Meaning, Method of Recruitment, Qualification of Employees and Examination for determining qualifications.

Unit-III

Training and Promotion

Meaning, Kinds, Method, Significance, Promotion, Meaning basis of promotions (Merit and Seniority) and significance.

Unit- IV

Management

Meaning, Nature and functions of Management processes, Communication, Leadership and decision making.

Unit- V

Salary, Morale and Retirement

Determinants of Salary, Meaning of Morale and Factor leading to high Morale, Meaning and main features of Retirement system.

Distribution of Marks of Public Administration

Ist Term Class : +1 MM- 50

Q-1 Objective type questions, No. of questions-20

Each question carrying one marks. $20 \times 1 = 20$

Q-2 No. of questions - 4

Each question carrying two marks. $4 \times 2 = 8$

Q-3 No. of questions - 3

Each question carrying three marks. $3 \times 3 = 9$

Q-4 No. of questions - 2

Each question carrying four marks. $2 \times 4 = 8$

Q-5 No. of questions - 1

Each question carrying five marks. $1 \times 5 = 5$

50