

Public Administration
1st Term Exam Syllabus
(CLASS - 12TH)

Total Marks = 50

Some aspect of Indian Administration:-

- Unit -I Evolution of Indian Administration.
- Evolution and development of central administration in India (Mugal & British Period) British Influence on Indian administration and its legacies.
- Unit-II Indian Administration and constitution.
- Indian administration and its social, economical, Political, legal & constitutional influence, legislative administration & financial relationship between union & states, controversy regarding centre state relationship.
- Unit-III Personnel Administration
- All India services :- Characteristic, merits (elements, recruitment and training I.A.S., I.P.S. & I.F.S (Forest) - defects of recruitment & training in India, Role of U.P.S.C.
- Unit-IV Financial Administration
- Budget-Meaning, Kinds, Principle & significance Preparation of Budget.
- Unit-V Citizen & Administration
- Importance of Citizen's participation in administration, causes of poor citizen's participation in administration, method to make effective citizen's participation in India.

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2nd Term Exam Syllabus Total Marks = 50
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- Unit -I State Administration
- Governor as chief executive, administrative secretariat, role of chief secretary.
- Unit-II Administrations of Local Govts.
- Meaning, Features, kinds (Panchyat Smiti, Zila Parishad Municipal Corporation, Municipal Committee) Role of B.O.D. and executive officers Reason for un-satisfactory functioning of local Govt. & remedies.
- Unit-III Development Administration
- Meaning, significance and essential factor for development function of planning commission, NDC (National Development Council) Contribution and problems of Public Sector in India.
- Unit-IV Administrative Tribunal
- Meaning, reason for growth, advantages and disadvantage Differences between administrative tribunal & Local Courts.
- Unit-V Administrative Corruptions
- Meaning, causes and remedies "Ombudsman" LokPal Central Vigilance Commission (CVC)

Distribution of Marks

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Public Administration

Q.1. Objective type Question no. of Question 20 each Question carrying one marks
20X1=20

Q.2. No. of Questions 4 each Question carry 02 marks each 2X4=8

Q.3 No. of Question 3 each Question carry 03 marks each 3X3=9

Q.4. No. of Question 2 each Question carry 04 marks each 2X4=8

Q.5. No. of Question 1 Question carry 5 marks 5X1=5

Total Marks = 50