

Telangana State Board of Intermediate Education, Hyderabad

PUBLIC ADMINISTRATION

Intermediate 1st Year

SYLLABUS - (w.e.f 2019-2020)

Unit-I : Introduction

- 1.0 Introduction
- 1.1 Meaning
- 1.2 Definition of Public Administration
- 1.3 Nature of Public Administration
- 1.4 Scope of Public Administration
- 1.5 Importance of Public Administration
- 1.6 Evolution of Public Administration as a discipline
- 1.7 Public Administration and its relation with other social sciences
- Questions

Unit-II : Principles of Organisation

- 2.0 Introduction (Nature, importance and objectives of principles of organisation)
- 2.1 Hierarchy
- 2.2 Division of work
- 2.3 Unity of Command
- 2.4 Co-ordination
- 2.5 Span of control
- 2.6 Centralization & Decentralization
- 2.7 Line & Staff Agencies
- 2.8 Planning
- Questions

Unit-III : Theories of Organisation

3.0 Introduction

3.1 Classical Theory (Luther Gullick, Lindol Urwick and Henry Fayol)

3.2 Scientific Management Theory - F.W.Taylor

3.3 Bureaucratic Theory - Max Weber

3.4 Human Relations Theory - Elton Mayo

3.5 Behavioural Theory - H.A.Simon

3.6 Socio-Psychological Theory - Abraham Maslow

3.7 Ecological Theory - F.W.Riggs

Questions

Unit-IV : Personnel Administration

4.0 Introduction

4.1 Recruitment, Selection

4.2 Training

4.3 Promotion

4.4 Recruiting Agencies

4.5 Out Sourcing

Questions

Unit-V : Financial Administration

5.0 Introduction

5.1 Meaning and importance of Financial Administration

5.2 Principles of Budget

5.3 Preparation of Budget

5.4 Enactment of Budget

5.5 Execution of Budget

5.6 Canons of Taxation

Questions

Unit-VI : Control Over Administration

6.0 Introduction

6.1 Legislative Control Over Administration

6.2 Executive Control Over Administration

6.3 Judicial Control Over Administration

6.4 Citizen Control Over Administration

(Ombudsman, Lokpal, Lokayuktha, RTI, Citizen charter)

Questions

Unit-VII : Office Management in Government

7.0 Introduction

7.1 Importance of Office Management

7.2 Office Accommodation and Layout

7.3 Filing

7.4 Record Automation and use of Computers

Questions

Unit-VIII : Contemporary Developments in Public Administration

8.0 Introduction

8.1 Globalization and Public Administration

8.2 New Public Management

8.3 Good Governance

8.4 e-governance

Questions

TELANGANA STATE BOARD OF INTERMEDIATE EDUCATION

MODEL QUESTION PAPER

PUBLIC ADMINISTRATION - FIRST YEAR

(w.e.f 2019-20)

Time: 3 Hours

Max Marks: 100

Section A

Answer any Three (3) of the following questions in not exceeding 40 lines each.

Each question carries 10 Marks

3 X 10 = 30 Marks

1. Define Public Administration ? Explain its nature and scope ?
2. Discuss the advantages and limitations of hierarchy ?
3. Explain the features of scientific management theory ?
4. Explain the importance of recruitment and selection ?
5. Describe the concept of good Governance and explain its characteristics ?

Section B

Answer any Eight (8) of the following questions in not exceeding 20 lines each.

Each question carries 5 Marks.

8 X 5 = 40 Marks

1. Explain the relationship of Public Administration with Economics and Sociology ?
2. Explain the Importance of Public Administration ?
3. What are the line and staff agencies ?
4. Discuss executive control and administration in India ?
5. Explain F.W. Riggs's Prismatic Society model ?
6. What are the merits of direct recruitment ?
7. Discuss the goals of new public management ?
8. Explain the principles of Budget ?
9. Describe the canons of Taxation ?
10. Explain the principles of good records management ?
11. What are key features of office automation ?
12. What are the Importance provisions of right to Information Act ?

Section C

Answer any Fifteen (15) of the following questions in not exceeding 5 lines each.

Each question carries 2 Marks.

15 X 2 = 30 Marks

1. Integral view.
2. Span of control.
3. Decentralization.
4. Span of control
5. No confidence nation.
6. Citizen charter
7. Committe on petitions.
8. Henry fayol.
9. POSD CORB.
10. The first experiment.
11. Out Sourcing.
12. Accountability.
13. e-Goverance.
14. Minnow brook - I
15. General Discussion.
16. Appropriation bill
17. Ministry of finanace.
18. Human resources.
19. SMS
20. Video conference ?