

BOARD OF INTERMEDIATE EDUCATION:HYDERABAD

Concepts and Principles of Public Administration-I

First Year Intermediate Syllabus (wef 2014-15)

Unit – I Introduction

- a) Meaning, Nature, Scope and importance of public Administration
- b) Public and Private Administration
- c) Public Administration and its relationship with
 - (i) Political science
 - (ii) Economics
- d) Concept of Organization, Management and Administration

Unit – II Nature and Principles of organization

- a) Origin, Nature and Objectives of Organisation
- b) Planning
- c) Division of Work
- d) Hierarchy
- e) Co-ordination
- f) Span of Control
- g) Line and staff Agencies

Unit – III Bases of Organisation

- a) Purpose b) Process c) People d) Place

Unit – IV Theories of Organisation

- a) Classical theories
 - (i) Luther Gullick (ii) Henry Fayol
- b) Behavioural theories
 - (i) Marry Follet Parker (ii) Elton Mayo
 - c) Ecological - F.W. Riggs

Unit – V Personnel Administration

- a) Recruiting Agencies
- b) Training
- c) Promotion
- d) Recruitment Agencies – UPSC & APPSC

Unit – VI Financial Administration

- a) Meaning, Definition & Importance
- b) Principles of Budget
- c) Preparation of Budget
- d) Enactment & Execution of Budget
- e) Accounting and Auditing

Unit – VII Administrative Control and Accountability

- a) Legislative Control
- b) Executive Control
- c) Judicial Control
- d) Citizen Control

Unit – VIII Office Management

- a) Meaning and definition of Basic Management
- b) Office accommodation and layout
- c) Records Management
- d) Office Automation and use of Computers

BOARD OF INTERMEDIATE EDUCATION, A.P, HYDERABAD
MODEL QUESTION PAPER- PUBLIC ADMINISTRATION- I YEAR (W.E.F.2014-15)

Time: 3 Hours

Max.marks:100

Section – A

Answer any **Three** out of the following **Five** questions

3x10 =30marks

1. Explain nature and scope of Public Administration.
2. Describe the bases of Departmental Organization.
3. Examine the assumptions of classical theory of organization
4. Discuss the methods of recruitment.
5. Explain the Principles of Budgeting.

Section – B

Answer any **eight** out of the following twelve questions

8x5=40marks

6. Examine the relationship between Political Science and Public Administration.
7. What are the characteristics of Planning?
8. What are the techniques of Co-ordination?
9. Explain which Principles are to be followed for bases of Departmental organisation
10. Explain the principles of Management enunciated by Henry Fayol.
11. What are the essentials of promotion System?
12. Explain the importance of Budget.
13. Describe the methods of Legislative Control over Administration.
14. Examine different methods of Judicial Control over Administration.
15. Examine the means of Control over Civil servants in India.
16. Identify the issues of Office Accomodation.
17. Discuss the significance of Records in Public offices.

Section – C

Answer any **fifteen** out of the following twenty questions **15x2 =30marks**

- 18.Importance of Public Administration
- 19.Study of Public Administration.
- 20.Private Administration
- 21.Division of Labour
- 22.Unity of Command
- 23.Staff Agencies
- 24.Meaning of Organization
- 25.Howthorne Studies
- 26.Systems Theory
- 27.Formalism.
- 28.Pre Entry Training
- 29.UPSC
- 30.Functions of State Public Commission
- 31.Types of Budget
- 32.C & AG.
- 33.Public Accounts Committee
- 34.Lok Pal.
- 35.Judicial Activism
- 36.Office Lay- Out
- 37.Use of Computers.
