



# DRAVID OPEN SECONDARY AND HIGHER SECONDARY EDUCATION COUNCIL

Head Office:-RD number 1, mohalla Badh Adilabad, Telangana 504001

Verification Address: - 3008b/12 Church Road Dashmesh Nagar Nayagaon Mohali Punjab-160103

## SYLLABUS PUBLIC ADMINISTRATION

### **CLASS 12 PUBLIC ADMINISTRATION SYLLABUS (ARTS / ELECTIVE)**

#### 1. Meaning & Scope of Public Administration

- What is Public Administration?
- Features, Significance, and Scope
- Public vs Private Administration
- Evolution of the discipline

#### 2. Administrative Theory

- Principles and Approaches
- Classical Theory (Taylor, Weber – Bureaucracy)
- Human Relations Approach
- Behavioural Approach

#### 3. Organisation in Administration

- Structure of Government Organisations
- Ministries and Departments
- Boards, Corporations and Field Offices

#### 4. Personnel Administration

- Recruitment
- Training
- Promotion
- Discipline & Conduct
- Motivation and Leadership

#### 5. Financial Administration

- Budget – Meaning, Principles
- Budgetary Process
- Role of Comptroller and Auditor General (CAG)

#### 6. Public Policy & Policy Making

- Concept of Public Policy
- Stages in Policy Making
- Implementation and Evaluation

## 7. Local Government & Decentralisation

- Urban Local Bodies (Municipalities/Corporations)
- Panchayati Raj Institutions
- Powers and Functions

## 8. Accountability & Control

- Legislative Control
- Executive Control
- Judicial Control
- Citizen's Charter / Citizen & Administration

## 9. Good Governance

- Concept and Principles
- E-Governance
- Transparency and Participation

## 10. Emerging Issues in Administration

- Corruption and Ethics
- Public-Private Partnership
- Globalisation and Administration

