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) Henery 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 Budjeting.

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
20. Private Administration
21. Division of Labour
22. Unity of Command
23. Staff Agencies
24. Meaning of Organization
25. Howthrone 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.

******