Syllabus for Intermediate I year

Principles of Public Administration

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

Unit – II Principles of organization
a) Planning b) Division of work c) Hierarchy d) Coordination
e) Span of Control f) Line and Staff agencies

Unit – III Bases of Organisation
a) Purpose b) Process c) People d) Place

Unit – IV Theories of Organisation
a) Classical
   (i) Luther Gullick (ii) Henery Fayol
b) Behavioural
   (i) Marry Follet Parker (ii) Elton Mayo
c) Ecological - F.W. Riggs

Unit – V Human Resource Management in Government
a) Recruiting Agencies – Union Public Service Commission
   Andhra Pradesh Public Service Commission
b) Recruitment and Selection process
c) Training - Methods
d) Morale and Motivation

Unit – VI Financial Administration
a) Principles of Budget
b) Preparation of Budget
c) Enactment & Execution of Budget
d) Accounting and Auditing

Unit – VII Office Management in Government
a) Office accommodation and layout
b) Records Management
c) Office Automation and use of Computers

Unit – VIII Control over Administration
a) Legislative Control
b) Executive Control
c) Judicial Control
d) Citizen Control