

**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) Henry Fayol
- b) Behaviourial
  - (i) Mary 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