

CLASS-XII
Public Administration
(2021-22)

1st Term syllabus & Structure of Question Paper

Time: 60 minutes

Total Marks:40

- The Question Paper will consist of Multiple Choice Questions (MCQ) type 40 Questions.
- Each question will carry one mark.

Unit–I Personnel Administration

Marks-20

- a) Recruitment and Training: UPSC: Its Organisation and Role.
- b) Promotion and Position classification.
- c) Conduct and Discipline.
- d) Morale.
- e) Joint Consultative Machinery: Employer-Employee Relations.

Unit–IV Selected Approaches

Marks-05

- a) Scientific Management.
- b) Human Relations Approach.

. Unit–VI Policy and Planning

Marks-10

- a) Leadership.
- b) Policy Formation.
- c) Planning and Decision Making.

Unit–VII Administration Improvement

Marks- 05

- a) O & M (Organisation and Methods).
- b) Administrative Reforms.

