

CLASS- XII
SUBJECT – PUBLIC ADMINISTRATION
SEMESTER-I

Time-3hrs

Theory=70marks

Internal Assessment=10marks

Total=80marks

STRUCTURE OF QUESTION PAPER

1. The question paper will cover whole of the Syllabus of Semester - I.
2. There will be 18 questions in all. All the questions are compulsory.
3. Question No 1 will be of objective type and will have 10 subparts of 1 mark each.
4. Question No 2 to 11 will be of 2 marks each. Answer of these questions should be given in 20-25 words.
5. Question No 12 to 16 will be of 4 marks each. Answer of these questions should be given in 75-80 words.
6. Question No 17 and 18 will be of 10 marks each with internal choice. Answer of these questions should be in 250-300 words.
7. All units of the syllabus should be given adequate representation in the question paper.

CLASS- XII

(Humanities group)

PUBLIC ADMINISTRATION

SEMESTER – I

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Syllabus

UNIT – I Personnel Administration

- a) Recruitment and training: UPSC: Its Organization and Role.
- b) Promotion and Position Classification.
- c) Conduct and Discipline.
- d) Morale.
- e) Joint consultative Machinery: Employer-Employee Relations

UNIT – II Financial Administration

- a) Budget – Meaning, Principles and Importance. The budget as an instrument of Public Policy. The budgetary process.
- b) Ministry of Finance – Its Organization and Working Legislative control Finance.
- c) Public Accounts Committee at the central level.
- d) Estimates committee at the central level.
- e) Performance Budgeting.

UNIT – III Audit and Its Role

- a) Comptroller and Auditor General of India.
- b) Accounting: Its importance and Organization.

CLASS- XII
SUBJECT – PUBLIC ADMINISTRATION
SEMESTER-II

Time-3hrs

Theory=100marks

Internal Assessment=20marks

Total=120marks

STRUCTURE OF QUESTION PAPER

1. The question paper will cover whole of the Syllabus of Semester - II.
2. There will be 23 questions in all. All the questions are compulsory.
3. Question No 1 will be of objective type and will have 20 subparts of 1 mark each.
4. Question No 2 to 11 will be of 2 marks each. Answer of these questions should be given in 20-25 words.
5. Question No 12 to 21 will be of 4 marks each. Answer of these questions should be given in 75-80 words.
6. Question No 22 and 23 will be of 10 marks each with internal choice. Answer of these questions should be in 250-300 words.
7. All units of the syllabus should be given adequate representation in the question paper.

CLASS- XII

(Humanities group)

PUBLIC ADMINISTRATION

SEMESTER – II

Time-3hrs

Theory=70marks

Internal Assessment=10marks

Total=80marks

Syllabus

UNIT – I Selected Approaches

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

UNIT – II Functional Aspects of Administration

- a) Communication.
- b) Supervision.
- c) Coordination.
- d) Centralization.
- e) Decentralization.
- f) Field – Headquarter Relationship.

UNIT – III

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

UNIT – IV Administration Improvement

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

UNIT – V Administrative Law

- a) Administrative Law.
- b) Rule of Law.
- c) Delegated Legislation
- d) Administrative Tribunals – Role, Structure and Working.