

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) Behaviourial
 - (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