

**TELANGANA STATE BOARD OF INTERMEDIATE EDUCATION  
HYDERABAD**

**PUBLIC ADMINISTRATION-I**

**Syllabus (w.e.f. 2014-15)**

**Unit - I**

**Introduction**

- a) Introduction
- b) Meaning of Public Administration
- c) Definitions of Public Administration
- d) Nature of Public Administration
- e) Scope of Public Administration
- f) Importance of Public Administration
- g) Public and Private Administration
- h) Public Administration and its Relationship with Social Sciences
- i) Concept and Administration, Management and Organization

**Unit - II**

**Principles of Organization**

- a) Introduction
- b) Importance of Organization
- c) Nature of Organization
- d) Objective of Organization
- e) Principles of Organization
- f) Hierarchy
- g) Division of Work
- h) Unity of Command
- i) Co-ordination
- j) Span of Control
- k) Centralization and Decentralization
- l) Line and staff Agencies
- m) Planning

**Unit - III      Bases of Departmental Organization**

- a) Introduction
- b) Meaning of Organization
- c) Bases of Organization
- d) Bases of Departmental Organization
- e) Which Principles are to be followed?

**Unit - IV      Theories of Organization**

- a) Introduction
- b) Classical or Traditional Theories
- c) Scientific, Management Theory
- d) Administrative Management Theory
- e) Bureaucratic Management theories
- f) Human Relation and Behavioural Theory
- g) System Theory
- h) Ecological Approaches

**Unit - V      Personnel Administration**

- a) Introduction
- b) Recruiting
- c) Training
- d) Promotion
- e) Recruitment Agencies

**Unit - VI      Financial Administration**

- a) Introduction
- b) Meaning of Budget
- c) Importance of Budget
- d) Principles of Budget
- e) Preparation of Budget
- f) Enactment of Budget
- g) Execution of Budget
- h) Accounting and Auditing

**Unit - VII**      **Control over Administration**

- a) Introduction
- b) Legislative Control over Administration
- c) Executive Control over Administration
- d) Judicial Control over Administration
- e) Citizen's Control
- f) Ombudsman
- g) Lokpal
- h) Lok Ayukta

**Unit - VIII**      **Office Management in Government**

- a) Introduction
- b) Meaning and definition of Basic Management
- c) Office accommodation and Layout
- d) Records Management
- e) Office Automation and use of Computers

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