

**Public Administration**  
**1st Term Exam Syllabus**  
**(CLASS - 12TH)**

**Total Marks = 50**

Some aspect of Indian Administration:-

- Unit -I            Evolution of Indian Administration.
- Evolution and development of central administration in India (Mugal & British Period) British Influence on Indian administration and its legacies.
- Unit-II            Indian Administration and constitution.
- Indian administration and its social, economical, Political, legal & constitutional influence, legislative administration & financial relationship between union & states, controversy regarding centre state relationship.
- Unit-III           Personnel Administration
- All India services :- Characteristic, merits (elements, recruitment and training I.A.S., I.P.S. & I.F.S (Forest) - defects of recruitment & training in India, Role of U.P.S.C.
- Unit-IV           Financial Administration
- Budget-Meaning, Kinds, Principle & significance Preparation of Budget.
- Unit-V            Citizen & Administration
- Importance of Citizen's participation in administration, causes of poor citizen's participation in administration, method to make effective citizen's participation in India.

**Public Administration**  
**2nd Term Exam Syllabus      Total Marks = 50**  
**(CLASS - 12TH)**

- Unit -I      State Administration
- Governor as chief executive, administrative secretariat, role of chief secretary.
- Unit-II      Administrations of Local Govts.
- Meaning, Features, kinds (Panchyat Smiti, Zila Parishad Municipal Corporation, Municipal Committee) Role of B.O.D. and executive officers Reason for un-satisfactory functioning of local Govt. & remedies.
- Unit-III      Development Administration
- Meaning, significance and essential factor for development function of planning commission, NDC (National Development Council)
- Contribution and problems of Public Sector in India.
- Unit-IV      Administrative Tribunal
- Meaning, reason for growth, advantages and disadvantage
- Differences between administrative tribunal & Local Courts.
- Unit-V      Administrative Corruptions
- Meaning, causes and remedies "Ombudsman" LokPal Central Vigilance Commission (CVC)

## **Distribution of Marks**

### **CLASS - 12TH**

#### **Public Administration**

Q.1. Objective type Question no. of Question 20 each Question carrying one marks  
20X1=20

Q.2. No. of Questions 4 each Question carry 02 marks each 2X4=8

Q.3 No. of Question 3 each Question carry 03 marks each 3X3=9

Q.4. No. of Question 2 each Question carry 04 marks each 2X4=8

Q.5. No. of Question 1 Question carry 5 marks 5X1=5

**Total Marks = 50**