

## Public Administration

### Class – XI

Sr. No.	Periods	Topic	Subject Matter	Activities
1.	25 Periods	<b>Public Administration</b>	- Meaning, Nature and Scope, Public Administration – Art, Science or both, Significance of Public Administration and its relations with other social sciences (Political Science, Psychology, and law). Similarity and Difference between Public Administration and Private Administration.	Prepare a list of organizations/ departments under Public Administration and Private Administration, and discuss the similarities and difference between the two.
2.	25 Periods	<b>Organisation</b>	Meaning, Theories of organization – Mechanistic or structural functional theory, humanistic theory. Kinds of organization, Bases of organization, Principles of organization (Hierarchy, unity of command and span of control), Centralization versus decentralization, Bureau and board	Prepare a chart of the organizational structure of your school.  Classify different departments and ministries in a tabular form on the bases of organization.

			types of organization.	
3.	10 Periods	<b>Chief Executive</b>	Meaning and types of chief executive, Political and Administrative functions of chief executive.	Prepare a list of qualities you think a chief executive should possess.
4.	10 Periods	<b>Bureaucracy</b>	Meaning, Characteristics and kinds of Bureaucracy. Evils of Bureaucracy. Suggestions for the removal of the defects of Bureaucracy.	-----
5.	25 Periods	<b>Personal Administration</b>	Recruitment – Meaning, methods and their merits and demerits. Training – Meaning, objectives of training. Kinds of training.  Promotion – meaning, methods and significance of promotion.  Morale – Meaning and factors to build up morale.  Right to Information Act and its significance.	

6.	25 Periods	<b>Management</b>	<p>Meaning and Importance of Management.</p> <p>Characteristics and functions of management.</p> <p>Planning – Meaning, Importance, Process and kinds.</p> <p>Communication – Meaning, significance types, media of communication, Main Hindrances and Essential of Effective communication.</p> <p>Leadership –Meaning, types, function and qualities of leader.</p>	-----
7.	10 periods	<b>Field Administration</b>	<p>Meaning of Field Administration.</p> <p>Reasons for the establishment of Field Agencies.</p> <p>Methods of creating harmony between headquarter and field agencies.</p> <p>Methods of control over Field Agencies.</p>	----

8.	10 Periods	<b>Corruption</b>	Meaning of corruption Causes of corruption Remedies for the removal of corruption.	-----
9	10 Periods	<b>Citizens and Administration</b>	Importance of citizen's Participation. Characteristics of citizen's participation. Causes of poor citizen's participation. Methods to make citizen's participation effective – RTI (Right to Information). Discus the role of Participatory Democracy and its importance.	Students can discuss their elders at home regarding their participation in administration.
10.	10 Periods	<b>Public Relations</b>	Meaning, Significance, Functions Media and what is pub relation Public Relations.	-----
11.	20 Periods	<b>Control over Administration</b>	Need for Control over Administration. Legislative control. Executive Control. Judicial control.	

## Public Administration

### Class – XII

Sr. No.	Periods	Topic	Subject Matter	Activities
1.	27 Periods	<b>Evolution of Indian Administration</b>	Evolution and Development of Central Administration (Ancient, Mughal and British Period).  British Influence on Indian Administration and its legacies.	----
2.	27 Periods	<b>Features of Indian Administration</b>	Indian Administration and Social, Political Economic and Constitutional Environment.  Role of Administration in context to nation building – socio-economic development and democracy.  Indian Federalism: Meaning and Features of Indian Federation, Unitary Elements of Constitution.  Reasons for strong centre, Relations between centre and states (Legislative,	Teachers can encourage the students to collect clippings of new papers and magazines and prepare a wall chart.

			Administrative and Financial Relationships). Role of Sarkaria commission.	
<b>3.</b>	10 Periods	<b>Civil Services in India</b>	Meaning and features of civil services in India. Classification of civil services in India (All India services, central civil services and state civil services).	1. Prepare a chart of different National and regional political parties. 2. Identify the main pressure groups in India and in Himachal Pradesh.
<b>4.</b>	15 Periods	<b>Recruitment</b>	Recruitment –system in India. All India Services (IAS, IPS and Indian Forest Services). Central Civil Services State Civil Services Organisation, Functions and role of Public Service Commissions.  Defects in recruitment system in India. Suggestive measures for the removal of defects in recruitment.	-----
<b>5.</b>	10 Periods	<b>Training and Promotion</b>	Training Facilities to civil services in India	-----

			<p>( IAS and IPS ).</p> <p>Training for State Civil Services in Himachal Pradesh (HAS &amp; HPS).</p> <p>Defects in Training system in India and suggestions for improvement.</p> <p>Promotion system in India.</p> <p>Defects in Promotion &amp; suggestive measures.</p>	
<b>6.</b>	10 periods	<b>Political Executive at Union Level.</b>	<p>President of India – Powers, Functions and Position.</p> <p>Prime Minister – Powers, Functions and Position.</p> <p>Council of Ministers – Powers, Functions and Position.</p>	Play the role of President in your class.
<b>7.</b>	17 Periods	<b>State Administration</b>	<p>Governor – Powers, Functions and Position.</p> <p>Chief Minister – Powers, Functions and Position.</p> <p>Council of Ministers – Powers, Functions and Position.</p> <p>State Secretariat – Organisation of State Secretariat.</p> <p>Chief Secretary –</p>	Students should discuss with their teacher and frame a chart of the administrative set up of the health and education department of the state.

			Powers, Functions and role W.S.R. to Himachal Pradesh.	
<b>8.</b>	17 Periods	<b>Local Administration</b>	<p>Urban Administration – Nagar Panchayat, Municipal Council and Municipal Corporation- Composition, Functions and Role.</p> <p>Rural Administration Village Panchayat Panchayat Samiti Zila Parishad–Their composition, functions and role. Role of BDO and Panchayat secretary in rural development.</p> <p>Challenges and problems of Panchayati Raj institutions.</p>	<p>In rural areas students can visit the Gram Panchayats and interact with elected members of the G.P. and also prepare a list of functions of Panchayat Secretary.</p> <p>Students may visit in the office of BDO and prepare the list of different programmes being implemented by the rural development agencies.</p>
<b>9.</b>	22 Periods	<b>Development Administration</b>	<p>Meaning, nature, functions and significance of Development Administration.</p> <p>Objectives of Planning in India. Composition and functions of</p>	-----

			<p>Planning Commission in India.</p> <p>National Development Council, Composition, functions and role.</p> <p>Changing role of Deputy Commissioner.</p> <p>Role of Deputy Commissioner in rural development.</p>	
<b>10.</b>	25 Periods	<b>Financial Administration</b>	<p>Meaning and significance of Financial Administration.</p> <p>Budget – Define budget. Importance and Principles of budget in India.</p> <p>Budgetary process in India- Preparation, Enactment &amp; Execution.</p> <p>Control over Public Finances–</p> <ul style="list-style-type: none"> <li>i) Estimate Committee.</li> <li>ii) Public Account Committee.</li> <li>iii) Committee on Public Undertaking.</li> </ul> <p>Their composition, Functions and Role Comptroller and Auditor General of India.</p>	-----