

Public Administration

Class XI & XII

Introduction

In a modern welfare society Public Administration plays an important role for the welfare of its citizens. Public Administration fulfills the needs of the citizens. It helps the Government to achieve its objectives. Public Administration helps the government in the formulation and implementation of public policies. The success and failure of the government depends upon the efficiency of the administration. The concept of welfare state, increasing population and the advancements in science and technology have increased the importance and responsibility of public administration. The importance of study of public administration cannot be ignored as no other discipline of social sciences touches the life of the people as public administration. Therefore, its teaching should become an essential part of the curriculum at the higher secondary stage. The students of today are administrators of tomorrow. The study of public administration will not only enable us to have a good administrators but will also ensure effective participation of the people in the nation building programmes. The higher secondary level is the best suited for laying down the foundation of public administration as separate discipline.

Keeping in view the guidelines laid down by the National Curriculum Framework (NCF) - 2005 all efforts have been made to make the syllabi local specific and relate it to our day to day life. The following are the unit wise comments on the syllabi of XI and XII.

Public Administration

Class XI

Objectives

1. To understand the relevance of Public Administration to society in general and human organisation in particular.
2. To know its changing role in the development and welfare of the nation and its relevance in relation to 21st Century (Information and Technology).
3. To enable the students to understand the relationship between Public Administration and other social sciences.
4. To enable the students to develop an appreciation of the significance of Public Administration in their lives.
5. To enable the students to differentiate between Public and Private Administration.
6. To help the students to understand the importance of citizens participation in administration and how the study of Public Administration can help them in their day to day life.
7. To encourage students to become effective and good citizens by actively participating in administration.
8. To acquaint the students with the methods of recruitment, kinds of training, methods of promotion and the factors that build up the morale.
9. To become knowledgeable of the rules, norms and traditions that shape the internal structure, efficiency and innovativeness of Public Administration.

Public Administration

Class - XI

1. In the first unit, 'Public Administration' contents of Public Administration – as art, science or both has been included so as to enable the students to have a clarity of discipline of Public Administration.
2. In the second unit 'Organisation' theories of organization structural functional theory/mechanical theory and Human Relation theory and the bases of organization have been included.
3. A unit on 'Chief Executive' have been incorporated because it is essential for a student of Public Administration to know the political and administrative functions of the Chief Executive who is a general manager.
4. The unit 'Recruitment, Training, Promotion, conduct, discipline, salary, morale and retirement have been taken up under one head 'Personnel Administration'. It will now contain only the theoretical aspect of recruitment, training, promotion and morale.
5. In the unit 'Management' –planning has been included as it is the foremost process of management.
6. A unit 'Public Relation' the concept of Public relation has been incorporated in this unit.
7. A unit 'Administrative Corruption' and Citizens and Administration have been excluded from the XII syllabus and included in the XI syllabus.
8. A new unit 'Control over Administration' has also been included in the 10+1 syllabus.

Public Administration

Class XI

Expected Outcomes

After the completion of the syllabus students will be able to :-

1. Explain the relationship between Public Administration and other Social Sciences.
2. Appreciate the significance of Public Administration in their lives.
3. Differentiate between Public and Private Administration.
4. Explain different kinds of organization, the principles and the bases of organization.
5. Explain the role of chief executive as a general manager.
6. Explain the concept and kinds of Bureaucracy.
7. Explain the management process.
8. Explain the significance of planning.
9. Explain why field agencies are established and how harmony can be created between the headquarter and field agencies.
10. Encourage to take initiative to curb corruption and take effective and active participation in administration.
11. Appreciate the significance of Public Relation.
12. Explain the methods of recruitment, kinds of training and the factors that build up morale.

Public Administration

Class XII

Objectives

1. The Public Administration curricula provide the students big knowledge and understanding of the nature and functioning of government institutions and processes from local level to national level.
2. To acquire knowledge basis which are necessary for the management of Public affairs.
3. To improve the quality of Public Services.
4. To obtain knowledge how different departments and institutions of the government functions.
5. To give some knowledge of the evolution of Indian Administration over the period of time.
6. To enable the students to understand the influence of the British on the Indian Administration.
7. To enable the students to understand the role of administration in context to socio-economic development and democracy.
8. To enable the students to understand Indian Federalism.
9. To enable the students to understand the problems of center-state relations.
10. To acquaint the students with the civil services in India.
11. To enable the students to understand how recruitment, training and promotion are done in the Civil Services in India and in Himachal Pradesh.
12. To enable the students to understand the role of President, Prime Minister and Council of Ministers.
13. To enable the students to understand the role of Governor, Chief Minister and Council of Ministers and Chief Secretary of the state W.S.R. to H.P.

14. To acquaint the students with the organization of the state secretariat.
15. To acquaint the students with the machinery of government at different level.
16. To make the students conscious about the challenges and problems of PRI's.
17. To enable the students to understand the role of Deputy Commissioner, Block Development Officer and Panchayat Secretary in rural development.
18. To provide the students with intelligent understanding of the functions and role of Planning Commission and National Development Council.
19. To provide the students with clear understanding of the importance and principles of budgeting.
20. To enable the students to understand how the budget is prepared, enacted and executed in India.
21. To enable the students to understand how the expenditures of the Public Finance are controlled by the Government.
22. To instill in the students a sense of responsibility towards the Nation.

Public Administration

Class - XII

1. The title of the second unit 'Indian Administration and Constitution' has been replaced by the title "Indian Administration". Contents of controversy regarding center-state relations are modified under the suggested heading problems of centre state relations. Recommendations of Sarkaria Commission included.
2. A unit 'Civil Services' has been included. It will contain contents regarding the meaning and features of civil services. It will also explain and impart information of the classification of civil services in India.
3. The third unit of H.P. Board syllabus has been split into two units under the title Recruitment, Training and Promotion. They will deal with the civil services in India. The general theoretical aspects of Recruitment, Training and Promotion have been dealt with in class XI.
4. A new unit 'Political Executive' at union level has been included.
5. In the unit 'State Administration' the role of the chief secretary W.S.R.to Himachal Pradesh has been incorporated.
6. A unit 'Local Administration' role of Panchayat secretary has been included and issues of challenges and problems of Panchayati Raj Institutions have also been taken up.
7. In the unit 'Development Administration' the changing role of Deputy commissioner and the role of Deputy Commissioner in rural development have been included.

8. In the unit 'Financial Administration' the contents have been organized under the sub-headings, meaning and significance of financial administration. Budget-meaning, importance and principles. The Budgetary process in India : Contents on 'Control over Public Finance' and the role of comptroller and the Auditor General of India has been included.
9. Unit VIII & X of the existing H.P. Board syllabus dealing with 'Citizens and Administration' and 'Corruption' have been excluded from XII class and included in XI class.
10. The unit IX, 'Administrative Tribunal' have been deleted.

Public Administration
Class XII
Expected Outcomes

After the completion of the syllabus the following outcomes are expected :

1. The students will be able to understand the historical development of Indian Administration and also to know the influence of British on Indian Administration.
2. Students will be able to understand the role of Social, Economic, Political and Constitutional factors on Indian Administration.
3. The students will be able to understand the centre-state relations and their problems.
4. The students will be able to classify the civil services in India.
5. The students will be able to explain the procedure of recruitment, training and promotion in India and in Himachal Pradesh.
6. The students will be able to explain the role of Political Executives at Union level, state level and also to know the role of the Chief Secretary in the state.
7. The students will be able to understand the challenges and problems of PRI's and to know the role of Deputy Commissioner, BDO and Panchayat Secretary in the rural development.
8. Students will be able to explain the role of Planning Commission and National Development Council.
9. The students will be able to understand the significance of Budget in India and its process and also understand how public finance are controlled by the political executives.

Guidelines to Text-Book Developers in Hindi Edition

1. The language should be simple and clear.
2. Headings and sub-headings and specific terms should be written both in English and Hindi.
3. Organisational chart and diagrams should be given wherever possible e.g. in the Chapter Organisation Development, Administration and Local Administration.
4. Revised and updated information should be given e.g. in Finance Commission & Planning Commission.
5. Information should be given in boxes to conduct different activities involving students.
6. Project work should be given in the exercise.
7. In Class XI only the theoretical aspects of recruitment, training and promotion are to be dealt with. In class 10+2 how recruitment, training and promotion are made to the Civil Services in India (Centre and State Level).