

CLASS-XI
PUBLIC ADMINISTRATION
SYLLABUS

ELEMENTS OF PUBLIC ADMINISTRATION

GROUP-A

Unit-I

- a) Meaning, Nature, Scope & Significance of Public administration.
- b) Public Administration and other Social Sciences.
- c) Public Administration and Private Administration.

Unit-II

- a) Chief Executive: Kinds, Functions.
- b) Staff and Line Agencies.
- c) Bureau and Board Type.

GROUP-B

Unit-III

- a) Department, Public Corporation and Public Company.
- b) Public Administration and Legislature.
- c) Public Administration and Judiciary.

Unit-IV

- a) Public Relations.
- b) Public Administration and Citizen.

INDIAN ADMINISTRATION

GROUP-C

Unit-V

- a) Salient Features of the Indian Administrative System.
- b) Fundamental Rights and Directive Principles of State Policy.

Unit-VI

- a) Relations between the Union and the States.
- b) The State Executive- President, Vice-President, Prime Minister and the Council of Ministers.

GROUP-D

Unit-VII

- a) Organisation and working of the Ministry of Home Affairs.
- b) The State Executive and Council of Ministers.

Unit-VIII

- a) Organisation and Functions of the Department of Education at the State Level.
- b) District Administration with special reference to the Role of Deputy Commissioner.