

**CLASS-XI**  
**PUBLIC ADMINISTRATION**  
**Session:2021-22**  
**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.