

TELANGANA STATE BOARD OF INTERMEDIATE EDUCATION, HYDERABAD
ACADEMIC YEAR 2020-2021

70% CONTENT IN VIEW OF COVID-19 PANDEMIC

INTERMEDIATE 1st YEAR PUBLIC ADMINISTRATION SYLLABUS

Unit No	Chapter No	Remaining chapter titles
	1	Introduction
I	1.0	Introduction
	1.1	Meaning
	1.2	Definition of Public Administration
	1.3	Nature of Public Administration
	1.4	Scope of Public Administration
	1.5	Importance of Public Administration
	2	Principles of Organisation
II	2.0	Introduction
	2.1	Hierarchy
	2.2	Division of Work
	2.4	Coordination
	2.6	Centralisation and Decentralisation
	2.7	Line & Staff Agencies
	2.8	Planning
	3	Theories of Organisation
III	3.0	Introduction
	3.1	Classical Theory
	3.2	Scientific Management Theory-F.W.Taylor
	3.3	Bureaucratic Theory-Max Weber
	3.6	Socio-Psychological Theory-Abraham Maslow
	3.7	Ecological Theory-F.W.Riggs
	4	Personnel Administration
IV	4.0	Introduction
	4.1	Recruitment, Selection
	4.2	Training
	4.5	Out Sourcing
	5	Financial Administration
V	5.0	Introduction
	5.1	Meaning and Importance of Financial Administration
	5.2	Principles of Budget
	5.3	Preparation of Budget
	5.4	Enactment of Budget
	6	Control over Administration
VI	6.0	Introduction
	6.1	Legislative control over Administration
	6.3	Judicial control over Administration
	6.4	Citizen control over Administration
	7	Office Management in Government
VII	7.0	Introduction
	7.1	Importance of Office Management
	7.2	Office Accommodation and Layout
	8	Contemporary Development in Public Administration
VIII	8.0	Introduction
	8.1	Globalisation and Public Management
	8.3	Good Governance
	8.4	E-Governance