

SENIOR SECONDARY(12th)
PUBLIC ADMINISTRATION

Marks-100

- I. Administrative Machinery in India:
- II.
 - a) Central Secretariat – Organisation and Functions
 - b) Prime Minister’s Secretariat – Organisation and Functions
 - c) State Secretariat – Directorate – Organisation and Functions
 - d) District Collectorate – Organisation and Functions
- III. Planning Machinery in India:
- IV. Planning Commission – Organisation and Functions
 - a) National Development Council – Organisation and Functions
 - b) State Planning Board – Organisation and Functions
 - c) District Planning Committee – Organisation and Functions
- III. Urban Development Administration
 - a) Municipalities – Organisation and Functions
 - b) Municipal Corporations – Organisation and Functions
 - c) Urban Development Authorities – Organisation and Functions
 - d) NGOs and Urban Development
- IV. Rural Development Administration
 - a) Panchayati Raj Institutions – Organisation and Functions
 - b) Rural Co-operative Societies – Organisation and Functions
 - c) Special Agencies, ITDA & DRDA – Organisation and Functions
 - d) Self – Help Groups & Rural Development
- V. Social Welfare Administration
 - a) Woman Welfare Programmes
 - b) Scheduled castes & Scheduled Tribes Welfare Programmes
 - c) Backward Classes Welfare Programmes
 - d) Minority Welfare Programmes
- VI. Citizen Administration
 - a) Citizen Charter
 - b) Central Vigilance Commission
 - c) Lok Ayukta
 - d) Human Rights Commission
- VII. Good Governance
 - a) Right to Information Act
 - b) Information Technology
 - c) E-Governance
 - d) People’s participation in Governance
- VIII. Emerging Trends and Issues in Administration:
 - a) Corruption in Administration
 - b) Administrative Ethics
 - c) Public – Private Partnership
 - d) Globalisation and Public Administration

Total Teaching Periods :	130
Revision:	145

Reference Books:

1. Mohit Battacharya : New Horizons of Public Administration, Jawahar Publications, New Delhi – 2008
2. Ramesh K. Arora, & Rajni Goyal: Indian Public Administration Institutions and issues.
3. S.R. Maheswari: Local Government in India
4. A. Avasti: General Administration
5. Avasti and Avasti: Indian Administration