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 NoChapter NoRemaining chapter titles1Introduction11.01.1Meaning1.2Definition of Public Administration1.3Nature of Public Administration1.4Scope of Public Administration2Principles of Organisation12.011Hierarchy2.1Hierarchy2.2Division of Work2.4Coordination2.5Centralisation and Decentralisation2.6Centralisation and Decentralisation2.7Line & Staff Agencies2.8Planning3Theories of Organisation113.03.1Classical Theory3.2Scientific Management Theory-F.W.Taylor3.3Bureaucratic Theory-Max Weber3.6Socio-Psychological Theory-Abraham Maslow3.7Ecological Theory-F.W.Riggs4Personnel AdministrationIV4.04.1Recruitment, Selection4.2Training4.5Out Sourcing5.1Meaning and Importance of Financial AdministrationV5.0Introduction
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 2 Principles of Organisation 1 2.0 1 Hierarchy 2.1 Hierarchy 2.2 Division of Work 2.4 Coordination 2.7 Line & Staff Agencies 2.8 Planning 3 Theories of Organisation 11 3.0 11 Classical Theory 3.2 Scientfic Management Theory-F.W.Taylor 3.3 Bureaucratic Theory-Max Weber 3.6 Socio-Psychological Theory-F.W.Taylor 3.3 Bureaucratic Theory-Abraham Maslow 3.7 Ecological Theory-F.W.Riggs 4 Personnel Administration IV 4.0 4.1 Recruitment, Selection 4.2 Training 4.5 Out Sourcing 5 Financial Administration V 5.0 <td< td=""></td<>
1.1Meaning1.2Definition of Public Administration1.3Nature of Public Administration1.4Scope of Public Administration1.5Importance of Public Administration2Principles of OrganisationII2.0Introduction2.1Hierarchy2.2Division of Work2.4Coordination2.7Line & Staff Agencies2.8Planning3Theories of OrganisationIII3.0Introduction3.1Classical Theory3.2Scientific Management Theory-F.W.Taylor3.3Bureaucratic Theory-Max Weber3.6Socio-Psychological Theory-F.W.Taylor3.7Ecological Theory-F.W.Riggs4Personnel AdministrationIV4.04.1Recruitment, Selection4.2Training5Financial AdministrationV5.05.1Meaning and Importance of Financial Administration5.2Principles of Budget
1.2Definition of Public Administration1.3Nature of Public Administration1.4Scope of Public Administration1.5Importance of Public Administration2Principles of OrganisationII2.01.1Hierarchy2.2Division of Work2.4Coordination2.6Centralisation and Decentralisation2.7Line & Staff Agencies2.8Planning3Theories of OrganisationIII3.01Introduction3.1Classical Theory3.2Scientific Management Theory-F.W.Taylor3.3Bureaucratic Theory-Max Weber3.6Socio-Psychological Theory-Abraham Maslow3.7Ecological Theory-F.W.Riggs4Personnel AdministrationIV4.04.1Recruitment, Selection4.2Training5Financial AdministrationV5.0Introduction5.1Meaning and Importance of Financial Administration5.2Principles of Budget
1.3Nature of Public Administration1.4Scope of Public Administration1.5Importance of Public Administration2Principles of OrganisationII2.0Introduction2.1Hierarchy2.2Division of Work2.4Coordination2.6Centralisation and Decentralisation2.7Line & Staff Agencies2.8Planning3Theories of OrganisationIII3.0Introduction3.1Classical Theory3.2Scientific Management Theory-F.W.Taylor3.3Bureaucratic Theory-Max Weber3.6Socio-Psychological Theory-Abraham Maslow3.7Ecological Theory-F.W.Riggs4Personnel AdministrationIV4.04.1Recruitment, Selection4.2Training5Financial AdministrationV5.0Introduction5.1Meaning and Importance of Financial Administration5Principles of Budget
1.4Scope of Public Administration1.5Importance of Public Administration2Principles of OrganisationII2.0Introduction2.1Hierarchy2.2Division of Work2.4Coordination2.6Centralisation and Decentralisation2.7Line & Staff Agencies2.8Planning3Theories of OrganisationIII3.0Introduction3.1Classical Theory3.2Scientific Management Theory-F.W.Taylor3.3Bureaucratic Theory-Max Weber3.6Socio-Psychological Theory-Abraham Maslow3.7Ecological Theory-F.W.Riggs4Personnel AdministrationIV4.04.1Recruitment, Selection4.5Out Sourcing5Financial AdministrationV5.0Introduction5.1Meaning and Importance of Financial Administration5.2Principles of Budget
1.5Importance of Public Administration2Principles of OrganisationII2.0Introduction2.1Hierarchy2.2Division of Work2.4Coordination2.6Centralisation and Decentralisation2.7Line & Staff Agencies2.8Planning3Theories of OrganisationIII3.0Introduction3.1Classical Theory3.2Scientific Management Theory-F.W.Taylor3.3Bureaucratic Theory-Max Weber3.6Socio-Psychological Theory-Abraham Maslow3.7Ecological Theory-F.W.Riggs4Personnel AdministrationIV4.04.1Recruitment, Selection4.5Out Sourcing5Financial AdministrationV5.0Introduction5.1Meaning and Importance of Financial Administration5.2Principles of Budget
2Principles of OrganisationII2.0Introduction2.1Hierarchy2.2Division of Work2.4Coordination2.6Centralisation and Decentralisation2.7Line & Staff Agencies2.8Planning3Theories of OrganisationIII3.0Introduction3.1Classical Theory3.2Scientific Management Theory-F.W.Taylor3.3Bureaucratic Theory-Max Weber3.6Socio-Psychological Theory-Abraham Maslow3.7Ecological Theory-F.W.Riggs4Personnel AdministrationIV4.04.1Recruitment, Selection4.2Training4.5Out Sourcing5Financial AdministrationV5.05.1Meaning and Importance of Financial Administration5.2Principles of Budget
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 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
2.1Hierarchy2.2Division of Work2.4Coordination2.6Centralisation and Decentralisation2.7Line & Staff Agencies2.8Planning3Theories of OrganisationIII3.01ntroduction3.1Classical Theory3.2Scientific Management Theory-F.W.Taylor3.3Bureaucratic Theory-Max Weber3.6Socio-Psychological Theory-Abraham Maslow3.7Ecological Theory-F.W.Riggs4Personnel AdministrationIV4.04.1Recruitment, Selection4.2Training4.5Out Sourcing5Financial AdministrationV5.05.1Meaning and Importance of Financial Administration5.2Principles of Budget
2.2Division of Work2.4Coordination2.6Centralisation and Decentralisation2.7Line & Staff Agencies2.8Planning3Theories of OrganisationIII3.01III3.03.1Classical Theory3.2Scientific Management Theory-F.W.Taylor3.3Bureaucratic Theory-Max Weber3.6Socio-Psychological Theory-Abraham Maslow3.7Ecological Theory-F.W.Riggs4Personnel AdministrationIV4.04.1Recruitment, Selection4.2Training4.5Out Sourcing5Financial AdministrationV5.05.1Meaning and Importance of Financial Administration5.2Principles of Budget
2.4Coordination2.6Centralisation and Decentralisation2.7Line & Staff Agencies2.8Planning3Theories of OrganisationIII3.01ntroduction3.1Classical Theory3.2Scientific Management Theory-F.W.Taylor3.3Bureaucratic Theory-Max Weber3.6Socio-Psychological Theory-Abraham Maslow3.7Ecological Theory-F.W.Riggs4Personnel AdministrationIV4.04.1Recruitment, Selection4.2Training4.5Out Sourcing5Financial AdministrationV5.01ntroduction5.1Meaning and Importance of Financial Administration
2.6Centralisation and Decentralisation2.7Line & Staff Agencies2.8Planning3Theories of OrganisationIII3.01III3.03.1Classical Theory3.2Scientific Management Theory-F.W.Taylor3.3Bureaucratic Theory-Max Weber3.6Socio-Psychological Theory-Abraham Maslow3.7Ecological Theory-F.W.Riggs4Personnel AdministrationIV4.04.1Recruitment, Selection4.2Training4.5Out Sourcing5Financial AdministrationV5.05.1Meaning and Importance of Financial Administration5.2Principles of Budget
2.7Line & Staff Agencies2.8Planning3Theories of OrganisationIII3.0Introduction3.1Classical Theory3.2Scientific Management Theory-F.W.Taylor3.3Bureaucratic Theory-Max Weber3.6Socio-Psychological Theory-Abraham Maslow3.7Ecological Theory-F.W.Riggs4Personnel AdministrationIV4.04.1Recruitment, Selection4.2Training4.5Out Sourcing5Financial AdministrationV5.05.1Meaning and Importance of Financial Administration5.2Principles of Budget
2.8Planning3Theories of OrganisationIII3.0Introduction3.1Classical Theory3.2Scientific Management Theory-F.W.Taylor3.3Bureaucratic Theory-Max Weber3.6Socio-Psychological Theory-Abraham Maslow3.7Ecological Theory-F.W.Riggs4Personnel AdministrationIV4.04.1Recruitment, Selection4.2Training4.5Out Sourcing5Financial AdministrationV5.05.1Meaning and Importance of Financial Administration5.2Principles of Budget
3Theories of OrganisationIII3.0Introduction3.1Classical Theory3.2Scientific Management Theory-F.W.Taylor3.3Bureaucratic Theory-Max Weber3.6Socio-Psychological Theory-Abraham Maslow3.7Ecological Theory-F.W.Riggs4Personnel AdministrationIV4.04.1Recruitment, Selection4.2Training4.5Out Sourcing5Financial AdministrationV5.05.1Meaning and Importance of Financial Administration5.2Principles of Budget
III3.0Introduction3.1Classical Theory3.2Scientific Management Theory-F.W.Taylor3.3Bureaucratic Theory-Max Weber3.6Socio-Psychological Theory-Abraham Maslow3.7Ecological Theory-F.W.Riggs4Personnel AdministrationIV4.04.1Recruitment, Selection4.2Training4.5Out Sourcing5Financial AdministrationV5.01ntroduction5.1Meaning and Importance of Financial Administration5.2Principles of Budget
3.1Classical Theory3.2Scientific Management Theory-F.W.Taylor3.3Bureaucratic Theory-Max Weber3.6Socio-Psychological Theory-Abraham Maslow3.7Ecological Theory-F.W.Riggs4Personnel AdministrationIV4.04.1Recruitment, Selection4.2Training4.5Out Sourcing5Financial AdministrationV5.01ntroduction5.1Meaning and Importance of Financial Administration5.2Principles of Budget
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 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
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 4.1 Recruitment, Selection 4.2 Training 4.5 Out Sourcing 5 Financial Administration V 5.0 5.1 Meaning and Importance of Financial Administration 5.2 Principles of Budget
3.6 Socio-Psychological Theory-Abraham Maslow 3.7 Ecological Theory-F.W.Riggs 4 Personnel Administration IV 4.0 4.1 Recruitment, Selection 4.2 Training 4.5 Out Sourcing 5 Financial Administration V 5.0 5.1 Meaning and Importance of Financial Administration 5.2 Principles of Budget
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 5.1 Meaning and Importance of Financial Administration 5.2 Principles of Budget
4 Personnel Administration IV 4.0 4.1 Recruitment, Selection 4.2 Training 4.5 Out Sourcing 5 Financial Administration V 5.0 5.1 Meaning and Importance of Financial Administration 5.2 Principles of Budget
IV 4.0 Introduction 4.1 Recruitment, Selection 4.2 Training 4.5 Out Sourcing 5 Financial Administration V 5.0 5.1 Meaning and Importance of Financial Administration 5.2 Principles of Budget
4.1 Recruitment, Selection 4.2 Training 4.5 Out Sourcing 5 Financial Administration V 5.0 5.1 Meaning and Importance of Financial Administration 5.2 Principles of Budget
4.2 Training 4.5 Out Sourcing 5 Financial Administration V 5.0 5.1 Meaning and Importance of Financial Administration 5.2 Principles of Budget
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 Financial Administration V 5.0 Introduction 5.1 Meaning and Importance of Financial Administration 5.2 Principles of Budget
V 5.0 Introduction 5.1 Meaning and Importance of Financial Administration 5.2 Principles of Budget
5.1 Meaning and Importance of Financial Administration 5.2 Principles of Budget
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