



## Revision Module - 3

### Focus Area for SSLC Students

**Areas to pay more attention for public examination- SCERT**  
പൊതു പരീക്ഷയ്ക്കായി കൂടുതൽ ശ്രദ്ധ നൽകേണ്ട മേഖലകൾ

### X Social Science

SS -I Part 1 6 <sup>th</sup>	Unit 3 Public Administration	Public Administration Importance of Public Administration Features of Bureaucracy Indian Civil Service E-Governance
SS - II Part 1 7 <sup>th</sup>	Unit 3 Human Resource Development in India	Human resource Qualitative aspects of human resource Education and human resource development Human resource development and healthcare

#### Unit 3

U C Abdul Vahid Payyoliangadi

#### Public Administration

The definition of N. Gladden

Public Administration is concerned with the administration of the government.
The important area of public administration is governmental administration. Public administration is the effective utilization of men and materials for the implementation of existing laws, governmental policies, programmes and developmental projects. Governmental institutions are part of public administration. They function for the welfare of the people. During monarchy, the interests of the monarch was the basis of public administration. Democratic administration becomes more effective and efficient through public administration.

#### Importance of Public Administration

Formulate governmental policies	Ensure welfare of the people
Provide goods and services	Find out solutions to public issues

**Gandhiji** opined that public administration should consider the poorest and weakest specially and protect them.  
**Gandhiji's** concept of **Grama Swaraj** influenced India's outlook of public administration to a great extent. Local government institutions were constituted on this basis.

#### Features of Bureaucracy

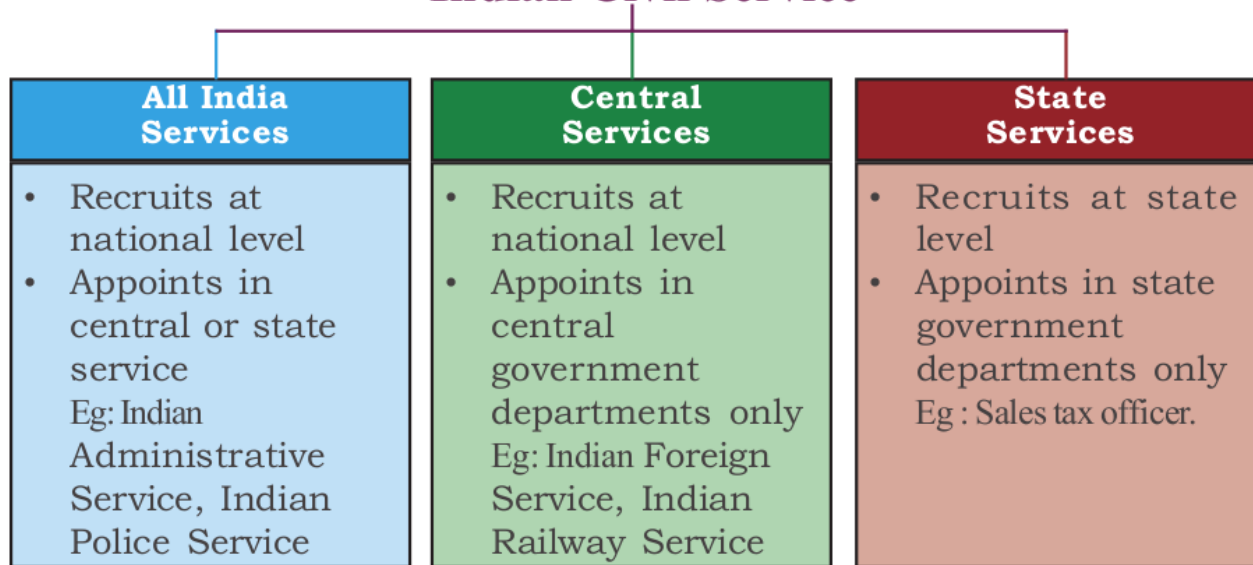
Hierarchical organisation	Bureaucracy is organised in such a way that there is one employee at the top and the number increases when it reaches the lower levels. This is known as hierarchical organisation.
Permanence	Persons appointed will continue in service till the age of retirement.
Appointment on the basis of Qualification	Employees are recruited and appointed on the basis of educational qualification.
Political Neutrality	Bureaucrats are liable to implement the policies of whichever

	party comes to power. Party interests should not reflect in their work. They should act neutrally.
Professionalism	Every government employee must be skilled in their work.

## Indian Civil Service

All the employees who **work under the central and the state governments** and the employees under the public sector undertakings are part of India's civil service.

### The classification of Indian Civil Service



UPSC-	PSC-
<p>Candidates to <b>all India services and central services</b> are recruited by the <b>Union Public Service Commission</b></p> <p>The chairman and the members of this commission are appointed by the <b>President</b> of India.</p> <p>The UPSC has elaborate mechanisms for the recruitment of candidates based on qualification.</p>	<p>At the <b>state</b> level, candidates are recruited by the <b>Public Service Commission</b> of the <b>State</b> (Eg; KPSC- Kerala...)</p> <p>The <b>Governor</b> appoints the Chairman and the members of the <b>State Public Service Commission</b>.</p> <p>Recruitment of candidates based on qualification.</p>

UPSC and PSC are **constitutional institutions**

UPSC and State PSC's are constituted on the basis of **constitutional provisions**. So they are called constitutional institutions.

### Administrative Reforms

Transparency is the only the first step to curbing corruption

### E-Governance

E-governance is the use of **electronic technology in administration**. This helped to obtain government services **easily in a speedy** manner.

**Examples** - single window system for Higher Secondary Admission (HSCAP)  
Online applications for various scholarships, Akshaya Centres

### The benefits of E- governance:

Can receive service with the help of information technology.

Need not to wait in government offices for services.

Government services offered speedily and with less expense

Efficiency of the offices and quality of the service get enhanced.

People can receive the services of E- governance at home with the spread of **E-literacy**.

## Unit 3 SS- II

### Human Resource Development in India

#### Human resource

Human resource refers to people who have the manpower which can be utilised in the production sector.

#### Human resource development

Human resource development is the development of man's physical and mental abilities through education, health care, and training.

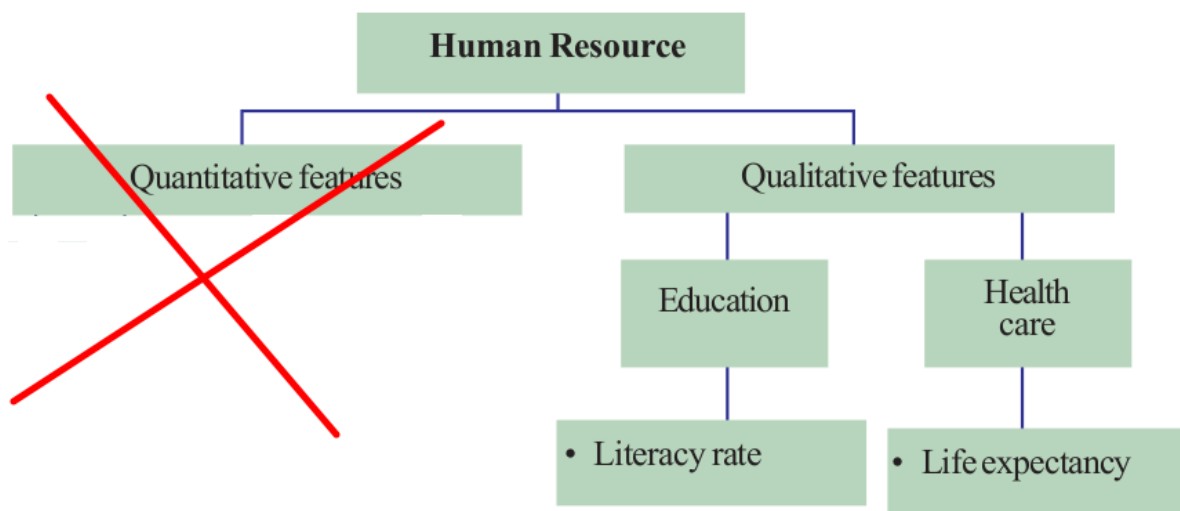
4- levels of human resource development.

**Individuals** take efforts to develop their own skills.

**Family** creates an environment for the development of the potential of individuals.

Various **institutions** and agencies provide facilities for education and training.

**Nation** provides the necessary facilities for its people to develop their skills.



### Qualitative aspects of human resource

What are the qualitative factors that improve the labour potential?

Education	Healthcare	Training	Social capital	Encouragement
-----------	------------	----------	----------------	---------------

what are the advantages in developing human resource?

Productivity of the workers increases	Economic inequality is reduced
Entrepreneurship improves	Natural resource is utilized effectively
Social welfare is ensured	Makes possible the development and use of advanced technology

## Education and human resource development

Education has a major role in moulding skilled people.

How education helps in the development of a country?

Education

Improves the skills  
of individuals

Betters the technological  
know - how

Helps to secure better  
job and income

Improves the standard of living

Experts argue that at least **6% of the national income must be spent** for providing facilities in the education sector. During the year 2017 - 18

Government of India spent only **3.7%** of the Gross Domestic Product (GDP) on education. Hence the literacy rate could not be improved along the expected lines.

India : Literacy rate	
Female	65.46
Male	82.14
Total	74.04

Source : Census of India 2011

### Literacy rate

Literacy rate refers to the percentage of population that can read and write with comprehension.

**The projects implemented in India to develop education and skills.**

Projects	Goals
Integrated Child Development Scheme (ICDS)	<ul style="list-style-type: none"> <li>To ensure integrated development of children upto 6 years</li> <li>To provide healthcare for pregnant and lactating women</li> </ul>
Samagra Shiksha Abhiyan (SSA)	<ul style="list-style-type: none"> <li>To ensure universal education to all up to higher secondary level</li> <li>To ensure quality and equity</li> <li>To promote the vocational education strenthen</li> </ul>
Samagra Shiksha was formed by integrating Sarva Shiksha Abihyan (SSA) and Rashtriya Madhyamik Shiksha Abhiyan (RMSA)	<ul style="list-style-type: none"> <li>To the teacher training institutes like SCERT/DIET</li> </ul>

Project	Goals
Rashtriya Uchthal Shiksha Abhiyan (RUSA)	<ul style="list-style-type: none"> <li>To increase the access to higher education</li> <li>To improve the quality of higher education</li> </ul>
National Skill Development and Monetary Reward Scheme	<ul style="list-style-type: none"> <li>To improve the working skills of the youth</li> <li>To ensure the availability of people with employable skills</li> </ul>

## What are the achievements of India in the education sector?

There are **institutions at various levels** to provide education in a country. Schools, colleges, universities, technical education institutions, etc are among them

Our country has made **education a fundamental right** and has passed the Right to Education Act (RTE Act) in 2009. The constitution ensures the goal of "elementary education for all" through RTE

## Educational development programmes undertaken by the state and local government institutions in Kerala.

Programmes for the physical condition development in schools

It enabled education

Provide breakfast and noon meals to students

Enforce programmes for quality improvement programmes

Pothu Vidhyabhyasa Samrakshana Yanjam

## What are the problems still in exist education sector?

Certain sections **drop out** from schools without completing primary education.

There is **a lack of availability of basic facilities** in the education sector.

**Quality of education** has to be improved.

## Human resource development and healthcare

### What is health?

According to the World Health Organisation (**WHO**), health is a state of physical, mental and social well-being. Along with physical conditions, importance is given to mental and social conditions as well.

### How healthy persons can participate in the progress of a country?

Production increases with the increase in **efficiency** and the number of working days.

Natural resources can be **utilised properly**

**Medical expense can be reduced**, thereby reducing the government's expenditure.

Economic development is possible through **increase in production**

### The facilities to be ensured for healthcare.

Availability of nutritious food	Availability of clean water
Preventive measures and Cleanliness	Medical facilities
Ensuring of leisure and entertainment	Healthy environment

### The government has set up institutions that work at different levels in the medical sector.

Medical Colleges
District Hospitals
Community Health Centres
Primary Health Centres
Health Sub Centres

**Different systems of medicine-** ayurveda, yoga, naturopathy, unani, sidha and homeopathy; NRHM & NUHM

National **Rural** Health Mission

National **Urban** Health Mission

Operates in the rural sector	provides improved health services to the residents of urban slums and other marginalised people in towns with a population of more than 50,000.
------------------------------	---

India : Life expectancy	
Female	67.7
Male	64.6
Total	66.1

Source : Census of India 2011

**Life expectancy**

Life expectancy is the expected average years of life of a person lives.

'Many problems still remains unresolved in the health sector'. Write your response to this statement.

Score : 3, Time : 3 Minutes

**Scoring Indicators**

- Lack of health care facilities in the rural areas.
- Lack of health care facilities in proportion to population.
- Increasing medical expense in the public sector.

**Previous SSLC Questions**

- Explain how education helps in the development of a country. 4 score - 2017 March
- Define 'health'. What are the felicities to be ensured for health care? 4score -2017 Model
- 2019- Model Explain the different levels of human resource development? 4 score
- 2019 March Explain the qualitative features of human development. 4 score

**Public administration**

- What is meant by E-Governance? What is its advantages? 4-score
- An administrative reforms- use of science and technology in administration- utilization of Electronic technology in administration.
- Easy and speedy services
- Utility of information technology to get services
- Less expensive
- Increase in efficiency of office and quality of services
- What is meant by public administrative system? Bring out its significance. 4-score
- Describe briefly the basic features of Bureaucratic organisation in democratic countries. 4-score
- What are the features of bureaucracy?
- Write any 3 features of Bureaucracy?

കുട്ടികളുടെ അഭിരുചി മേഖലകൾ ഭിന്നമായതിനാൽ അവയെല്ലാം ഉൾക്കൊള്ളുന്നതിനായി പാഠഭാഗങ്ങൾ ഒന്നുതന്നെ ഒഴിവാക്കേണ്ടതില്ല എന്നാണ് തീരുമാനിച്ചിട്ടുള്ളത്. എന്നിരുന്നാലും ക്ലാസ്സറും ചർച്ചയ്ക്കും വിശകലനത്തിനുമായി കൂടുതൽ ശ്രദ്ധ നൽകേണ്ട പാഠഭാഗങ്ങളാണ് ഇതോടൊപ്പമുള്ളത്. ഈ പാഠഭാഗങ്ങൾ അർത്ഥപൂർണ്ണമായി സ്വാംശീകരിക്കുന്നതിന് ആവശ്യമായ പഠനപ്രവർത്തനങ്ങളും പഠനപിന്തുണയും നൽകാൻ അധ്യാപകർ പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്.

Abdul Vahid UC  
SIHSS  
Urnnavathur  
Vadakkara  
Kozhikode  
9447820303

6	പൊതുഭരണം	<ul style="list-style-type: none"> <li>• പൊതുഭരണം</li> <li>• പൊതുഭരണത്തിന്റെ പ്രാധാന്യം</li> <li>• ഉദ്യോഗസ്ഥ വൃന്ദത്തിന്റെ സവിശേഷതകൾ</li> <li>• ഇന്ത്യൻ സിവിൽ സർവീസ്</li> <li>• ഇ - ഗവണ്മെൻ്റ്</li> </ul>
7	മാനവവിഭവശേഷി വികസനം ഇന്ത്യയിൽ	<ul style="list-style-type: none"> <li>• മാനവവിഭവം</li> <li>• മാനവവിഭവത്തിന്റെ ഗുണപരമായ സവിശേഷതകൾ</li> <li>• വിദ്യാഭ്യാസവും മാനവവിഭവശേഷി വികസനവും</li> <li>• മാനവവിഭവശേഷി വികസനവും ആരോഗ്യ പരിപാലനവും</li> </ul>