

Meaning and Significance of Public Administration
Public Administration and Private Administration
Principles of Organisation: Hierarchy, Span of Control, Unity of Command
Authority and Responsibility

Communication: Concept; Types; Process; Barriers
Coordination: Concept; Methods; Hindrances
Leadership: Concept; Styles; Qualities of a good leader

Max. Marks: 75
Theory: 68 Marks
Internal Assessment: 07 Marks
Time: 03 Hours

