

**B.A. (2019 Pattern) (Semester - I)**

**Subject : Public Administration**

**Paper Code: 120-I**

**Title of the Paper: Public Administration – I**

**Unit 1: Nature of Public Administration**

- a. Meaning, Nature and Scope of Public Administration
- b. Significance of Public Administration
- c. Public and Private Administration.
- d. Evolution of Public Administration

**Unit 2: Approaches to the study of Public Administration**

- a. Traditional Approaches
- b. Modern Approaches
- c. Contemporary Approaches

**Unit 3: Principles of Organization**

- a. Meaning and Bases of organization
- b. Hierarchy, Span of Control and Decision Making
- c. Communication, Co-ordination and Supervision

**Unit 4: Structure of Organization**

- a. Chief Executive -Types and Functions
- b. Department - Bases of Department
- c. Line and Staff Agencies