

 संयुक्त विश्वविद्यालय	Symbiosis College of Arts and Commerce (An Autonomous College under Savitribai Phule Pune University)	
Subject code	Semester	I II III IV V VI I II III IV
Title of Subject S.Y.B.A.	Semester – IV Public Administration	
Objectives	To familiarise the students the nature and characteristics of Public Administration	

S. No.	<u>Topics</u>	No. of Lectures
	Basic concepts of Public Administration - Meaning, nature, scope, philosophy - Approaches to the study of public administration. - Public administration and private administration	<u>08</u>
	Principles of Organization. - Hierarchy, Unity of Command, Span of Control, Supervision, Centralisation and De- Centralisation.	<u>10</u>
	Structure of organisation - Types of Chief Executives and function of Chief Executive and Line, Staff and Axillary Agencies.	<u>08</u>
	Management Leadership and Planning - Meaning, tasks and participative management. - Leadership –Meaning, nature and qualities of a leader. - What is planning and Types of planning	<u>08</u>
	Bureaucracy – Meaning, Types and Merits and Demerits. Bureaucracy and Corruption Civil services – The Concept of Civil Service, Meaning and Significance	<u>08</u>
	The Concept of People’s Participation in Administration	<u>02</u>
	Public Policy – Significance and Importance and Factors determine Policy making.	<u>06</u>
	Administration Reforms, Need for Change and Reforms in Practise.	<u>04</u>
	Total	54

Readings

- Avasthi A. and S.R.Maheshwari : Public Administration, Laxmi Narain Agarwal, Agra, 1976.
- Public Administration; Sterling Publishers Private Limited, Ramki Basu.

