

Course Content

Unit:- I Good Administrator

A) Meaning Importance of Good Administrator

B) Functions of Good Administrator

Unit :- II Qualities of Good Administrator

A) Communication skill

B) Ethics and character

C) Time management

D) Team work

Unit:- III Principles of Administration

A) Planning :- Meaning, types and importance

B) Decision Making : – Meaning, importance

C) Discipline :- Meaning and importance