

**SEMESTER IV****GENERIC ELECTIVE****1 Paper****Total 100 x 1 = 100 Marks****IV. GENERIC ELECTIVE (GE 4)**

(Credits: Theory-05, Tutorial-01)

**Marks : 100 (ESE 3Hrs) =100****Pass Marks Th ESE = 40*****Instruction to Question Setter for******End Semester Examination (ESE):***

There will be **two** group of questions. **Group A is compulsory** and will contain three questions. **Question No.1 will be very short answer type** consisting of ten questions of 1 mark each. **Question No.2& 3 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of 20 marks each, out of which any four are to answer.

**Note:** There may be subdivisions in each question asked in Theory Examinations.

**PUBLIC ADMINISTRATION****Theory: 75 Lectures; Tutorial:15 Lectures**

1. Meaning, nature and scope of Public Administration.
2. New Public Administration.
3. Methodology and approaches of Public Administration.
4. Principles of Organisation: Hierarchy, Centralization vs. Decentralization
5. Line and Staff Agency
6. Budget: Meaning, types and principles of good budget.
7. Control over administration: Legislative and judicial.
8. Public Relations

**Books recommended**

- ☐ लोक प्रशासन – बी.एल.फाडिया
- ☐ लोक प्रशासन – एम.पी.शर्मा और सुदना
- ☐ लोक प्रशासन – रुनकी बासु
- ☐ लोक प्रशासन – रोहित भट्टाचार्य
- ☐ लोक प्रशासन – आर.एल.सिंह
- ☐ लोक प्रशासन – रमेश दुबे एवं हरिशचंद्र शर्मा
- ☐ लोक प्रशासन – अवस्थी एवं माहेश्वरी