MA PUBLIC ADMINISTRATION - PAPER: 301
PUBLIC ADMINISTRATION IN INDIA

Evaluation of Indian administration: Kautilya, mug Hal period, British period, central state relation: legislative, administrative and financial. Political executive at the union level: President, Prime Minister, Council of Ministers, and Cabinet Committees. Structure of central administration: central secretariat, home ministry, structure, function and its role. Cabinet secretary, cabinet secretary, cabinet committees, Prime Minister Secretariat.

State administration: governor, chief minister, cabinet, state secretariat and directorates. Relationship between headquarter and field agencies, chief secretary-functions and power in MP administration.

Relationship between state & central government, basic difference between central and state administration (reference to MP), control over administration: legislative, executive and judicial central and state.

Issues area in administration: relationship between political and permanent executive, public participation in administration, Redressal of citizens grievances, lokpal and lokayukta, corruption in administration: cases and remedies. Indian administration and globalization, movement of administrative reforms in India.

BOOKS RECOMMENDED
Indian Administration
Contemporary Issues in Indian Administration
Constitutional Government in India
Public Administration in India: Theory & Practice
Central Administration
The Government & Politics of India


Karl Marx, Yeheskel Dror, Fred Riggs, M.K. Gandhi.

Books Recommended
Administrative Thinker
Administrative Thinker
History of Management Thought
Organization Selected Reading
History of Indian Political Ideas
Administrative Thinkers
Modern Indian Social & Political Thought
Basic concept: meaning, nature, scope and principles of social administration. Methods of social administration: social case work, group work, community organization, scope, principles and task of social welfare administration; distinction between public and social welfare administration.

Unit-II
Social welfare administration in India: at the central level: organization and function of central ministry of welfare, dept. of child and women dept., center social welfare board (its composition, function, status).
At the state level: the state dept./directorates of social welfare organization and function of social welfare dept. with special reference to organization and function of directorate of social welfare in MP.
At the local level: social welfare by rural and urban local bodies and district administration.

Unit-III
Evaluation of social welfare in India; constitution provision for welfare of SC/ST and other backward classes, commissions for SC/ST and OBC, development program for SC/ST, OBC's child minorities, and poor.

Unit-IV
Social policy: meaning and definition, need for social policy, components of social policy. Social policy and economic and social development people participation in social policy. History of social policy in India, social policy in MP for SC/ST and OBCs.
Social legislation in India: organise, nature, utility, type and some important social legislation) various of the way of social legislation.

Unit-V
Social Planning in India: need and scope of social planning, social development under various Five Year Plans, critical evaluation of social planning.
Organisation and role of non-government agencies, control over social organization, role of voluntary organization in social welfare.
Problem of social administration in India: (a) coordination (b) human relation (c) grant-in-aid (d) common civil code.

**Books Recommended**

Walter B. Friedlander: Introduction to Social Welfare
V. Jagannadham: Social Welfare Organization
Walter A. Friedlandev: Concept and Methods of Social Work
T. S. Samey: Principles of Social Administration
B. M. Kuikarni: Essay in Social Administration
R. Clayde white: Indian Journal of Social Work

*QUESTION PAPER MAY KINDLY BE PREPARED DAILY WITHOUT UNNECESSARY MARKING WITH SUBJECT TO REMAIN COMPULSORY.
UNIT IV
Structure, Legislation and Functions of Urban Local Govt. in France, Central Local Relation in France, Reforms in French Local Govt., Process of Decentralization

UNIT V

BOOKS RECOMMENDED

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Hoshan Singh</td>
<td>Comparative Local Government</td>
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<tr>
<td>S.R. Maheshwara</td>
<td>Local Govt. in India</td>
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<td>Vincent Ostrom</td>
<td>Local Govt. Genized States</td>
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<td>George S. Blair</td>
<td>Local Self Govt. in America</td>
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<td>Richardo C. Peter</td>
<td>The New Local Govt.</td>
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<tr>
<td>William Hampton</td>
<td>Local Govt. and Urban Politics</td>
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<tr>
<td>Michael Selman</td>
<td>Comparative Urban Politics</td>
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GROUP E:
RURAL DEVELOPMENT ADMINISTRATION (304)

UNIT I
Concept of Rural Development, Approaches to Rural Development, Administrative Machinery for Rural Development at National, State District and Block Level

UNIT II
Various Scheme of Rural Development like T.D.P. (Tribal Development Programme), Integrated Rural Development Programme, Concept and Main Components of IRDP, Jawahar Rozgar Yojana (JRY).

UNIT III
Agriculture and Rural Development, Rural Industrialization, TRYSEM (Training of Rural Youth for Self Employment) and Role of District Industry Centre.

UNIT IV

UNIT V
Co-operative Administration at the Center, State and Local Levels, Relation between Rural Local Bodies and Co-operatives, Apex Bank, Land Development Bank, and Regenial Rural Bank of M.P.

BOOKS RECOMMENDED

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<tr>
<td>Hoshan Singh</td>
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<td>Tiwari</td>
<td>Rural Development in India</td>
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<tr>
<td>S.M. Shah</td>
<td>Rural Development Planning and Reforms</td>
</tr>
<tr>
<td>S. N. Mishra</td>
<td>New Horizons in Rural Dev. Administration</td>
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<tr>
<td>Ramakrishnan</td>
<td>A Journal of Rural Development</td>
</tr>
</tbody>
</table>
UNIT V

BOOKS RECOMMENDED
- Henry Meddick: Panchayati Raj; A Study of Rural Local Government in India
- S. Bhatnagar: Rural Local Government in India
- G. Pam Reddy: Patterns of Panchayati Raj in India
- B.C. Patee: Government in Rural India
- M. Venkataramalinga & N. Pattabhiram: Local Government in India-Select Reading
- Ashok Mehta: Committee on Panchayati Raj
- ARC Report on District Administration

GROUP C
1. CONCEPT OF HUMAN RESOURCES DEVELOPMENT AND PLANNING

UNIT I

UNIT II

UNIT III
Job Evaluation : Concepts, Scope and Limitations, Job Analysis, Job Description.

UNIT IV

UNIT V

BOOKS RECOMMENDED
- Franklin, J. L. (Ed.): HRD in the Organization - A Guide to Information Source
- Mehta, M.M.: HRD Planning with Special Reference to Asia and the Far East
- Cervony and Maiter: Managing Human Resources
- Beckford: Organizational Development
- Bacon, R.J.: Management Training - Aims and Methods

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