SECOND SEMESTER
MA PUBLIC ADMINISTRATION - PAPER: 201
ORGANIZATION AND MANAGEMENT

The nature, and significance of management, tasks of management. Management by objective (M.B.O.), management by exception (M.B.E.), scientific management (Taylor); public administration and management.

Tools of administrative management: decision making (contribution of Herbert Simon); leadership, communication, morals, motivation.

Modern theory of organization: socio-psychological approach, human relation in organization (Elton Mayo), conflict of management, policy making in administration, administrative planning, participative management.

Accountability and control: legislative, executive and judicial control over administration, citizen and administrative, need for public participation in administration.

Administration reforms: early thinking an attempt, O & M: meaning, nature, function, technique, advantage and demerits, work study, work measurement, operation research, role of the computer in administration today, administration reforms in India: administration reforms since independent report of A.R.C. and other reforms.

Books Recommended

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
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<tbody>
<tr>
<td>M. Bertmgrose</td>
<td>Organization and Their Meaning</td>
</tr>
<tr>
<td>D. Glisshoni</td>
<td>Organization and Management</td>
</tr>
<tr>
<td>L.S. Shrinath</td>
<td>PERT &amp; CPM - Principles and Applications</td>
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<tr>
<td>I.L.O.</td>
<td>Introduction to Work Study</td>
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<tr>
<td>Robins, Stephen P.</td>
<td>Organizational Management</td>
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<tr>
<td>Luthana, Fred</td>
<td>Organization Behaviour</td>
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<tr>
<td>Redden W.J.</td>
<td>Managerial Effectiveness</td>
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</tbody>
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MA PUBLIC ADMINISTRATION – PAPER: 202
PERSONNEL ADMINISTRATION IN INDIA

Unit-I: Development of public services in India, nature and salient features of present day Indian civil services, nature of personnel administration in India, a glimpse of elite structure in India, constitutional perspective of personnel administration in India.

Unit-II: Recruitment of public personnel in India: basic principles, qualifications, and methods, agencies of recruitment in India: union public service commission its structure, power, working problem of recruitment in India and suggestions for improvement, service classification system in India: all India services central services and state civil services.

Unit-III: Salary administration in India, promotion system in India, training of public personnel administration in India, problem and deficit of training system in India and suggestions for improvement. Disciplinary action, removal and appeals in India.

Unit-IV: Employees organization in India, right to strike and political strike of public servant in India, Redressal of public grievances in India: lokpal its organization and function, ministry of personnel, public grievance and pensions: organization and function; central administrative tribunal, politician and public servant disputes, generalist and specialist disputes, reservation in civil services.

Unit-V: Personnel administration at state and local level in M.P.: state civil services in MP, recruitment and training in MP, MP PSC, administrative academy of MP, MP state administrative tribunals, lokayukta: organization and function. Role of deputy collector as a SDM, Tahsildars, municipal commissioner, chief municipal officer, chief executive officer of jila and Janpad panchayats, block development officer, panchayat secretary.

Books Recommended
Personnel Administration
Personnel Administration in India
Indian Administration
Indian Administration

C M. Jain
Surendra Kataria
Hoshier Singh
Sharma & Sharma
Comparative public administration: concept, nature, scope, evaluative significance, public administration and environment.

Theories and models of Comparative public administration: contribution of Ford Riggs Montgomery Ferrel Heidy, bureaucratic and ecological models.

Select features of the administrative system of UK, USA, France, Japan, Switzerland and China.

Development administration: concept, scope and significance. Development administration and traditional administration, concept of administrative development, changing profile of development administration, new directions in people's self development and empowerment.

Select features of administration system in developed and society, interactions among bureaucrats, politicians, technocrats, social scientist, educationist and journalists, interactions in bureaucracy and citizens, peoples participation in development.

Development program: project and plan formulation, plan implementation and evaluation, project management. Special organization for the development of SC/ST and women. Problem of child labour, role of NGOs, development and environment.

Development administration in India: need, purpose, concept and importance of development administration in India context, administration for development early experiment (community development program) and other development programs, state development council with special reference to MP, role of fifth year plan in development, Jila Sarkar (MP).

Books Recommended

- Introduction to the Social Welfare
- Social Welfare Organization
- Concept & Methods and Social Work
- Social Work Administration: An Area of Social Work Practice
**MA PUBLIC ADMINISTRATION – PAPER: 204**  
**CONSTITUTIONAL SYSTEM IN INDIA: II**

<table>
<thead>
<tr>
<th>Unit</th>
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<tr>
<td>Unit I</td>
<td>Parliament: Lok Sabha and Rajya Sabha, structure and functions, officers of Parliament- position and role.</td>
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<tr>
<td>Unit II</td>
<td>The State Legislature: Vidhan Sabha and Vidhan Parishad; Officers of State Legislature.</td>
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<tr>
<td>Unit III</td>
<td>Legislative procedure: Formulation and passing of Bills in the Parliament. Role of President and Governor in the formulation of an Act in the Parliament and Legislative Assembly respectively and their comparison.</td>
</tr>
<tr>
<td>Unit IV</td>
<td>The Federal System: Distribution of legislative, Executive, Financial and administrative powers, Inter-state Relation Emergency Provision: Articles 352 and 356, Judicial Activisms Relevance of the present constitution</td>
</tr>
</tbody>
</table>

**Suggested Reading:**  
- Chambri C.P.: Public Administration in India  
- Granvile Austin: The Indian Constitution corner stone of a nation  
- Orris Johnns: Functioning of a Democratic constitution  
- K Keith: Constitution History of India