LOCAL ADMINISTRATION

Unit I
Local self administration: meaning, nature, essential characteristics, importance of local administration, evaluation of local self government during the medieval and modern India, theory and practice of democratic decentralization in India.

Unit II
Organizational structure of urban local self government in India, composition, functions, power and role of various kinds of local bodies, local administration of metropolitan towns, municipal corporations, main features of 73rd constitutional amendment (with special reference to MP, Bihar, UP, Rajasthan)

Unit III
Growth of rural administrative institution in India, early experiments, structure, function, power and role of Gram Panchayat, Janpad Panchayat, Zila Panchayat(with reference to MP). Their role in development, main features of 73rd constitutional amendment (with reference to all states).

Unit IV
The problem of panchayati raj, (with special reference to MP). District government and local bodies the role of collector. State control over local bodies in MP.

Unit V
The role of directorate of local bodies and Panchayat and rural development, challenges and problem of rural and urban local bodies and suggestions to strength its local civil services and public relation.

Features of local government in different countries- UK, USA and France. Organisation and function.

Books Recommended
Tinker H. Foundation of local self & government in India Pakistan and Verma( Myanmar)
Maheshwari S.R. local government in India

DEVELOPMENT ADMINISTRATION in Indian Perspectives

Unit I
Development administration: Concept, Meaning, nature and scope, Development administration and traditional administration. Characteristics of administration in developed and developing countries.

Unit II
Planning: Projects and Plan formulations, Plan implementation and evaluation.

Unit III
Bureaucracy and development administration: Role of bureaucracy in Plan formulations and its implementation, Development administration – Interaction between bureaucracy and Citizens. Peoples participation in development.

Unit IV
Development administration: Interaction among Bureaucrats, Politicians, Technocrats, Social Scientists, Educators and Journalists.

Unit V
Development administration in India. Need, purpose, concept and importance of development administration in Indian context. Administration for development: Early experiments (Community Development Programme) and other development programmes. State Development Council with special reference to M.P. Role of Five Year Plans in development. Zila Pankh in M.P.

Books recommended
Mishra and Puri Indian Economy
Robinson, WA Problem of Nationalized Industries
Robinson, WA Nationalized Industry and Public Ownership
Henson, AH Public Enterprises and Economic Development
Khara, SS Government in Business
Chaturvedi, TN Comparative and Development Administration
Meaning, nature and scope of social research, motivating factor and basic assumptions of social research, reasons of studying research methodology (importance of research methodology). Pure and applied research interdisciplinary research: meaning, need and problem.

The scientific method: meaning characteristics and its significance in public administration, various stages in scientific methods. The scientific method and the study of value. Formulation of research problem: research designs, concept of hypothesis.

Unit-III Source of data with special reference to primary and secondary data, selection of universes and various procedures of samplings, observation, questionnaires, schedules and interviews.

Unit-IV Nature of study: panel study, case study, area studies, concept of property space coding, tabulation and classification, report writing, theory building in public administration.

Unit-V Data analysis: statistical method, their meaning, significance, process and limitations. Measure of central of central tendency (mean, median, and mode). Measure of dispersion (range, quartile, deviation: mean deviation and standard deviation).

Books Recommended

Goodi and Hatt
P.V. young
John Galtung
B.M. Jain
R.N. Trivedi and O.P. Shukla
S.R. Kothari
S.R. Bajpai

Method in Social Research
Scientific Social Survey and Research
Theory, Methods & Social Research
Research Methodology
Research Methodology
Research Methodology
Methods of Social Survey and Research
RURAL LOCAL ADMINISTRATION: WITH DUE REFERENCE TO M.P.

Concept, Meaning and Importance of Rural Local Administration, Growth of Local Administration in India, Early Experiments, Community Development Programme, Babasaheb, Raj Mehta and Ashok Mehta Committees. Main Feature of 73rd Constitutional Amendment.


UNIT-III Patterns of Panchayati Raj in M.P.: Structure, and function of Gram Sabha, gram Panchayat, Janpad Panchayat and Jila Panchayat, Their Role in Rural Development in M.P.

UNIT-IV Administrative Set up Panchayati Raj in M.P. Gram Sewak, Panchayat Secretary, Block Development Officer, Chief Executive Officer and Collector, Official non-Official relation in Panchayati Raj, Panchayati Raj Finance in M.P.


BOOKS RECOMMENDED

Heesher Singh
Meander Singh Tiwan
S.M. Shoh
S.N. Mishra
Kanwar Singh
Kurukshetra

Administration of Rural Development in India
Rural Development Administration
Rural Development in India
Rural Development Planning and Reforms
New Horizons in Rural Development Administration
Rural Development, Principles, Policies and Management
A Journal of Rural Development
GROUP C

2. STRATEGIES AND ISSUES IN HUMAN RESOURCE DEVELOPMENT

UNIT I
HRD: An Overview
HRD: Strategies
HRD: Experiences

UNIT II
HRD and the Supervisory Position: Line Managers and H.R.D., Task analysis, Motivational issues and aspects, Developmental Supervision, Counselling and Monitoring

UNIT III
Comparative Study of H.R.D. Experiences:
HRD: Overview in government and public system, HRD for Health and Family Welfare, HRD in Other Sector: (Defence, Police, Voluntary organization, and Panchayati Raj Institutions.)

UNIT IV

UNIT V
HRD / OD (Organization Development) and approach to HR (Industrial Relation) Organizing for H.R.D., Emerging Trends and Perspective

BOOKS RECOMMENDED
Apte A.: Development of Human Resource
Santhanam, M.: Some Issues in Management Development
Sharma, A.K.: Executive Development in the Public Sector
Rodravassery, M.N.: Executive Development in the Public Sector

GROUP D

1. URBAN LOCAL ADMINISTRATION IN INDIA: WITH DUE REFERENCE TO M.P.

UNIT I
Meaning, Scope and Significance of Urban Local Govt., Features of Urban Local Govt. in India. Urbanization its Problem and Consequences (Urban Scenario)

UNIT II
Evolution of Municipal Government in India: Bombay, Delhi and Calcutta Municipal Corporation, Main Feature of 74 Constitutional Amendment

UNIT III