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M-10  
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M-14  
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M-17

M.A. POLITICAL SCIENCE  
**SECOND SEMESTER**  
**MA PUBLIC ADMINISTRATION - PAPER: 201**  
**ORGANIZATION AND MANAGEMENT**

Meaning, nature, and significance of management, task 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 St. Lewis), 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**

M. Bertmgrose	:	Organization and Their Meaning
D. Givishioni	:	Organization and Management
L.S. Shrinath	:	PERT & CPM - Principles and Applications
I.L.O.	:	Introduction to Work Study
Robins, Stephen P.	:	Organizational Management
Luthans, Fred	:	Organization Behaviour
Redden W.J.	:	Managerial Effectiveness

FOR COLLEGE

FOURTH SEMESTER

**MA PUBLIC ADMINISTRATION - PAPER: 401**

**LOCAL ADMINISTRATION**

SS-565

M:13  
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Local self administration: meaning, nature, essential characteristics importance of local administration, evaluation of local self government during the ancient, medieval and modern India, theory and practice of democratic decentralization in India.

The organizational structure of urban local self government in India: compositions, function, power and role of various kinds of local bodies, local administration of metropolitan towns, municipal corporation, main features of 74<sup>th</sup> constitutional amendment (with special reference to MP, Bihar, UP, Rajasthan).

Growth of rural administrative institution in India, early experiments, structure function, power and role of Gram Sabha, Gram Panchyat, Janpat Panchyat, Zila Panchyat(with reference to MP). Their role in development main features of 73<sup>rd</sup> constitutional amendment(with reference to all states).

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.

The role of directorate of local bodies and Panchyat 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

**MA PUBLIC ADMINISTRATION - PAPER: 402**  
**DEVELOPMENT ADMINISTRATION in Indian Perspectives**

SS-422  
SS-93  
SS-66  
SS-570

M:13  
M:14  
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Development administration: Concept, Meaning, nature and scope; Development administration and traditional administration. Characteristics of administration in developed and developing countries.

Planning: Projects and Plan formulations; Plan implementation and evaluation.

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

Development administration: Interaction among Bureaucrats, Politicians, Technocrats, Social Scientists, Educationists and Journalists.

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 Sarkar in M.P.

**Books recommended**

- Mishra and Puri : Indian Economy
- Robinson, WA : Problem of Nationalized Industries
- Robinson, WA : Nationalized Industry and Public Ownership
- Wenson, AH : Public Enterprises and Economic Development
- Chera, SS : Government in Business
- Chaturvedi, TN : Comparative and Development

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2

M17

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M10

M11

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SS-42

SS-45

M15

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SS-47

SS-428

**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**

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| C.M. Jain        | : | Personnel Administration          |
| Surendra kataria | : | Personnel Administration in India |
| Hoshiar Singh    | : | Indian Administration             |
| Sharma & Sharma  | : | Indian Administration             |

