

FOR COLLEGE ONLY

MA PUBLIC ADMINISTRATION - PAPER: 401
LOCAL ADMINISTRATION

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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 74th 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 Panchayat, Janpat Panchayat, Zila Panchayat (with reference to MP). Their role in development: main features of 73rd 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 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.

M.A. M.Sc. PUBLIC ADMINISTRATION
Second/Fourth Semester
Examination May/June-2018
2018
CO-1

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

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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

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Indian Economy
Problem of Nationalized Industries
Nationalized Industry and Public Ownership
Public Enterprises and Economic Development
Government in Business
Comparative and Development

SS 571

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METHODS AND TECHNIQUES OF RESEARCH STATISTICS

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Meaning, nature and scope of social research, motivating factor and basic assumption 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 its study of value. Formulation of research problem: research designs, concept hypothesis.

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

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

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.jJain
- 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

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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 Balbant Rai Mehta and Ashok Mehta Committee. Main Feature of 73rd Constitutional Amendment.

UNIT-II Panchayati Raj in Madhya Pradesh : Early Experiments, Main Feature of Madhya Pradesh Panchayati Raj Adhiniyam 1993.

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.

UNIT-V State Control over Panchayat Raj Institutes in M.P. Problem of Public Participation and Leadership, Co-ordination in Panchayati Raj Institutes in M.P. other Role of Political Parties in Panchayati Raj, Problems and Suggestion to strength it.

Organisation and Function of Directorate of Panchayat and Rural Development Department

- Hegnar Singh
- Mehander Singh
- Tiwari
- S.M. Shah
- S.N. Mishra

- Kumar Singh

- Kurokshetra

BOOKS RECOMMENDED

- 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 Jurnal of Rural Development
- Madhya Pradesh Panchayati Raj Adhiniyam, 1983.

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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 aspect, Developmental Supervision, Counselling and Monitoring.
- UNIT-III**
Comparative Study of H.R.D. Experiences:
H.R.D. Overview in government and public system, HRD for Health and Family Welfare, HRD in Other Sector (Defence, Police, Voluntary organisation, and Panchayati Raj Institutions.)
- UNIT-IV**
HRD in Service Industry, Comparative H.R.D. International Experiences, HRD for workers, H.R.D. Culture and Climate.
- UNIT-V**
HRD / OD (Organisation Development) and approach to IR (Industrial Relation) Organising for H.R.D., Emerging Trends and Perspective.

BOOKS RECOMMENDED

Rao T.V. and Abraham E.	HRD Practices in Indian Industries - A trend Report
Sandhanam, M.	Development of Human Resource
Saxena, A.K.	Some issues in Management Development
Reddy, 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 (Indian Scenario)
- UNIT-II**
Evolution of Municipal Government in India: Bombay, Calcutta and Calcutta Municipal Corporation, Main Features of 74 Constitutional Amendment
- UNIT-III**
Evolution of Municipal Government in M.P. Early Structure, Structure and Function of Urban local Government in M.P. After 74 Constitutional Amendment. Municipal Corporation, Municipal Council and Nagar Panchayat.

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