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 Committee. Structure of central administration: central secretariat—home ministry, structure, function and its role. Cabinet secret, cabinet secretary, cabinet committees, Prime Minister Secretariat.

State administration: governor, chief minister, cabinet, state secretariat and directorates. Relationship between head quarter and field agencies, chief secretary—functions and power its role 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
- Public Administration in India
- The Government & Politics of India

MA PUBLIC ADMINISTRATION – PAPER: 302
ADMINISTRATIVE THOUGHT

Evaluation of administrative thought in India: Manu, Kautilya, Sukra, Vidhur and Kmandhuk.

- Karl Marx, Yehezkel 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 compositions, 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 E. Friedlander  Introduction to Social Welfare
V. Jagannadham  Social Welfare Organization
Walter A. Friedlandev  Concept and Methods of Social Work
S. Samey  Principles of Social Administration
M. Kulkarni  Essay in Social Administration
R. Clayden white  Indian Journal of Social Work
UNIT-IV
Structure, Organisation and Functions of Urban Local Govt., in France, Central Local Relations in France, Reforms in French Local Govt., Process of Decentralisation.

UNIT-V
Govt. and Administration of London, New York and Paris

BOOKS RECOMMENDED

Hoshar Singh
Comparative Local Government

S.R. Maheshwar
Local Govt. in India

Vincent Ostrom
Local Govt. Cenited States

George S. Blair
Local Self Govt. in America

Richards, G. Peter
The New Local Govt.

William Hampton
Local Govt. and Urban Politics

Mickens, King
Comparative Urban Politics

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 Regenal Rural Bank of M.P.

BOOKS RECOMMENDED

Hoshar Singh
Administration of Rural Development in India

Mehtender Singh
Rural Development Administration

Tiwari
Rural Development in India

S.M. Shab
Rural Development Planning and Reforms

S.N. Mishra
New Horizons in Rural Dev. Administration

K. G. Singh
Rural Dev., Principles, Policies and Management

Kuralokshetra
A Journal of Rural Development
UNIT-V

BOOKS RECOMMENDED

Henry Meddick
Panchayati Raj: A Study of Rural Local Government in India
Rural Local Government in India
Patterns of Panchayati Raj in India
Government in Rural India

S. Bhatnagar
Local Government in India- Select Reading

G. Ram Reddy
Committee on Panchayati Raj

D.C. Patty
ARC Report on District Administration

M. Venkataramaiya & N. Pattabhiram
Ashok Mehata

1. CONCEPT OF HUMAN RESOURCES DEVELOPMENT AND PLANNING


UNIT-II Macro Level Scenaria of Human Resource Planning, Concept and Process of Human Resource Planning Methods and Techniques of Demand and Supply, Forecasting


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
Coevling and Mahler - Managing Human Resources
Beckhard - Organizational Development
Bacon, R.J. - Management Training - Aims and Methods