

**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**

Maheshwari	Indian Administration
Jain	Contemporary Issues in Indian Administration..
Pyle	Constitutional Government in India
Chiar Singh	Public Administration in India: Theory & Practice
Arshi A.	Central Administration
Ray & Sharma H.	Public Administration in India
Das, Morris	The Government & Politics of India

QUESTION PAPER MAY KINDLY BE PREPARED ONLY IN ENGLISH WITH HINDI TRANSLATION COMPULSORY

**MA PUBLIC ADMINISTRATION - PAPER: 302**  
**ADMINISTRATIVE THOUGHT**

Evaluation of administrative thought in India: Manu, Kautilya, Sukra, Vidhur and Kmandhak.  
 Western administrative thought: Woodrow Wilson, F.W. Taylor, Henry Fayol, Max Weber, L. Gullick and L. Urwick.  
 M.P. Follet, Elton Mayo, Herbert Simon, C. Barnard.  
 Maslow, C. Argyris, F. Likert, F. Herzberg, Douglas, McGregor.  
 Karl Marx, Yehezkel Dror, Fred Riggs, M.K. Gandhi.

**Books Recommended**

Mad & Prasad	Administrative Thinker
Ansun Nisha Ali	Administrative Thinker
George	History of Management Thought
Pugh	Organization Selected Reading
Ghoshal	History of Indian Political Ideas
Arav Ranjan Singh	Administrative Thinkers
Arav V.P.	Modern Indian Social & Political Thought

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M.A. M.Sc. PUBLIC ADMINISTRATION  
 First/Third Semester  
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Exam. Dec., 2014



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FOR COLLEGE ONLY

**SOCIAL WELFARE ADMINISTRATION**

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  
2.14  
2.16

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 B. 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. Kuikarni	:	Essay in Social Administration
R. Clayde white	:	Indian Journal of Social Work

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UNIT-V

Various Scheme of Rural Development like I.R.D.P., J.R.Y., TRY, EM, and the Role of Co-operative Bank and Regional Rural Development Bank.

BOOKS RECOMMENDED

Henry Meddick	:	Panchayati Raj : A Study of Rural Local Government in India
S. Bhatnagar	:	Rural Local Government in India
G. Ram Reddy	:	Patterns of Panchayati Raj in India
D.C. Patty	:	Government in Rural India
M. Venkatarangaiya & N. Pattabhiram	:	Local Government in India-Select Reading
Ashok Mehata	:	Committee on Panchayati Raj
	:	ARC Report on District Administration

FOR COLLEGE ONLY

GROUP-C 1. CONCEPT OF HUMAN RESOURCES DEVELOPMENT AND PLANNING

UNIT-I

Basic Concept of H.R.D. : Definition, Nature, Scope and Significance, Process of H.R.D., H.R.D. : Experiences.

UNIT-II

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

UNIT-III

Job Evaluation : Concepts, Scope and Limitations, Job Analysis, Job Description.

UNIT-IV

Action Areas : Issues and Experiences: Selection and Recruitment, Induction and Placements, Performance and Potential Appraisal, Transfer, Promotion Reward Policies, Training and Retraining.

UNIT-V

Measurement in Human Resource Planning : Human Resource Information Systems, Human Resource Audit, Human Resource Accounting Productivity and Incentives : Concepts, Criteria and Constraints.

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 Malier	:	Managing Human Resources
Beekhard	:	Organizational Development
Bacon, R.J.	:	Management Training - Aims and Methods