

JIWAJI UNIVERSITY, GWALIOR

SYLLABUS

OF

M.A. Public Administration

AND

EXAMINATION SCHEME

(Wef. 2020-2022)

CHOICE BASED CREDIT SYSTEM

SCHOOL OF STUDIES

POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

JIWAJI UNIVERSITY, GWALIOR – 474011 (M.P.)

MASTER IN PUBLIC ADMINISTRATION
(FOUR SEMESTERS PROGRAM)
(CBCS – 2020- 2022)

CONTINUOUS ASSESSMENT: 40% AND END TERM ASSESSMENT: 60%

SEMESTER I

PAPER CODE	COURSE	CRC	L	T	P	Credit	Remarks
101	Theories & Principles of Public Administration	Core	4	-	-	04	
102	Public Personnel Administration	Core	4	-	-	04	
103	Elements of Financial Administration	Core	4	-	-	04	
104	Constitutional System in India-I	Core	4	-	-	04	
105	Assignment				1	01	
106	Seminar				1	01	
107	Project Work				2	02	
	Total Valid Credit					20	
108	Comprehensive Viva (Virtual Credit)				4	04	
	Total Credit					24	

SEMESTER II

PAPER CODE	COURSE	CRC	L	T	P	Credit	Remarks
201	Organization & Management	Core	4	-	-	04	
202	Personnel Administration in India	Core	4	-	-	04	
203	Comparative & Development Administration	Core	4	-	-	04	
204	Constitutional System in India-II	Core	4	-	-	04	
205	Assignment				1	01	
206	Seminar				1	01	
207	Project Work				2	02	
	Total Valid Credit					20	
208	Comprehensive Viva (Virtual Credit)				4	04	
	Total Credit					24	

SEMESTER III

PAPER CODE	COURSE	CRC	L	T	P	Credit	Remarks
301	Public Administration in India	Core	4	-	-	04	
302	Administrative Thought	Core	4	-	-	04	
303	Social Welfare Administration	Core	4	-	-	04	
304	Optional papers (a) Rural Development Administration (b) Human Resource Management	Generic	4	-	-	04	
305	Assignment				1	01	
306	Seminar				1	01	
307	Project Work				2	02	
	Total Valid Credit					20	
308	Comprehensive Viva (Virtual Credit)				4	04	
	Total Credit					24	

SEMESTER IV

PAPER CODE	COURSE	CRC	L	T	P	Credit	Remarks
401	Local Administration	Core	4	-	-	04	
402	Development Administration: Indian Perspectives	Core	4	-	-	04	
403	Methods & Techniques of Research & Statistics	Core	4	-	-	04	
404	Optional papers (A) Rural Local Administration with due Ref. To MP (B) Human Resource Development	Generic	4	-	-	04	
405	Assignment				1	01	
406	Seminar				1	01	
407	Project Work				2	02	
	Total Valid Credit					20	
408	Comprehensive Viva (Virtual Credit)				4	04	
	Total Credit					24	

FIRST SEMESTER
MA PUBLIC ADMINISTRATION - Paper 101
THEORIES & PRINCIPLES OF PUBLIC ADMINISTRATION
CORE

CONTINUOUS ASSESSMENT: 40% AND END TERM ASSESSMENT: 60%

- Unit-I** Meaning, nature, scope & significance of public administration and its new horizons, private and public administration: state versus market debate. new public administration and new public management perspective. Good governance: concept and application.
- Unit-II** Evolution of public administration as an independent discipline and its present status, public administration as an art and science. Approaches and methods to study of public administration, Public administration in developing societies.
- Unit-III** Concept of organization: importance, meaning, basis; formal and informal organization. Theory and approaches: classical theory, bureaucratic theory, human relation movement and behavioral approaches, system approach.
- Unit-IV** Principles of organization: hierarchy, span of control, unity of command, authority & responsibility, authority & influence, supervision, delegation, coordination, centralization & de-centralization.
- Unit-V** Structure of organization: chief executive and its role in organization; line, staff and auxiliary agencies, department, public corporation, independent regulatory commission, board & commission and head quarter field relationship.

Books Recommended

- | | | |
|----------------------------|---|--|
| F.M.Marx (Ed.) | : | Elements of public administration |
| Awasthi and Maheshwari | : | Public Administration |
| L.D. | : | Intro. To the study of Public Adm. |
| E.N. Gladden | : | A History of Public Administration |
| AR Tyagi | : | Public Administration |
| Sharma & Sadana | : | Public Administration |
| M.Laxmikant | : | Public Administration (Tata McGraw-Hill Publishing Company Limited New Delhi) |
| Dr.B.L. Fadia | : | Public Administration (Sahitya Publication Agra) |
| Dr.Beerkeswar Prasad Singh | : | Public Administration (Revised Addition) Gyanda Publication, New Delhi |

S/S

MA PUBLIC ADMINISTRATION - Paper 102
PUBLIC PERSONNEL ADMINISTRATION
CORE

CONTINUOUS ASSESSMENT: 40% AND END TERM ASSESSMENT: 60%

- Unit-I** Concept, nature, scope, function and importance of public personnel administration; bureaucracy: its nature and concept, recent trends, types, Weberian model and its relevance today.
- Unit-II** Position classification, recruitment & training of public personnel.
- Unit-III** Promotion, principles of salary, code of conduct and discipline; morel in civil services; employees organization and representation, whitely council, right to strike and political rights of civil servants.
- Unit-IV** The concept of civil services, development of civil services; role of civil services in contemporary administration and developing society. Integrity in administration: the context of corruption, neutrality and anonymity. Generalist and specialist; relation with the political executive.
- Unit-V** Administrative law: meaning and significance, Administrative adjudication; Delegated Legislation: meaning, significance & demerits.

Books Recommended

- David E. Kalinger : Public Personnel Management
V.M. Sinha : Personnel Administration
C.M. Jain-Sharma : Savi Vargiya Prasashan (Hindi)
V.M. Sinha : Karmik Prasashan (Hindi)
Ghosh P. : Personnel Administration
 : Administrative Reforms Commission
Report on Personnel Administration
Reports of Pay- Commissions
Dr. Suredra Katariya : Personnel Administration(RBSA Publishers, Jaipur)
M.Laxmikant : Public Administration (Tata McGraw-Hill Publishing Company Limited New Delhi)
Dr.B.L. Fadia : Public Administration (Sahitya Publication Agra)
Dr. M.P. Sharma & Dr. B.L. Sadana : Public Administration Theory & Behavior (Publishers-Kitab Maha Agencies Allahabad)

M

MA PUBLIC ADMINISTRATION - Paper- 103
ELEMENTS OF FINANCIAL ADMINISTRATION
CORE

CONTINUOUS ASSESSMENT: 40% AND END TERM ASSESSMENT: 60%

- Unit-I** Evolution and significance of financial administration in India; financial administration under capitalist system; agencies involved in financial administration.
- Unit-II** Budget: meaning, definition and Principles of Budget, Types of Budgets: Traditional Budgeting, performance budgeting, performance budgeting in India, PPBS, zero based budgeting, deficit financing.
- Unit-III** Evaluation and objectives of fiscal policy in India, resource mobilization under the plans. Non-tax revenue, non-developmental expenditure, impact of fiscal policy. Fiscal policy, equality and social justice.
- Unit-IV** Principles of tax administration; direct and indirect taxes, problem of tax evasion and avoidance, reforming tax administration, and rationalization of indirect taxation.
- Unit-V** Finances of local government; budget account and audit. Capital market in India: structure, role in industrial growth, growth of capital market in India, problems, measures for strengthening. Securities and Exchange Board in India (SEBI).

Books Recommended

- | | | |
|-----------------------------|---|---|
| G.S. Lal | : | Financial Administration in India |
| M.J.K. Thavaraj | : | Financial Administration of India |
| B.P. Tyagi | : | Public Finance |
| Andley Sundram | : | Public Finance |
| S.S. Mookerjee | : | Indian Public Finance and Financial Adm. |
| # | : | A.R.C. Report of the Study Team of Finance of Administration |
| M.Laxmikant | : | Public Administration (Tata McGraw-Hill Publishing Company Limited New Delhi) |
| Dr.B.L. Fadia | : | Public Administration (Sahitya Publication Agra) |
| Dr.Beerkeshwar Prasad Singh | : | Public Administration (Revised Addition) Gyanda Publication, New Delhi |
| Dr. P.N. Gautam | : | Financial Administration (Harinarayan Sahitya Academy, Panchkula) |
| M.J.K. Thavraj | : | Financial Administration in India (Sultan Chand & Sons educational Publishers, New Delhi) |

3/2

MA PUBLIC ADMINISTRATION - Paper- 104
CONSTITUTIONAL SYSTEM IN INDIA-I

CORE

CONTINUOUS ASSESSMENT: 40% AND END TERM ASSESSMENT: 60%

- Unit-I** Constitutional development and framing of constitution of Republic of India; salient features of Indian constitution; Preamble and significance of Indian Constitution.
- Unit-II** Federal system, parliamentary government, Socialism, Democracy. Fundamental Rights, Directive Principles of State Policy, Fundamental Duties.
- Unit-III** The Judiciary – The Supreme Court, The High Court & Sub-ordinate Courts, Appointment of the judges of the Supreme Court & the High Court. Judicial Activism in India.
- Unit-IV** CAG (Comptroller and Auditor General of India), Attorney General, Advocate General, the Election Commission. Administration of Schedules and Tribal Areas.
- Unit-V** Constitutional amendment process, main features of 42nd, 44th & 52nd constitutional amendment.

Books Recommended

- Granville Austin : The Indian Constitution: Corner Stone of a Nation
: Functioning of a Democratic Constitution.
- Morris Johns : The Government and Politics in India
- Shiva Rao, B. : The Framing of Indian Constitution
- A.K. Keith : Constitutional History of India
- Subhas Kashyap : Our Constitution
- Subhas kashyap : Our Parliament
- D.D. Basu : Introduction of Indian Constitution
- Jayanarayan Pandey : Constitution of India (Publishers-central law agencies
Allahabad)
- Subhash Kashyap : our Parliament

GC

SECOND SEMESTER

MA PUBLIC ADMINISTRATION - Paper- 201
ORGANIZATION AND MANAGEMENT

CORE

CONTINUOUS ASSESSMENT: 40% AND END TERM ASSESSMENT: 60%

- Unit-I** Meaning, nature, and significance of management, task of management: POSDCORB, management by objective (M.B.O.), management by exception (M.B.E.), scientific management (F.W. Taylor), public administration and management.
- Unit-II** Tools of administrative management: decision making (contribution of Herbert Simon), leadership, communication, morals and motivation.
- Unit-III** Modern theory of organization: socio-psychological approach, human relation in organization: (Elton Mayo), conflict of management, policy making in administration, administrative planning, participative management.
- Unit-IV** Accountability and control: legislative, executive and judicial control over administration, citizen and administrative, need for public participation in administration.
- Unit-V** Administrative 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, Administrative reforms in India: Administrative reforms since independent report of Ist and IInd 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.
M.Laxmikant : Public Administration (Tata McGraw-Hill Publishing Company Limited New Delhi)
Dr.B.L. Fadia : Public Administration (Sahitya Publication Agra)

GH

MA PUBLIC ADMINISTRATION - Paper-202
PERSONNEL ADMINISTRATION IN INDIA

CORE

CONTINUOUS ASSESSMENT: 40% AND END TERM ASSESSMENT: 60%

- 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

- | | | |
|-----------------------|---|--|
| C.M. Jain | : | Personnel Administration |
| Surendra kataria | : | Personnel Administration in India |
| Hoshiar Singh | : | Indian Administration |
| Sharma & Sharma | : | Indian Administration |
| M.Laxmikant | : | Public Administration (Tata McGraw-Hill Publishing Company Limited New Delhi) |
| Dr.B.L. Fadia | : | Public Administration (Sahitya Publication Agra) |
| Dr. Surendra Katariya | : | Personnel Administration(RBSA Publishers, Jaipur) |

SR

MA PUBLIC ADMINISTRATION - Paper-203
COMPARATIVE & DEVELOPMENT ADMINISTRATION
CORE

CONTINUOUS ASSESSMENT: 40% AND END TERM ASSESSMENT: 60%

- Unit-I** Comparative Public Administration: Concept, Nature, Scope, Evaluation, Significance, Public Administration and Environment.
Theories and Models Of Comparative Public Administration: Contribution Of Ferd Riggs Montgomery Ferrel Hedy, Bureaucratic And Ecological Models.
- Unit-II** Select Features Of The Administrative System Of UK, USA, France, Japan, Switzerland And China.
- Unit-III** Development Administration: Concept, Scope and Significance. Development Administration And Traditional Administration, Concept Of Administrative Development, Changing Profile Of Development Administration, New Directions In Peoples Self Development And Empowerment.
- Unit-IV** Select Features Of Administration System In Developed and Society, Interaction Among Bureaucrats, Politician, Technocrats, Social Scientist, Educationist And Journalists, Interactions In Bureaucracy And Citizens, Peoples Participation In Development.
Development Program: Project and Plan Formulation, Plan Implementation and Evaluation, Project Management Special Organization For The Development Of SC/ST And Women. Problem of Child Labour, Role of NGOS, Development and Environment.
- Unit - V** Development Administration In India : Need , Purpose, Concept And Importance of Development Administration In India Context, Administration For Development Early Experiment (Community Development Program) And Other Development Programs, State Development Council With Special Reference To MP, Role Of Fifth Year Plan In Development, Jila Sarkar (MP).

Books Recommended

- Walter B. Friedlander : Introduction To The Social Welfare
B. Jagannadham : Social Welfare Organization
Walter Friedlandev : Concept & Methods And Social Work
John C. Kidneigh : Social Work Administration: An Area Of Social Work Practice.
M.Laxmikant : Public Administration (Tata McGraw-Hill Publishing Company Limited New Delhi)
Dr.B.L. Fadia : Public Administration (Sahitya Publication Agra)
Dr. Surednra Katariya : Personnel Administration(RBSA Publishers, Jaipur)
Dr.Beerkeshwar Prasad Singh : Public Administration (Revised Addition) Gyanda Publication, New Delhi
Dr.A.P. Awasthi : Development Administration
T.N. Chaturvedi : Comparative Public Administration (Research Publication Jaipur)
Ramesh K. Arora : Comparative public Administration and theoretical discussions (Rajasthan Granth Academy Jaipur)

MA PUBLIC ADMINISTRATION - Paper- 204
CONSTITUTIONAL SYSTEM IN INDIA-II

CORE

CONTINUOUS ASSESSMENT: 40% AND END TERM ASSESSMENT: 60%

- Unit-I** Parliament : Lok Sabha & Rajya Sabha: Structure And Function, Officers Of Parliament- Position And Role.
- Unit-II** The State Legislature: Vidhan Sabha And Vidhan Parishad, Officers Of State Legislature.
- Unit-III** Legislative Procedure: Formulation And Passing Of Bills In The Parliament. Role Of President And Governor In The Formation Of An Act In The Parliament And Legislative Assembly Respectively And Their Comparison.
- Unit-IV** The Federal System : Distribution Of Legislative , Executive, Financial And Administrative Powers. Inter-State Relations. Emergency Provisions : Article 352 And 356. Judicial Activism. Relevance Of The Present Constitution Reforms.
- Unit-V** Human Rights : The International Covenant On Civil And Political Rights, The International Covenant On Economic, Social And Cultural Rights. National Human Rights Commission: Structure & Functions, Mp Human Rights Commission: Structure & Functions.

Books Recommended

- Bhambri C.P. : Public Administration In India
Granville Austin : The Indian Constitution: Corner Stone Of A Nation
- Morris Johns : Functioning Of A Democratic Constitution.
A.K. Keith : Constitutional History Of India
DD Basu : Constitution of India (A Interdiction) Lexis Nexis Publishers Butterworth Wadhwa Nagpur
- Jay Narayan Pandey : Constitution of India (Publishers-Central Law Agencies, Allahabad)
- M.Laxmikant : Indian Polity (Tata McGraw-Hill Publishing Company Limited New Delhi)



THIRD SEMESTER

MA PUBLIC ADMINISTRATION - Paper- 301

PUBLIC ADMINISTRATION IN INDIA

CORE

CONTINUOUS ASSESSMENT: 40% AND END TERM ASSESSMENT: 60%

- Unit-I** Evaluation of Indian administration- kautilya, mughal period, British period, central state relation- legislative, administrative and financial.
- Unit-II** 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.
- Unit-III** 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.
- Unit-IV** 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.
- Unit-V** 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

- | | | |
|-----------------------------|---|--|
| S.R. Maheshwari | : | Indian Administration |
| R.B. Jain | : | Contemporary Issues in Indian Administration.. |
| M.B. Pyle | : | Constitutional Government in India |
| Hoshiar Singh | : | Public Administration in India : Theory & Practice |
| Awasthi A. | : | Central Administration |
| Dubey & Sharma H. | : | Public Administration in India |
| Jones, Morris | : | The Government & Politics of India |
| M.Laxmikant | : | Public Administration (Tata McGraw-Hill Publishing Company Limited New Delhi) |
| Dr.B.L. Fadia | : | Public Administration (Sahitya Publication Agra) |
| Dr.Beerkeshwar Prasad Singh | : | Public Administration (Revised Addition) Gyanda Publication, New Delhi |

MA PUBLIC ADMINISTRATION - Paper-302
ADMINISTRATIVE THOUGHT

CORE

CONTINUOUS ASSESSMENT: 40% AND END TERM ASSESSMENT: 60%

- Unit-I** Evaluation Of Administrative Thought-I : Manu, Kautilya, Sukra, Vidhur And Kamandhak.
- Unit-II** Western Administrative Thought : Woodrow Wilson, F.W. Taylor, Henry Fayol, Max Weber, L. Gullick And L. Urwick.
- Unit-III** M.P. Follet, Elton Mayo, Herbert Simon, C. Barnard.
- Unit-IV** Maslow, C. Argyris, F. Likert, F. Herzberg, Douglas, McGregor.
- Unit-V** Karl Marx, Yehezkel Dror, Fred Riggs, M.K. Gandhi.

Books Recommended

Prasad & Prasad	:	Administrative Thinker
Shamsun Nisha Ali	:	Administrative Thinker
C.S. George	:	History of Management Thought
D.S. Pugh	:	Organization Selected Reading
V.N. Ghoshal	:	History of Indian Political Ideas
Rajeev Ranjan Singh	:	Administrative Thinkers
Verma V.P.	:	Modern Indian Social & Political Thought
R.K. Dubey	:	Modern Public Administration
Dr. Umesh K. Singh & Dr. Sanjay K. Singh	:	Ancient & Modern administrative thinkers
Dr. Surendra Kataria	:	administrative thinkers (National Publishing House Jaipur & Delhi)

SM

MA PUBLIC ADMINISTRATION - Paper-303

SOCIAL WELFARE ADMINISTRATION

CORE

CONTINUOUS ASSESSMENT: 40% AND END TERM ASSESSMENT: 60%

- Unit – I** 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 & women dept., center social welfare board (its composition, 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, commission 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 OBC
Social legislation in India (organize, 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.
Organization 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 & methods of social work
T.S. Samey	:	principles of social administration
B.M.Kulkarni	:	esay in social administration
R.Clayde white	:	Indian journal of social work
Dr.D.R. Sachdeva	:	Social welfare Administration in India (Publishers - Kitab Mahal Allahabad)

MA PUBLIC ADMINISTRATION - Paper-304 (A)

Rural Development Administration

OPTIONAL PAPER

GENERIC

CONTINUOUS ASSESSMENT: 40% AND END TERM ASSESSMENT: 60%

- 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: MANREGA (Mahatma Gandhi National rural Employment Guarantee Act 2005),PMGSY (Pradhan Mantri Grem Sadak Yojana), Shyama Prasad Mukherji Ruban Mission (NRUM)- National Ruban Mission., Tribal Development in India. Forest rights Act 2006 for Tribal's And Current Rural Development Programmes.
- Unit – III** Agriculture & Rural Development: Rural Industrialization, Deen Dayal Antyodaya Yojana – NRLM (National Rural Livelihoods Mission Role of District Industry Centre.
- Unit – IV** Cooperative And Rural Development, Role Of Cooperatives, Concepts Of Cooperatives Principles And Forms Of Cooperatives., the Cooperative Movement in India.
- Unit – V** Cooperative Administration At The Centre, State And Local Levels, Relation Between Rural Local Bodies And Cooperatives NABARD, Apex Bank, Land Development Bank And Regional Rural Bank Of M.P.

Books Recommended

- Hoshiar singh : Administration of rural development in India
Mohinder singh : Rural development administration
Tiwari : Rural development in India
S.M.shah : Rural development planning and reforms
S.N. Mishra : new horizons in rural development administration
Kurukshehra : A journal of rural development
Katar singh : Rural development, Principles , policy and management
Dr.D.C. Pant : Rural development in India
Vivek Sourath : Dynamics of Rural Development Vol.II (Dominant Publishers & Distributors)

SL

MA PUBLIC ADMINISTRATION - Paper-304 (B)
OPTIONAL PAPER
Human Resources Management

GENERIC

CONTINUOUS ASSESSMENT: 40% AND END TERM ASSESSMENT: 60%

- Unit-I** Meaning, Scope and Significance of Human Resource Management, Evolution of HRM, Function of HRM. Challenges Before HRM in Present –changing Environment.
- Unit-II** HR Planning. Job Analysis, Recruitment, Methods and Techniques of Selection. Induction internal Mobility and Separation of Employees Transfer, Promotion, Demotion and Separation of Employees
- Unit-III** Industrial Relations, trade Unions Dispute and their Resolution, Collective Bargaining, Employee Welfare a Brief Introduction , Worker’s Participation in Management.
- Unit-IV** Wages and Salary Administration Economic Objectives of Wages Policy, Social Objectives, Principles of wage and Salary Administration. Essentials of a Wage and Salary Structure. Factors Affecting wages, Methods of wage Payment. Wage Policy In India. Pay Commission. Wage Boards, Adjudication, Pay Revision in Public Sector-Issue and Considerations.
- Unit-V** Other Contemporary Issues in HRM –Employee Compensation-Concept, Factors Affecting Employee Compensation Components, of Employee Pay, HR Audit Human Resource Information System. Performance & Skill Based Pay Systems, Voluntary Retirement Scheme (VRS).

Books Recommended

- Rao T.V. And Abraham E. : HRD Practices In Indian Industries – Atrend Report
Santhanam. M . : Development Of Human Resources
Sharma. A. K : Some Issue In Management Development
Rudrabasavraj. M. N : Executive Development In The Public Sector
B.D.Singh : Compensation and Reward and management , Excel Books.
N.D.Kapoor : Hand Book of Industrial Law , Sultan Chand and Sons.
C.B.Gupta : Human Resource Management ,Sultan Chand And Sons.

CS

16

FOURTH SEMESTER

MA PUBLIC ADMINISTRATION - Paper-401

LOCAL ADMINISTRATION

CORE

CONTINUOUS ASSESSMENT: 40% AND END TERM ASSESSMENT: 60%

- Unit-I Local Self Administration: Meaning, Nature, Essential Characteristics And Importance Of Local Administration, Evaluation Of Local Self Government During The Ancient, Medieval And Modern India, Theory And Practice Of Democratic Decentralization In India.
- Unit-II 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).
- Unit-III 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 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.
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.
- Unit-V 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
- A.P.S. Chauhan ,Satyendra Singh : local Self Government in Madhya Pradesh (Y. K. Publishers Agra)
- Dr. Saroj Bala Chopra : local Administration Rajjasthan Hindi Granth Academy Jaipur

Sh

MA PUBLIC ADMINISTRATION - Paper-402

DEVELOPMENT ADMINISTRATION

CORE

CONTINUOUS ASSESSMENT: 40% AND END TERM ASSESSMENT: 60%

- 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 formulation, Plan implementation and Evaluation.
- Unit-III Bureaucracy and Development Administration: Role of Bureaucracy in Plan formulation and its implementation. Development Administration-Interactions between Bureaucracy and Citizens. People's Participation in Development.
- Unit-IV Development Administration: Interactions among Bureaucrats, Politicians, Technocrats, Social Scientists, Educationists and Journalists
- Unit-V Development administration in India: need, purpose, concept and importance of development administration in India context, administration for development early experiment (community development program) and other development programs, state development council with special reference to MP, role of fifth year plan in development, Zila Sarkar in MP.

Books Recommended

- Mishra & Puri : Indian Economy
- Robson W.A. : Problem of Nationalized Industry
- Robson W.A. : Nationalized Industry and Public Ownership
- Henson A.H. : Public Enterprises and Economic Development
- Khera S.S. : Government in Business
- Henson A.H. : Managerial Problem in Public Enterprises.
- # : United Nations Publication on Public Enterprises
- # : WTO & IMF Reports
- # : Report of Study Team of the ARC on Public Sector Undertaking and Personnel Administration.
- M.Laxmikant : Public Administration (Tata McGraw-Hill Publishing Company Limited New Delhi)
- Dr.B.L. Fadia : Public Administration (Sahitya Publication Agra)
- Awasthi and Awasthi : Administrative theory (Publishers Agra)

SM

MA PUBLIC ADMINISTRATION - Paper-403
METHODS AND TECHNIQUES OF RESEARCH & STATISTICS

CORE

CONTINUOUS ASSESSMENT: 40% AND END TERM ASSESSMENT: 60%

- Unit-I 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.
- Unit-II 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: statical 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	:	Method in Social Research
P.V. Young	:	Scientific Social Survey and Research
John Galtung	:	Theory, Methods & Social Research
B.M.Jain	:	Research Methodology
R.N.Trivedi and O.P. Shukla	:	Research Methodology
S.R. Kothri	:	Research Methodology
S.R. Bajpai	:	Methods of Social Survey and Research
Dr.R.N. Trivedi and Dr.D.P. Shukla	:	Research Methodology (College Book Depot Jaipur)

MA PUBLIC ADMINISTRATION - Paper-404 (A)
Rural Local Administration : With due reference to M.P.

OPTIONAL PAPER
GENERIC

CONTINUOUS ASSESSMENT: 40% AND END TERM ASSESSMENT: 60%

- Unit – I** Concept Meaning & Importance Of Rural Local Administration, Growth Of Rural 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 M.P. : early experiments, main feature of M.P. panchayati raj Adhiniyam 1993
- Unit – III** Patterns of panchayati raj in M.P.: Structure & functions of gram Sabha, gram Panchayat, janpad Panchayat and jila Panchayat their role in rural development in M.P.
- Unit – IV** Administration 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., problems of public participation and leadership, co- ordination in panchayati raj institutes in M.P. other role of political parties in panchayati raj , problems & suggestions to strength it. Organization & function of directorate of panchayati and rural development department

Books Recommended

- Hoshiar singh : Administration of rural development in India
Mohinder singh : Rural development administration
Tiwari : Rural development in India
S.M.shah : Rural development planning and reforms
S.N. Mishra : New horizons in rural development administration
Kurukshetra : A journal of rural development
Katar singh : Rural development, Principles , policy and management

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MA PUBLIC ADMINISTRATION - Paper-404 (B)

Human Resource Development

OPTIONAL PAPER

GENERIC

CONTINUOUS ASSESSMENT: 40% AND END TERM ASSESSMENT: 60%

- Unit-I** HRD Concept & Definition, Goals of HRD , Importance of HRD, History of HRD in India HRD Department and their Tasks, Qualities of HRD Professional, Present Status of HRD in India.
- Unit-II** Macro-Level Scenario Of Human Resource Planning, Concept And Process Of Human Resource Planning. Methods And Techniques Of Demand And Supply, Forecasting.
- Unit-III** Training and Development- Objective & Importance training-Concept Process, Methods, Managing Employee Relation 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 System, 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 & The Far East
- Coveling And Malier : Managing Human Resources
Beekhard : Organization Development
Bacon R.J. : Management Training – Aims And Methods

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