

FIRST SEMESTER

M.A. PUBLIC ADMINISTRATION – PAPER – 101

THEORIES & PRINCIPLES OF PUBLIC ADMINISTRATION

- 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 behavioural 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. White	:	Intro. To the study of Public Administration
E.N. Gladden	:	A History of Public Administration
A.R. Tyagi	:	Public Administration
Sharma & Sadana	:	Public Administration

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FIRST SEMESTER

M.A. PUBLIC ADMINISTRATION – PAPER – 102

PUBLIC PERSONNEL ADMINISTRATION

- Unit– I Concept, nature, scope, function and importance of public personnel administration bureaucracy: its nature and concept, recent trends, types, Weberian nature 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 service employees organization and representation, whitely council, right to strike political rights of civil servants.
- Unit– IV The Concept of civil services, development of civil services: role of civil services 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
Report of Pay-Commissions

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M.A. PUBLIC ADMINISTRATION – PAPER – 103

ELEMENT OF FINANCIAL ADMINISTRATION

- 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 types of budget: principles of 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

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| | : | Financial Administration in India |
| M.J.K. Thavaraj | : | Financial Administration in India |
| A.R. Tyagi | : | Public Finance |
| Sundram | : | Public Finance |
| Sacchidananda Mukherjee | : | Indian Public Finance and Financial Administration |
| A.R.C. Report of the Study Team of Finance of Administration | | |

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FIRST SEMESTER

M.A. PUBLIC ADMINISTRATION – PAPER – 104

CONSTITUTIONAL SYSTEM IN INDIA: I

- 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 and Subordinate Courts, appointments of Judges of the Supreme Court and the High Court.
- Unit– IV CAG (Comptroller and Auditor General of India), Attorney General, Advocate General and 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
- Granville Austin : Functioning of a Democratic Constitution
- W.H. Morris Johns : The Government and Politics in India
- Shiva Rao, B. : The Framing of Indian Constitution
- Arthur Berriedale Keith : Constitutional History of India
- Subhash Kashyap : Our Constitution
- Subhash Kashyap : Our Parliament
- D.D. Basu : Introduction of Indian Constitution

Dr. Tripathi

SECOND SEMESTER

M.A. PUBLIC ADMINISTRATION – PAPER – 201

ORGANISATION AND MANAGEMENT

- Unit– I Meaning, nature and significance of management, task of management : POSDCORB, management by objective (M.B.O.), management by exception (M.B.E.), science management (F.W. Taylor), public administration and management.
- Unit– II Tools of administrative management: decision making (contribution of Herbert Simon), leadership, communication, morals, 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 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

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| M.B. 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. | : | Ogranizational Management |
| Luthans, Fred | : | Organization Behaviour |
| Redden W.J. | : | Management Effectiveness. |

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M.A. 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 suggestion 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 M.P., 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

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M.A. PUBLIC ADMINISTRATION – PAPER – 203

COMPARATIVE & DEVELOPMENT ADMINISTRATION

- Unit– I Comparative Public Administration: Concept, Nature, Scope, Evaluation, Significance, Public Administration and Environment.
Theories and Models of Comparative Public Administration: Contribution of Ferd Rigges 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

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| 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. |

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M.A. PUBLIC ADMINISTRATION – PAPER – 204

CONSTITUTIONAL SYSTEM IN INDIA:II

- Unit– I Parliament: Lok Sabha and Rajya Sabha, structure and functions, 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 formulation of a Act in the Parliament and Legislative Assembly respectively and their comparison.
- Unit– IV The Federal System: Distribution of legislative, Executive Financial and administration powers, Inter-state Relation Emergency Provision: Articles 352 and 356, Judicial Activisms Relevance of the present constitution Reforms.
- Unit– V Human Rights: The international covenant on civil political rights, the International covenant on economics, Social and cultural Rights. National Human Rights Commission. Structure & Function, MP Human Rights commission. Structure & function.

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 : Constitution History of India

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THIRD SEMESTER

M.A. PUBLIC ADMINISTRATION – PAPER – 301

PUBLIC ADMINISTRATION IN INDIA

- 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.V. Pyle : Constitutional Government in India
Hoshiar Singh : Public Administration in India : Theory & Practice
Sthi A. : Central Administration
Ey & Sharma H. : Public Administration in India
W.H. Morris : The Government & Politics of India

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THIRD SEMESTER

M.A. PUBLIC ADMINISTRATION – PAPER – 302

ADMINISTRATIVE THOUGHT

- Unit– I Evaluation of administrative thought in India: Manu, Kautilya, Sukra, Vidhur and Kmandhak.
- 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

- D. Ravindra Prasad : Administrative Thinker
- Nisha Ali : Administrative Thinker
- S. George : History of Management Thought
- Derek Pugh : Organization Selected Reading
- U.N. Ghoshal : History of Indian Political Ideas
- Ranjan Singh : Administrative Thinkers
- V.P. Verma : Modern Indian Social & Political Thought

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THIRD SEMESTER

M.A. PUBLIC ADMINISTRATION – PAPER – 303

SOCIAL WELFARE ADMINISTRATION

- 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 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 M.P.
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 OBC's.
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.
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 Friendlander	:	Introduction to Social Welfare
V. Jagannadham	:	Social Welfare Organization
Falter A. Friendandev	:	Concept and Methods of Social Work
T.S. Samey	:	Principles of Social Administration
V.M. Kulkarni	:	Essay in Social Administration
R. Clayde White	:	Indian Journal of Social Work

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THIRD SEMESTER

M.A. PUBLIC ADMINISTRATION – PAPER – 304

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 Scenario 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 Concept, 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

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FOURTH SEMESTER

M.A. PUBLIC ADMINISTRATION – PAPER – 401

LOCAL ADMINISTRATION

- Unit- I 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.
- 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, janpad Panchyat, Zila Panchyat (with reference to MP) their role in development main feature 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 of 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

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FOURTH SEMESTER

M.A. PUBLIC ADMINISTRATION – PAPER – 402

DEVELOPMENT ADMINISTRATION in Indian Perspectives

- Unit– I Development administration: Concept, Meaning, nature and scope; Development administration and traditional administration. Characteristics of administration in development and developing countries.
- Unit– II Planning: Projects and Plan formulations; Plan implementation and evaluation.
- Unit– III Bureaucracy and development administration: Role of bureaucracy in Plan formulations and its implementation, Development administration - interaction between bureaucracy and Citizens. Peoples participation in development.
- Unit– IV Development administration: Interaction among Bureaucrats, Politicians, Technocrats, Social Scientists, Educationists and Journalists.
- Unit– V 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
Henson, AH	:	Public Enterprises and Economic Development
Khera, SS	:	Government in Business
Chaturvedi, TN	:	Comparative and Development Administration

Chaturvedi

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FOURTH SEMESTER

M.A. PUBLIC ADMINISTRATION – PAPER – 403

METHODS AND TECHNIQUES & RESEARCH STABLISH

- Unit– I Meaning, nature and scope of social research, motivating factor and by 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 study of value. Formulation of research problem: research designs, concept hypothesis.
- Unit– III Source of data with special reference to primary and secondary data, select universes and various procedures of sampling, observation, questioner schedules and interviews.
- Unit– IV Nature of study: panel study, case study, area studies, concept of property coding, tabulation and classification, report writing, theory building in administration.
- Unit– V Data analysis: statical method, their meaning, significance, process and limitation. Measure of central tendency (mean, median and mode). Mearsure 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. Kothari	:	Research Methodology
S.R. Bajpai	:	Methods of Social Survey and Research

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RURAL LOCAL ADMINISTRATION : WITH DUE

REFERENCE TO M.P.

- Unit- I Concept, Meaning and 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 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 Panchayati Raj Institutes in M.P., Problem of Public participation and Leadership, Co-ordination in Panchayati Raj Institutes in M.P.. other Role in Political Parties in Panchayati Raj, Problems and Suggestion to strength it.
- Organisation and Function of Directorate of Panchayat and Rural Development Department.

Books Recommended

- H Singh : Administration of Rural Development in India
Mahinder Singh : Rural Development Administration
A.K. Tiwari : Rural Development in India
S.M. Shah : Rural Development Planning and Reforms
S.N. Mishra : New Horizons in Rural Development Administration
Kumar Singh : Rural Development, Principles, Policies and Management
Kurukshetra : A Journal 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 : Experience
- Unit- II HRD and the Supervisory Position : Line Managers and H.R.D., Task analysis, Motivational issues and aspect, Development supervision, Counselling and Monitoring.
- Unit- III Comparative Study of H.R.D. Experience :
H.R.D. : Overview in government and public system, HRD for Health and Family Welfare, HRD in Other Sector (Defence, Police, Voluntary organization, and Panchayati Raj Institution.)
- Unit- IV HRD in Service Industry, Comparative H.R.D. International Experiences. HRD for worker, 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

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| Rao, T.V. and Abraham E | : | HRD Practices in Indian Industries: A trend Report |
| Santhanam, M. | : | Development of Human Resources |
| Sharma, A.K. | : | Some issues in Management Development |
| M.N. | : | Executive Development in the Public Sector |

GROUP-D**3. 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 Confluences (Indian Scenario)
- Unit- II Evolution of Municipal Government in India Bombay, Delhi and Calcutta Municipal Corporation, Main Feature of 74th Constitutional Amendment.
- Unit- III Evaluation of Municipal Government in M.P. Early Structure, Structure and Function of Urban Local Government in M.P. After 74th Constitutional Amendment, Municipal Corporation, Municipal Council and Nagar Panchayat.

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