

Jiwaji University, Gwalior
Unified Syllabus for Universities/Colleges (Madhya Pradesh)
M.A. – 2 Year PG Programme in Public Administration
(As per guidelines of Higher Education Department, M.P.)

Scheme B-3 (For Non-Practicum Courses)

Semester - I					
Core papers – 5 Credits for each paper					
Course Code	CC-11	CC-12	CC-13	CC-14	Internship/ Apprenticeship/ Seminar + 2 Credits
Courses	Theories and Principles of Public Administration	Public Personnel Administration	Elements of Financial Administration	Constitutional System in India-I	
Courses Level	400	400	400	400	Total Credits = 22
Semester -II					
Course Code	CC-21	CC-22	CC-23	CC-24	Internship/ Apprenticeship/ Seminar + 2 Credits
Courses	Organization & Management	Personnel Administration in India	Comparative & Development Administration	Constitutional System in India-II	
Courses Level	400	400	400	400	Total Credits = 22
Note: Students who exit at the end of 1st year shall be awarded a Postgraduate Diploma.					
Semester - III					
Course Code	CC-31 5-Credits	CC-32 5-Credits	CC-33 5-Credits	CC-34 5-Credits	Seminar /Research Thesis/Project/ Patent OR VAC(CHM/EESC) + 2 Credits
Courses	Public Administration in India	Administrative Thought	Social Welfare Administration	Rural Development Administration	
Courses Level	500	500	500	500	Total Credits = 22
Semester -IV					
Course Code	CC-41 5-Credits	CC-42 5-Credits	CC-43 5-Credits	CC-44* 5-Credits	Seminar /Research Thesis/Project/ Patent OR VAC(CHM/EESC) + 2 Credits
Courses	Local Administration	Development Administration: Indian Perspective	Methods & Techniques of Research & Statistics	Rural Local Administration with due Referenceto M.P.	
Courses Level	500	500	500	500	Total Credits = 22

te:-

- Students having 4-Year Under graduate Degree (Honours/Honours with Research) are eligible for entry/admission in the semester-III of 2 year PG programme, having 3 Options
- (a) Option 1: Only Course Work – Dissertation allowed in lieu of CC-44*
- (b) Option 2: Course Work & Research Work - Under this Students will have choice to opt Research thesis/Project/Patents (Internal or External for total 22 Credits in Semester IV of 2 year PG programme.
 - (C) Option 3: Only Research Work in 3rd and 4th Semester of 2 year PG programme. Total Credits = 22 in each Semester.

Paik V
RTH
m
OP

Part A Introduction

Programme : 2 Year PG Programme	Class :M. A. (Public Administration)	Year :Second Semester- III	Session : 2025-26
------------------------------------	--	-------------------------------	-------------------

Subject- PUBLIC ADMINISTRATION

1	Course Code :	CC-31	
2	Course Title :	Public Administration in India	
3	Course Type(Core Course/ Elective/Generic Elective/ Vocational....)	Core Course	
4	Pre-Requisite (If any)	1.Passed BA Honours or BA Honours with Research in Public Administration as per NEP 2020. Or 2.Passed Post Graduate Diploma Course in Public Administration	
5	Course Learning Outcome (CLO)	1. Explain evolution of Indian administration in India's various historical periods. 2. Describe and understand administrative setup at Union level. 3. Describe and understand administrative set up at state level with reference to Madhya Pradesh. 4. Understand the relationship between Central and state governments in administrative terms from various aspects. 5.Explain and understand challenges and issues in administration and provisions and efforts to deal with them.	
6	Credit Value	5	
7	Total Marks	Max. Marks:40+60	Min. Passing Marks:40

Part B Content of the Course

Total No. of Lectures - Tutorials- Practical (In hours per week): L-T-P:

Unit	Topics	No. of Lectures (1 Hour Each)
I	Evolution of Indian administration- Kautilya, Mughal period, British period, central state relation- legislative, administrative and financial. Keywords- Indian administration-Kautilya, Mughal period, British period Activity-Organizing a debate and discussion on Arthashastra with reference to administrative system.	15
II	Political executive at the union level: President, Prime Minister, Council	

Ppt

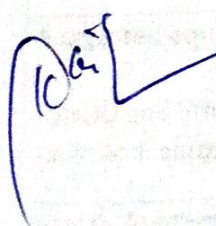
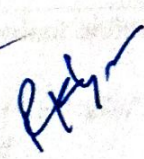
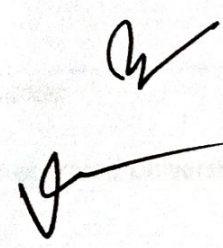


Paal

Ch

V

Sh

	<p>of Ministers, and Cabinet Committee. Structure of central administration: central secretariat-home ministry, structure, function and its role., cabinet secretary, cabinet committees, Prime Minister Secretariat. relationship between Political and permanent executive.</p> <p>Keywords- Political executive, central administration</p> <p>Activity-Arrange a Panel discussion on relation between Political & Permanent executive, relationship between Headquarters and Field Agencies in M.P.</p>	15
III	<p>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.</p> <p>Keywords- State administration, Governor, Chief Minister</p> <p>Activity- Assignment/Presentation</p>	15
IV	<p>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. Public participation in administration.</p> <p>Keywords- state & central government, Public participation</p> <p>Activity-Organizing Seminar on relation between Central & State Government with reference to M.P., disaster management system in M.P.</p>	15
V	<p>Issue areas in administration: Redressal of citizen's grievances, Lokpal and lokayukta, corruption in administration: cases and remedies, Central Vigilance Commission. Disaster Management. Indian administration and globalization, movement of administrative reforms in India.</p> <p>Keywords- citizen's grievances, CVC, Disaster Management, administrative reforms</p> <p>Activity- Field visit/invited lectures.</p>	15
	Total Lectures	75

Part C – Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings:

- Maheshwari S.R. : Administrative Thinkers, New Delhi, Macmillan, 2003.
Jain R.B. : Administrative State, New Delhi, Gitanjali Publishing House, 1985
Pyle M.B. : Constitutional Government in India
Singh Hoshier & Singh D.P. : Indian Administration: Current Issues and Problems, Jaipur: Aalekh Publishers, 1990.
Avasthi Pvt. : Central Administrative, Tata McGraw Hill, Publishers Co. Ltd. 1988, New Delhi.
Dubey & Sharma H. : Public Administration in India
Morris-Jones, W.H. : The Government and Politics in India, Bombay: B.I. Publishing 1971.
Laxmikant M. : Indian Polity (Tata McGraw-Hill Publishing Company Limited New Delhi)
Dr. Fadia B.L. : Indian Government and Politics, Agra: Sahitya Bhawan, 1992
Dr. Prasad Singh Beerkeswar : Public Administration (Revised Addition) Gyanda Publication, New Delhi
Singh Hoshier & Singh Mohinder : Public Administration in India: Theory & Practice, New Delhi; Sterling Pub., Reprint, 1990
Bhambri C.P. : Public Administration in India, Delhi, Vikas 1973.
Bhaskara Rao V. and : Parliamentary Democracy in India: Trends and Issues, Delhi, Mittal Pub. 1987
Venkateswarlu b. (ed.)

Suggested Digital Platforms/ weblink:

<https://egyankosh.ac.in/>
<https://www.nios.ac.in/>
<https://www.inflibnet.ac.in/>

Suggested equivalent online courses:

IGNOU and other Centrally/State operated Universities ; MOOC platforms such as 'SWAYAM' in India and abroad

Part D- Assessment and Evaluation

Suggested Evaluation Methods: Seminar, Class TEST, Group Discussion, Appropriate Weightage of Attendance in the class.

Maximum Marks: 100

CCE-40 Marks, University Exam Marks-60

Rpt

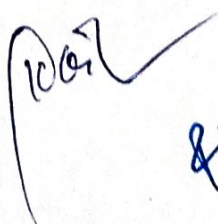
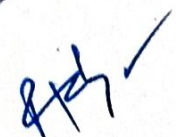
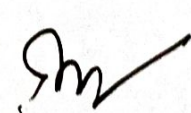



10/02

Handwritten signature

Handwritten signature

Handwritten signature

Internal assessment: CCE	Class test, Assignment/ presentation	40
External Assessment: University Exam Section Time: 03:00 Hours	SECTION (A) Objective Type/very short Questions- 5($5 \times 1 = 5$) SECTION (B) Short Questions-5 ($5 \times 3 = 15$) (With internal choice) Section (C): Long Questions-5($5 \times 8 = 40$) (With internal choice)	60
Any remarks/suggestions:		

Part A Introduction

Programme : 2 Year
PG Programme

Class : M. A. (Public
Administration)

Year : Second
Semester-III

Session : 2025-26

Subject- PUBLIC ADMINISTRATION

1	Course Code :	CC-32	
2	Course Title :	Administrative Thought	
3	Course Type(Core Course/ Elective/Generic Elective/ Vocational....)	Core Course	
4	Pre-Requisite (if any)	1.Passed BA Honours or BA Honours with Research in Public Administration as per NEP 2020. Or 2.Passed Post Graduate Diploma Course in Public Administration	
5	Course Learning Outcome (CLO)	1. Students will have an idea of administrative thoughts of ancient Indian thinkers. 2. They will have knowledge about the ideas of Western administrative thinkers. 3. They will be able to compare the administrative ideas of Western and Indian thinkers. 4. They will be able to relate India's current administrative set up with the administrative ideas of these thinkers.	
6	Credit Value	5	
7	Total Marks	Max. Marks:40+60	Min. Passing Marks:40
Part B Content of the Course			
Total No. of Lectures - Tutorials- Practical (in hours per week): L-T-P:			
Unit	Topics	No. of Lectures (1 Hour Each)	
I	Traditional Indian Administrative thought, Manu, Kautilya, Sukra, Vidhur.	15	
	Keywords-Traditional Indian Administrative thought		
	Activity-Organizing debate and discussion on Ancient Administrative thought of Manu and Kautilya.		
II	Western Administrative Thought: Woodrow Wilson, F.W. Taylor, Henry Feyol, Max Weber, L. Gullick and L. Urwick.	15	
	Keywords- Western Administrative Thought		

Handwritten signature

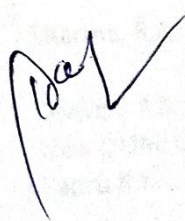
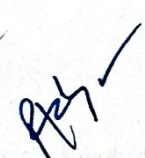
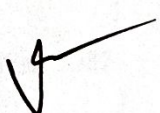
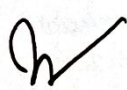


Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

	Activity- Special lecture on Philosophical foundations of various administrative thoughts.	
III	M.P. Follet, Elton Mayo, Herbert Simon, C. Barnard.	15
	Keywords- Elton Mayo, Herbert Simon	
	Activity- Organizing group discussion on decision making Process of Herbert Simon.	
IV	Maslow, C. Argyris, F. Likert, F. Herzberg, Douglas, McGregor.	15
	Keywords- Maslow	
	Activity- Panel discussion on critically Behavioural & motivational theories	
V	Karl Marx, Yehezkel Dror, Fred Riggs, M.K. Gandhi.	15
	Keywords- Marks, Riggs, Gandhi	
	Activity-Interacting Classroom Teaching.	
	Total Lectures	75

Part C – Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings:

Prasad, Prasad & Satyanarayan	:	"Administrative Thinkers" , Sterling Publishing House, New Delhi.(English/Hindi)
Shamsun Nisha Ali	:	Administrative Thinker
George C.S.	:	History of Management Thought
Pugh D.S.	:	Organization Selected Reading
Ghoshal V.N.	:	History of Indian Political Ideas
Ranjan Singh Rajeev	:	Administrative Thinkers
Verma V.P.	:	Modern Indian Social & Political Thought
Dubey R.K.	:	Modern Public Administration
Dr. K.Singh Umesh & Dr. K.Singh Sanjay:	:	Ancient & Modern administrative thinkers
Dr. Kataria Surendra	:	administrative thinkers (National Publishing House Jaipur & Delhi)
Sharma Manoj	:	Administrative thinkers (Anmol Pub.)
Maheshwari SR.	:	Administrative thinkers
Likert, K.	:	New Patterns of Management, New York: McGraw Hill, 1961.
Etzioni A.	:	Modern Organisation, New Delhi: Prentice Hall of India,1981 (5th Edition).
Sharma, R.A.	:	Organisational Theory and Behaviour, New Delhi: Tata McGraw Hill Pub. Co. 1985.
Dwivedi R.S.	:	Human Relations and Organisational Behaviour,
New Delhi, Oxford and IBH Pub. 1987	:	
Sapru R.K.	:	Theories of Administration, New Delhi: S. Chand & Co. Ltd. 1996
Mathew MJ	:	Organisation, Theory and Behaviour, Jaipur: RBSA Pub. SMS Highway
Minto M.R.,	:	Management Thinkers, New Delhi: Allied Pub. Ltd. 1989.

Suggested Digital Platforms/ weblink:

<https://egyankosh.ac.in/>
<https://www.nios.ac.in/>
<https://www.inflibnet.ac.in/>

Suggested equivalent online courses:

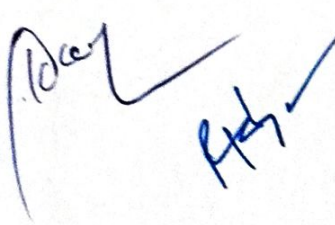




IGNOU and other Centrally/State operated Universities ; MOOC platforms such as 'SWAYAM' in India and abroad

Part D- Assessment and Evaluation

[Handwritten signatures and marks are present below the Part D header.]

Suggested Evaluation Methods: Seminar, Class TEST, Group Discussion, Appropriate Weightage of Attendance in the class.
 Maximum Marks: 100
 CCE-40 Marks, University Exam Marks-60

Internal assessment: CCE	Class test, Assignment/ presentation	40
External Assessment: University Exam Section Time: 03:00 Hours	SECTION (A) Objective Type/very short Questions- 5($5 \times 1 = 5$) SECTION (B) Short Questions-5 ($5 \times 3 = 15$) (With internal choice) Section (C): Long Questions-5($5 \times 8 = 40$) (With internal choice)	60
Any remarks/suggestions:		

Part A Introduction			
Programme : 2 Year PG Programme	Class :M. A. (Public Administration)	Year :Second Semester-III	Session : 2025-26
Subject- PUBLIC ADMINISTRATION			
1	Course Code :	CC-33	
2	Course Title :	Social Welfare Administration	
3	Course Type(Core Course/ Elective/Generic Elective/ Vocational....)	Core Course	
4	Pre-Requisite (if any)	1.Passed BA Honours or BA Honours with Research in Public Administration as per NEP 2020. Or 2.Passed Post Graduate Diploma Course in Public Administration	
5	Course Learning Outcome (CLO)	1. Explain and understand social administration and its methods. 2. Students will be able to know how social welfare administration is ensured and the problems it faces in India at Central , state and local level with reference to M.P. 3. Familiarise them with social welfare provisions in the constitution of India for weaker sections of the country and their evaluation. 4. Understand social legislation and social policy and their related aspects. 5. Understand need,scope and evaluation of social planning in India.	
6	Credit Value	5	
7	Total Marks	Max. Marks:40+60	Min. Passing Marks:40
Part B Content of the Course			
Total No. of Lectures - Tutorials- Practical (in hours per week): L-T-P:			
Unit	Topics	No. of Lectures (1 Hour Each)	
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. Keywords- Social Administration, community organization	15	

	Activity-Organizing debate and discussion on Introduction to legacy of "VasudhaivaKutumbakam" and present Principles of Social Welfare Administration.	
II	<p>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 and 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.</p> <p>Keywords- Social welfare administration, child and women welfare</p> <p>Activity- Interacting Classroom Teaching.</p>	15
III	<p>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.</p> <p>Keywords-Constitutional provisions, SC/ST/OBC, minorities</p> <p>Activity- Assignment/Presentation.</p>	15
IV	<p>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. welfare scheme for vulnerable sections of the population by the centre and states.</p> <p>Keywords- Social Policy, Social legislation</p> <p>Activity-Group discussion on Social Policy and Social legislation System in M.P.</p>	15
V	<p>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.</p> <p>Keywords- Social Planning, non- government agencies, social administration</p> <p>Activity-Case study on Role of Voluntary Organizations in M.P.</p>	15
	Total Lectures	75

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

Part C – Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings:

- Samey T.S. : Principles of Social Administration
Kulkarni B.M. : Essay in Social Administration
Claude R.White : Indian journal of social work
Kataria Surendra : Social Administration (Hindi), RBSA Publishers, SMS High Way, Jhaipur, 2002.
Barthwal C.P. (Ed.), : Social Justice in India, Bharat Book Centre, 17, Ashok Marg, Lucknow, 1998
Sachdeva D.R. : Social Welfare Administration (English and Hindi), Kitab Mahal, Allahabad, 2004
March C. Davis : An Introduction to Social Administration, Routledge and Kegan Paul, London, 1965
Kulkarni P.D. : Centre Social Welfare Board, New Delhi: Asia Publishing House, 1961.
Jagannathan V. : Social Welfare Organisation, New Delhi, IIPA 1966.
Goel S.L. and Jain R.K. : Social Welfare Administration, vol. I, New Delhi: Deep & Deep, 1988

Suggested Digital Platforms/ weblink:

<https://egyankosh.ac.in/>
<https://www.nios.ac.in/>
<https://www.inflibnet.ac.in/>

Suggested equivalent online courses:

IGNOU and other Centrally/State operated Universities ; MOOC platforms such as 'SWAYAM' in India and abroad

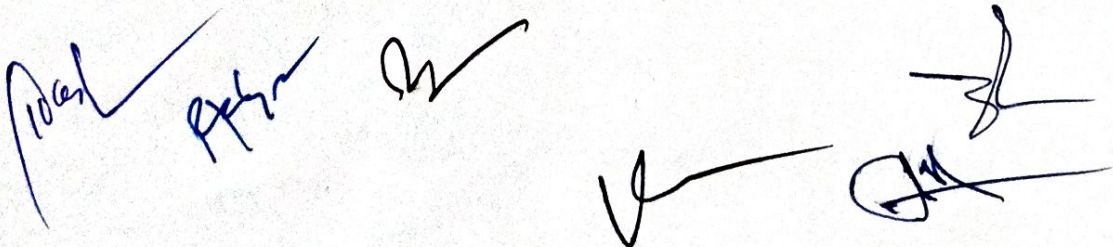
Part D- Assessment and Evaluation

Suggested Evaluation Methods: Seminar, Class TEST, Group Discussion, Appropriate Weightage of Attendance in the class.

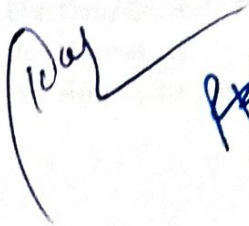
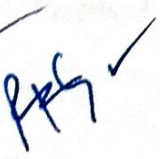
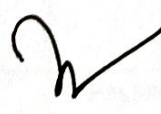



Maximum Marks: 100

CCE-40 Marks, University Exam Marks-60

Internal assessment: CCE	Class test, Assignment/ presentation	40
-----------------------------	--------------------------------------	----

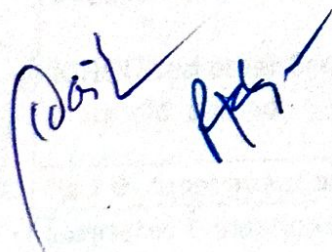
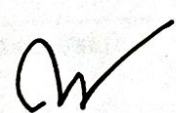
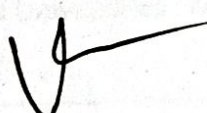
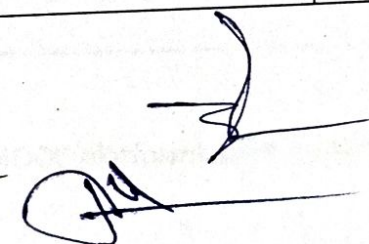


External Assessment: University Exam Section Time: 03:00 Hours	SECTION (A) Objective Type/very short Questions- 5(5×1=5) SECTION (B) Short Questions-5 (5×3=15) (With internal choice) Section (C): Long Questions-5(5×8=40) (With internal choice)	60
Any remarks/suggestions:		

Part A Introduction			
Programme : 2 Year PG Programme	Class :M. A. (Public Administration)	Year :Second Semester-III	Session : 2025-26
Subject- PUBLIC ADMINISTRATION			
1	Course Code :	CC-34	
2	Course Title :	Rural Development Administration	
3	Course Type(Core Course/ Elective/Generic Elective/ Vocational....)	Core course	
4	Pre-Requisite (if any)	1.Passed BA Honours or BA Honours with Research in Public Administration as per NEP 2020. Or 2.Passed Post Graduate Diploma Course in Public Administration	
5	Course Learning Outcome (CLO)	1. Students will be able to comprehend various concepts, approaches and administrative set up of rural development in India. 2. They will get to know of various schemes of rural development and their contribution in people's lives. 3. Explain the relationship between agriculture and rural development. 4. Explain the relationship between co-operatives and rural development. 5. Students will be able to understand co-operative administration at Centre, state and local level with special reference to M.P.	
6	Credit Value	5	
7	Total Marks	Max. Marks:40+60	Min. Passing Marks:40
Part B Content of the Course			
Total No. of Lectures - Tutorials- Practical (in hours per week): L-T-P:			
Unit	Topics	No. of Lectures (1 Hour Each)	
I	Concept and Details of Rural Development: Concept of Rural Development and Approaches of Rural Development, Administrative Machinery for Rural Development at National, State, District and Block Level.	15	
	Keywords- Rural Development, Administrative Machinery		
	Activity-Organizing debate and discussion on Administrative Machinery for Rural Development in M.P.		

II	<p>Various Scheme of Rural Development: MGNREGA (Mahatma Gandhi National rural Employment Guarantee Act 2005), PMGSY (Pradhan Mantri Gram 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.</p> <p>Keywords-MGNREGA, PMGSY, Tribal Development</p> <p>Activity- Seminar on Forest Rights Act 2006 for Tribals with reference to M.P.</p>	15
III	<p>Agriculture & Rural Development:, Deen Dayal Antyodaya Yojana – NRLM (National Rural Livelihoods Mission), rural energy Program Role of District Industry Centre, Rural Industrialization. Ministry of Rural Development- organization & functions, IT & rural Development.</p> <p>Keywords- Agriculture & Rural Development, , Rural Industrialization</p> <p>Activity-Group discussion on Deen Dayal Antyodaya Yojana, Rural Industrialization.</p>	15
IV	<p>Cooperative and Rural Development: concept of Cooperative Principles and forms of cooperatives. The Role of Cooperatives. The cooperatives Movement in India.</p> <p>Keywords- Cooperative and Rural Development, cooperativeMovement</p> <p>Activity- Assignment/Presentation</p>	15
V	<p>Cooperative Administration at the Centre, State and Local Levels: Relation Between Rural Local Bodies, Madhya Pradesh Co-operative Society Act 1960, Cooperative Banks:NABARD, Apex Bank, Land Development Bank and Regional Rural Bank of M.P.</p> <p>Keywords- Cooperative Administration, CooperativesBanks, Regional Rural Bank</p> <p>Activity-Organizing a workshop on Cooperative movements in M.P. , M.P. Cooperative Society Act 1960.</p>	15
	Total Lectures	75

Part C – Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings:

- | | | |
|-----------------|---|--|
| Singh Mohinder | : | Rural development administration |
| Shah S.M. | : | Rural development planning and reforms |
| Mishra S.N. | : | new horizons in rural development administration |
| Dr.Pant D.C. | : | Rural development in India |
| SourathVivek | : | Dynamics of Rural Development Vol. II (Dominant Publishers & Distributors) |
| Maheshwari S.R. | : | Local Government in India, New Delhi: Origin Longman 1984. |
| Bhatnagar | : | Rural Development in India, New Delhi: Light and Life Publishers, 1978 |
| Singh Hoshier | : | Rural Development in India, Jaipur: Printwell Publishers, 1985 |
| Mishra S.N. | : | New Horizons in Rural Development Administration, New Delhi: Mittal Publications, 1989 |
| Desai Vasant | : | Fundamentals of Rural Development: A Systems Approach, New Delhi: Himalaya Publishing House, 1991. |
| Khanna B.S. | : | Rural Development in India, New Delhi: Deep & Deep 1992 |
| Publications, | : | Concept and Strategy of Rural Industrial Development, New Delhi: M.D. Publications, 1995 |
| Malik A.S. | : | Rural Development in India, A Public Policy Approach, New Delhi: Sage Publications, 1985. |
| Maheshwari S.R. | : | |

Suggested Digital Platforms/ weblink:

<https://egyankosh.ac.in/>
<https://www.nios.ac.in/>
<https://www.inflibnet.ac.in/>

Suggested equivalent online courses:

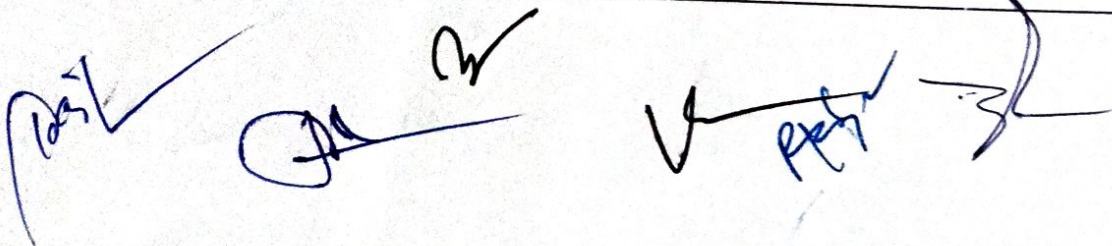
IGNOU and other Centrally/State operated Universities ; MOOC platforms such as 'SWAYAM' in India and abroad

Part D- Assessment and Evaluation



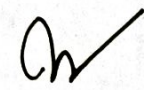
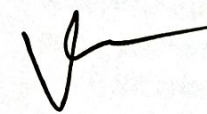

Suggested Evaluation Methods: Seminar, Class TEST, Group Discussion, Appropriate Weightage of Attendance in the class.

Maximum Marks: 100

CCE-40 Marks, University Exam Marks-60



Internal assessment: CCE	Class test, Assignment/ presentation	40
External Assessment: University Exam Section Time: 03:00 Hours	SECTION (A) Objective Type/very short Questions- 5(5×1=5) SECTION (B) Short Questions-5 (5×3=15) (With internal choice) Section (C): Long Questions-5(5×8=40) (With internal choice)	60
Any remarks/suggestions:		

Part A Introduction			
Programme : 2 Year PG Programme	Class :M. A. (Public Administration)	Year :Second Semester-IV	Session : 2025-26
Subject- PUBLIC ADMINISTRATION			
1	Course Code :	CC-41	
2	Course Title :	Local Administration	
3	Course Type(Core Course/ Elective/Generic Elective/ Vocational....)	Core Course	
4	Pre-Requisite (if any)	Successful completion of First semester of 1 year postgraduate programme in Public Administration or the Third semester of the two year post graduate programme in Public Administration.	
5	Course Learning Outcome (CLO)	1. Understand basics of local self government and its evaluation in ancient, medieval and modern India. 2. Explain and understand urban local self government in India with special reference to M.P, Bihar, UP Rajasthan. 3. Analyse the growth of rural administrative institutions in India. 4. Describe,understand and evaluate Panchayati Raj-Relationship of local bodies with other administrative units with special reference to M.P. 5. Students will be able to know the features of local government in various countries.	
6	Credit Value	5	
7	Total Marks	Max. Marks:40+60	Min. Passing Marks:40
Part B Content of the Course			
Total No. of Lectures - Tutorials- Practical (in hours per week): L-T-P:			
Unit	Topics	No. of Lectures (1 Hour Each)	
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.	15	
	Keywords-Local Administration, Democratic Decentralization		

	Activity- Role play of Ancient Assemblies: Organize a role play where students simulate the democratic decentralization process in an Ancient Indian Sabha or Samiti, Chola dynasty, Gupta dynasty.	
II	<p>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), AMRUT cities.</p> <p>Keywords- Urban Local Self Government, 74th Constitutional Amendment</p> <p>Activity-Organizing debate and discussion on Urban development before 74th constitutional amendment and after 74th amendment with reference to M.P.</p>	15
III	<p>Growth of Rural Administrative Institution In India, Early Experiments, Structure Function, Power And Role Of Gram Sabha, Gram Panchayat, Janpad Panchayat, Zila Panchayat (With Reference To MP). Their Role In Development main features of 73rd Constitutional Amendment (With Reference To All States).</p> <p>Keywords- Gram Sabha, 73rd Constitutional Amendment</p> <p>Activity- Seminar on Rural development before 73th constitutional amendment and after 73th amendment with reference to M.P.</p>	15
IV	<p>The Problem of Panchayati Raj, (With Special Reference to M.P). District Government and Local Bodies. The Role of Collector in Local Bodies. 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 Strengthen Its. Local Civil Services and Public Relation, Politics & Administration with Special reference to city Management.</p> <p>Keywords- Panchayati Raj, Local Bodies, city Management</p> <p>Activity- Field trip to Gram Panchayat in M.P.</p>	15
V	<p>Main Features of Local Government In Different Countries: UK, USA And France. Organization and Function.</p> <p>Keywords- Local Government In Different Countries</p> <p>Activity- Assignment/Presentation</p>	15
	Total Lectures	75

Handwritten signatures and initials are present at the bottom of the page, including a large signature on the left, a checkmark-like mark in the center, and several other scribbles on the right.

Part C – Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings:

- Tinker H. : Foundation of Local Self & Government in India, Pakistan and Verma (Myanmar)
- Chauhan A.P.S, Singh Satyendra : local Self Government in Madhya Pradesh (Y. K. Publishers Agra)
- Dr. Chopra Saroj Bala : local Administration Rajasthan Hindi Granth Academy Jaipur
- Sharma, M.P : Local Self Government in India, Kitab Mahal, Allahabad
- Sachdeva, Pradeep : Local Government in India, Pearson Publication, Delhi.
- Sachdeva, Pradeep : Urban Local Government and Administration in India, Kitab Mahal, New Delhi
- Sharma, Manoj : Local Government: Rural and Urban, Anmol Publishers, New Delhi.
- Maheshwari, S.R. : Local Government in India, Lakshmi Narain Agrawal, Agra.
- Jayal A. Prakash : Local Governance in India: Decentralization and Beyond, Oxford University Press, New Delhi
- Mishra, S.N. : New Panchayti Raj in Action (Experience of Madhya Pradesh), Mittal

Suggested Digital Platforms/ weblink:

<https://egyankosh.ac.in/>
<https://www.nios.ac.in/>
<https://www.inflibnet.ac.in/>

Suggested equivalent online courses:

IGNOU and other Centrally/State operated Universities ; MOOC platforms such as 'SWAYAM' in India and abroad

Part D- Assessment and Evaluation

Suggested Evaluation Methods: Seminar, Class TEST, Group Discussion, Appropriate Weightage of Attendance in the class.

Maximum Marks: 100

CCE-40 Marks, University Exam Marks-60

Internal assessment: CCE	Class test, Assignment/ presentation	40
-----------------------------	--------------------------------------	----

External Assessment:
University Exam Section
Time: 03:00 Hours

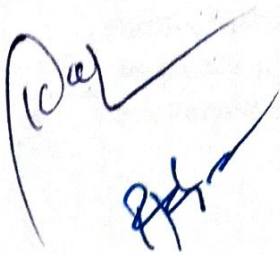
SECTION (A) Objective Type/very short Questions-
5(5×1=5)

SECTION (B) Short Questions-5 (5×3=15)
(With internal choice)

Section (C): Long Questions-5(5×8=40)
(With internal choice)

60

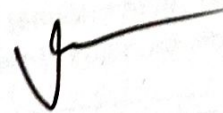
Any remarks/suggestions:





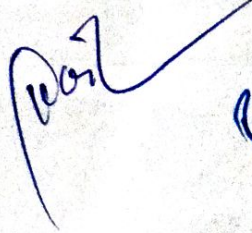
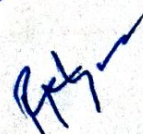
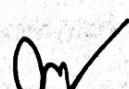
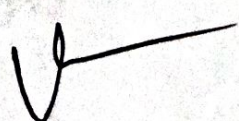

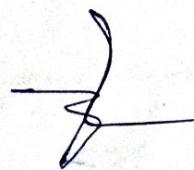






Part A Introduction			
Programme : 2 Year PG Programme	Class :M. A. (Public Administration)	Year :Second Semester-IV	Session : 2025-26
Subject- PUBLIC ADMINISTRATION			
1	Course Code :	CC-42	
2	Course Title :	Development Administration: Indian Perspective	
3	Course Type(Core Course/ Elective/Generic Elective/ Vocational....)	Core Course	
4	Pre-Requisite (if any)	Successful completion of first semester of 1 year postgraduate programme in Public Administration or the Third semester of the two year post graduate programme in Public Administration	
5	Course Learning Outcome (CLO)	1. Understand and explain development administration and its related concepts; difference between development administration and traditional administration. 2. Understand planning, its formulation, implementation and its evaluation. 3. Explain relationship between people's participation and development administration and other stakeholders of society. 4. Understand sustainable development and its various study approaches, UN SDGs; critical analysis of modern growth model. 5. Understand and explain development administration in India; role of various institutions/ agencies in this regard with special reference to M.P.	
6	Credit Value	5	
7	Total Marks	Max. Marks:40+60	Min. Passing Marks:40
Part B Content of the Course			
Total No. of Lectures - Tutorials- Practical (in hours per week): L-T-P:			
Unit	Topics	No. of Lectures (1 Hour Each)	
I	Development Administration: concept, Meaning, Nature and Scope: Development Administration and Traditional Administration; Characteristics of Administration in Developed and Developing Countries.	15	

	Keywords-Development Administration, Traditional Administration	
	Activity- Assignments	
II	<p>Planning: Projects and Plan formulation, Plan implementation and Evaluation.</p> <p>Development Administration; Emergence of Non-State actors in Development Administration; Public-Private Partnerships; Corporate Social Responsibility, Human Development Indicators and Social Audit.</p> <p>Keywords- Planning, Non-State actors, PPP, CSR,HDI ,Social, Audit</p> <p>Activity-Organizing debate and discussion on Public Private Partnership, Corporate Social Responsibility and Social Audit.</p>	15
III	<p>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. Development Administration: Interactions among Bureaucrats, Politicians, Technocrats, Social Scientists, Educationists and Journalists.</p> <p>Keywords-Bureaucracy, People's Participation</p> <p>Activity-Interacting Classroom Teaching.</p>	15
IV	<p>Sustainable Development: Meaning, Objectives, Features and guiding principles. Origin of Sustainable Development and its various study approaches. Sustainable Development Goals (SDGs) (2015) and measures for their implementation in India. Sustainable and Non-sustainable Activities. Critique of growth model - Industrialisation, Urbanisation, Resource utilisation, Inequities.</p> <p>Keywords- Sustainable Development,SDGs, Resource utilisation</p> <p>Activity-Group discussion on Sustainable Development Goals.</p>	15
V	<p>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 NITI Aayog in Development.</p> <p>Keywords- Development Administration, development programs, NITI Aayog</p> <p>Activity- Seminar on Role of NITI Aayog in development, Human Development Indicators with reference to M.P.</p>	15
	Total Lectures	75

Part C – Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings:

- Laxmikant M. : Public Administration (Tata McGraw-Hill Publishing Company Limited New Delhi)
- Dr. Fadia B.L. : Public Administration (Sahitya Publication Agra)
- # (Reports) : II ARC Reports.
- Riggs, F.W., : "Administration in Developing Countries: The theory of Prismatic society", Houghton Mifflin, Co., Boston.
- Riggs, F. W., : "The Ecology of Public Administration", Asia Publishing House, Bombay
- Goel, S.L., : "Good Governance", deep & deep Publications.
- Ahlawat Ajay : "Sustainable Development: Directive Principles for Sustainable India by 2030", Notion Press.
- Dwivedi O.P. : "Development Administration: From Underdevelopment to Sustainable Development (International Political Economy Series)", Palgrave Macmillan publication
- Joshi Preeta : Vikash Prashashan, Jaipur, RBSA, Swai Man Singh, Highway, Chaura Rasta 2nd Ed. 1991
- Almond Gabriel and Well G.B. : Comparative Politics: A Developmental Approach, Oxford & IBH Pub. Co. New Delhi, 1976.
- Verma S.P. and Sharma S.K. (ed.) : Development Administration, New Delhi, IIPA.

Suggested Digital Platforms/ weblink:

<https://egyankosh.ac.in/>
<https://www.nios.ac.in/>
<https://www.inflibnet.ac.in/>

Suggested equivalent online courses:

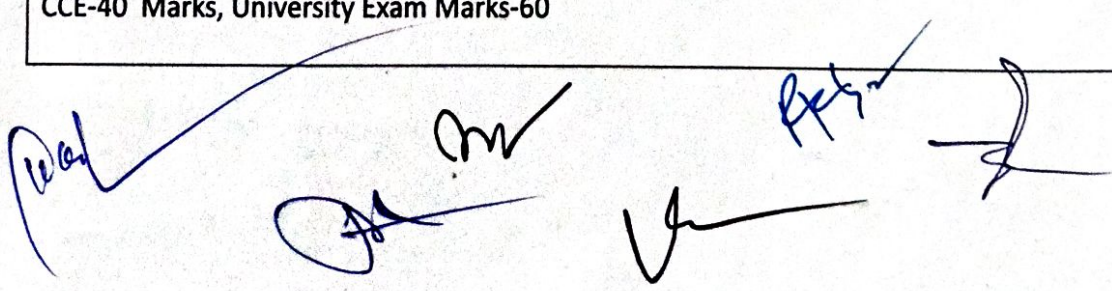
IGNOU and other Centrally/State operated Universities ; MOOC platforms such as 'SWAYAM' in India and abroad

Part D- Assessment and Evaluation

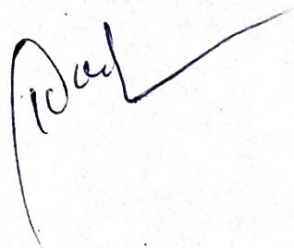


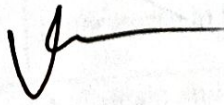


Suggested Evaluation Methods: Seminar, Class TEST, Group Discussion, Appropriate Weightage of Attendance in the class.

Maximum Marks: 100

CCE-40 Marks, University Exam Marks-60



Internal assessment: CCE	Class test, Assignment/ presentation	40
External Assessment: University Exam Section Time: 03:00 Hours	SECTION (A) Objective Type/very short Questions- 5(5×1=5) SECTION (B) Short Questions-5 (5×3=15) (With internal choice) Section (C): Long Questions-5(5×8=40) (With internal choice)	60
Any remarks/suggestions:		

Part A Introduction

Programme : 2 Year
PG Programme

Class :M. A. (Public
Administration)

Year :Second
Semester-IV

Session : 2025-26

Subject- PUBLIC ADMINISTRATION

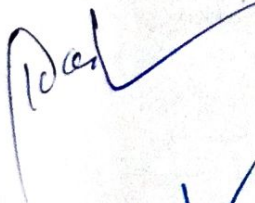

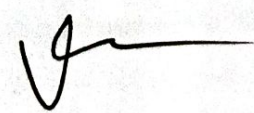
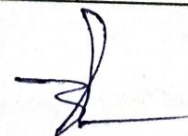
1	Course Code :	CC-43
2	Course Title :	Methods & Techniques of Research & Statistics
3	Course Type(Core Course/ Elective/Generic Elective/ Vocational....)	Core Course
4	Pre-Requisite (if any)	Successful completion of First semester of 1 year postgraduate programme in Public Administration or the Third semester of the two year post graduate programme in Public Administration
5	Course Learning Outcome (CLO)	1. Explain and understand meaning and importance of social research. 2. Explain various techniques / methods of research. 3. Students will be able to identify appropriate research topics and setup hypothesis. 4. They will be able to analyse data with appropriate software tools, interpret results and draw conclusion.
6	Credit Value	5
7	Total Marks	Max. Marks:40+60 Min. Passing Marks:40

Part B Content of the Course

Total No. of Lectures - Tutorials- Practical (in hours per week): L-T-P:

Unit	Topics	No. of Lectures (1 Hour Each)
I	<p>Social Research and Research Methodology: Meaning, nature and scope of social research, motivating factor and basic assumption of social research, reasons of studying research methodology and Importance of Research Methodology. Pure and applied research interdisciplinary research: meaning, need and problem.</p> <p>Keywords-Social Research , Research Methodology, Pure, applied , interdisciplinary research</p> <p>Activity- Research Project: Assign students to research the republican principles found in ancient Indian republic and present on the organization of these states, the role of citizens, and the leadership systems.</p>	15

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.	15
	Keywords- Scientific Method, research problem, hypothesis	
	Activity-Seminar on Research Design/Research Methodology.	
III	Concept of Data and Sources of Data: Source of data with special reference to primary and secondary data, selection of universes and various procedures of samplings, observation, questionnaires, schedules and interviews.	15
	Keywords- Data, Universe,, Sampling, observation, questionnaires, schedules, interviews.	
	Activity- Interacting Classroom Teaching.	
IV	Nature of Study: Panel Study, case study, area studies and concept of property space: coding, tabulation and classification, report writing. Theory building in public administration.	15
	Keywords- Panel Study, case study, area studies , report writing, Theory building	
	Activity-Panel Study on theory building in Public Administration.	
V	Data Analysis: Statistical Methods Concepts, significance, process and limitations. Measure of Central of Tendency (Mean, Median, and Mode). Measure of Dispersion (Range, Quartile and Deviation: Mean Deviation and Standard Deviation).	15
	Keywords- Statistical Methods, Central of Tendency, Dispersion	
	Activity- Assignment/Presentation	
	Total Lectures	75

Part C – Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings:

Kothari S.R.	:	Research Methodology- Methods & Techniques (2nd Ed.), New Delhi: Wiley Eastern Ltd.
Trivedi R.N. and Shukla O.P.	:	Research Methodology, Jaipur Research Publication (Hindi).
Young P.V.	:	Scientific Social Survey & Research
Jain B.M.	:	Research Methodology, Research Publications (Hindi), Jaipur.
Bajpai S.R.	:	Methods of Social Survey & Research (Hindi & English), Kanpur, Kitab Mahal.
Galtung John	:	Theory & Methods of Social Research, New Delhi, Colombia University Press, 1967
Pearsons C.J.	:	Thesis & Project Work, A Guide to Research & Thesis Writing, London; Allen & Unwin, 1973.
Young V. Pauline	:	Scientific Social Survey & Research, New Delhi, Printice Hall of India, 1979
Goode & Hatt	:	Methods of Social Research, New Delhi, McGraw Hill Book Company, 1987
Anderson Jonathan, Berry H. Durston:	:	Millicent Poole Thesis & Assignment Writing, New Delhi; Wiley Eastern Limited, 1977.

Suggested Digital Platforms/ weblink:

<https://egyankosh.ac.in/>
<https://www.nios.ac.in/>
<https://www.inflibnet.ac.in/>

Suggested equivalent online courses:

IGNOU and other Centrally/State operated Universities ; MOOC platforms such as 'SWAYAM' in India and abroad

Part D- Assessment and Evaluation

Suggested Evaluation Methods: Seminar, Class TEST, Group Discussion, Appropriate Weightage of Attendance in the class.

Maximum Marks: 100



CCE-40 Marks, University Exam Marks-60

Internal assessment: CCE	Class test, Assignment/ presentation	40
-----------------------------	--------------------------------------	----

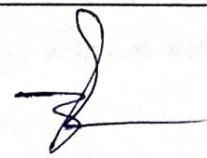
[Handwritten signatures and marks]

External Assessment: University Exam Section Time: 03:00 Hours	SECTION (A) Objective Type/very short Questions-5(5×1=5) SECTION (B) Short Questions-5 (5×3=15) (With internal choice) Section (C): Long Questions-5(5×8=40) (With internal choice)	60
Any remarks/suggestions:		







Part A Introduction

Programme : 2 Year PG Programme	Class :M. A. (Public Administration)	Year :Second Semester-IV	Session : 2025-26
--	--	-------------------------------------	--------------------------

Subject- PUBLIC ADMINISTRATION

1	Course Code :	CC-44*	
2	Course Title :	Rural Local Administration with due Reference to M.P.	
3	Course Type(Core Course/ Elective/Generic Elective/ Vocational....)	Core Course	
4	Pre-Requisite (if any)	Successful completion of First semester of 1 year postgraduate programme in Public Administration or the Third semester of the Two year post graduate programme in Public Administration	
5	Course Learning Outcome (CLO)	1. Understand rural local administration and its background in India. 2. Understand implementation of Panchayati Raj in M.P.- Early experiments and subsequent development of Panchayati Raj in M.P. 3. Understand administrative setup of Panchayati Raj in M.P. 4. Explain and understand the relationship among Panchayati Raj institutions State and public in M.P.	
6	Credit Value	5	
7	Total Marks	Max. Marks:40+60	Min. Passing Marks:40

Part B Content of the Course**Total No. of Lectures - Tutorials- Practical (in hours per week): L-T-P:**

Unit	Topics	No. of Lectures (1 Hour Each)
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 73 rd Constitutional Amendment.	15
	Keywords: Rural Local Administration, CDP, 73 rd Constitutional Amendment	
	Activity-Organizing debate and discussion on theory & Practice of democratic decentralization in M.P	
II	Panchayati Raj in M.P: Early Experiments and Main Feature of M.P.Panchayati Raj Adhiniyam 1993.	15

[Handwritten signatures and marks at the bottom of the page]

	Keywords- Panchayati Raj in M.P., Panchayati Raj Adhiniyam 1993	
	Activity- Assignment/Presentation	
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.	15
	Keywords- Gram Sabha, Gram Panchayat, Janpad Panchayat , Jila Panchayat	
	Activity- Panel discussion on structure, function and powers of Gram Sabha with reference to tribal areas in M.P.	
IV	Administrative set up of Panchayati Raj in M.P: Gram Sewak, Panchayat Secretary, Block Development Officer, Chief Executive Officer and Collector, Official Non-Official relation in Panchayati Raj, Financial System of Panchayati Raj in M.P.	15
	Keywords- Gram Sewak, PanchayatSecretary, Block Development Officer, Chief Executive Officer ,Collector,	
	Activity- Interacting Classroom Teaching.	
V	Control Over Panchayati Raj: State Control over Panchayat Raj Institutes in M.P. Problems of Public participation and leadership, co-ordination in panchayati raj institutes in M.P and other Role of political parties in Panchayati Raj , Problems & Suggestions to strengthen it. Organization & function of Directorate of Panchayati and Rural Development Department	15
	Keywords- political parties,State control	
	Activity- Seminar on Problems and suggestions of Panchayati Raj Institutions in M.P.	
	Total Lectures	75

Handwritten signatures and initials are present at the bottom of the page, including a large signature on the left, a checkmark-like mark in the center, and several other scribbles and initials on the right.

Part C – Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings:

- Khanna B.S. : Rural Development in India, New Delhi: Deep & Deep Publications, 1992
- Nalini Rewadikar : Gram Panchayat Leadership
- Malik A.S. : Concept and Strategy of Rural Industrial Development, New Delhi: M.D. Publications, 1995
- Gyan Publishing House : Survey of rural India Madhya Pradesh
- Concept Publishing Company: Panchayati Raj Finances in Madhya Pradesh
- Maheshwari S.R. : Rural Development in India, A Public Policy Approach, New Delhi: Sage Publications, 1985.
- Bhatnagar : Rural Development in India, New Delhi: Light and Life Publishers, 1978
- Singh Hoshiar : Rural Development in India, Jaipur: Printwell Publishers, 1985
- Mishra S.N. : New Horizons in Rural Development Administration, New Delhi: Mittal Publications, 1989
- Desai Vasant : Fundamentals of Rural Development: A Systems Approach, New Delhi: Himalaya Publishing House, 1991.
- S.C. Dube : India's changing villages, Volume 62 Published in 1998

Suggested Digital Platforms/ weblink:

<https://egyankosh.ac.in/>
<https://www.nios.ac.in/>
<https://www.inflibnet.ac.in/>

Suggested equivalent online courses:

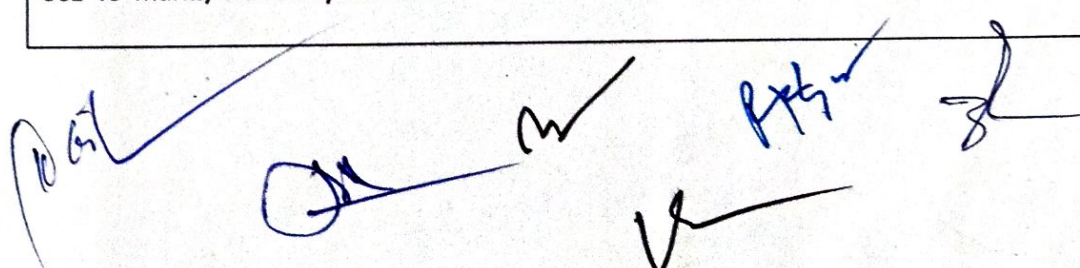
IGNOU and other Centrally/State operated Universities ; MOOC platforms such as 'SWAYAM' in India and abroad

Part D- Assessment and Evaluation

Suggested Evaluation Methods: Seminar, Class TEST, Group Discussion, Appropriate Weightage of Attendance in the class.

Maximum Marks: 100

CCE-40 Marks, University Exam Marks-60



Internal assessment: CCE	Class test, Assignment/ presentation	40
External Assessment: University Exam Section Time: 03:00 Hours	SECTION (A) Objective Type/very short Questions- 5($5 \times 1 = 5$) SECTION (B) Short Questions-5 ($5 \times 3 = 15$) (With internal choice) Section (C): Long Questions-5($5 \times 8 = 40$) (With internal choice)	60
Any remarks/suggestions:		

