

Jiwaji University, Gwalior

Unified Syllabus for Universities/Colleges (Madhya Pradesh)

M.A. – 1 Year PG Diploma in Public Administration

(As per guidelines of Higher Education Department, M.P.)

Scheme A-3 (For Non-Practicum Courses)


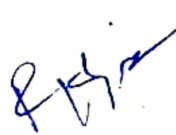

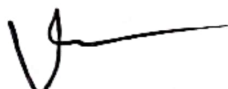
Semester - I					
Core papers – 5 Credits for each paper					
Course Code	CC-11	CC-12	CC-13	CC-14	Internship/ Apprenticeship/ Seminar + 2 Credits
Courses	Theories and Principles of Public Administration	Public Personnel Administration	Elements of Financial Administration	Constitutional System in India-I	
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.					

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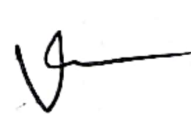

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Part A Introduction			
Programme: 1 Year P.G.Diploma		Class :M. A.	Semester-I
Session : 2025-26			
Subject- PUBLIC ADMINISTRATION			
1	Course Code :	CC-11	
2	Course Title :	Theories and Principles of Public Administration	
3	Course Type(Core Course/ Elective/Generic Elective/ Vocational....)	Core Course	
4	Pre-Requisite (if any)	1.Passed three year BachelorDegree(old course) OR 2. Passed Bachelor degree in Arts with Public Administrationas a major or minor subject as per NEP 2020 OR 3.Passed CUET (PG) or University level entrance exam in the relevant subject	
5	Course Learning Outcome (CLO)	1. To enhance students knowledge about features of traditional Indian administration and it's applicability in modern Indian society. 2. It will help them understand the evolution of public administration as an independent discipline. 3. Comprehend the fundamental characteristics and concepts of public administration and challenges being faced by it in modern times. 4. Understanding organisation and various theories, concepts and approaches related to it.	
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 Knowledge- Dharmshastra, and Nitishastra tradition in India. Administrative Ideas in Ramayan, Mahabharata (Shantiparva), Manu, Kautilya (Arthshastra). Shukracharya	15	
	Keywords- Administrative Knowledge,Dharmashastra, Nitishastra, Ramayan, Mahabharata		

	Activity-Debate and Discussion on Ancient Administrative Monuments and Knowledge system of India.	
II	Meaning, Nature, Scope & significance of public administration and its new horizons, private and public administration: state versus market debate. Challenges of liberalization, Privatisation, Globalization. New public administration and new public management perspective. Good governance: concept and application.	15
	Keywords-private and public administration, globalization, good governance	
	Activity-Mock Debate on good governance with reference to Hindu Dharma.	
III	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.	15
	Keywords-discipline, art , science, developing societies	
	Activity- Group Discussion on changing nature of Public Administration in present scenario and comparing it with administrative system prevalent in the Indian knowledge traditions.	
IV	Concept of Organization: importance, meaning, basis; formal and informal organization. Theory and approaches: classical theory, bureaucratic theory, human relation movement and behavioral approaches, Structural-Functional, Ecological approaches, system approach.	15
	Keywords-bureaucratic theory, structural-functional,system approach	
	Activity-Assignment on classical approaches & theory	
V	Principles and Structure of Organization: hierarchy, span of control, unity of command, authority & responsibility, authority & influence, supervision, delegation, coordination, centralization & de-centralization. Line, Staff and auxiliary agencies, department, public corporation, independent regulatory commission, board & commission	15
	Keywords-hierarchy, line and staff, delegation	
	Activity-Panel Discussion on Karma with reference to Administrative duties and responsibilities.	
	Total Lectures	75

Part C – Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings:

- Ghosal U.N. : A History of Indian Political Ideas, OUP, Mumbai, 1968
Altekar A S : State and Government in Ancient India, Delhi, Motilal Banarasidas, Delhi, 1966
Belvalkar S.K. : Mahabharata Santi Parvam, 1954.
Drekmeir C. : Kingship and Community in Early India, Berkeley, University of California, Press, 1962.
Marx F.M. (Ed.) : Elements of public administration MA
Awasthi and Maheshwari : Public Administration
Lindro L.D. : To the study of Public Adm.
Gladden E.N. : A History of Public Administration
Tyagi AR : Public Administration
Dr.Sharma M.P. & Dr. Sadana B.L.: Public Administration Theory&Behavior (Publishers-Kitab Maha Agencies Allahabad)
Laxmikant M. : Public Administration (Tata McGraw-Hill Publishing Company Limited New Delhi)
Dr. Fadia B.L. : Public Administration (Sahitya Publication Agra)
Dr. Prasad Singh Beerkeswar: Public Administration (Revised Addition) Gyanda Publication, New Delhi
Bhambhari C.P. : Public Administration – theory and Practice , Meerut, Jaiprakash Nath Publisher (ed.)1992-93
Bhattacharya Mohit : New Horizons of Public Administration 7th Ed.2018, Calcutta: world Press

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

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Suggested Evaluation Methods: Seminar, Class TEST, Group Discussion, Appropriate Weightage of Attendance in the class. Maximum Marks: 100 CCE-40Marks, University Exam Marks-60		
Internal assessment:CCE	Class test, Assignment/ presentation	40
ExternalAssessment: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:		

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Part A Introduction			
Program : 1 Year P.G. Diploma	Class :M. A.	Semester-I	Session : 2025-26
Subject- PUBLIC ADMINISTRATION			
1	Course Code :	CC-12	
2	Course Title :	Public Personnel Administration	
3	Course Type (Core Course/ Elective/Generic Elective/ Vocational....)	Core course	
4	Pre-Requisite (if any)	1.Passed three year Bachelor Degree (old course) OR 2. Passed Bachelor degree in Arts with Public Administration as a major or minor subject as per NEP 2020 OR 3.Passed CUET (PG) or University level entrance exam in the relevant subject	
5	Course Learning Outcome (CLO)	1. To develop a basic understanding of public personnel administration amongst students. 2. It will help students understand various theories and concepts of public personnel administration. 3. Analyse the concept of civil services and its development, relevance of and challenges to civil services in modern societies. 4. It will encourage students to understand and develop knowledge about efficacy of administrative law and related concepts - their role and relevance.	
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, nature, scope, function and importance of public personnel administration; Bureaucracy: its nature and concept, types, recent trends & Its role in modern Society. Weber's bureaucratic ; model its critique and post-weberian and Developments . Keywords- Administrative Knowledge, Dharmashastra, Nitishastra, Ramayan, Mahabharata Activity-Organizing Seminar among the students to introduce and familiarize them on Personnel Administration with reference to	15	

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	Ramayana, Vedas, and Arthashastra.	
II	Recruitment, Position Classification, Training, Promotion & principles of salary of Public Personnel.	15
	Keywords- Training, Promotion, Public Personnel	
	Activity-Panel Discussion on Promotion and Salary structure of Public Personnel and comparing it with Private Sector Personnel.	
III	code of conduct, Administrative ethics, moral in civil services and discipline employer-employee relations. organization and representation, whitey council, right to strike and political rights of civil servants.	15
	Keywords- Administrative ethics, code of conduct	
	Activity-Presentation on Right to strike and Political Rights of civil servants.	
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.	15
	Keywords- civil services, political executive	
	Activity- Organizing Group Discussion to sensitize the students on the issues of integrity, utility, neutrality, Anonymity in Administration.	
V	Administrative law: meaning and significance; Dicey on Administrative law Administrative Tribunals, Delegated Legislation: meaning, significance & demerits.	15
	Keywords- administrative law, delegated legislation	
	Activity-Mock Debate on Indian Administration tribunals, process and functioning.	
	Total Lectures	75

Part C – Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings:

- Kalinger David E. : Public Personnel Management, IMPA Prentice Hall Inc./Englewood Cliffs, new Jersey, 1986
- Jain C.M : Public Personnel Administration Jaipur, College the book Depot, 2003
- V.M. Sinha : Personnel Administration, (English & Hindi) Jaipur, RBSA Swami Singh Highway 1985
- Ghosh P. : Personnel Administration, New Delhi, Sudha Publication 1975
- Dr. Katariya Suredhna : Administrative Reforms Commission Report on Personnel Administration Reports of Pay- Commissions
- Laxmikant M. : Personnel Administration (RBSA Publishers, Jaipur)
- Dr. Fadiah B.L. : Public Administration (Tata McGraw-Hill Publishing Company Limited New Delhi)
- Dr. Sharma M.P. & Dr. Sadana B.L. : Public Administration (Sahitya Publication Agra)
- Dr. Sharma M.P. & Dr. Sadana B.L. : Public Administration Theory & Behavior (Publishers-Kitab Maha Agencies Allahabad)
- Maheshwari S.R. : The Higher Civil Services in France, New Delhi, Allied Publishers 1988
- Goel, S. L. : Public Personnel Administration, New Delhi: Deep & Deep Publishers, 2004

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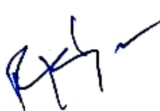

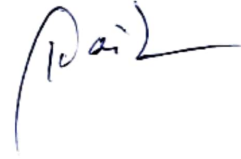
Suggested equivalent online courses:

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

Part D- Assessment and Evaluation

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<p>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</p>		
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			
Program : 1 Year P.G. Diploma		Class :M. A.	Semester-I
Session : 2025-26			
Subject- PUBLIC ADMINISTRATION			
1	Course Code :	CC-13	
2	Course Title :	Elements of Financial Administration	
3	Course Type(Core Course/ Elective/Generic Elective/ Vocational....)	Core Course	
4	Pre-Requisite (if any)	1.Passed three year BachelorDegree(old course) OR 2. Passed Bachelor degree in Arts with Public Administrationas a major or minor subject as per NEP 2020 OR 3.Passed CUET (PG) or University level entrance exam in the relevant subject	
5	Course Learning Outcome (CLO)	1. Understand evolution, basic concepts and importance of financial administration. 2. Understand budget and related concepts;;describe budgetary process in India; comparing various techniques of budgeting. 3. Analyse monetary and fiscal policy ;understand the role of various stakeholders in their application in India. 4. Understand and analyse taxation policies, relatedreforms; finances at grassroot level, capital market 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	Meaning and significance of Financial Administration, Evolution of Financial Administration in India capitalist system; agencies involved in financial administration.. Financial administration under	15	
	Keywords-Financial Administration, capitalist system		








	Activity-Group Discussion for enhancing intellectual capacities of students on Indian Financial System with reference to Present Scenario.	
II	Budget: meaning, definition and Principles of Budget, Types of Budgets: Traditional Budgeting, Performance Budgeting, Performance Budgeting in India, PPBS, Zero based budgeting, Gender budget, budgetary Process in India, deficit financing. Keywords-gender budget, deficit financing, performance budget Activity-Debate and Discussion to introduce the students to the fundamental of Budgetary system prevalent in Ancient India.	15
III	Monetary & Fiscal Policy in India, Impact of Monetary, Fiscal Policy on Indian Economy. Role of RBI in Indian Economy, Responsibility and Budget Management Act (FRBMA), Resource mobilization under the plans. Non-tax revenue, non-developmental expenditure. Keywords- monetary, fiscal, FRBMA, Resource mobilization Activity-Interacting Classroom Teaching.	15
IV	Taxation Policies-Principles of Taxation- Progressive and Propositional taxation-Reforms in Taxation Policies- types of direct and indirect taxes, problem of tax evasion and avoidance, of and rationalization of indirect taxation. Keywords- Taxation, Progressive and Propositional Taxation, tax evasion, Activity-Panel Discussion on Tax reforms in India.	15
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). Keywords-finance, local government, capital market, SEBI Activity-Visit to Financial Institutions in India with students, for example Finance Ministry Union/ State, SEBI	15
	Total Lectures	75





Part C – Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings:

Lal G.S.	:	Financial Administration in Indi, New Delhi, HPJ Kapoor, 1987
Tyagi B.P.	:	Public Finance, Meerut, Jai Prakash Nath 1997
Sundhram Andley	:	Public Finance, Agra Rattan Prakashan Mandir, 1979
Mukherji S.S.	:	Indian Public Finance and Financial Adm. A.R.C. Report of the Study Team of Finance of Administration.
Laxmikant M.	:	Public Administration (Tata McGraw-Hill Publishing Company Limited New Delhi)
Dr. Fadiah B.L.	:	Public Administration (Sahitya Publication Agra)
Dr. Prasad Singh Beerkeswar:	:	Public Administration (Revised Addition) Gyanda Publication, New Delhi
Dr. Gautam P.N.	:	Financial Administration (Harinarayan Sahitya Academy, Panchkula)
Thavraj M.J.K.	:	Financial Administration in India Delhhi: Sultan Chand & Sons, 1996
Goyal SL	:	Public Financial Administration, New Delhi, Deep & Deep Publication, 2004
RBI website	:	rbi.org.in
Srivastava R.N.	:	Management of Financial Institutions, Bombay, Himalaya Publishing House, 1988.
Bhambhri C.P.	:	Public Administration in India, Bombay: Vikas Publishing House, 1973.
Dutt and Sundharam	:	Indian Economy, Delhi: S.Chand & Co. 2004.

Suggested Digital Platforms/ weblink:

<https://egyankosh.ac.in/>
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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:

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Part A Introduction			
Program : 1 Year P.G. Diploma	Class :M. A.	Semester-I	Session : 2025-26
Subject- PUBLIC ADMINISTRATION			
1	Course Code :	CC-14	
2	Course Title :	Constitutional System in India-I	
3	Course Type(Core Course/ Elective/Generic Elective/ Vocational....)	Core Course	
4	Pre-Requisite (if any)	1.Passed three year BachelorDegree(old course) OR 2. Passed Bachelor degree in Arts with Public Administrationas a major or minor subject as per NEP 2020 OR 3.Passed CUET (PG) or University level entrance exam in the relevant subject	
5	Course Learning Outcome (CLO)	1. Students will have a clear understanding of constitutional developments and making of Indian Constitution. 2. Students will be able to describe the significance of preamble, fundamental rights and directive principles of State policy in the constitutional design of India. 3. They will get to know the functions and role of the president, prime Minister, Governor, Chief Minister and the courts in India. 4. Students will get acquainted with various constitutional bodies, their role and relevance. 5. They will have an understanding of Constitution amendment process and important amendment acts.	
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	Constitutional Development- Making of the Indian Constitution: Colonialism heritage and the Constitutional Indian National Movement to the Making of the Indian Constitution. Salient features & basic structure of Indian constitution, Preamble and Its significance of Indian		




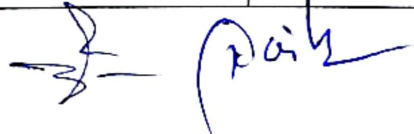








	Constitution.	15
	Keywords- Constitution, basic structure, preamble	
	Activity- Debate and Discussion to enable students to gain insights on the importance of Indian constitution, and legacy of Indian National Movement.	
II	Federal System, Parliamentary Government, Socialism, Democracy. Fundamental Rights, Directive Principles of State Policy, Fundamental Duties.	15
	Keywords- federal, parliamentary, democracy, FRs, DPSPs	
	Activity- Group Discussion to introduce the students to basic tenets of Federal Structure existing in India and other countries.	
III	The Judiciary –The Supreme Court, The High Court & Sub-ordinate Courts, Appointment of the judges of the Supreme Court & the High Court. Judicial Review, Judicial Activism, Public Interest Litigation (PIL) & Judicial Reform in India.	15
	Keywords- Judicial Review, Judicial Activism, Public Interest Litigation (PIL) , Judicial Reform	
	Activity- Panel Discussion on Judicial activism & Judiciary reforms.	
IV	CAG (Comptroller and Auditor General of India), Attorney General, Advocate General, the Election Commission. Administration of schedule and tribal areas	15
	Keywords- CAG, Attorney general, Election Commission, schedule and tribal areas	
	Activity- Visit to Schedule Tribes areas administration with reference to M.P.	
V	Constitutional amendment process, main features of 42nd, 44th & 52nd constitutional amendment.	15
	Keywords- Constitutional amendment	
	Activity- Seminar on critically Examine of constitutional amendment Process.	
	Total Lectures	75

Part C – Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings:

- Austin Granville : The Indian Constitution: Corner Stone of a Nation
: Functioning of a Democratic Constitution.
- Morris Jones, W.H. : The Government and Politics in India, Bombay: B.I. Publishing
1971
- Rao Shiva, B. : The Framing of Indian Constitutional, Bombay: N.M. Tripathi & Co.
1969
- Keith A.K. : Constitutional History of India
- Kashyap Subhas : Our Constitution
- Kashyap Subhas : Our Parliament
- Basu D.D. : Constitutional Law of India and Its working, Meerut City:
Educational Publishers.
- Pandey Jayanarayan : Constitution of India (Publishers-central law agencies
Allahabad)
- Bombwall, K.R. : Government and Politics in India, Ambala Cantt, Modern
Publications, 1981
- Fadia B.L. : Indian Government and Politics, Agra Sahitya Bhawan, 1992
- Prasad Anurudh : Centre and state Powers Under Indian Federation, New Delhi:
Deep & Deep Publications.
- Gokhale B.K. : The Constitution of India and Its Working, Meerut City:
Educational Publishers.
- S.C. Dube (Ed.) : Public Services and Social Responsibility, New Delhi, Vikas 1979
- Norman Dunbar Palmer: Elections and Political Development, New Delhi, Vikas 1976.

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Part D- Assessment and Evaluation

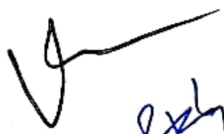


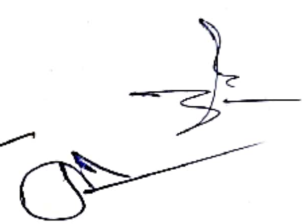
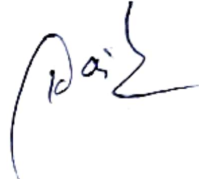
Suggested Evaluation Methods: Seminar, Class TEST, Group Discussion, Appropriate Weightage of Attendance in the class.

Maximum Marks: 100



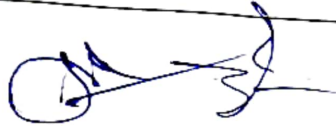
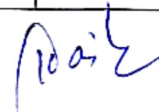
CCE-40 Marks, University Exam Marks-60

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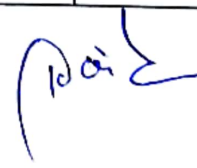
Internal assessment:CCE	Class test, Assignment/ presentation	40
External Assessment: University Exam Section Time: 03:00 Hours	SECTION (A) Objective Type/very short Questions- 5($5 \times 1 = 5$) SECTION (B) Short Questions-5 ($5 \times 3 = 15$) (With internal choice) Section (C): Long Questions-5($5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








Part A Introduction			
Program : 1 Year P.G. Diploma	Class :M. A.	Semester-II	Session : 2025-26
Subject- PUBLIC ADMINISTRATION			
1	Course Code :	CC-21	
2	Course Title :	Organization & Management	
3	Course Type(Core Course/ Elective/Generic Elective/ Vocational....)	Core Course	
4	Pre-Requisite (if any)	1.Passed three year BachelorDegree(old course) OR 2. Passed Bachelor degree in Arts with Public Administrationas a major or minor subject as per NEP 2020 OR 3.Passed CUET (PG) or University level entrance exam in the relevant subject	
5	Course Learning Outcome (CLO)	1. This course will provide students a broad overview and solid foundation of the Management and organisation concepts. 2. Will help students understand the difference between organisation and management. 3. Students will have an understanding of various approaches of organisation and management. 4. Students who will get to know about existing institutions and provisions that ensure accountability and control in organisation and management and reforms needed to ensure optimum efficiency and performance.	
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	Meaning, Nature, and Significance of Management, Task of Management: Management by Objective (M.B.O.), Management by Exception (M.B.E.), Scientific Management (F.W. Taylor), Public Administration and Management. POSDCORB.	15	

	Keywords- Management, POSDCORB	
	Activity-Group discussion on the theory of Karma and Dharma and its importance in contemporary Management system.	
II	Tools of Administrative Management: Decision Making (contribution of Herbert Simon), Leadership, Communication, morals and motivation.	
	Keywords-Decision making, leadership, morals and motivation	15
	Activity- Seminar on Leadership theory and styles.	
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. need for public participation in administration. Public-Private Partnerships.	15
	Keywords-Organization,human relation, Participative management	
	Activity-Group discussion on the theory of Karma and Dharma and its importance in contemporary Management system.	
IV	Accountability and Control: Legislative, executive and judicial control over administration, citizen and administration, role of Media, Interest Group, Voluntary Organizations, civil Society, Citizen's Charter, RTI (Right to Information Act-2005). Social Audit.	15
	Keywords- Citizen, media, interest group, civil society, RTI	
	Activity-Interacting Classroom Teaching.	
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.	15
	Keywords- Administrative reforms, Work management	
	Activity- Assignment on role of computer in administrative reforms in India.	
	Total Lectures	75



Part C – Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings:

Bertmgrose M.	:	Organization and Their Meaning
Givishioni D.	:	Organization and Management
Shrinath L.S.	:	PERT & CPM - Principles and Applications
I.L.O.	:	Introduction to Work Study
Stephen P.Robins,	:	Organisational Behaviour, Delhi, Prentice Hall, 2005
Luthans Fred	:	Organisational Behaviour, New Delhi, Tata McGraw Hill, 2002
Redden W.J.	:	Managerial Effectiveness.
Laxmikant M.	:	Public Administration (Tata McGraw-Hill Publishing Company Limited New Delhi)
Dr. Fadia B.L.	:	Public Administration (Sahitya Publication Agra)
Maheshwari, S.R.	:	"Dictionary of Public Administration", Orient Longman.
Salem, Faisal Al	:	"The Ecology of Development Administration", Associated Publishing House, New Delhi.
Weidner, Edward	:	"Development Administration", Durham, N.C., Duke University Press
Riggs Fred W.	:	"Frontiers of Development Administration" Durham, N.C., Duke University Press

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
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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:		

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Part A Introduction			
Program : 1 Year P.G. Diploma	Class :M. A.	Semester-II	Session : 2025-26
Subject- PUBLIC ADMINISTRATION			
1	Course Code :	CC-22	
2	Course Title :	Personnel Administration in India	
3	Course Type(Core Course/ Elective/Generic Elective/ Vocational....)	Core Course	
4	Pre-Requisite (if any)	1. Passed three year Bachelor Degree(old course) OR 2. Passed Bachelor degree in Arts with Public Administration as a major or minor subject as per NEP 2020 OR 3. Passed CUET (PG) or University level entrance exam in the relevant subject	
5	Course Learning Outcome (CLO)	1. Overall understanding of how public services have acquired their present day form since their inception in India. 2. Understand recruitment process of public personnel to various public services in India. 3. Students will be able to acquire knowledge about related aspects of public services such as salary administration, promotion system, training, disciplinary action civil service activism in India . 4. They will be able to have an understanding of employees and their various issues. 5. They will be able to understand the personnel administration at state level specifically in context of Madhya Pradesh.	
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 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		

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	personnel administration in India.	15
	Keywords- public services, personnel administration	
	Activity- Organizing debate and discussion on Ancient Public Service system in India.	
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.	15
	Keywords- Recruitment, UPSC, All India Services	
	Activity- Interacting Classroom Teaching.	
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, Civil Service activism.	15
	Keywords- Salary administration, Civil Service activism	
	Activity- Panel discussion: Host a panel discussion with students presenting their views on civil services activism in India and training system of civil services in M.P.	
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.	15
	Keywords- Lokpal, CAT, Reservation	
	Activity- Organizing group discussion on generalist and specialist disputes, disciplinary action, removable and appeals system in India.	
V	Personnel administration at state and local level in MP.: 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.	15
	Keywords- Personnel administration, Lokayukta	
	Activity- Seminar on training system in M.P. of civil services.	
	Total Lectures	75

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Part C – Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings:

Jain C.M.	:	Personnel Administration
Dr.Kataria Surendra	:	Personnel Administration in India
Singh Hoshiar	:	Indian Administration
Sharma & Sharma	:	Indian Administration
M.Laxmikant	:	Public Administration (Tata McGraw-Hill Publishing Company Limited New Delhi)
Dr. Fadia B.L.	:	Public Administration (Sahitya Publication Agra)
Dr. Katariya Surednra	:	Personnel Administration(RBSA Publishers, Jaipur)
Kalinger David E.	:	Public Personnel Management, IMPA Prentice Hall Inc./Englewood Cliffs, new Jersey,1986
V.M. Sinha	:	Personnel Administration, (English & Hindi) Jaipur,RBSA Swai man Singh Highway 1985
Ghosh P.	:	Personnel Administration, New Delhi, Sudha Publication 1975
Dr. Sharma M.P. & Dr. Sadana B.L.:		Public Administration Theory & Behavior (Publishers-Kitab Maha Agencies Allahabad)
Maheshwari S.R.	:	The Higher Civil Services in France, New Delhi, Allied Publishers 1988
Goel, S. L.	:	Public Personnel Administration, New Delhi: Deep & Deep Publishers,2004

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Suggested equivalent online courses:

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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

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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:		


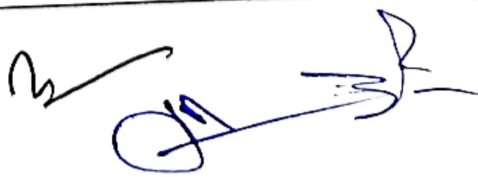
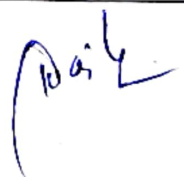
Part A Introduction			
Program : 1 Year P.G. Diploma	Class :M. A.	Semester-II	Session : 2025-26
Subject- PUBLIC ADMINISTRATION			
1	Course Code :	CC-23	
2	Course Title :	Comparative & Development Administration	
3	Course Type(Core Course/ Elective/Generic Elective/ Vocational.....)	Core Course	
4	Pre-Requisite (if any)	1.Passed three year BachelorDegree(old course) OR 2. Passed Bachelor degree in Arts with Public Administrationas a major or minor subject as per NEP 2020 OR 3.Passed CUET (PG) or University level entrance exam in the relevant subject	
5	Course Learning Outcome (CLO)	1. Students will be acquainted with fundamentals, theories and methods of comparative and development administration. 2. They will have knowledge of administrative system of various countries. 3. They will be able to understand the concept of development administration and its relevance. with special reference to India. 4. Will be able to analyse how and why development programmes / plans are designed for various sections of society and what challenges they face.	
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	Comparative Public Administration: Concept, Nature, Scope, Evaluation, Significance, Public Administration and Environment, current status of Public Administration.Theories and Models of Comparative Public Administration: Contribution of Riggsian Models and their critique, Montgomery Ferrel Heldy, Bureaucratic And Ecological Models.	15	







	Keywords- Comparative Public Administration, Riggsian Models	
	Activity-Group discussion on changing Nature of Public Administration in Present scenario in comparison to Ancient administrative system.	
II	Main Features of Administrative System of Different Countries: UK, USA, France, Japan, Switzerland and China. Keywords- Administrative System of Different Countries	15
	Activity- Assignment on comparative administrative study between UK & USA.	
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, women and Development the self-help group movement. Keywords- Development Administration, Traditional Administration, self-help group	15
	Activity-Organizing Seminar among the students to introduce development of the Self Help Group movement.	
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. Keywords- Developed society, NGOs, Environment	15
	Activity-Panel discussion on Policy, Plan and Project formulation and implementation with reference to M.P.	
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 Five Year Plan in Development. Keywords- Development Administration, state development council, FYPs	15
	Activity-Interacting Classroom Teaching.	
	Total Lectures	75

Part C – Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings:

- Friedlander Walter B. : Introduction to the Social Welfare
Jagannadham B. : Social Welfare Organization
Friedlander Walter : Concept & Methods and Social Work
Kidneigh John C. : Social Work Administration: An area of Social Work Practice.
Laxmikant M. : Public Administration (Tata McGraw-Hill Publishing Company Limited New Delhi)
Dr. Fadia B.L. : Public Administration (Sahitya Publication Agra)
Dr. Katariya Suredra : Personnel Administration (RBSA Publishers, Jaipur)
Dr. Prasad Singh Beerkeshwar: Public Administration (Revised Addition) Gyanda New Delhi
Dr. Awasthi A.P. : Development Administration
Arora Ramesh K. : "Comparative and Development Administration Idea and Action" Change, Jaipur
Singh, Hoshiyar : "Local Government in India, Britain, France and USA" Kitab Mahal, Allahabad
Chopra, J.K. : "Comparative Public Administration", Commonwealth Publisher.
Chaturvedi, T N, and Sadana, B L, : "Public Administration", Research Publication (English/Hindi)

Suggested Digital Platforms/ weblink:

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

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

Part D- Assessment and Evaluation

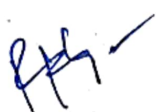


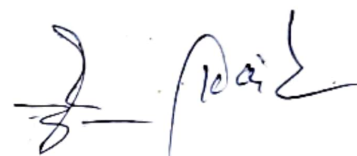
Suggested Evaluation Methods: Seminar, Class TEST, Group Discussion, Appropriate Weightage of Attendance in the class.

Maximum Marks: 100


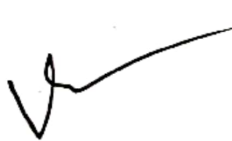
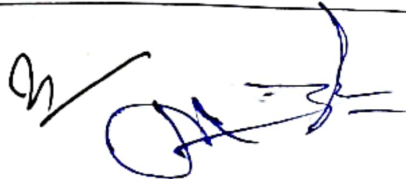
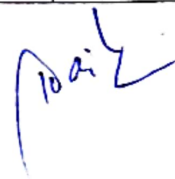
CCE-40 Marks, University Exam Marks-60

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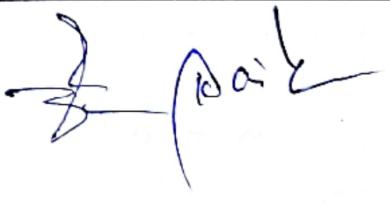
External Assessment: University Exam Section Time: 03:00 Hours	SECTION (A) Objective Type/very short Questions- 5($5 \times 1 = 5$) SECTION (B) Short Questions-5 ($5 \times 3 = 15$) (With internal choice) Section (C): Long Questions-5($5 \times 8 = 40$) (With internal choice)	60
Any remarks/suggestions:		

Part A Introduction			
Programme : 1 Year PG Diploma		Class :M. A.	Semester-II
Session : 2025-26			
Subject- PUBLIC ADMINISTRATION			
1	Course Code :	CC-24	
2	Course Title :	Constitutional System in India-II	
3	Course Type(Core Course/ Elective/Generic Elective/ Vocational....)	Core Course	
4	Pre-Requisite (if any)	1.Passed three year BachelorDegree(old course) OR 2. Passed Bachelor degree in Arts with Public Administrationas a major or minor subject as per NEP 2020 OR 3.Passed CUET (PG) or University level entrance exam in the relevant subject	
5	Course Learning Outcome (CLO)	1. Students will be able to understand the structure, functions and role of parliament and state legislatures with special reference to M.P. 2. Explain legislative process in Parliament and state legislature and role of president and governor in this process. 3. Understand distribution of power in Indian constitutional set up. 4. Describe and understand the concept of human rights covering related aspects.	
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	Parliament: Lok Sabha & Rajya Sabha: Structure and Function, parliament Committees Officers of Parliament- Position and Role.	15	
	Keywords-Parliament, Loksabha, Rajyasabha		

	Activity-Organizing a Mock debate where students represent their views on Parliamentary process and Parliamentary committees.	
II	<p>The State Legislature: Vidhan Sabha And Vidhan Parishad, Legislative Assembly in Madhya Pradesh: Origin and Development, Composition, Powers and Functions. Chairman of Legislative Assembly / Speaker: Powers and Functions. Secretariat of the Legislative Assembly. Procedure of Law Making in State Legislature and its Committee System.</p> <p>Keywords- Vidhan Sabha And Vidhan Parishad, Speaker</p> <p>Activity- Organizing a visit to State Assembly for students.</p>	15
III	<p>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 State Legislative Assembly Respectively and Their Comparison.</p> <p>Keywords- Legislative Procedure, President, Governor</p> <p>Activity-Assignment/Presentation</p>	15
IV	<p>The Federal System: Distribution of Legislative, Executive, Financial and Administrative Powers. Inter-State Relations. Emergency Provisions: Article 352, 356 & 360. Relevance of the Present Constitution Reforms.</p> <p>Keywords- Federal System, . Inter-State Relations, Constitution Reforms</p> <p>Activity-Interacting Classroom Teaching.</p>	15
V	<p>Human Rights , Development of 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.</p> <p>Keywords-Human Rights, NHRCs</p> <p>Activity-Organizing group discussion on M.P. State Assembly and M.P.Human rights commission.</p>	15
	Total Lectures	75

Part C – Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings:

- Bhambri C.P. : Public Administration, Meerut, Educational Publishers, 2002.
- Austin Granville : The Indian Constitution: Corner Stone of A Nation
- Keith A.K. : Constitutional History of India
- Basu DD : Constitution of India (An Interdiction) Lexis Nexis Publishers Butterworth Wadhwa Nagpur
- Pandey Jay Narayan : Constitution of India (Publishers-Central Law Agencies, Allahabad)
- Laxmikant M. : Indian Polity (Tata McGraw-Hill Publishing Company Limited New Delhi)
- Rao Shiva & : The Framing of Indian Constitution, Bombay: N.M. Tripathi Co. 1969.
- Prasad Anurud : Centre and State Powers Under Indian Federation, New Delhi: Deep & Deep Publications.
- Dube S.C. (Ed.) : Public Services and Social Responsibility, New Delhi, Vikas 1979.
- Gokhale B.K. : The Constitution of India and Its Working, Meerut City: Educational Publishers.
- Norman Dunbar Palmer : Elections and Political Development, New Delhi, Vikas 1976.
- Dr. Fadia B.L. : Indian Government and Politics, Agra: Sahitya Bhawan, 1992.
- Morris-Jones, W.H. : The Government and Politics in India, Bombay: B.I. Publishing 1971.

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Any remarks/suggestions:		





