

**MASTER IN PUBLIC ADMINISTRATION**  
**(M.P.A. - FULL TIME - TWO YEARS / FOUR SEMESTERS PROGRAMME )**

			<b>Int.</b>	<b>Ext.</b>
<b><u>I SEMESTER</u></b>				
M.P.A.	101	- Theories & Principles of Public Administration	30	70
M.P.A.	102	- Public Personnel Administration	30	70
M.P.A.	103	- Elements of Financial Administration.	30	70
M.P.A.	104	- Constitutional System in India-I	30	70
<b><u>II SEMESTER</u></b>				
M.P.A.	201	- Organization & Management	30	70
M.P.A.	202	- Personnel Administration in India	30	70
M.P.A.	203	- Comparative & Development Administration	30	70
M.P.A.	204	- Constitutional System in India-II	30	70
<b><u>III SEMESTER</u></b>				
M.P.A.	301	- Public Administration in India	30	70
M.P.A.	302	- Administrative Thought	30	70
M.P.A.	303	- Social Welfare Administration	30	70
M.P.A.	304	- OPTIONAL	30	70
<b><u>IV SEMESTER</u></b>				
M.P.A.	401	- Local Administration	30	70
M.P.A.	402	- Development Administration: Indian Perspectives	30	70
M.P.A.	403	- Methods & Techniques of Research & Statistics	30	70
M.P.A.	404	- OPTIONAL.	30	70

**OPTIONAL PAPERS IN M.P.A. (FOR III & IV SEMESTERS):-**

Student Will Have To Take Any Of The Following Groups As **Optional Paper In The Third And Fourth Semesters Instead Of Paper 304 & 404**. The List Of Optional Papers Shall Be Finalized By The Dept.

<b>GROUP-A</b>			<b>INT.</b>	<b>EXT.</b>
1	Introduction to Political Science	20	80	3 Hrs.
2	Political Theory and Administration	20	80	3 Hrs.

<b>GROUP-B</b>				
1	Management of urban development in India	20	80	3 Hrs
2	Management of rural development in India	20	80	3 Hrs

<b>GROUP-C</b>				
1	Concept of Human Resource Development And Planning III Sem.	20	80	3 Hrs.
2	Strategies and Issues in Human Resources Development IV Sem.	20	80	3 Hrs.

<b>GROUP-D</b>				
1.	Urban Local Administration in India: With Due Ref. To MP	20	80	3 Hrs.
2	Comparative Urban Local Govt. And Administration	20	80	3 Hrs.

<b>GROUP-E</b>				
1.	Rural Development Administration III Sem.	20	80	3 Hrs.
2.	Rural Local Administration with due Ref. To MP. IV Sem.	.20	80	3 Hrs.

<b>GROUP-F</b>				
1.	Marketing Management	20	80	3 Hrs.
2.	Financial Management	20	80	3 Hrs.

<b>GROUP-G</b>				
1.	Labour Welfare Administration	20	80	3 Hrs.
2.	Personnel management and Industrial Relations	20	80	3 Hrs.

<b>GROUP-H</b>				
1.	International Administration	20	80	3 Hrs.
2.	Comparative Personnel Administration (With Due Ref. To UK, USA, India and France)	20	80	3 Hrs.

<b>GROUP-I</b>				
1.	Administrative Law	20	80	3 Hrs.
2.	Public Policy	20	80	3 Hrs.
3	Public Relations	20	80	3 Hrs.

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

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

**Books Recommended**

F.M.Marx (Ed.)	:	Elements of public administration
Awasthi and Maheshwari	:	Public Administration
L.D.	:	Intro. To the study of Public Adm.
E.N. Gladden	:	A History of Public Administration
AR Tyagi	:	Public Administration
Sharma & Sadana	:	Public Administration

**MA PUBLIC ADMINISTRATION - Paper 102**  
**PUBLIC PERSONNEL ADMINISTRATION**

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

**Books Recommended**

David E. Kalinger	:	Public Personnel Management
V.M. Sinha	:	Personnel Administration
C.M. Jain-Sharma	:	Savi Vargiya Prasashan (Hindi)
V.M. Sinha	:	Karmik Prasashan (Hindi)
Ghosh P.	:	Personnel Administration
	:	Administrative Reforms Commission
#		Report on Personnel Administration
#		Reports of Pay- Commissions

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

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

**Books Recommended**

- G.S. Lal : Financial Administration in India  
M.J.K. Thavaraj : Financial Administration of India  
B.P. Tyagi : Public Finance  
Andley Sundram : Public Finance  
S.S. Mookerjee : Indian Public Finance and Financial Adm.  
# A.R.C. Report of the Study Team of Finance of Administration

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

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

**Books Recommended**

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|------------------|---|---|
| Granville Austin | : | The Indian Constitution: Corner Stone of a Nation |
|                  | : | Functioning of a Democratic Constitution.         |
| Morris Johns     | : | The Government and Politics in India              |
| Shiva Rao, B.    | : | The Framing of Indian Constitution                |
| A.K. Keith       | : | Constitutional History of India                   |
| Subhas Kashyap   | : | Our Constitution                                  |
| Subhas kashyap   | : | Our Parliament                                    |
| D.D. Basu        | : | Introduction of Indian Constitution               |

## SECOND SEMESTER

### MA PUBLIC ADMINISTRATION - Paper- 201 ORGANIZATION AND MANAGEMENT

- Unit-I**                    Meaning, nature, and significance of management, task of management: POSDCORB, management by objective (M.B.O.), management by exception (M.B.E.), scientific management (F.W. Taylor), public administration and management.
- Unit-II**                    Tools of administrative management: decision making (contribution of Herbert Simon), leadership, communication, morals and motivation.
- Unit-III**                  Modern theory of organization: socio-psychological approach, human relation in organization: (Elton Mayo), conflict of management, policy making in administration, administrative planning, participative management.
- Unit-IV**                  Accountability and control: legislative, executive and judicial control over administration, citizen and administrative, need for public participation in administration.
- Unit-V**                    Administration reforms: early thinking an attempt, O & M: meaning, nature, function, technique, advantage and demerits, work study, work measurement, operation research, role of the computer in administration today, administration reforms in India: administration reforms since independent report of A.R.C. and other reforms.

#### **Books Recommended**

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|--------------------|---|--|
| M. Bertmgrose      | : | Organization and Their Meaning           |
| D. Givishioni      | : | Organization and Management              |
| L.S. Shrinath      | : | PERT & CPM - Principles and Applications |
| I.L.O.             | : | Introduction to Work Study               |
| Robins, Stephen P. | : | Organizational Management                |
| Luthans, Fred      | : | Organization Behaviour                   |
| Redden W.J.        | : | Managerial Effectiveness.                |

**MA PUBLIC ADMINISTRATION - Paper-202**  
**PERSONNEL ADMINISTRATION IN INDIA**

- Unit-I** Development of public services in India, nature and salient features of present day Indian civil services, nature of personnel administration in India, a glimpse of elite structure in India, constitutional perspective of personnel administration in India,
- Unit-II** Recruitment of public personnel in India: basic principles, qualifications, and methods, agencies of recruitment in India: union public service commission its structure, power, working problem of recruitment in India and suggestions for improvement, service classification system in India: all India services central services and state civil services.
- Unit-III** Salary administration in India, promotion system in India, training of public personnel administration in India, problem and deficit of training system in India and suggestions for improvement. Disciplinary action, removal and appeals in India.
- Unit-IV** Employees organization in India, right to strike and political strike of public servant in India, Redressal of public grievances in India: lokpal its organization and function, ministry of personnel, public grievance and pensions: organization and function, central administrative tribunal, politician and public servant disputes, generalist and specialist disputes, reservation in civil services.
- Unit-V** Personnel administration at state and local level in M.P.: state civil services in MP, recruitment and training in MP, MP PSC, administrative academy of MP, MP state administrative tribunals, lokayukta: organization and function. Role of deputy collector as a SDM, Tahsildars, municipal commissioner, chief municipal officer, chief executive officer of jila and Janpad panchayats, block development officer, panchayat secretary.

**Books Recommended**

C.M. Jain	:	Personnel Administration
Surendra kataria	:	Personnel Administration in India
Hoshiar Singh	:	Indian Administration
Sharma & Sharma	:	Indian Administration



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

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

**Books Recommended**

- Walter B. Friedlander : Introduction To The Social Welfare  
B. Jagannadham : Social Welfare Organization  
Walter Friedlandev : Concept & Methods And Social Work  
John C. Kidneigh :Social Work Administration: An Area Of Social Work Practice.

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

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

**Books Recommended**

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|------------------|---|--|
| Bhambri C.P.     | : | Public Administration In India                       |
| Granville Austin | : | The Indian Constitution: Corner Stone Of A<br>Nation |
| Morris Johns     | : | Functioning Of A Democratic Constitution.            |
| A.K. Keith       | : | Constitutional History Of India                      |

### **THIRD SEMESTER**

#### **MA PUBLIC ADMINISTRATION - Paper- 301** **PUBLIC ADMINISTRATION IN INDIA**

- Unit-I** Evaluation of Indian administration- kautilya, mughal period, British period, central state relation- legislative, administrative and financial.
- Unit-II** Political executive at the union level: President, Prime Minister, Council of Ministers, and Cabinet Committee. Structure of central administration: central secretariat-home ministry, structure, function and its role. Cabinet secret, cabinet secretary, cabinet committees, Prime Minister Secretariat.
- Unit-III** State administration: governor, chief minister, cabinet, state secretariat and directorates, Relationship between head quarter and field agencies, chief secretary-functions and power its role in MP administration.
- Unit-IV** Relationship between state & central government, basic difference between central and state administration (reference to MP), control over administration- legislative, executive and judicial central and state.
- Unit-V** Issues area in administration: relationship between political and permanent executive, public participation in administration, Redressal of citizens grievances, lokpal and lokayukta, corruption in administration: cases and remedies. Indian administration and globalization, movement of administrative reforms in India.

#### **BOOKS RECOMMENDED**

- |                   |   |  |
|-------------------|---|--|
| S.R. Maheshwari   | : | Indian Administration                              |
| R.B. Jain         | : | Contemporary Issues in Indian Administration..     |
| M.B. Pyle         | : | Constitutional Government in India                 |
| Hoshiar Singh     | : | Public Administration in India : Theory & Practice |
| Awasthi A.        | : | Central Administration                             |
| Dubey & Sharma H. | : | Public Administration in India                     |
| Jones, Morris     | : | The Government & Politics of India                 |

**MA PUBLIC ADMINISTRATION - Paper-302**  
**ADMINISTRATIVE THOUGHT**

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

**Books Recommended**

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

**MA PUBLIC ADMINISTRATION - Paper-303**  
**SOCIAL WELFARE ADMINISTRATION**

- Unit – I** Basic concept : Meaning, nature, scope and principles of social administration. Methods of social administration: social case work, group work, community organization, scope, principles and task of social welfare administration, distinction between public and social welfare administration.
- Unit – II** Social welfare administration in India : at the central level, organization and function of central ministry of welfare, dept. of child & women dept., center social welfare board ( its composition, function, status)  
At the state level: the state dept./ directorates of social welfare organization and function of social welfare dept. with special reference to organization and function of directorate of social welfare in MP. At the local level : social welfare by rural and urban local bodies and district administration.
- Unit – III** Evaluation of social welfare in India , constitution provision for welfare of SC/ST and other backward classes, commission for SC/ST and OBC, development program for SC/ST , OBC's child minorities and poor.
- Unit – IV** Social policy: meaning and definition, need for social policy, components of social policy. Social policy and economic and social development people participation in social policy. History of social policy in India. Social policy in MP for SC/ST and OBC  
Social legislation in India ( organize, nature, utility, type and some important social legislation) various of the way of social legislation.
- Unit –V** Social Planning in India: need and scope of social planning, social development under various five year plans, critical evaluation of social planning.  
Organization and role of non- government agencies, control over social organization, role of voluntary organization in social welfare.  
Problem of social administration in India : (a) coordination ( b) human relation (c) grant in aid (d) common civil code.

**Books Recommended**

- Walter B. Friedlander : Introduction to social welfare  
V. Jagannadham : social welfare organization  
Walter A. Friedlandev : concept & methods of social work  
T.S. Samey : principles of social administration  
B.M.Kulkarni : essay in social administration  
R.Clayde white : Indian journal of social work

**MA PUBLIC ADMINISTRATION - Paper-304**  
**OPTIONAL PAPER**

## **FOURTH SEMESTER**

### **MA PUBLIC ADMINISTRATION - Paper-401** **LOCAL ADMINISTRATION**

- Unit-I                    Local Self Administration: Meaning, Nature, Essential Characteristics And Importance Of Local Administration, Evaluation Of Local Self Government During The Ancient, Medieval And Modern India, Theory And Practice Of Democratic Decentralization In India.
- Unit-II                    The Organizational Structure Of Urban Local Self Government In India: Compositions, Function, Power And Role Of Various Kinds Of Local Bodies, Local Administration Of Metropolitan Towns, Municipal Corporation, Main Features Of 74<sup>th</sup> Constitutional Amendment (With Special Reference To MP, Bihar, UP, Rajasthan).
- Unit-III                   Growth Of Rural Administrative Institution In India, Early Experiments, Structure Function, Power And Role Of Gram Sabha, Gram Panchyat, Janpat Panchyat, Zila Panchyat(With Reference To MP). Their Role In Development Main Features Of 73<sup>rd</sup> Constitutional Amendment(With Reference To All States).
- Unit-IV                   The Problem Of Panchayati Raj, (With Special Reference To MP). District Government And Local Bodies The Role Of Collector. State Control Over Local Bodies In MP.  
The Role Of Directorate Of Local Bodies And Panchyat And Rural Development, Challenges And Problem Of Rural And Urban Local Bodies And Suggestions To Strength Its. Local Civil Services And Public Relation.
- Unit-V                    Features Of Local Government In Different Countries- UK, USA And France., Organisation And Function.

### **Books Recommended**

- Tinker H.                : Foundation of Local Self & Government in India,  
Pakistan and Verma( Myanmar )
- Maheshwari S.R        : Local Government in India

**MA PUBLIC ADMINISTRATION - Paper-402**  
**DEVELOPMENT ADMINISTRATION**

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

**Books Recommended**

Mishra & Puri	:	Indian Economy
Robson W.A.	:	Problem of Nationalized Industry
Robson W.A.	:	Nationalized Industry and Public Ownership
Henson A.H.	:	Public Enterprises and Economic Development
Khera S.S.	:	Government in Business
Henson A.H.	:	Managerial Problem in Public Enterprises.
		United Nations Publication on Public Enterprises
#		WTO & IMF Reports
#		Report of Study Team of the ARC on Public Sector Undertaking and Personnel Administration.



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

- Unit-I                    Meaning, nature and scope of social research, motivating factor and basic assumption of social research, reasons of studying research methodology (importance of research methodology). Pure and applied research interdisciplinary research: meaning, need and problem.
- Unit-II                    The scientific method: meaning characteristics and its significance in public administration, various stages in scientific methods. The scientific method and the study of value. Formulation of research problem: research designs, concept of hypothesis.
- Unit-III                    Source of data with special reference to primary and secondary data, selection of universes and various procedures of samplings, observation, questionnaires, schedules and interviews.
- Unit-IV                    Nature of study: panel study, case study, area studies, concept of property space: coding, tabulation and classification, report writing. theory building in public administration.
- Unit-V                    Data analysis: statical method, their meaning, significance, process and limitations.  
Measure of central of central tendency (mean, median, and mode).  
Measure of dispersion (range, quartile, deviation: mean deviation and standard deviation).

**Books Recommended**

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|-----------------------------|---|---------------------------------------|
| Goodi and Hatt              | : | Method in Social Research             |
| P.V. Young                  | : | Scientific Social Survey and Research |
| John Galtung                | : | Theory, Methods & Social Research     |
| B.M.Jain                    | : | Research Methodology                  |
| R.N.Trivedi and O.P. Shukla | : | Research Methodology                  |
| S.R. Kothri                 | : | Research Methodology                  |
| S.R. Bajpai                 | : | Methods of Social Survey and Research |

**MA PUBLIC ADMINISTRATION - Paper-404**  
**OPTIONAL**

**GROUP-C 304 (optional)**  
**MA PUBLIC ADMINISTRATION – III SEMESTER**  
**1. Concept of Human Resource Development**  
**and Planning**

- Unit-I**      Basic Concept Of H.R.D.: Definition, Nature, Scope And Significance. Process Of H.R.D.: Experiences.
- Unit-II**      Macro-Level Scenario Of Human Resource Planning, Concept And Process Of Human Resource Planning. Methods And Techniques Of Demand And Supply, Forecasting.
- Unit-III**     Job- Evaluation: Concepts, Scope And Limitations, Job Analysis, Job Description.
- Unit-IV**      Action Areas: Issues And Experiences, Selection And Recruitment, Induction And Placements, Performance And Potential Appraisal, Transfer, Promotion, Reward Policies. Training And Retraining.
- Unit-V**      Measurement In Human Resource Planning: Human Resource Information System, Human Resource Audit, Human Resource Accounting. Productivity And Incentives: Concepts, Criteria And Constraints.

**Books Recommended**

- Franklin. J.L.(Ed.)    : HRD In The Organization – A Guide To Information Source  
Mehta. M.. M.        : HRD Planning With Special Reference To Asia & The Far East  
Coveling And Malier : Managing Human Resources  
Beekhard              : Organization Development  
Bacon R.J.            : Management Training – Aims And Methods

**GROUP C 404 (optional)**  
**MA PUBLIC ADMINISTRATION - IV SEMESTER**  
**2.Strategies and Issues in Human Resources**  
**Development**

- Unit-I** H.R.D: An Overview; H.R.D.: Strategies; H.R.D.: Experience.
- Unit-II** HRD And The Supervisory Position: Line Managers And HRD.. Task Analysis, Motivational Issues And Aspects, Developmental Supervision, Counselling And Monitoring.
- Unit-III** Comparative Study Of HRD Experiences. H.R.D.: Overview In Government And Public System, HRD For Health And Family Welfare, HRD In Other Sector: Defence, Police, Voluntary Organization And Panchayati Raj Institutions.
- Unit-IV** HRD In Service Industry, Comparative HRD, International Experiences, HRD For Workers, HRD: Culture And Climate.
- Unit-V** HRD/OD (Organisational Development) And Approach To IR (Industrial Relations). Organising For HRD. Emerging Trends And Perspective.

**Books recommended**

- Rao T.V. And Abraham E. : HRD Practices In Indian Industries – Atrend Report  
Santhanam. M . : Development Of Human Resources  
Sharma. A. K : Some Issue In Management Development  
Rudrabasavraj. M. N : Executive Development In The Public Sector

**GROUP –E 304 (optional)**

**MA PUBLIC ADMINISTRATION – III SEMESTER**

**1. Rural Development Administration**

- Unit – I**            Concept Of Rural Development, Approaches To Rural Development, Administrative , Machinery For Rural Development At National, State, District And Block Level
- Unit –II**            Various Scheme Of Rural Development Like T.D.P ( Tribal Development Programme), Integrated Rural Development Programme, Concept And Main Components Of Irdp, Jawahar Rozgar Yojana (Jry)
- Unit – III**            Agriculture & Rural Development, Rural Industrialization, Trysem (Training Of Rural Youth For Self Employment) And Role Of District Industry Centre.
- Unit – IV**            Cooperative And Rural Development, Role Of Cooperatives, Concepts Of Cooperatives Principles And Forms Of Cooperatives.
- Unit – V**            Cooperative Administration At The Centre, State And Local Levels, Relation Between Rural Local Bodies And Cooperatives, Apex Bank, Land Development Bank And Regenal Rural Bank Of M.P.

**Books recommended**

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

**GROUP E 404 (optional)**  
**MA PUBLIC ADMINISTRATION – IV Semester**  
**2. Rural Local Administration : With due reference to M.P.**

- Unit – I**            Concept Meaning & Importance Of Rural Local Administration, Growth Of Rural Local Administration In India, Early Experiments, Community Development Programme. Balbant Rai Mehta And Ashok Mehta Committee. Main Feature Of 73<sup>rd</sup> Constitutional Amendment.
- Unit –II**            Panchayati Raj in M.P. : early experiments, main feature of M.P. panchayati raj Adhiniyam 1993
- Unit – III**           Patterns of panchayati raj in M.P.: Structure & functions of gram Sabha, gram Panchayat, janpad Panchayat and jila Panchayat their role in rural development in M.P.
- Unit – IV**           Administration set up panchayati raj in M.P. gram sewak, Panchayat secretary, block development officer, chief executive officer and collector, official non – official relation in panchayati raj, Panchayati raj finance in M.P.
- Unit –V**            State control over Panchayat raj institutes in M.P., problems of public participation and leadership, co- ordination in panchayati raj institutes in M.P. other role of political parties in panchayati raj , problems & suggestions to strength it. Organization & function of directorate of panchayati and rural development department

**Books recommended**

- Hoshwar singh : Administration of rural development in India  
Mohinder singh : Rural development administration  
Tiwari : rural development in India  
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