

# **SYLLABUS**

## **PUBLIC ADMINISTRATION**

**MA PROGRAMME  
CHOICE BASED CREDIT SYSTEM  
(CBCS)**

**(Only for UTDs)**

**2018'20**

**SCHOOL OF STUDIES IN POLITICAL SCIENCE & PUBLIC ADMINISTRATION  
FACULTY OF SOCIAL SCIENCE  
VIKRAM UNIVERSITY, UJJAIN**



Subject - Public Administration

Semester-I (CBCS)

S.No/	Code	Course Components and Name of Course	Distribution of Credit				Marks		Total
			L	T	P	Total Credits	Max Internal	Max External	
1	Pub101C	Core-1 Theory of Public Administration	4	1	-	5	40	60	100
2	Pub102C	Core-2 Administrative Thinkers	4	1	-	5	40	60	100
3	Pub103C	Core-3 Principles of Organisation	4	1	-	5	40	60	100
4	Pub104C	Core-4 Financial Administration-I	4	1	-	5	40	60	100
5	PPH-105SS	Soft Skill Development Entrepreneurship Development	3	1	-	4	30	50	80
6	Pub-106CV	Comprehensive Viva	-	-	-	4	-	-	80
7	Pub-107SA	Seminar Assignment	-	-	-	2	-	-	40
Total Credits and Marks			30				-	-	600

Note : C-Core,

Subject – Public Administration

Semester-II (CBCS)

S.No/	Code	Course Components and Name of Course	Distribution of Credit				Marks		Total
			L	T	P	Total Credits	Max Internal	Max External	
1	Pub201C	Core-5 Financial Administration-II	4	1	-	5	40	60	100
2	Pub202C	Core-6 Administrative Behavior	4	1	-	5	40	60	100
3	Pub203C	Core-7 Personnel Administration	4	1	-	5	40	60	100
4	Pub204C	Core-8 Indian Administration (Union Government)	4	1	-	5	40	60	100
5	PPH-205SS	Soft Skill Communication Skill	3	1	-	4	30	50	80
6	Pub-206CV	Comprehensive Viva	-	-	-	4	-	-	80
7	Pub-207SA	Seminar Assignment	-	-	-	2	-	-	40
Total Credits and Marks			30				-	-	600

Note : C-Core, A- Assignment, S- Seminar and Attendance

Subject – Public Administration  
Semester-III (CBCS)

S.No/	Code	Course Components and Name of Course	Distribution of Credit				Marks		Total
			L	T	P	Total Credits	Max Internal	Max External	
1	Pub301C	Core-9 State Administration	4	1	-	5	40	60	100
2	Pub302C	Core-10 Development Administration	4	1	-	5	40	60	100
3	Pub-303E(A) Pub-303E(B)	Elective-1 * Any one Comparative Public Administration Or International Organisation and Administration	4	1	-	5	40	60	100
4	Pub-304EG(A) Pub-304EG(B)	Elective Generic-1 * Any one Administrative Law or Public Policy	4	1	-	5	40	60	100
5	PPH-305SS(A) PPH-305SS(B)	Soft Skill & Ability Enhancement- Personality Development or Computer Application	3	1	-	4	30	50	80
6	Pub-306CV	Comprehensive Viva	-	-	-	4	-	-	80
7	Pub-307SA	Seminar Assignment	-	-	-	2	-	-	40
Total Credits and Marks			30				-	-	600

Note : C-Core, E- Elective, EG- Elective Generic, SA- Soft Skill & Ability Enhancement,

\*Student can also opt a course from massive open online courses ( MOOCS) available at SWAYAM plat form for Elective and Elective Generic category .

Subject - Public Administration  
Semester-IV (CBCS)

S.No/	Code	Course Components and Name of Course	Distribution of Credit				Marks		Total
			L	T	P	Total Credits	Max Internal	Max External	
1	Pub401C	Core-11 Public Enterprises in India	4	1	-	5	40	60	100
2	Pub402C	Core-12 Research Methodology	4	1	-	5	40	60	100
3	Pub-403E(A) Pub-403E(B)	Elective-2 *Any one Rural & Urban Local Government or Economic System & Administration	4	1	-	5	40	60	100
4	Pub-404EG(A) Pub-404EG(B) Pub-404EG(C) Pub-404EG(D)	Elective Generic-2 *Any one- Public Welfare Administration Or Human Resource Development and Planning or Disaster Management Or Environment Management	4	1	-	5	40	60	100
5	PPH-405SS(A) PPH-405SS(B)	Soft Skill & Ability Enhancement - Tourism Management Or Essay on Current Issues	3	1	-	4	30	50	80
6	Pub-406CV	Project and Comprehensive viva	-	-	-	4	-	-	80
7	Pub-407SA	Seminar Assignment	-	-	-	2	-	-	40
Total Credits and Marks			30				-	-	600

Note : C-Core, E- Elective, EG- Elective Generic, SA- Soft Skill & Ability Enhancement, A-Project,  
CV- Comprehensive Viva- Voce

\*Student can also opt a course from massive open online courses ( MOOCS) available at  
SWAYAM plat form for Elective and Elective Generic category .

## **M.A. Public Administration Semester - I (2018-20) CBCS**

### **Core Paper 1:**

### **Theory of Public Administration (Code-Pub-101C)**

#### **Unit I-**

Public Administration; Meaning and Definition, Nature and Scope. Evolution of Pub.Admn. as a discipline, Pub.Admn. as an art or science. Pub. Admn. And Private admn.; Features, Differences and Similarities.

#### **Unit II-**

Approaches to the study of Pub.Admn.; Historical app., Legal app., Political app., Technical or Non-Political app., System app., the app. From the subject matter context.

#### **Unit III-**

The Psychological app., Human Relation app., Behavioural app., Ecological app., Public Choice app., The Case-Method app.

#### **Unit IV-**

Administration and Management; Difference and Similarities, Managerial app. To the study of pub.admn. Relation with other social sciences- Political Science, Law, Sociology, History, Ethics and Economics.

#### **Unit V-**

Relation with other disciplines- Science and Technology, Psychology and Geography. New Public Administration, New Public Management. Role and Importance of Pub. Admn. In modern societies.

#### **Reference Books :**

1. A.Awasthi & S.R.Maheshwari, Public Administration, Lakshmi Narayan Agrawal.
2. Surendra Katariya, Prashasnik Siddhant Evam Prabandha, National Pub.House.
3. M. LakshmiKant, Lok Prashashan, UPSC (Prelim.), Tata McGraw- Hill Publishing Company Ltd.
4. S.C. Singhal, Lok Prashashan Ke Tatva, Lakshmi Narayan Agrawal.
5. S. R. Maheshwari, Dictionary of Public Administration, Orient Longman.
6. Chandra Prakash Bhambhri, Public Administration.
7. M.P.Sharma and B.L. Sadana, Public Administration Theory and Practice, Kitab Mahal Publication.
8. A.R. Thyagi, Principles and Practice of Public Administration.
9. H.Singh and M. Singh, Public Administration in India Theory and Practice, Sterling Publication.
10. Mahadev Prasad Sharma, Lok Prashashan- Siddhant aur Vyavahar.
11. Awasthi and Maheshwari, Lok Prashashan – Ik Bhumika, Lakshmi Narayan Agrawal.

## **M.A. Public Administration Semester - I (2018-20) CBCS**

Core Paper 2:

### **Administrative Thinkers (Code-Pub-102C)**

#### **Unit I-**

Kautilya; the importance of Arthshastra, Contribution and Criticism. Woodrow Wilson; as a Father of Pub. Admn. ,Contribution and Criticism. Features of Classical Theory.

#### **Unit II-**

F.W.Taylor; Scientific Management Theory- Aims, Principles and Techniques, Merits and Demerits, Contribution and Criticism. Henry Fayol; His Contribution and Criticism. L.D. White; Contribution and Criticism.

#### **Unit III-**

Lyndal Urwick and Luther Gullick, Mooney & Reiley; their Contribution and Criticism. Max Weber; Bureaucratic Model, Principles, Merits and Demerits, Contribution and Criticism. Features of Bureaucratic Theory.

#### **Unit IV-**

Post-Weberian Development. Karl Marx; Ideas and Views, Contribution and Criticism. Mary Parker Follett; Ideas and Views, Contribution and Criticism. Features of Human Relation Theory.

#### **Unit V-**

Elton Mayo; Hawthorn Experiments, Contribution and Criticism. Causes for the rise of New Human Relation Theory. Chester Barnard; Ideas and Views, Contribution and Criticism.

#### **Reference Books :**

1. Prasad , Prasad & Satyanarayan , Administrative Thinkers,
2. S.R.Maheshwari , Administrative Thinkers, (Prashashnik Vicharak),
3. M. Lakshmikanth : Public Administration (Tata McGraw- Hill Publishing Company Limited)
4. Management Thought and Thinkers, Prabhudutta Sharma, Research Publication.
5. Ashok Kumar Dubey, Prashashnik Vichardharayein, Tata McGraw- Hill Publishing Comp.Ltd.
6. M. LakshmiKant, Lok Prashashan, UPSC(Prelim.) Tata McGraw- Hill Publishing Comp. Ltd.
7. Ashok Kumar, Prashashanik Chintak, Lakshmi Narayan Agrawal.
8. Surendra Katariya, Prashashanik Chintan.
9. Narendra Thori, Prashashanik Vicharak.

## **M.A. Public Administration Semester - I (2018-20) CBCS**

**Core Paper 3:**

### **Principles of Organisation (Code-Pub-103C)**

#### **Unit I-**

Organisation; Meaning and Definition. Bases of Organisation. Formal and Informal Organisation; Features, Merits and Demerits.

#### **Unit II-**

Hierarchy, Span of Control, Unity of Command, Division of Work, Coordination, Authority and Responsibility, Supervision, Control.

#### **Unit III-**

Centralisation and Decentralisation, Delegation. Characteristics and Functions of Line Agencies, Staff Agencies and Auxiliary Agencies. Differences and Inter-relationship between Line and Staff Agencies.

#### **Unit IV-**

Forms of Public Organisations; Ministries and Departments, Corporations, Companies, Independent Regulatory Commission, Board and Commission, Adhoc and Advisory Bodies.

#### **Unit V-**

Headquarter-Field Relationship. The Chief Executive; Meaning, Types, Functions and Powers. OM Unit; Organisation and Management, Organisation and Methods,

#### **Reference Books :**

1. A.Awasthi & S.R.Maheshwari, Public Administration, Lakshmi Narayan Agrawal.
2. Surendra Katariya, Prashasnik Siddhant Evam Prabandha, National Pub.House.
3. M. LakshmiKant, Lok Prashashan, UPSC (Prelim.), Tata McGraw- Hill Publishing Company Ltd.
4. S.C. Singhai, Lok Prashashan Ke Tatva, Lakshmi Narayan Agrawal.
5. S. R. Maheshwari, Dictionary of Public Administration, Orient Longman.
6. Chandra Prakash Bhambhri, Public Administration.
7. M.P.Sharma and B.L. Sadana, Public Administration Theory and Practice, Kitab Mahal Publication.
8. A.R. Thyagi, Principles and Practice of Public Administration.
9. H.Singh and M. Singh, Public Administration in India Theory and Practice, Sterling Publication.
10. Mahadev Prasad Sharma, Lok Prashashan- Siddhant aur Vyavahar.
11. Awasthi and Maheshwari, Lok Prashashan – Ik Bhumika, Lakshmi Narayan Agrawal.



## **M.A. Public Administration Semester - I (2018-20) CBCS**

### **Core Paper 4:**

### **Financial Administration-I (Code- Pub-104C)**

#### **Unit I-**

Financial Administration; Meaning, Principles, Elements and Importance. Economy; Meaning, Types. Features, Merits and Demerits of Capitalist, Socialist and Mixed Economy.

#### **Unit II-**

Indian Economy; Salient Features and Challenges. Monetary Policy and Fiscal Policy; Features and Importance. Reserve Bank of India; Structure and Functions.

#### **Unit III-**

Resource Mobilisation; Taxation, Tax resources of central & state governments. Salient features of Indian Tax System. Deficit Financing; Concept, Objectives, Significance. Public Debt; Concept, Objectives, Causes and Significance. Deficit Financing & Public Debt in India.

#### **Unit IV-**

Budget; Concept and Definition, Types, Principles and Importance. Budgetary Process. Concept, Objectives, Advantages and Disadvantages of Line-Item Budget, Performance Budget, Zero Base Budget, Planning-Programming Budgeting System, Gender Budget.

#### **Unit V-**

Budget in India; Agencies involved in Budgetary Process. Budget-Making, Budget-Enactment & Budget-Implementation. Accounts and Audit; Concept, Types and Importance.

#### **Reference Books:**

1. J.C. Pant, Lok Arthshashtra, Lakshmi Narayan Agrawal.
2. Surendra Katariya, Arthik Niti evam Prashashan.
3. A.P. Awasthi, Vitta Prashashan, Lakshmi Narayan Agrawal.
4. MJK Thavraj, Financial Administration in India, Sultan Chand and Sons.
5. Dutt and Sundaram, Bhartiya Arthvyavastha.
6. Agrawal, Bhartiya Arthvyavastha.
7. S.C. Singhal, Lok Prashashan Ke Tatva, Lakshmi Narayan Agrawal.
8. S. R. Maheshwari, Dictionary of Public Administration, Orient Longman.
9. Chandra Prakash Bhambhri, Public Administration.
10. M.P.Sharma and B.L. Sadana, Public Administration Theory and Practice, Kitab Mahal Publication.

## **M.A. Public Administration Semester - I (2018-20) CBCS**

Soft Skill & Ability Enhancement -

### **Entrepreneurship Development (Code PPH-105SS)**

#### **Course Objectives:**

11. To prepare the budding entrepreneurs and to provide the students seedbeds of entrepreneurship at the entry level and enhance their entrepreneurial skills.

12.

#### **13. Course Contents:**

##### **14. Unit I: Introduction**

15. Entrepreneurship - meaning, nature, importance, specific traits of Entrepreneurs, role of entrepreneurs in Indian Economy.

16.

##### **17. Unit II: Analysis of Entrepreneur opportunities**

18. Defining, objectives, identification, process of sensing, accessing the impact of opportunities and threats.

19.

##### **20. Unit III: Search of business idea**

21. Preparing for business plan, legal requirements for establishing of a new unit-procedure for registering business, starting of new venture, product designing / branding, research and development, selection of forms of business organization.

22.

##### **23. Unit IV: Role of Supportive Organizations**

24. D.I.C and various government policies for the development of entrepreneurship Government schemes and business assistance, subsidies, role of banks.

25.

##### **26. Unit V: Market assessment**

27. Meaning of market assessment, components and dimensions of market assessment, Questionnaire preparations, survey of local market, visit to industrial unit, business houses, service sector etc. Submission of survey based report on one successful and unsuccessful entrepreneurs.

28.

#### **29. Suggested Readings:**

30.

31. 1 Entrepreneurship Development

Dr.C.B.Gupta

32. 2 Dynamics of Entrepreneurial Development Vasant Desai  
33. and Management  
34. 3 Innovation and Entrepreneurship Peter F. Drucker  
35. 4 Entrepreneurship Development G.A. Kaulgud  
36. 5 Entrepreneurship-Need of the Hour Dr. Vidya Hattangadi  
37. 6 Entrepreneurship Development Dipesh D. Uike

## **M.A. Public Administration Semester - II (2018-20) CBCS**

**Core Paper 5:**

**Financial Administration-II (Code-Pub201C)**

### **Unit I-**

Public Expenditure; Meaning & Importance, Difference b/w Public & Private Expenditure, Public Expenditure in India & control on it; Budgetary Control, Executive Control. Capital Market; Features & Importance.

### **Unit II-**

Parliamentary Control; Estimate Committee, Public Accounts Committee, Comptroller & Auditor General of India; Appointment, Terms and Conditions, Power and Functions, Importance and Criticism. Separation of Accounting from Auditing, Role of Controller General of Accounts.

### **Unit III-**

National Income; Concept, Methods to Measure. Gross Domestic Product, Gross National Product, Net National Product, Personal Income. Inflation; Meaning, Causes, Impact and Control Mechanism. Recession; Concept, Importance & Impact.

### **Unit IV-**

Indian Banking System; Nationalised Banks, Commercial Banks, Private Banks; Features & Recent trends. New Economic Policy of 1991; Liberalisation, Privatisation & Globalisation & related issues. Foreign Direct Investment in India.

### **Unit V-**

National Financial Aid Agencies; National Bank for Rural Development (NABARD), National Rural Bank. International Financial Aid and Technical Assistance Programmes; International Monetary Fund (IMF), World Trade Organisation (WTO), International Bank for Reconstruction and Development (IBRD). Impact of these funding on Indian economy.

### **Reference Books:**

1. J.C. Pant, Lok Arthshashtra, Lakshmi Narayan Agrawal.
2. Surendra Katariya, Arthik Niti evam Prashashan.
3. A.P. Awasthi, Vitta Prashashan, Lakshmi Narayan Agrawal.
4. MJK Thavraj, Financial Administration in India, Sultan Chand and Sons.

5. Dutt and Sundaram, Bhartiya Arthvyavastha.
6. Agrawal, Bhartiya Arthvyavastha.
7. Mishra and Puri, Bhartiya Arthvyavastha.
8. S.C. Singhal, Lok Prashashan Ke Tatva, Lakshmi Narayan Agrawal.
9. S. R. Maheshwari, Dictionary of Public Administration, Orient Longman.
10. Chandra Prakash Bhambhri, Public Administration.
11. M.P.Sharma and B.L. Sadana, Public Administration Theory and Practice, Kitab Mahal Publication.
12. Pushpesh Pant, Antar Rashtriya Sangthan, TataMcGraw Hill Publication Ltd.
13. Batra, Globalisation and Liberalisation.
14. S.C. Singhal, Antar Rashtriya Sangthan, Lakshmi Narayan Agrawal.
15. Goodrich, The Nature and Functions of International Organisation.

## **M.A. Public Administration Semester - II (2018-20) CBCS**

### **Core Paper 6:**

### **Administrative Behavior (Code-Pub202C)**

#### **Unit I-**

Decision- Making; Meaning, Classification of Decisions, Decision Making Process and Stages. Herbert Simon's Decision Making Model, His other contribution and Criticism.

#### **Unit II-**

Communication; Meaning and Definition, Types (Formal and Informal), Significance, Communication Process, Barriers in Communication and Removal of Barriers. Motivation; Meaning, Definition, Traditional Theory of Motivation.

#### **Unit III-**

Abraham Maslow's Need Hierarchy Theory, his other Contribution and Criticism. D. McGregor's Theory X and Theory Y, his other Contribution and Criticism. F. Herzberg's Two Factor Theory, his other Contribution and Criticism.

#### **Unit IV-**

Leadership; Meaning and Definition. Theory of Leadership; Trait Theory, Behavioural Theory, Situational Theory. Types of Leadership. Merits for Leadership.

#### **Unit V-**

Participative Management; Concept and Importance. Rensis Likert; his Contribution and Criticism. Chris Argyris; his Contribution and Criticism. Peter Drucker; his Contribution and Criticism.

#### **Reference Books :**

1. Prasad , Prasad & Satyanarayan , Administrative Thinkers,
2. S.R.Maheshwari , Administrative Thinkers, (Prashashnik Vicharak),
3. M. Lakshmikanth : Public Administration (Tata McGraw- Hill Publishing Company Limited)
4. Management Thought and Thinkers, Prabhudutta Sharma, Research Publication.
5. Ashok Kumar Dubey, Prashashnik Vichardharayein, Tata McGraw- Hill Publishing Comp.Ltd.
6. M. LakshmiKant, Lok Prashashan, UPSC(Prelim.) Tata McGraw- Hill Publishing Comp. Ltd.
7. Ashok Kumar, Prashashanik Chintak, Lakshmi Narayan Agrawal.
8. Surendra Katariya, Prashashanik Chintan.
9. Narendra Thori, Prashashanik Vicharak.

## **M.A. Public Administration Semester - II (2018-20) CBCS**

**Core Paper 7:**

**Personnel Administration**(Code-Pub203C)

### **Unit I-**

Meaning and Objectives of Personnel Administration, Importance of Human Resource Development. Recruitment; Meaning, Definition, Types of Recruitment with Merits and Demerits.

### **Unit II-**

Training; Meaning, Definition, Importance, Types of Training with Merits and Demerits. Promotion; Meaning, Definition, Importance, Types of Promotion with Merits and Demerits.

### **Unit III-**

Position Classification; Meaning and Concept, Types of their Merits and Demerits. Civil Service Classification in India; All India, Central, State Services. Discipline, Morale.

### **Unit IV-**

Grievance redressal mechanism; Staff Association; Need and Importance. Employer- Employee Relationship. Pay and Service Conditions. Code of Conduct.

### **Unit V-**

Administrative Ethics; Need and Importance. Neutrality and Anonymity. Concept of Committed Bureaucracy. Generalist and Specialist. Minister-Civil Servant Relationship.

### **Reference Books :**

1. A.Awasthi & S.R.Maheshwari, Public Administration, Lakshmi Narayan Agrawal.
2. Surendra Katariya, Karmik Prashashan.
3. V.M. Singha, Personnel Administration.
4. C.M. Jain, Sevavargiya Prashashan.
5. M. LakshmiKant, Lok Prashashan, UPSC (Prelim.), Tata McGraw- Hill Publishing Company Ltd.
6. Jain, Sharma, Rathod, Lok Sevivargiya Prashashan, Research Publication.
7. S.C. Singhal, Lok Prashashan Ke Tatva, Lakshmi Narayan Agrawal.
8. S. R. Maheshwari, Dictionary of Public Administration, Orient Longman.
9. Chandra Prakash Bhambhri, Public Administration.
10. M.P.Sharma and B.L. Sadana, Public Administration Theory and Practice, Kitab Mahal Publication.
11. Arora, Public Administration and Civil Service.

## **M.A. Public Administration Semester - II (2018-20) CBCS**

### **Core Paper 8:**

### **Indian Administration (Union Government) (Code-Pub204C)**

#### **Unit I-**

Administrative Legacy at the time of Independence- Civil Services, District and Revenue Administration. Features of Indian Constitution.

#### **Unit II-**

Basic Constitutional Provisions of Indian Admn.; Preamble, Fundamental Rights, Directive Principles of State Policy, Fundamental Duties, Constitutional Amendment Procedure.

#### **Unit III-**

Indian Parliament; President, Lok Sabha, Rajya Sabha. Office of President; His Power and Functions. Office of Prime Minister; His Power and Functions. The Union Council of Ministers; Power and Functions.

#### **Unit IV-**

Cabinet and its Importance. The Central Secretariat; Structure and Functions. The Cabinet Secretariat; Structure and Functions. The Election Commission; Structure and Functions.

#### **Unit V-**

Civil Services in India; Recruitment Procedure to All India and Central Civil Services. Union Public Service Commission; Composition and Functions. Training of Civil Servants in India.

### **Reference Books :**

1. A.Awasthi & S.R.Maheshwari, Bhartiya Lok Prashashan, Lakshmi Narayan Agrawal.
2. Awasthi and Awasthi, Bharat main Lok Prashashan, Lakshmi Narayan Agrawal.
3. Surendra Katariya, Bhartiya Prashashan.
4. Brij Kishor Sharma, Bhartiya Sanvidhan.
5. M. LakshmiKant, Lok Prashashan, UPSC (Prelim.), Tata McGraw- Hill Publishing Ltd.
6. S.C. Singhal, Lok Prashashan Ke Tatva, Lakshmi Narayan Agrawal.
7. S. R. Maheshwari, Uchchar Lok Prashashan, Lakshmi Narayan Agrawal.
8. S. R. Maheshwari, Bhartiya Prashashan, Lakshmi Narayan Agrawal.
9. S. R. Maheshwari, Bhartiya Prashashan- Isaka Vikas, Lakshmi Narayan Agrawal.
10. R.K. Dubey, Adhunik Lok Prashashan, Lakshmi Narayan Agrawal.
11. Subhash Kashyap, Hamari Sansad, National Book Trust.
12. Chandra Prakash Bhambhri, Public Administration.



## **M.A. Public Administration Semester - II (2018-20) CBCS**

*Soft Skill and Ability Enhancement*

### **Communication Skill Code-PPH-205SS**

#### **Course objective:**

The objective of this paper is to make students aware of the practical significance of good communication skills and help them in acquiring competence in reporting ,drafting and development of negotiations skills.

#### **Course Contents:**

##### **Unit I: Introduction:**

Definition, nature, objects, elements and importance of communication, principles and practices, models of communication, types of communication,.

##### **Unit II: Communication skills and soft skills**

Interviewing and group discussion, resume preparation , etiquette and manners, self management, body and sign language, presentation skills, feedback & questioning technique: objectiveness in argument (Both one on one and in groups).

##### **Unit III: Concept to effective communication**

Dimensions and directions of communication, means of communication, 7C's for effective communication.

##### **Unit IV: Listening skills**

Importance of listening skills, good & bad listening , communication channels, types of communication medium- audio, video, digital, barriers of communication.

##### **Unit V: Public speaking and reporting**

effective public speaking and its principles, interpretation and techniques of report writing, letter writing, negotiation skills.

#### **Suggested Reading:**

Business Communication- Royan and V.lesikar, John D. Pettit, JR.Richard D.Irwin, INC

Business communication- K.K. Sinha

Business Etiquettes – David Robinson

Business communication – Dr. Nageshwar Rao and Dr. R.P. Das

Effective business communication- Morphy Richards

## **M.A. Public Administration Semester - III (2018-20) CBCS**

### **Core Paper 9:**

### **State Administration (Code-Pub301C)**

#### **Unit I-**

Constitutional Provision; The State Legislature (Vidhan Sabha), The Office of Governor; Appointment, Power and Functions. The Office of Chief Minister; Appointment, Power and Functions. The State Council of Ministers; Power and Functions.

#### **Unit II-**

Cabinet and its Importance. State Secretariat, Organisation of Ministries, Departments and Directorates. Role of Chief Secretary. Lok Ayukta; Appointment, Service Conditions, Functions and Criticism.

#### **Unit III-**

Centre-State Relations; Legislative, Executive and Financial Relations. National Finance Commission; Composition and Functions. Role of Planning Commission and National Development Council.

#### **Unit IV-**

State Public Services; Recruitment Process. State Public Service Commission; Compositions and Functions. Training to State Civil Servants. Inter-relationship b/w state civil servants and All India civil servants.

#### **Unit V-**

Divisional Commissioner; Power and Functions. District Admn.; Dist. Collector; Power and Functions, Changing Role. Dist. Superintendent of Police; Power and Functions, Changing Role.

### **Reference Books :**

1. A.Awasthi&S.R.Maheshwari, Bhartiya Lok Prashashan,Lakshmi Narayan Agrawal.
2. Awasthi and Awasthi, Bharat main Lok Prashashan, Lakshmi Narayan Agrawal.
3. Surendra Katariya, Bhartiya Prashashan.
4. Brij Kishor Sharma, Bhartiya Sanvidhan.
5. S.S. Khera, District Administration in India.
6. M. LakshmiKant, Lok Prashashan, UPSC (Prelim.), Tata McGraw- Hill Publishing Ltd.
7. B.Mehta, Dynamics of State Administration.
8. H.C. Sharma, Bharat Main Rajya Prashashan.
9. A.P. Awasthi, Madhya Pradesh Prashashan, M.P. Hindi Granth Academy.
10. A.P. Awasthi, Vitta Prashashan, Lakshmi Narayan Agrawal.
11. S. R. Maheshwari, Bhartiya Prashashan- Isaka Vikas, Lakshmi Narayan Agrawal.
12. R.K. Dubey, Adhunik Lok Prashashan, Lakshmi Narayan Agrawal.

## **M.A. Public Administration Semester - III (2018-20) CBCS**

**Core Paper 10:**

**Development Administration (Code-Pub302C)**

### **Unit I-**

Development Admn.; Meaning, Nature and Scope. Concept of Development Admn. And Administrative Development. Development Admn. And Traditional Admn. Public Admn. as an Instrument of Development.

### **Unit II-**

Bureaucracy and Development; Role of bureaucracy. Interaction among Bureaucrats, Politicians, Technocrats, Social Scientists, Educationists and Journalists.

### **Unit III-**

People's Participation; Meaning, Importance, Types (Formal and Informal). New Directions in People's Self Development and Empowerment. Characteristics and Role of Civil Society.

### **Unit IV-**

Imperatives of Development Management, Role of Law and Order Administration, Good Governance, E-Governance, State vs. Market Debate.

### **Unit V-**

Administrative Reforms for the Development; Concept & Importance. Problems comes before administrative reforms & Suggestions. Management Techniques for Administrative reforms; ICT, PERT, CPM, MIS.

### **Reference Books :**

1. A.Awasthi and A.Awasthi, Vikas Prashashan, Lakshmi Narayan Agrawal.
2. Preeta Joshi, Vikas Prashashan.
3. Edward Weidner, Development Administration.
4. Surendra Katariya, Bhartiya Prashashan.
5. Fred W. Riggs, Frontiers of Development Administration.
6. Surendra Katariya, Prashashnik Siddhant Evam Prabandha.
7. S.C. Singhal, Lok Prashashan Ke Tatva, Lakshmi Narayan Agrawal.
8. S. R. Maheshwari, Dictionary of Public Administration, Orient Longman.
9. M.P.Sharma and B.L. Sadana, Public Administration Theory and Practice, Kitab Mahal Publication.
10. A.Awasthi & S.R.Maheshwari, Bhartiya Lok Prashashan, Lakshmi Narayan Agrawal.
11. Rathod, Development Administration.
12. S.L. Goyal, Good Governance.
13. Faisal Al- Salem, The Ecology of Development Administration.

## **M.A. Public Administration Semester - III (2018-20) CBCS**

### **Elective Paper 1:**

### **Comparative Public Administration - Code Pub-303E(A)**

#### **Unit I-**

Comparative Public Administration; Concept, Causes for the rise of comparative study, Types, Scope, Importance and Present status. Characteristic Features of Administration in Developed and Developing Countries.

#### **Unit II-**

Theories and Models of comparative study; Ecological model, Bureaucratic model. F.W. Riggs; various Models, other Contribution and Criticism.

#### **Unit III-**

Important Political Features, Constitutional setup and administrative system (Federal/Central, Local) in Great Britain, USA, France, Japan.

#### **Unit IV-**

A comparative study of the Administration, Institutions and Civil Services; Recruitment, Training, Promotion, Discipline and Service Conditions in Great Britain, USA, France, Japan and India.

#### **Unit V-**

Various Legislative, Executive and Judicial Control Mechanisms over Administration in Great Britain, USA and India. Citizen and Administration-Machinery for Redressal of Citizen's Grievances in Great Britain, USA and India (Lokpal, Lokayukta, Parliamentary Commissioner).

### **Reference Books :**

1. M.P.Sharma and B.L. Sadana, Public Administration Theory and Practice, Kitab Mahal Publication.
2. A.Awasthi & A. Awasthi, Tulnatmak Lok Prashashan, Lakshmi Narayan Agrawal.
3. Surendra Katariya, Tulnatmak Lok Prashashan.
4. M. LakshmiKant, Lok Prashashan, UPSC (Prelim.), Tata McGraw- Hill Pub. Ltd.
5. A.P. Awasthi, Vitta Prashashan, Lakshmi Narayan Agrawal.
6. S.C. Singhal, Tulnatmak Shashan aur Rajniti, Lakshmi Narayan Agrawal.
7. T,N, Chaturvadi, Tulnatmak Lok Prashashan.
8. S.C. Singhal, Lok Prashashan Ke Tatva, Lakshmi Narayan Agrawal.
9. J.K. Chopra, Comparative Public Administration.

## **M.A. Public Administration Semester - III (2018-20) CBCS**

### **Elective Paper 1**

#### **International Organisation and Administration Code Pub-303E(B)**

##### **Unit 1**

Evolution of Internationalism in theory and practice, Development of International Institutions, Characteristics of present Community of Nations Universal State-State as a Unit. Nation-State co-operation and co-ordination, co-existence Pacific methods for settlement of international disputes.

##### **Unit 2**

A brief history of League of Nations- Origin, Developments structure, Functions of its various organs, appraisal, causes of decline and its contribution process of its liquidation.

##### **Unit 3**

Formation of the UN Charter, Purposes and principles, membership, Various organs of UNO- General Assembly, Security Council. Economic and Social Council. International Court of Justice, UN Secretariat; Role of Secretary General.

##### **Unit 4**

Personnel Administration-Problems of International Civil Service, Budgetary Problems, UN Developments Programmes, A Critical Appraisal of UN, Revision of the UN Charter.

##### **Unit 5**

UN Special Agencies- Organisation and working of ILO, UNESCO, FAO, WHO and World Bank.

##### **Reference Books :**

1. Claude, Eagleton : International Government
2. Ohodrich : The United Nations
3. Roy, M.P. : Antarrastriya Sangthan
4. Leonard : International Organisation

## **M.A. Public Administration Semester - III (2018-20) CBCS**

### **Elective Generic Paper 1:**

#### **Administrative Law - Code Pub304EG(A)**

##### **Unit I-**

Administrative Law; Definition, Scope. Reasons for the growth of Administrative Law. Dicey on Administrative Law. Difference b/w Constitutional law and Administrative law. Growth of Administrative law in India.

##### **Unit II-**

Concept of Rule of Law. Doctrine of Separation of Power. Delegated Legislation; Meaning, Classification. Parliamentary control over delegated legislation.

##### **Unit III-**

Administrative Adjudication; Meaning, Types, Importance. Administrative Adjudicative System in India; Central Administrative Tribunal(CAT), State Administrative Tribunal(SAT).

##### **Unit IV-**

Judicial System in India; Supreme Court, High Court, Subordinate Courts and their Jurisdiction. Writs; Certiorari, Prohibition, Mandamus, Quo Warranto, Habeas Corpus, Injunction.

##### **Unit V-**

Judicial Activism. Public Interest Litigation (PIL); Meaning, Nature, Purpose, Problems and Issues. Right to Information Act; Provisions and Practice.

#### **Reference Books :**

5. UPD Kesari, Administrative Law, Central Law Agency, Allahabad.
6. Kailash Raj, Administrative Law, Central Law Agency, Allahabad.
7. Basanti Lal Bavel, Administrative Law, Central Law Agency, Allahabad.
8. C.K. Thakkar, Administrative Law.
9. M.P. Jain and S.N. Jain, Principles of Administrative Law.
10. S.P. Sathe, Administrative Law in India.
11. M.P.Sharma and B.L. Sadana, Public Administration Theory and Practice, Kitab Mahal Publication.
12. M.C.J. Kagzi, Indian Administrative Law.
13. M. LakshmiKant, Lok Prashashan, UPSC (Prelim.), Tata McGraw- Hill Pub. Ltd.
14. S.C. Singhal, Lok Prashashan Ke Tatva, Lakshmi Narayan Agrawal.
15. Jain, Right to Information.

## **M.A. Public Administration Semester - III (2018-20) CBCS**

### **Elective Generic Paper 1**

#### **Public Policy – Code Pub304EG(B)**

##### **Unit 1**

Public Policy- Meaning, Scope and Nature, Importance of study of Public Policy

Policy Science-Contribution of Yehezkel

Dror'; Policy and Environment, Political Culture, Socio-Economic Conditions, Policy matters, Official participants, Level of Politics.

##### **Unit 2**

Models of Public Policy makings : Process model The Elite/Mass Model. The

Group Model, The System Model, The Institutional Model

The Output Model-The Incremental Model

The Rationalist Model, The Mixed Scanning Model. (Amitai Etzioni)

##### **Unit 3**

Policy Formulation and Adoption : Policy Problems, Classification and Analysis of

policy problem, preparation of policy agenda, Formulation of policy proposal,

Policy decision making, Policy adoption

##### **Unit 4**

Implementation of Public Policy : Policy programmes and projects : Policy

implementers, The Administrative Process of policy implementation, Financial

arrangement, problems in Policy implementation, Participation of beneficiaries,

Involvement of other interests, Political support, Trouble shooters.

##### **Unit 5**

Policy Evaluation : Policy impact, Problems in Policy evaluation. Policy evaluation

process, Politics of evaluation, Policy change.

#### **Reference Books :**

- 1 Jones, Charles O : An Introduction to the Study of Public Policy
- 2 Yehezkel Dror : Public Policy Making-Re-examined
- 3 James E. Adneron : Public Policy Making
- 4 Wade, Lavy L : The Elements of Public Policy
- 5 Kabra, K.N. : Public Policy

## **M.A. Public Administration Semester - III (2018-20) CBCS**

*Soft Skill and Ability Enhancement*

### **Personality Development Code--PPH -305SS(A)**

#### **Course Objectives:**

To prepare student with the aim of developing personality for leadership & awareness to develop an ideal citizenship values.

#### **Course Contents:**

##### **Unit I: Introduction**

Personality development- concept, types, role and impact, developing self awareness, projecting a winning personality.

##### **Unit II: Personality assessment**

Personality assessment and testing- resume writing- types, contents, formats, interviewing skill , group discussion, JAM sessions, persuasive communication .

##### **Unit III: Communication skill**

Practice on oral/spoken communication skill and testing-voice and accent, feedback and questioning techniques, objectives in a argument.

##### **Unit IV: Presentation skills**

Skills and techniques, etiquette, project/assignment presentation, role play and body language, impression management.

##### **Unit V: Personality development activities**

Leadership activities, motivation activities, team building activities, stress and time management techniques, creativity and ideation.

#### **Suggested Readings:**

Business Communication- Royan and V.lesikar, John D. Pettit, JR.Richard D.Irwin, INC.

Personality Development and soft skills- Barun K. Mitra, Oxford Publisher.

Personality Development –Rajiv K.Mishra, Rupa Publisher.



## **M.A. Pub. Adm. Semester - III (2018-20) CBCS**

*Soft Skill and Ability Enhancement-1*

### **COMPUTER APPLICATION : THEORY AND PRACTICE Code-PPH-305SS(B)**

#### **UNIT I :**

##### **INTRODUCTION TO COMPUTER ORGANIZATION - I**

History of development of Computer System concepts, Characteristics, Capability and limitations. Generation of computer. Types of PC 's Desktop. Laptop, Notebook, Workstation and their Characteristics.

##### **INTRODUCTION TO COMPUTER ORGANIZATION - II**

Basic components of a computer system control Unit, ALU. Input/Output Function and Characteristics, memory RAM, ROM, EPROM, PROM.

#### **UNIT II :**

##### **INPUT & OUTPUT DEVICES**

**Input Devices :** Keyboard, Mouse, Trackball, Joystick, Digitizing tablet, Scanners, Digital Camera, OCR Bar-Code Reader, Voice Recognition, Light pen, Touch Screen.

**Output Devices :** Monitors Characteristics and types of monitor, Video Standard VGA, SVGA, XGA, LCD Screen etc Printer, Plotter.

**STORAGE DEVICES :** Storage fundamental primary Vs Secondary. Various Storage Devices magnetic Tape. Cartridge Tape, Data Drives, Hard Drives, Floppy Disks, CD, VCD, CD-R, CD-RW, Zip Drive, DVD, DVD-RW.

#### **UNIT III**

##### **INTRODUCTION TO OPERATING SYSTEM**

Introduction to Operating Systems, Its functioning and types. basic commands of dos & Windows operating System.

Disk Operating System. (DOS)

Introduction, History and Versions of DOS.

DOS Basics

Physical Structure of disk, Drive name. FAT, File & directory structure and naming rules. Booting process, DOS system files.

Internal & External DOS Commands.

#### **UNIT IV**

##### **WORD PROCESSING**

Word

Introduction to word processing.

MS Word : Features, Creating, Saving and Operating Multi document Windows, Editing Text selecting, Inserting. deleting moving text.

Previewing documents, Printing document to file page. Reduce the number of pages by one.

Formatting Documents : paragraph formats, aligning Text and paragraph, Borders and shading, Headers and Footers, Multiple Columns

## INTRODUCTION TO EXCEL

Excel & Worksheet :

Worksheet basic.

Creating worksheet, entering data into worksheet, heading information, data text, dates, alphanumeric, values, saving & quitting worksheet.

Opening and moving around in an existing worksheet.

Toolbars and Menus, keyboard shortcuts.

Working with single and multiple workbook coping, renaming, moving, adding and deleting, coping entries and moving between workbooks

## UNIT V

### INTRODUCTION TO POWER POINT

Features and various versions.

Creating presentation using Slide master and template in various colour scheme.

Working with slides make new slide move, copy, delete, duplicate, lay outing of slide, Zoom in or out of a slide.

Editing and formatting text : Alignment, Editing, inserting, deleting, selecting, formatting of text, find and replace text.

POWER POINT- II

Bullets, footer, paragraph formatting, spell checking.

Printing presentation Print slides, notes, handouts and outlines.

Inserting objects Drawing and Inserting objects using Clip Arts, picture and charts.

Slide sorter, slide transition effect and animation effects. Presenting the show making stand alone presentation, pack and go wizards.

### Books Recommended-

1. डॉ. एस.के.विजय, डॉ. पंकज सिंह : कम्प्यूटर विज्ञान एवं सूचना प्रौद्योगिकी, मध्यप्रदेश हिन्दी ग्रन्थ अकादमी, भोपाल
2. डॉ. पंकजसिंह कम्प्यूटर अध्ययन, रामप्रसाद एवं संस
3. डॉ. त्रिभुवननाथ शुक्ल – हिन्दी कंप्यूटिंग, विकास प्रकाशन, कानपुर
4. Fundamentals of Computers - V.Rajaraman, PHI

## **M.A. Public Administration Semester - IV (2018-20) CBCS**

**Core Paper 11:**

**Public Enterprises in India – Code Pub-401C**

### **Unit I-**

Public Sector and Private Sector; Similarities and Differences. Public Enterprises; Meaning, Definition, Importance. Growth of Pub. Ent. in India. Various types of Public Enterprises.

### **Unit II-**

Characteristics, Composition, Merits and Demerits of; Departmental Form, Public Corporation and Joint Stock Company. Management Board; Types and Composition, Presentation of Legislators, Civil Servants and Workers. Functions of Management Board.

### **Unit III-**

Personnel admn. In Public Enterprises & Industrial Relations; Meaning, Purpose, Recruitment, Training, Promotion, Salary & Service Conditions. Financing of Pub. Ent.; Govt. Share, Share Market; Bombay Stock Exchange, National Stock Exchange. Securities and Exchange Board of India(SEBI), Industrial Bank of India(IDBI), Small Industrial Bank of India(SIDBI).

### **Unit IV-**

Control over Pub. Ent.; Parliamentary control, Ministerial control, Committee on Public Undertakings(CPU), Judicial control. Role of Comptroller and Auditor General of India in Pub. Ent. Performance Audit of Pub. Ent.

### **Unit V-**

Problems and Contemporary issues of Pub. Ent. in India; Corruption, Financial Loss, Disinvestment & Privatisation, Autonomy and Public Accountability, Work-Performance. Impact of Liberalisation, Privatisation & Globalisation on Public Enterprises.

### **Reference Books :**

1. Mishra and Kumar, Public Enterprises in India.
2. S.S. Khera, Management and Control in Public Enterprises.
3. A.H. Hanson, Management Problems of Public Enterprises.
4. V.V. Ramanandan, Control over Public Enterprises in India.
5. Surendra Katariya, Arthik Niti evam Prashashan.
6. MJK Thavraj, Financial Administration in India, Sultan Chand and Sons.
7. K.C. Khanna, Management of Public Sector.
8. Tandon, Financial Development in India.

9. Mishra and Puri, *Bhartiya Arthvyavastha*.
10. S.C. Singhal, *Lok Prashashan Ke Tatva*, Lakshmi Narayan Agrawal.
11. M. LakshmiKant, *Lok Prashashan, UPSC (Prelim.)*, Tata McGraw- Hill Pub. Ltd.
12. Gupta and Saini, *Financial Administration in India*.
13. T.K. Jain and Sunil Saxena, *Lok Udhog*.
14. N.N. Mallay, *The Public Sector in India*.

## **M.A. Public Administration Semester - IV (2018-20) CBCS**

**Core Paper 12:**

**Research Methodology - Code Pub-402C**

### **Unit I-**

Social Research; Meaning & Nature, Objectives, Types and Significance. Different stages of Social Research. Difference b/w Pure & Applied Research. Problem Identification & Preparation of Research Design. Research Areas in Public Administration.

### **Unit II-**

Research Methodologies in social research. Scientific method; Nature, Objectives, Basic Assumptions and Limitations. Hypothesis; Concept, Types, Sources, Importance, Hypothesis- Making & Hypothesis-Testing.

### **Unit III-**

Universe, Sampling; Meaning & Types. Sources of Data Collection: Primary and Secondary. Techniques of Data collection- Interview Schedule, Observation, Questionnaire and Case Study.

### **Unit IV-**

Survey Method; Meaning & Nature, Types, Survey-planning & Main Stages. Content Analysis; Codification & Tabulation. Data Presentation. Use & Importance of Statistics in Social research.

### **Unit V-**

Report Writing; Objective, Element, Features of Ideal Report Writing. Problems in Report Writing & Solutions. Use of Computer in Social Research.

### **Reference Books**

1. P. V. Young, Scientific Social Surveys and Research.
2. W. J. Goode & Paul H. Hatt, Methods in social Research.
3. Simpson & Kafka, Basic Statistics.
4. S. P. Gupta, Statistical Methods.
5. S. Milne, Concepts & Models in Public Administration.
6. Dennis J. Palumbo, Statistics in Political and Behavioural Science.
7. B. M. Jain, Shodh Pravidhi (Research Methodology).
8. Ravindranath Mukharjee, Samajik Shodh and Sankhiyaki, Vivek Publication.
9. Dhramveer Mahajan & Kamalesh Mahajan, Research Methodology, Vivek Publication.
10. Bhandarkar and Wilkson, Methods in Social Research.
11. V.P. Michael, Research Methodology in Management, Himalaya Publishing House.

## **M.A. Public Administration Semester - IV (2018-20) CBCS**

**Elective Paper 2:**

**Rural and Urban Local Government – Code Pub-403E(A)**

### **Unit I-**

Rural Local Government; Concept of Democratic Decentralisation. Panchayati Raj Institution; Historical Perspective, PRI at the time of Independence, Balwant Rai Mehta Committee, Ashok Mehta Committee, L.M. Singhvi Committee.

### **Unit II-**

73<sup>rd</sup> Constitutional Amendment Act of 1992. Madhya Pradesh Panchayati Raj Adhiniyam 1993. Structure, Composition, Functions & Budget Process in PRI in M.P.

### **Unit III-**

Urban Local Government; Historical Perspective. 74<sup>th</sup> Constitutional Amendment Act of 1992. Structure, Composition, Functions and Budgetary Process in Municipal Corporation & Municipality in M.P.

### **Unit IV-**

Appointment and service conditions of Personnel in local govt. bodies. Problems of PRI and their solutions. Role of Dist. Collector in PRI. Problems and Solutions of Urban Local Govt.

### **Unit V-**

Relations b/w Local Govt. Bodies and State Govt.; Legislative, Executive and Financial Control. State Election Commission. State Finance Commission. Village Court (Gram Nyayalaya).

### **Reference Books :**

1. S. R. Maheshwari, Bharat main Sthaniya Prashashan, Lakshmi Narayan Agrawal.
2. R.L. Khanna, Municipal Government and Administration.
3. S.K. Bhogle, Local Government in India.
4. M. LakshmiKant, Lok Prashashan, UPSC (Prelim.), Tata McGraw- Hill Pub. Ltd.
5. A.P. Awasthi, Vitta Prashasha, Lakshmi Narayan Agrawal.
6. A.Awasthi & S.R.Maheshwari, Bhartiya Lok Prashashan, Lakshmi Narayan Agrawal.
7. R. Argal, Municipal Government in India.
8. A.P. Awasthi, Madhya Pradesh Prashashan, M.P. Hindi Granth Academy.
9. Sharma and Sharma, Panchayati Raj.
10. Chopra, Local Self Government.
11. Pattanayak, Local Government.
12. S.S. Minakshisundaram, Decentralisation in Developing Countries.

## **M.A. Public Administration Semester - IV (2018-20) CBCS**

### **Elective Paper 2**

#### **ECONOMIC SYSTEMS AND ADMINISTRATION CodePub403E(B)**

##### **Unit 1**

Introduction : Definition and Nature of Economics System; Relationship between Economic System and Administration; Forces for making of various Economic systems; Role deferential of Government under various Economic Systems; Role of Fiscal, Monetary and Price Policies under various Economic Systems.

##### **Unit 2**

Economic System in USA : Organisation of Capita-list Economy, Maintenance of Competition in Capitalist Economy; Planning and planning Machinery under Capitalism; Capitalism and Welfare Measures : A critique of Capitalism in USA.

##### **Unit 3**

Economic System in UK : Forms of Socialism Administration and Problems of Nationalised Industries in UK A Critique of British Socialism.

##### **Unit 4**

Economic System in India : Rationale of Mixed Economy, the Study of Public Enterprises and their Management, Nature of Planning and its Problems, Mixed Economy vis a vis democratic Socialism, Nationalisation of means of Production; Recent trends in Economic Policy.

##### **Unit 5**

Economic System in Asian Countries with special reference to China and Japan, Factors effecting Economic System- Political, ecological and cultural.

#### **Reference Books :**

- 1 Loucks : Comparative Economic Systems
- 2 Blodgett : Comparative Economic Systems
- 3 Richard, S. Carsce : Comparative Economic Systems
- 4 Vaclar Holesovsky : Economic System-and Comparison
- 5 Hazek : Collective Economic Planning
- 6 M.L. Seth Theory and Practice of Economic Planning
- 7 K.L. Handa : Financial Administration

## **M.A. Public Administration Semester - IV (2018-20) CBCS**

### **Elective Generic Paper 2:**

#### **Public Welfare Administration – Code Pub-404EG(A)**

##### **Unit I-**

Social Welfare Administration; Meaning, Nature, Scope and Importance. The Concept and Relevance of Social Justice and Social Change.

##### **Unit II-**

Concept, Significance and Emerging Trends of Empowerment and Human Rights. Reservation Policy. Major Social Sectors; Health, Education and Employment.

##### **Unit III-**

Organizational Structure for Social Justice Administration; The Union Ministry of Social Justice and Empowerment. State Departments of Social Welfare. Central Social Welfare Board. State Social Welfare Board.

##### **Unit IV-**

Various types, Role and Significance of NGOs and Voluntary Organisations. Composition, Functions and Importance of National Human Rights Commission and State Human Rights Commission.

##### **Unit V-**

Cooperative Society; Concept, Types, Functions and Significance. Council for Advancement of People's Action and Rural Technology (CAPART). Socio-Economic Issues of Urbanisation, Globalisation, Liberalisation and Privatisation.

#### **Reference Books :**

1. T.N. Chaturvedi and Chandra Kohali, Social Administration: Development and Change.
2. G.B. Sharma, Social Administration in India.
3. C.R. White, Public Welfare Administration.
4. David C. Marsh, An Introduction to Social Welfare.
5. S. N. Dubey, Social Administration.
6. Frinendlander, Introduction to Social Welfare.
7. Ashok Kuamr Dubey, 21vi Shatabdi main Lok Prashashan, Tata McGraw- Hill Pub. Ltd.
8. S.C. Singhal, Lok Prashashan Ke Tatva, Lakshmi Narayan Agrawal.
9. S.K. Khinduka, Social Welfare State Organisation, IIPA.
10. V. Jaganadam, Essay on Welfare State.



## **M.A. Public Administration Semester - IV (2018-20) CBCS**

### **Human Resource Development and Planning – Code Pub-404EG(B)**

#### **Unit : 1**

Basic Concept of HRD; Definition, Nature, Scope and Significance. Process of HRD Experiences.

#### **Unit : 2**

Micro Level Scenario of Human Resource Planning. Concept and Process of Human Resource Planning. Methods and Techniques of Demand and Supply. Forecasting .

#### **Unit : 3**

Job Evaluation Concepts, Scope and Limitations. Job Analysis, Job Description.

#### **Unit: 4**

Action Areas : Issues and Experiences, Selection and Recruitment. Induction and Placements. Performance and Potential Appraisal, Transfer, Promotions, Reward Policies. Training and Retraining.

#### **Unit : 5**

Measurement in Human Resources Planning : Human Resources Information System, Human Resources Audit. Human Resources Accounting. Productivity Incentives : Concept, Criteria and Constraints.

#### **Reference Books :**

- 01 Rao ToVo and Abraham E. : HRD Practices in Industries – Artend Report
- 02 Santhanam M. : Development of Human Resource
- 03 Sharma A.K. : Some Issue in Management Development
- 04 Rundrabasavraj M.N. : Executive Development in The Public Sector

## **Disaster Management: Syllabus (CBCS)**

Vikram university IV Sem. Political Science (POL-404EG (C))

### **Disaster Management**

#### **UNIT-I:-**

Natural Disasters- Meaning and nature of natural disasters, their types and effects. Floods, drought, cyclone, earthquakes, landslides, avalanches, Volcanic eruptions, Heat and cold waves, Climatic change: global warming, Sea level rise, ozone depletion.

#### **UNIT-II:-**

Geological Disasters (earthquakes, landslides, tsunami, mining); Hydro-Meteorological Disasters (floods, cyclones, lightning, thunder-storms, hail storms, avalanches, droughts, cold and heat waves); Biological Disasters (epidemics, pest attacks, forest fire); Technological Disasters (chemical, industrial, radiological, nuclear) and Man-made Disasters (building collapse, rural and urban fire, road and rail accidents, nuclear, radiological, chemicals and biological disasters); Global Disaster Trends—Emerging Risks of Disasters—Climate Change and Urban Disasters

#### **UNIT-III:-**

Disaster Management Cycle and Framework Disaster Management Cycle—Paradigm Shift in Disaster Management Pre-Disaster—Risk Assessment and Analysis, Risk Mapping, zonation and Microzonation, Prevention and Mitigation of Disasters, Early Warning System; Preparedness, Capacity Development; Awareness During Disaster—Evacuation—Disaster Communication—Search and Rescue

#### **UNIT-IV:-**

Emergency Operation Centre—Incident Command System—Relief and Rehabilitation—Post-disaster—Damage and Needs Assessment, Restoration of Critical Infrastructure—Early Recovery—Reconstruction and Redevelopment; IDNDR, Yokohama Strategy, Hyogo Framework of Action. Disaster Management in India

## **UNIT-V:-**

**Disaster Profile of India –Mega Disasters of India and Lessons Learnt Disaster Management Act 2005 –Institutional and Financial Mechanism National Policy on Disaster Management, National Guidelines and Plans on Disaster Management; Role of Government (local, state and national), Non-Government and Inter-Governmental Agencies, Applications of Science and Technology for Disaster Management & Mitigation**

**Geo-informatics in Disaster Management (RS, GIS, GPS and RS) Disaster Communication System (Early Warning and Its Dissemination) Land Use Planning and Development Regulations Disaster Safe Designs and Constructions Structural and Non Structural Mitigation of Disasters S&T Institutions for Disaster Management in India**

Environmental Management: Syllabus (CBCS)

ENVIRONMENTAL POLLUTION AND MANAGEMENT

UNIT I

Water pollution, sources & types of water pollution, physical, chemical & biological, effect of water pollution. Drinking water quality standards waste water treatment primary, secondary, tertiary

Water pollution prevention & control act 1974.

UNIT II

Air pollution structure and composition of atmosphere classification, sources & effects of air pollution Acid rain green house effect global warming Ozone depletion.

UNIT III

Prevention and control of air pollution particulate control settling chamber, scrubber, bag filter, cyclones electrostatic precipitators. Gaseous emission control methods. Air pollution prevention and control Act 1981.

UNIT IV

Soil Pollution soil pollutants types sources, effects & Control. Noise Pollution sources effects & Control.

UNIT V

Government Agencies & Programs The Tiwari committee creation of NCEPC, Department of Environment & Forest Function of State Pollution Control Board.

REFERENCES

1.Rao, M. N and H.V.N. Rao (1993) Air Pollution, Tata McGraw

Hill Publishing Company Limited. New Delhi.

2.Kudesia, V.P and Ritu Kudesia (1992) Water Pollution, Pragati Prakashan Publication, Meerut.

3.Sawyer, C. N., P.L McCarty and G.F. Perkin (1994) Chemistry for

Environmental Engineers, II Edition. McGrawHill.

4.Sharma, B.K and H.Kaur (1994) Soil and Noise Pollution. Goel Publishing House, Meerut.

5.Kumarasawmy, K., A. Alagappa Moses and M. Vasanthi (2004)

Environmental Studies (A Text Book for All Under Graduate Students) Bharathidasan University Publications.

**M.A. Public Administration Semester - IV (2018-20) CBCS**  
**Soft Skill and Ability Enhancement**

**Tourism Management (Code-PPH-405SS(A))**

**Course Objective:**

The course is of utmost importance when the industry is poised to take a leap forward and therefore, the course assumes greater significance for understanding the resources development, modernization syndrome in the field of tourism.

**Course Contents:**

**UNIT I: Introduction**

Concept of tourism & importance in economy, types of tourism, tourism in Madhya Pradesh history and development ,Geography, Climate, Forest , River and Mountain.

**UNIT II: Overall Scenario**

Present scenario, planning, development and opportunities. Social and Economical impact of tourism, role of public and private sector in the promotion of tourism.

**UNIT III: Tourism Resources**

Physical and Biographical ,Tourist satisfaction and service quality-Transport accommodation, other facilities and amenities available in Madhya Pradesh. Role of tourist service provider, heritage site in M.P.

**UNIT IV: Financial aspects of Tourism**

Requirements of capital investment, sources of finance, Madhya Pradesh State Tourism Development Corporation Limited - funds, finance, policies, packages and its role for the development of tourism in madhyapradesh.

**UNIT V: Practical training**

Case studies of popular tourist places and tourist statistics in Madhya Pradesh, Analytical studies of tourist arrivals trends.

**Suggested Readings:**

Ancient Geography of M.P-Bhattacharya D.K

All district Gazettes of M.P

Tourism planning –Gunn. Clare A

**M.A. Public Administration Semester - IV (2018-20) CBCS**

*Soft Skill and Ability Enhancement-1*

**ESSAY ON CURRENT ISSUES** Code-PPH-405SS(B)

Students will be required to write an essay on any one of the ten issues given in the question paper by the examiner. (No word limit)