

SYLLABUS

**PUBLIC ADMINISTRATION**

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

(Only for UTDs)

LOCF

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

## PROGRAM OBJECTIVES

M. A. Public Administration is a two years (four semesters) Post Graduate level program is a theoretical and application oriented academic program. The objectives of the program are-

1. To fulfill contemporary societal needs of public governance and equip the learner / students with necessary knowledge, wisdom and skills relevant for local, national and international governance.
2. To develop specialized knowledge and skills among its students to engage themselves in Public governance and its related activities. There is need for well informed and proficient manpower for discharging regulatory responsibilities and delivering a set of quality services to the satisfaction of the citizens.
3. To prepare and competent the youth for civil services need and their academic development by equipping them with recent developments at national scenario, as the concerns for good governance and citizen centric governance have become important objectives in addition to the traditional narratives of efficiency, economy and effectiveness.
4. To develop students as a responsible part of civil society. In recent years, mega developments like information and communication technology, liberalization, privatization, globalization, decentralization and growing role of the civil society have impacted the role of the state and its agencies. It has changed the citizens' interface with the governance and market forces. Innovative citizen-centric practices in governance have been adopted across the world.

After successful completion of the course the learner will be competent and confident to capture and join various government opportunities such as civil service, police service and others. Besides planning career in activity area of public administration, the learners can also prepare themselves in research and teaching.

## AIM OF THE PROGRAM

The overarching aims of M. A. Public Administration are to:

- Provide students with learning experiences that develop broad knowledge and understanding of key concepts of Public Administration and equip them with advanced knowledge and understanding for analyzing and performing the tasks concerning public affairs.
- Develop students' ability to apply the acquired knowledge and skills to the solution of specific theoretical and applied problems in Public Administration settings.
- Develop abilities in students to come up with innovative prescriptions/solutions for the benefit of society, by diligence, leadership, team work and lifelong learning.
- Provide students with skills that enable them to get employment in public, private, non governmental sectors; pursue higher studies; participate in quality research assignments.

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## PROGRAM LEARNING OUTCOMES (PLO)

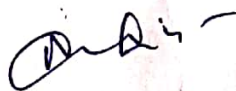
Learners with strong knowledge in public administration can deal with the critical issues of public and individual life including political, social, and economic aspects. The framework of the course and papers are designed in a way to develop understanding of the principles, institutions and their ecological concerns, processes and issues of local, regional, national and international levels of public governance and academics of public administration. After successful completion of Program the Learning Outcomes will be reflect:

1. Fair understanding of theories, principles, models and ideas of discipline of public administration and its academic significance.
2. Competency to respond on contemporary societal needs of public governance and equip them with necessary knowledge, wisdom and skills relevant for local, national and international governance.
3. Knowledge about the inter-disciplinary nature and ecology of public administration in both theory and practice (activities).
4. Knowledge about public welfare administration, development administration and various schemes, programs, measures and techniques to achieve them.
5. Knowledge about the economic and finance part of the government and administration, and role – responsibilities of the citizen in their social and economic activities.
6. Knowledge about real working of administration and its personnel, and issues affecting their performance, efficiency and effectiveness.
7. Competency in communicational skill, group discussion, public speaking, academic writing and personality development through ability enhancement and skill development papers and CCE activities.
8. Familiarity with the issues of good governance, responsive governance, transparency and accountability, and the use of Information and communication technology in the field of public administration.

## PROGRAMME SPECIFIC OUTCOMES (PSO)

The program specific outcomes of the M.A Public Administration program are as under –

1. Students would be able to live, perform and participate as a responsible citizen.
2. Students would be able to know about the research and development opportunities in the field of administration / policy/ governance studies.
3. Students would be able to analyze the effectiveness of governmental policies and program.
4. Students would gain confidence while dealing with administrative officials and political leaders.
5. Students would be able to develop their research aptitude and orientation.



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6. Students would be able to learn about the research papers writing and presenting in seminars/conferences.

## COURSE CURRICULUM

Semester - I

Core Paper 1: Theory of Public Administration (Code-Pub-101C)

### Course Objectives-

To introduce the students with the academic nature, scope and features of public administration as a field of study, various study approaches and its relations with other field of studies.

### Course Learning Outcome -

1. Acquiring the knowledge of the elements, theories and principles of Public Administration as an academic discipline.
2. Ability to appraise and update about the developments and recent trends taking place in the discipline of Public Administration.
3. Capacity to understand the dynamics and extension of public administration and its activities.

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.

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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.

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Semester - I

Core Paper 2:

Administrative Thinkers (Code-Pub-102C)

**Course Objectives-**

To develop ability of higher thinking and understanding of various acceptable perspectives of thoughts through sincere study of prominent thinkers and their contribution in the fields of administration and management.

**Course Learning Outcome -**

1. Acquaintance with ideas and models suggested and applied in ancient India (in special context to Mauryan Empire).
2. Acquaintance and understanding of ideas, academic contribution and role of prominent thinkers in the field of administration, management and industrial psychology.

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.

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Semester - I

Core Paper 3:

Principles of Organisation (Code-Pub-103C)

**Course Objectives-**

To provide knowledge about the various types of public organizations and the basic principles governing their structural- functional aspects.

**Course Learning Outcome-**

1. Knowledge and understanding of basic components and key principles determining structure and nature of organizations.
2. Knowledge of key principles determining functional - nature and procedure in an organisation.
3. Competency to work according to the norms and behaviour of personnel by understanding structural – functional aspects of organisation and functions of management.

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.

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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.

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Semester - I

Core Paper 4:

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

**Course Objectives-**

To impart economical and financial knowledge and the legislative and executive process pertaining financial nature.

**Course Learning Outcome –**

1. Knowledge about finance part of the government and its different nature working under different types of economies.
2. Comprehending the Indian economic system and dynamics related to public finance, fiscal federalism, resource mobilisation.
3. Acquaintance with the budget system in India and its significance.

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.

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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.

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Semester - I

Soft Skill & Ability Enhancement (Elective)

Entrepreneurship Development (Code PPH-105SS (A))

**Course Objectives-**

To impart and furnish entrepreneurship skills among the students, and providing theoretical understanding to become a good entrepreneur.

**Course Learning Outcome**

1. To prepare the budding entrepreneurs and to provide them seedbeds of entrepreneurship at the entry level by enhancing their entrepreneurial skills.

**Unit I: Introduction**

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

**Unit II: Analysis of Entrepreneur opportunities**

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

**Unit III: Search of business idea**

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.

**Unit IV: Role of Supportive Organizations**

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

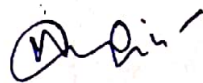
**Unit V: Market assessment**

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.

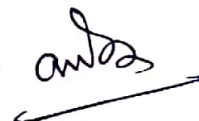
**Suggested Readings:**

1. Entrepreneurship Development  
Dynamics of Entrepreneurial Development and Management

Dr.C.B.Gupta  
Vasant Desai









2. Innovation and Entrepreneurship
3. Entrepreneurship Development
4. Entrepreneurship-Need of the Hour
5. Entrepreneurship Development

Peter F. Drucker  
G.A. Kaulgud  
Dr. Vidya Hattangadi  
Dipesh D. Uike

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Semester - I  
Soft Skill and Ability Enhancement (Elective)

Entrepreneurship Development Code- PPH-105SS (B)

### Course Objectives-

To impart and furnish entrepreneurship skills among the students, and providing theoretical understanding to become a good entrepreneur.

### Course Learning Outcome

1. Knowledge about entrepreneurship, its key theoretical aspects.
2. Understanding of self confidence and motivational factors required in a successful entrepreneur.

#### Unit 1

Entrepreneurship – Definition, Characteristics and importance, Type and functions of an entrepreneur, merits of a good entrepreneur motivational factors of entrepreneurship.

#### Unit 2

Motivation to achieve targets and establishment of ideas. Setting targets and facing challenges. Resolving problems and creativity. Sequenced planning and guiding capacity, Development of self confidence.

#### Unit 3

Communication skills, Capacity to influence, leadership, Capacity: Its development and results.

#### Unit 4

Selecting the form of Organisation-Meaning and characteristics of sole Proprietorship, Partnership and cooperative committees, elements affecting selection of a form of an Organisation. Economic management - Role of banks and financial institutions banking. financial plans, working Capital-evaluation and management, keeping of accounts.

#### Unit 5

Project Report- Evaluation of selected process Detailed project report-Preparation of main part of project report pointing out necessary and viability.

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Core Paper 5:

Financial Administration-II (Code-Pub201C)

**Course Objective-**

Imparting the knowledge of system and dynamics of Indian Public finance and salient features of key institutional set up.

**Course Learning Outcome -**

1. Comprehending the system and dynamics of Indian Public finance, Fiscal federalism, Banking system, National income and related terminologies.
2. Analytical understanding of functioning and role of the Comptroller and Auditor General of India in public finance.

**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-**

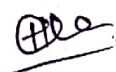


Indian Banking System; Nationalised Banks, Commercial Banks, Private Banks; Features & Recent trends. New Economic Policy of 1991; Liberalisation, Privatisation & Globalisation & related issues. Foreign Direct Investment in India.

**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.

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Semester - II

Core Paper 6:

Administrative Behavior (Code-Pub202C)

**Course Objective-**

1. To provide theoretical understanding of theories, principle and models that determined rational and logical behaviour of personnel in an organisation.
2. To teach and trained in decision-making, communication and leadership.

**Course Learning Outcome -**

1. Developing professional approach by enhancing understanding about the key elements of administrative behaviour and organisational management.
2. Knowledge about theoretical contribution of prominent thinkers in the field of management and administration.

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)

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4. Management Thought and Thinkers, Prabhudutta Sharma, Research Publication.
5. Ashok Kumar Dubey, Prashashnik Vichardharaycin, 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.

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Semester - II

Core Paper 7:

Personnel Administration (Code-Pub203C)

**Course Objectives-**

1. To impart basic principles determining personnel administration in public organisation including key practices of recruitment, training and promotion.
2. To develop analytical skill on issues relating men in organisation.

**Course Learning Outcome -**

1. Conceptual clarity regarding public personnel administration, its scope, career system and related issues by covering its various aspects.
2. Detailed understanding of the public personnel system in India.
3. Critical understanding of issues like employee associations, adjudication institutions and processes, and Civil Service Reforms.

**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-**

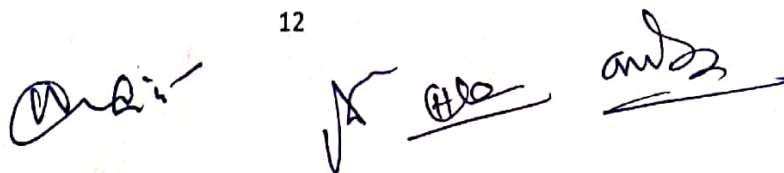
Grievance redressal mechanism; Staff Association; Need and Importance. Employer- Employee Relationship. Pay and Service Conditions. Code of Conduct.

**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.

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Semester - II

Core Paper 8:

Indian Administration (Union Government) (Code-Pub204C)

**Course Objectives-**

To impart knowledge of administrative system in India, citizen- state interface and related issues.

**Course Learning Outcome -**

1. Knowledge about the evolution and growth of Indian Administration, its key features controlling and regulating Indian government system and administration.
2. Grasping the role and functions of Union Executive.
3. Understanding the in-built control mechanisms over constitutional bodies in particular and administration in general.
4. Awareness about the institutions and mechanism in force for citizen-state interface.

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.

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Semester - II

*Soft Skill and Ability Enhancement*

Communication Skill Code-PPH-205SS

**Course Objective-**

To provide knowledge and trained the students in good communication and negotiation skill.

**Course Learning Outcome -**

1. Awareness of the practical significance of good communication and negotiation skills.
2. Acquiring competency in reporting and drafting.

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

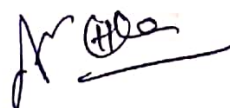
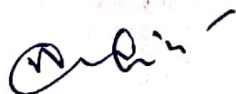
effective public speaking and its principles, interpretation and techniques of report writing, letter writing, negotiation skills.

Suggested Reading:

1. Business Communication- Royan and V.lesikar, John D. Pettit, JR.Richard D.Irwin, INC
2. Business communication- K.K. Sinha
3. Business Etiquettes – David Robinson
4. Business communication – Dr. Nageshwar Rao and Dr. R.P. Das
5. Effective business communication- Morphy Richards

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Semester - III

Core Paper 9:

State Administration (Code-Pub301C)

**Course Objective-**

To impart knowledge of administrative system in India at state level and issues relating union-state relationship.

**Course Learning Outcome -**

1. Conceptual understanding of the constitutional provisions on state legislature - executive and their working.
2. Delineating the constitutional provisions and dynamics of union-state relationships.
3. Knowledge of divisional and district administration and their working.

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.

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Semester - III

Core Paper 10:

Development Administration (Code-Pub302C)

**Course Objective-**

To provide higher level understanding on significant issues determining the process of development and role of administrative machinery in it.

**Course Learning Outcome :**

1. Developing a basic intellectual understanding of development, its approaches, various actors determining development in the country in ecological and post-globalization context.
2. Gaining conceptual and theoretical understanding of good governance, e-governance, management techniques, people participation etc.

**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-**

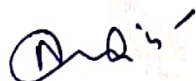
Administrative Reforms for the Development; Concept & Importance. Problems comes before administrative reforms & Suggestions. Management Techniques for Administrative reforms; ICT, PERT, CPM, MIS.

**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, Prashasnik 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.

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

Elective Paper I:

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

**Course Objective-**

To provide knowledge of constitutional set up, administrative and personnel system in some of foreign countries having distinctive history and governing features. The focus of study are in four countries- USA, UK, France and Japan.

**Course Learning Outcome -**

1. Equipping with the conceptual clarity of study of administrative system in other countries by following different approaches and models.
2. Knowledge about constitutional set up and governing system at national, state and local levels in USA, UK, France and Japan. These four countries have distinctive history, system of governance and administration.
3. Comparative analysis of these four countries in their governing and administrative system, civil services and grievance redressal mechanism.

**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.

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Semester - III

Elective Paper I

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

**Course Objectives-**

To provide knowledge of key international organizations, their origin, functional role and importance in determining world level affairs.

**Course Learning Outcome -**

1. Knowledge of key international organizations, their origin, functional role and major issues.
2. Knowledge of working of international administration, civil services, budgetary system and developmental programs.

**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, coexistence 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

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Semester - III

Elective Generic Paper 1:

Administrative Law - Code Pub304EG(A)

**Course Objectives-**

1. To impart knowledge of natural justice, Constitutional law, rule of law and administrative law.
2. To develop confidence and sense of responsibility on all issues of justice.

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### Course Learning Outcome -

1. Developing an understanding on natural justice, Constitutional law, rule of law, and administrative law and distinguish in them.
2. Delineating in detailed the concept of administrative adjudication, delegated legislation and administrative tribunals.

#### 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 :

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

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#### Semester - III

#### Elective Generic Paper 1

#### Public Policy – Code Pub304EG(B)

#### Course Objectives-

1. To develop critical understanding on all issues pertaining public policy.
2. To develop sense of participation at different stages of it- policy making, execution, evaluation and analysis.

### Course Learning Outcome -

1. Understanding the basic concepts such as public policy, policy analysis, public policy process and governance.
2. Knowledge of different stages of the Public policy process in terms of theoretical formulation and the process.
3. Necessary competence to undertake policy analysis.

#### 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. Aderson : Public Policy Making
- 4 Wade, Lavy L : The Elements of Public Policy
- 5 Kabra, K.N. : Public Policy

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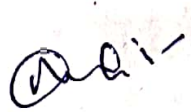
### Semester - III

#### *Soft Skill and Ability Enhancement*

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

#### Course Objective-

1. To provide theoretical understanding on inner and outer development of a personality.
2. To impart attributes helpful in time management and the self management.





## Course Learning Outcome

1. Development of inner attributes by focusing on some key parts of personality such as communication skill, presentation skill, and inner confidence and morale.
2. Understanding of self management and time management.

### 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:

1. Business Communication- Royan and V.lesikar, John D. Pettit, JR.Richard D.Irwin, INC.
2. Personality Development and soft skills- Barun K. Mitra, Oxford Publisher.
3. Personality Development –Rajiv K.Mishra, Rupa Publisher.

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## Semester - III

### Soft Skill and Ability Enhancement-1

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

### Course Objective-

To provide theoretical Understanding and practical knowledge of Computer system, and its Hardware and Software system.

### Course Learning Outcome -

1. Knowledge of evolution of computer- system and its utility and significance in modern life.
2. Knowledge of input and output devices and their working.
3. Practical working of MS Office, Excel, DOS and other key software functions.

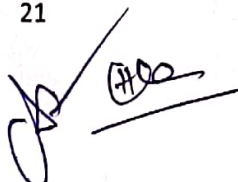
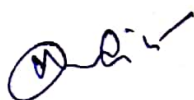
### UNIT I :

#### 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

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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 & 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

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## Semester - IV

### Core Paper 11:

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

#### Course Objectives-

1. To provide knowledge and understanding of public and private sectors, their role and significance in the economy of the country, with special reference to India.

#### Course Learning Outcome -

1. Detailed knowledge of various popular types of public enterprises in India, their characteristics, financial, personnel and management systems in their regular working and various control mechanisms on them.
2. Understanding of working and importance of share market and their regulatory indexes.
3. Analytical understanding of consequences globalisation in special references to India.

#### 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 Pubic 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.

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Semester - IV

Core Paper 12:

Research Methodology - Code Pub-402C

**Course Objective-**

To develop of an intellectual understanding of the fundamental knowledge of research concepts and methodology, and ability to carry out them.

**Course Learning Outcome**

1. Comprehend the research process in an appropriate manner and inculcation of the necessary skills to use research tools to undertake research study.
2. Ability to understand the issues and challenges of research in Public Administration.

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.

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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.

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Semester - IV

Elective Paper 2:

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

**Course Objective-**

1. To impart knowledge on local self- governments in India with special reference to M.P.
2. Acquiring the theoretical knowledge and understanding of the evolution and growth of rural and urban local governance in India.

**Course Learning Outcome -**

1. Gaining insights about composition, role, functions and resources of Panchayati Raj Institutions (PRIs) and the Municipalities bodies in India with special reference to Madhya Pradesh.
2. Sufficiently informed and aware on 73<sup>rd</sup> and 74<sup>th</sup> Constitutional amendments and its application.

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.

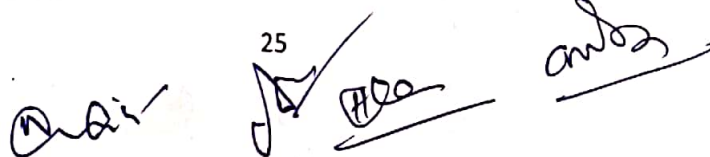
Unit V-

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.

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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.

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Semester - IV

Elective Paper 2

Economic Systems And Administration CodePub403E(B)

**Course Objective-**

To provide information and knowledge on economic systems prevailing at the world level. The major area of study are USA, UK and Asian Countries including China and Japan.

**Course Learning Outcome -**

1. Detailed knowledge of economy, their types and various institutions, tools and techniques applied in the smooth running of economic activities.
2. Understanding of inter-Relationship and cause and effect relationship between economic activities and the political - administrative activities and their consequences.

**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

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Semester - IV

Elective Generic Paper 2:

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

**Course Objectives-**

1. To provide knowledge of social and public welfare administration, their institutional setup and issues related to it.
2. To provide knowledge on Organizational Structure for Social Justice Administration in India.

**Course Learning Outcome -**

1. Sincere understanding on key areas of empowerment, health, education, employment and reservation.
2. Critical understanding and role identification on Urbanization, Globalisation, Liberalisation and Privatisation.
3. Understanding of various sectors affecting welfare of various sections of society and issues related to them.

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-

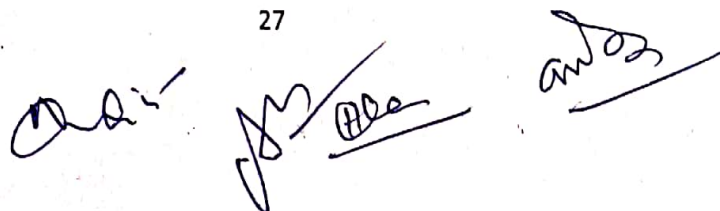
Various types, Role and Significance of NGOs and Voluntary Organisations. Composition, Functions and Importance of National Human Rights Commission and State Human Rights Commission.

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.

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#### Semester - IV

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

##### Course Objectives-

1. To familiarize with the idea of human resource development and planning system in public and private organizations.
2. Understanding the various key concepts from job analysis to retirement via recruitment, training, promotion, pay-perks and general service conditions.

##### Course Learning Outcome

1. Ability to understand and carrying out Micro Level Scenario of Human Resource Planning and its execution.
2. Understanding of job description, analysis and its preparation requirements.

##### 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.

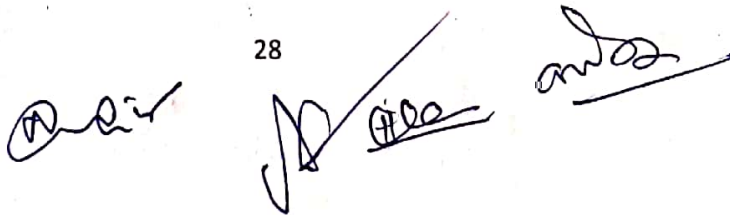
##### Unit : 5

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

##### Reference Books :

1. Rao ToVo and Abraham E. : HRD Practices in Industries – Artend Report
2. Santhanam M. : Development of Human Resource
3. Sharma A.K. : Some Issue in Management Development
4. Rundrabasavraj M.N. : Executive Development in The Public Sector

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Semester IV

Elective Generic 2

Disaster Management (PUB-404EG (C))

**Course objectives-**

1. Knowledge pertaining to Natural Disaster, various types and public and government machineries for their management.
2. Understanding disaster management provisions at national and international level.

**Course Learning Outcome**

1. Awareness about disaster profile of India and policy and legal framework and guidelines for its management.
2. Awareness on disaster Management Cycle and Frame work Disaster Management Cycle, and emergency system practices.

**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:-**

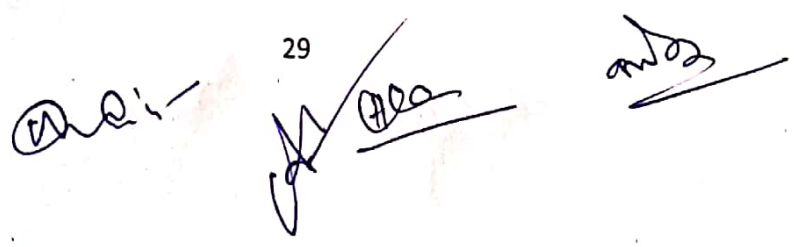
Geological Disasters (earthquakes, landslides, tsunami, mining); Hydro-Meteorological Disasters (floods, cyclones, lightning, thunder-storms, hail storms, avalanches, droughts, cold and heat waves); Biological Disasters (epidemics, pest attacks, forest fire); Technological Disasters (chemical, industrial, 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 Frame work 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

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Semester IV

Elective Generic 2

Environmental Management (PUB-404EG (D))

**Course Objectives-**

1. To impart knowledge and awareness of environmental pollution covering air, soil, noise and water pollution and government's effort to control them.
2. To impart knowledge on legal provisions, governing and regulatory systems and machineries working in the field of environment protection and preservation.

**Course Learning Outcome-**

1. Sincere awareness and understanding on role, practices and participation in controlling air, water, noise and soil pollution.
2. Sensitivity on the global issues such as climate change, global warming, ozone depletion etc. and role of individual and public authorities to face them.

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.

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### 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. Vasanthy (2004)
6. Environmental Studies (A Text Book for All Under Graduate Students) Bharathidasan University Publications.

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### Semester - IV

#### *Soft Skill and Ability Enhancement*

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

#### **Course Objectives-**

1. To impart knowledge about tourism system and activities in India with special context to Madhya Pradesh.
2. Analytical understanding of administrative and economic dynamics of key tourist places.

#### **Course Learning Outcome-**

1. Knowledge of tourist places and heritage sites in Madhya Pradesh, their history and present ecological set up.
2. Ability of appropriate interaction with tourists and sense of responsibility in preservation and cleanliness at tourist places.

3. Understanding of financial and economic aspects of tourism.

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:

1. Ancient Geography of M.P-Bhattacharya D.K
2. All district Gazettes of M.P
3. Tourism planning –Gunn. Clare A

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Semester - IV

Soft Skill and Ability Enhancement-1

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

Course Objective-

To enhance analytical thinking and writing skills on various issues.

Course Learning Outcome

1. Logical and analytical understanding on issues of public affairs and society at large.
2. Competency and confidence in academic writing.

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)

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