

M.PHIL. PUBLIC ADMINISTRATION

Paper 101: ADMINISTRATIVE THEORY

- UNIT-I** The Nature, Scope And Importance Of Public Administration. The Art, Science And Philosophy Of Public Administration And Evolution Of Its Study. Methodology Of Public Administration And Its Relation. The Other Sciences. & Public Administration Politics And Administration.
- UNIT-II** Administrative Ideologies & Approach, Traditional, Organization Theory, Classical Theory, Scientific Management Theory, Bureaucratic Theory.
- UNIT-III** Modern Organization Theory-Human Relationism, Behavioral Movement, System Theory, Structural-Functionalism, Ecological Approach.
- UNIT-IV** Organization Process-Decision Making Perspective, Authority, Leadership, Motivation, Communication.
- UNIT-V** Elitism In Administration, Administrative Totalitarianism, Military- Administrations, Localism, Administrative Developmentalism, Internationalism.

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Paper-102: RESEARCH METHODS & STATISTICS

- UNIT-I :** Social Research: Meaning, Nature, Scope, Object & Style, Main Step In Social Research, Scientific Method: Meaning & Main Steps, Social Survey: Meaning, Characteristics, Object, Subject Matter, Type & Type Of Survey Design, Merits And Limitations Of Social Survey, Planning Of Social Survey.
- UNIT-II :** Selection, Identification & Formulation Of Research Problem. Research Design, Hypothesis, Formation of Concepts. Sampling.
- UNIT-III :** Fact & Theory, Theory Building, Model & Paradigm, Data: Meaning, Types, Sources Of Data & Importance Of Collection Of Data. Techniques of Data Collection: Observation, Interview, Schedules & Questionnaire
- UNIT-IV :** Data Analysis: Editing, Classification, Codification, Tabulation, Scaling

Techniques, Projective Techniques, And Diagrammatic Presentation Of Data. Graphic Presentation Of Data, The Research Reports.

UNIT-V : Meaning, Scope And Purpose Of Statistic, Use Of Statistics In Social Research

And Survey, Measurement Of Central Tendency: Arithmetic Mean, Median, Mode.

Measures Of Dispersion: Range, Quartile Deviation Of Semi-Interquartile Range, Mean Deviation Or Average Deviation, Karl Pearson's Coefficient Of Correlation, Measures Of Association.

M.PHIL. PUBLIC ADMINISTRATION
Paper - 201(A): OPTIONAL PAPERS
ADMINISTRATIVE SYSTEM IN INDIA

UNIT – I Evolution of Indian Administration – Kautilya; Mughal Period; British Period.

Environmental Setting – Constitution, Parliamentary Democracy, Federalism, Planning, Socialism. Political Executive at the Union Level – President, Prime Minister, Council of Ministers, Cabinet Committees. Structure of Central Administration – Secretariat, Cabinet Secretariat, Ministries and Departments, Boards and Commissions, Field Organizations.

UNIT – II Centre- State Relations – Legislative, Administrative, Planning and Financial.

Public Services – All India Services, Central Services, State Services, Local Civil Services, Union And State Public Service Commissions, Training Of Civil Services. Machinery For Planning – Plan Formulation At The National Level; National Development Council; Planning Machinery At The State And District Levels.

UNIT – III Public Undertakings – Forms, Management, Control and Problems. Control Of

Public Expenditure – Parliamentary Control; Role of the Finance Ministry; Comptroller and Auditor General. Administration of Law and Order – Role of Central and State Agencies in Maintenance of Law and Order.

UNIT – IV State Administration – Governor; Chief Minister; Council Of Ministers;

Secretariat, Chief Secretary, Directorates. District and Local Administration – Role and Importance; District Collector; Land and Revenue, Law and Order and Development Function. District Rural Development Programmes. Local Administration – Panchayati Raj; Urban Local Government. Features, Forms, Problems, Autonomy of Local Bodies.

UNIT – V Administration for Welfare – Administration for the Welfare of Weaker Sections with Particular References to Scheduled Castes, Scheduled Tribes, and Programmes for the Welfare of Women. Issue Areas in Indian Administration – Relationship between Political and Permanent Executives. Generalists and Specialists in Administration. Integrity in Administration. People’s Participation in Administration. Redressal of Citizens Grievances. Lok Pal and Lok Ayukta, Administrative Reforms in India.

M.PHIL. PUBLIC ADMINISTRATION

201(B): LABOUR WELFARE ADMINISTRATION

UNIT – I: Meaning, Nature, Scope and Principles of Labour Welfare Administration, Theories of Labour Welfare.

UNIT – II: Organization and Function of the Central Ministry of Labour and Central Labour Bureau Organisation and Working of State Labour Department and Directorate of Labour (With Special Reference to M.P.)

UNIT – III: Power, Function, Status and Role of Welfare Officer in Labour Administration, Brief History, Development Organization and Role of Trade Union in Labour Administration in India. Dispute Settlement Machinery at District and Factory / Plant Level.

UNIT – IV: Labour Policy in India and Madhya Pradesh. Labour Legislation in India With

Special Reference to a Study of the Main Provision of Following, Legislation’s and their Administrative Problems.

A. Factories Act, 1948.

B. Industrial Disputes Act, 1947.

- C. Trade Unions Act, 1926.
- D. Minimum Wages Act, 1948.
- E. Employees State Insurance Act, 1948.
- F. Employees Provident Fund Act, 1952

UNIT – V: Five Year Plan and Labour Welfare in India, Organisation and Function of I. L. O. Problem of Child Labour, A Study of The Fields of Labour Welfare With Special Reference To a Study of Workers Education and Training, Housing Scheme and Health.

M.PHIL. PUBLIC ADMINISTRATION

201(C): INTERNATIONAL ADMINISTRATION

- UNIT – I:** Concept, Nature, Scope, Significance and Characteristics of International Administration, Concept Of International Organization, History Of International Organization.
- UNIT – II:** The Evolution Of International Organization Before The League of Nations, League Of The Nations: Organizations, Working And Role Of The League, Evaluations Of The League, Causes Of Failure Of The League, Other Ailed Organizations.

- UNIT – III:** United Nations: Charter, Organization, Function of the U. N. O., Role of U. N. O. In World Peace, Weak Points Or Limitations Of U.N.O., Question Of Reorganization Of U.N.O.
- UNIT – IV:** Personnel Administration: Secretary General And Organisation Of The UN Secretariat. International Civil Service, Administrative Tribunal, Trade Unionism Staff Morale, Main Problems, Organisation, Function And Role Of The Following International Institute :
- I. I M F (International Monetary Fund)
 - II. I B R D (International Bank Of Reconstruction And Development)
 - III. W H O (World Health Organisation)
 - IV. Unesco (United Nation, Education Scientific Culture Organisation)
 - V. I L O. (International Labour Organisation)
 - VI. Fa O (Food And Agriculture Organisation)
- UNIT – V:** International Court Of Justice: Structure, Function And Role, W. T. O. (World Trade Organization) Administrative Study Of Regional Organizations: SAARC, SAFTA, G-7, NAFTA, ASEAN, Etc. Organisation And Function Of Indian Ministry Of Foreign Affairs, Role Of Foreign Secretary. Indian Foreign Services.

M.PHIL. PUBLIC ADMINISTRATION

201(D): RURAL DEVELOPMENT ADMINISTRATION

- UNIT – I:** Concept of Rural Development Approaches To Rural Development, Ministrative Machinery for Rural Development at National, State District and Block Level.
- UNIT – II:** Various Scheme Of Rural Development Like T.D.P.L (Tribal Development Programme), Integrated Rural Development Programme, Concept And Main Components Of T.D.P. , Jawahar Rozgar Yojana (JRY).
- UNIT – III:** Agriculture And Rural Development, Rural Industrialization, TRYSEM (Training Rural Youth For Self Employment) And Role Of District Industry Centre.
- UNIT – IV:** Co-Operative and Rural Development, Role of Co-Operatives, Concepts of Co-Operatives Principles, And Forms of Co-Operatives.
- UNIT – V:** Co-Operative Administration at the Center, State and Local Levels, Relation between Rural Local Bodies and Co-Operatives, Apex Bank, Land Development Bank, and Regional Rural Bank of M. P.

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201(E): URBAN DEVELOPMENT ADMINISTRATION

- UNIT – I:** Process of Urbanisation: The Indian Scene, Regional Economics, Urban Economy, Cities and Development, Changing Structure of Cities.
- UNIT – II:** Planning for Urban Development: Process of Urban Planning, Policies for Urban Development (Housing, Water Supply, Sewerage, Environment, and Transport).
- UNIT – III:** Metropolitan Areas: Problems and Prospects, Small, Medium and Large Towns/Cities in the Development Process. Concept of New town, N.G.R. (National Capital region).
- UNIT – IV:** Organisational Framework for Urban Development:
- a. Urban Local Bodies: Internal Structure, Municipal Council and Committees, Political Executive and Permanent Executive.
 - b. Relationship between State Government and Urban Local Bodies with Special reference to Urban Development Plan.
- UNIT – V:** Development Authorities, M.P. Housing and Development Board, Town and Country planning Department, Inter-Organisational Coordination in Urban Development. Financing of Urban Development: Institutional Finance, Financing Agencies.

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201(F): COMPARATIVE ADMINISTRATION

- UNIT – I:** Comparative Public Administration: Concept, Definition, Nature, Evolution, Scope and Significance, Public Administration and Environment.
- UNIT – II:** Approaches and Method to the Study of Comparative Public Administration; Institutional, Behavioural System, Structural Functional, Ecological and Bureaucratic.
- UNIT – III:** Riggs Typology of Societies with Particular Reference to Prismatic Society and the Sala Model. Salient Features of the Administrative System of U.K., U.S.A. and France.

UNIT – IV: Central Over Administration: A Comparative Study, The Machinery Of The Government In U.K., U.S.A. And France: Central, State and Regional Lends.

UNIT – V: Treasury (U. K.) State Department (U.S.A.) Ombudsman (Sweden), Independent Regulatory Commission (U.S.A.) Citizen and Administration: A Comparative Study of Machinery of the Removal of Public Grievances.

M.PHIL. PUBLIC ADMINISTRATION
201(G): DEVELOPMENT ADMINISTRATION

UNIT – I Development Administration: Concept, Scope and Significance. Development Administration and Traditional Administration, Concept of Administrative Development, Political, Economic and Socio-Cultural Context of Development Administration.

UNIT – II Salient Features of Administrative System in Developed and Developing Societies, Bureaucracy and Development: Role of Bureaucracy in Plan Formulation and Its Implementation

UNIT – III Development Programmes: Projects And Plan Formulations, Plan Implementation And Evaluation, Project Management.

UNIT – IV Development Administration In India: Need, Purpose, Concept And Importance Of Development Administration In Indian Context, Administration For Development: Early Experiments (Community Development Programme), Planning Commission, National Development Council.

UNIT – V State Planning Board, District Planning Board And State Development Council With Special Reference To Madhya Pradesh, Role Of Fifth Year Plan In Development, Role Of Distt. Collector as a Development Officer and Role of Panchayati Raj and Urban Local Government in Development, Role and Function of Block Development Officer.

M.PHIL. PUBLIC ADMINISTRATION
201(H): HUMAN RESOURCE DEVELOPMENT

- UNIT – I** Basic Concept of H.R.D.: Definition, Nature, Scope and Significance, Process of H.R.D., H.R.D.: Experiences. Macro Level Scenario Of Human Resource Planning, Concept And Process Of Human Resource Planning Methods And Techniques Of Demand And Supply, Forecasting.
- UNIT – II** Job Evaluation: Concepts, Scope and Limitations, Job Analysis, Job Description. Action Areas: Issues And Experiences: Selection and Recruitment, Induction and Placements, Performance and Potential Appraisal, Transfer, Promotion Reward Policies, Training and Retraining.
- UNIT – III** Measurement in Human Resource Planning: Human Resource Information Systems, Human Resource Audit. Human Resource Accounting Productivity and Incentives: Concepts, Criteria and Constraints. H.R.D.: An Overview, H.R.D.: Strategies, H.R.D.: Experiences. H.R.D. and The Supervisory Position: Line Managers And H.R.D., Task Analysis, Motivational Issues And Aspect, Developmental Supervision, Counselling And Monitoring.

UNIT – IV Comparative Study of H.R.D. Experiences: H.R.D.: Overview In Government And Public System, H.R.D. For Health and Family Welfare, H.R.D. In Other Sector: (Defence, Police, Voluntary Organisation, And Panchayti Raj Institutions.)

UNIT – V H.R.D. In Service Industry, Comparative H.R.D. International Experiences, H.R.D. For Workers, H.R.D. Cultural and Climate. H.R.D. / Organization Development and Approach to IR (Industrial Relation) Organisation for H.R.D., Emerging Trends and Perspective.

M.PHIL. PUBLIC ADMINISTRATION
201(I): PUBLIC POLICY & PLANNING

UNIT-I **Public Policy**- Meaning, Importance and Need. The Emergence Of The Discipline Of Policy Science . Policy Cycle. Contribution Of Yezkeel Dror .

UNIT-II **Policy Making** – Contextual Setting of Policy Making. Models Of Policy Making – Institutionalism, Group Theory, Elite Theory, Incrementalism, Rational Approach, Systems Approach . Constraints in Policy Making.

- UNIT-III** **Policy Implementation** – Problems in Implementation. Role of Bureaucracy in Implementation. Policy Impact & Evaluation. Policy Analysis.
- UNIT-IV** **Planning** – Meaning, Objectives & Characteristics Of Planning. Prerequisite for Successful Planning. Reasons of Growing Importance of Planning In Underdeveloped Regions of the World with Particular Reference to India. Decentralized Vs. Centralized Planning. Policy vs. Planning.
- UNIT-V** **Planning In India** – Historical Background; Planning Commission. National Development Council. Planning Process – Formulation, Implementation, and Supervision. Reasons for Failure of Plans. Concept of Rolling Plans.

M.PHIL. PUBLIC ADMINISTRATION
201(J): HUMAN RIGHTS ADMINISTRATION

- .Unit-I** An Introduction to Human Rights. Concept of Human Rights – civil, political, economic, social & cultural rights. Significance of Human Rights. History of the Human Rights Movement.
- Unit-II** Universal Declaration of Human Rights (1948). International Covenant of economic, social & cultural Rights (1966). International Covenant on Civil & Political Rights (1966). United Nations Commission for Human Rights. Amnesty International (UK).
- Unit-III** Human Rights in India – The Protection of Human Rights Act, 1993. National Human Rights Commission – Composition, Functions, Powers, Types of complaints addressed. Investigation Process. Reports of the Commission.
- Unit-IV** State Human Rights Commission (M.P.) – Composition, Powers & Functions. Inquiry of complaints. Major Issues of Human Rights in M.P.
- Unit-V** Major Issues – ‘Human Right for Human Development’; ‘Human Rights as the Political Foundation for a Democratic Consciousness’; ‘Universality of Human Rights : transcendence of Human Rights over any religious , political , economic or cultural perspective’.