

Syllabus and Scheme of M Phil. Public Administration w.e.f. 2017-18 under CBCS.

First Semester

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|---|-----------|
| 1. Research Methods in Public Administration (Core) | 4 Credits |
| 2. (i) Administrative System in India (Elective) | 4 Credits |
| (ii) Local Government and Administration (Elective) | |
| 3. Seminar | 2 Credits |

Second Semester

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| 1. Administrative Theory (Core) | 4 Credits |
| 2. Issues in Indian Administration (Open Elective) | 4 Credits |
| 3. Dissertation | 12 Credits |

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Scheme of M.Phil. Public Administration under CBCS

Sr. No.	Semester	No. of Core Paper with credit	No. of Elective Paper with Credit	No. of Open Elective with Credit	Seminar/ Dissertation	Total Papers with Credit
1	M.Phil. 1 st Sem.	1 Core Paper (1x4) = 4 Credit	01 paper (1x4) = 4 Credit	_____	Seminar = 02 Credit	2 papers (2x4) = 08 Credit and 1 seminar = 02 Credit
2	M.Phil. 2 nd Sem.	1 core paper (1x4) = 04 credit	_____	01 papers (1x4) = 4 Credit	Dissertation = 12 Credit	02 papers (2x4) = 8 Credit. And Dissertation = 12 Credit
Total	M.Phil all Semesters	02 Core Papers (2x4)= 08 Credit	1 paper (1x4) = 04Credit	01 paper (1x4)= 4 credit	Seminar and Dissertation =14 Credit	04 papers= 16 Credit And Seminar and Dissertation =14 Credit



 Deputy Registrar
 Chhatrapati Chhatrapati University, Solapur

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DEPARTMENT OF PUBLIC ADMINISTRATION
CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
M.PHIL. (PUBLIC ADMINISTRATION)
(1-YEAR COURSE)

Scheme of Examination and Syllabus

(As per Choice Based Credit System w.e.f. the academic year 2017-2018)

The entire degree/programme of M.Phil. (Public Administration) will be of One year consisting of Two semesters.

The scheme of Examination and Syllabus of 1st semester is as under:-

M.Phil. 1st SEMESTER (Total Credits:- 10)

Core Course(s)							
Course Code	Nomenclature	Hrs./ Credit per Week	Marks			Exam. Hrs.	Credits
			Int. Assess./ Evaluation	End Term Exam.	Total		
PUB-111	Research Methods in Public Administration (Core)	4	30	70	100	3Hrs.	4
PUB-112	Administrative System in India (Elective)	4	30	70	100	3Hrs.	4
PUB-113	Local Government and Administration (Elective)						
PUB-114	Seminar	2	—	—	50	—	2

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CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
M.PHIL. (PUBLIC ADMINISTRATION)
(1-YEAR COURSE)

Scheme of Examination and Syllabus

(As per Choice Based Credit System w.e.f. the academic year 2017-2018)

The entire degree/programme of M.Phil. (Public Administration) will be of One year consisting of Two semesters.

The scheme of Examination and Syllabus of 2nd semester is as under:-

M.Phil. 2nd SEMESTER (Total Credits:- 20)

Core Course(s)							
Course Code	Nomenclature	Hrs./Credit per Week	Marks			Exam. Hrs.	Credits
			Int. Assess./ Evaluation	End Term Exam.	Total		
PUB-121	Administrative Theory (core)	4	30	70	100	3Hrs.	4
PUB-122	Dissertation	12			300	3Hrs.	12
Open Elective Course (For the students of other departments)							
Course Code	Course Title	Hrs./Credit per Week	Marks			Exam. Hrs.	Credits
			Int. Assess./ Evaluation	End Term Exam.	Total		
PUB-OE-01	Issues in Indian Administration (OE)	4	30	70	100	3Hrs.	4

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Chairperson
Department of Public Administration
Chaudhary Devi Lal University,

Paper : Research Methods in Public Administration (111)

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internalevaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: **Research:** Meaning, Characteristics and Significance. Methods of Acquiring knowledge. Social Research: Meaning, nature and types. Scientific Method: Features, stages/steps and validity.

Research Problem: Knowing the field, Selection, Definition and Statement of the Problem, criteria and techniques involved in defining the problem. Evaluation of the problem.

Hypothesis: Meaning, Significance, Sources, Features, and Criteria of a Good Hypothesis. The Null Hypothesis.

Unit-II: **Review of Literature:** Purpose, exploring and locating the Sources of relevant literature. Organising and Analysing the related literature.

Research Design: Meaning, Need and important concepts. Types of Research Design: Exploratory, Descriptive and Experimental.

Data Collection- Tools and Techniques of Data Collection: Questionnaire, Interview, Content Analysis Schedule and Observation. Criteria to Select appropriate tools for Data Collection. Sampling: Features and types.

Unit-III **The Processing of Data-**Editing, Classification, Coding, Tabulation: concept, objectives, problems and significance.

The Analysis and Presentation of Data: Diagrams and Graphics: Types. General Rules for Constructing and limitations. Measures of Central Tendency: Use, merits and Calculation of Mean, Median and Mode.

Unit-IV **Interpretation of Data:** Need of techniques of interpretation, Documentation, Citation and style of Thesis/Dissertation writing. Rules of Citing Footnotes, References, Appendices and Bibliography.

Using of SPSS in Research: Statistical Reference Sites, Data Sources and e-mail. Using SPSS for Data Analysis; Contents Starting, exiting and creating data file.

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Chairperson
Department of Public Administration
Chaudhary Devi Lal University, Sirs

Recommended References:

1. Anderson; Jonathan Berry, H. Durston, Millicent Poole **Thesis & Assignment writing**, Wiley Eastern Limited, New Delhi, 1977.
2. Goode & Harte: **Methods of Social Research**, McGraw Hill Book Company, New Delhi, 1987.
3. B.M. Jain, **Research Methodology**, Research Publications (Hindi), Jaipur, 1995.
4. John Best, **Research in Education**, Prentice Hall of India, New Delhi, 1978.
5. Kerlinger, Fred. N., **Foundations of Behavioral Research**, Holt, Ronehart and Winston, Inc., New York, 1973.
6. C.R. Kothari, **Research Methodology: Methods & Techniques** (2nd Ed.), Wishwa Prakaskah, New Delhi, (Reprint), 2002.
7. C.J. Pearsons, **Thesis & Project Work: A Guide to Research & Thesis Writing**, Allen & Unwin, London, 1973.
8. Seltuz, Claire, *et al*, **Research Methods in Social Relations**, Holt, Ronehart and Winston, Inc., New York, 1959
9. R.N. Trivedi, and O.P. Shukla; **Research Methodology**, Research Publication (Hindi), Jaipur, 2002.
10. Young, Pauline, V., **Scientific Social Surveys and Research**, Prentice Hall, New York, 1960.

Paper : Administrative System in India (112)

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internalevaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

- Unit-I:** Trends and Problems of Public Administration in India. Accountability and Control over Public Administration; Parliamentary, Executive and Judicial,. Political Executive at Central Level and State level Central -State Relations- Legislative, Administrative, Financial and Planning.
- Unit-II:** Bureaucracy and Parliamentary Democracy Role of Public services in Development. Commitment and Neutrality of Public Services. Citizens Charters and their Role in Evaluating Performance of Services. Transparency in Administration: Role of Right to Information Act, 2005. Issues of e-Governance in India.
- Unit-III:** Politicians- Bureaucrats interface, Planning Machinery in India: Central, State and Local Level, Policy Formulation in India. Chief Secretary, Cabinet Secretary and PMO
- Unit-IV:** Central Personnel Agency-Union Public Service Commission. Entrepreneurial Government, Administrative Reforms special reference to second ARC report. Good Governance, Morale and Motivations, Corruption and Mechanism to contain it: Comptroller and Auditor General, Lok Pal , Lakayukta and Central Vigilance Commission

Recommended References:

1. Report of 2nd Administrative Reforms Commission, **on State Administration**, 2007.
2. Avasthi & Avasthi, **Public Administration in India**, Lakshmi Narian Aggarwal, Agra, 2001.
3. Harish Chander Sharma, **State Administration in India** (Hindi), College Book Depot, Jaipur, 2002.
4. S.R. Maheshwari, **State Government in India**, Macmillian, New Delhi, 2000.
5. Avasthi: **Central Administration**, Tata McGraw Hill, Publishers Co. Pvt. Ltd. New Delhi, 1988.
6. C.P. Bhambri; **Public Administration in India**, Vikas, Delhi, 1973.
7. G.P. Pilania & Hoshiar Singh, **Administration & Social Changes**, Printwell Publishers, Jaipur, 1985.
8. Hoshiar Singh & D.P. Singh: **Indian Administration: Current Issues and Problems**, Aalekh publishers, Jaipur, 2014.
9. Hoshiar Singh & Mohinder Singh, **Public Administration in India: Theory & Practice**, Sterling Publishers Reprint, New Delhi, 1990.
10. Pramata Sharan; **Public Administration**, Meenakshi Publications, Meerut, 1978.
11. R.B. Jain; **Contemporary Issues in Indian Administration**, Vishal Publishers, Delhi, 1976.
12. S.R. Maheshwari; **Indian Administration**, Orient Longman, Delhi, 2011.
13. V. Bhaskara Rao and B. Venkateshwarlu (Ed.) **Parliamentary Democracy in India: Trends and Issues**, Mittal Pub., New Delhi, 1987.
14. Mohit Bhattacharya, **Horizons of Public Administration**, Jawahar Book Pub., New Delhi, 2013.
15. Surender Kataria, **Indian Administration**, RBSA, Jaipur, 2014.

Paper: Local Government and Administration (113)

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

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Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

- Unit-I:** Local Government-Meaning, Nature, Scope, Significance and Types. Theories of Local Government-Constitutional Approach, Pluralist Approach, Marxist Approach; Development and Local Government; Ecology of Local Government.
- Unit-II:** Features, Organization and Functions of local government in India, UK, USA and France; Revamping Local Government in India -73rd & 74th Constitutional Amendment Acts, State-Local Relations and Challenges before Local Government in India.
- Unit-III:** Meaning, Nature and Scope of Urbanization, Process of Urbanization, Urban Development- Infrastructure, Housing, Water-supply, Sewerage, Environment and Transport; and Constrains of Urban Development.
- Unit-IV:** Concept of Rural Development, Approaches to Rural Development: Community Development, Area Development, Target Group Development, Integrated Development; NRLM, Bharat Nirman and MNREGA, Role of PRI and Cooperatives in Rural Development in India.

Books Recommended:

1. C.P. Barthwal, **Understanding Local Self Government**, (English & Hindi), Bharat Book Centre, Lucknow, 2002.
2. D. A. Chandler, **Local Government Today**, Manchester Uni. Press, Manchester and New York, 1996.
3. David Wilson & Chris Game & Others, **Local Government in the United Kingdom**, London, Macmillan, 1994.
4. K.O. Connors, **American Government (continuity and change)**, Allyn and Bacon, Boston, 1997.
5. Hoshiar Singh, **Local Government-India, Britain, France and America**, Kitab Mahal, Allahabad, 1997.
6. Howard Clock, **Local Government** (3rd Ed.), London Routledge, 11Fetter Lane, EC4P, 4EE, 1994.
7. J. Steward and G. Stroker (ed), **The Future of Local Governments**, Macmillan, London, 1989.
8. K.B., Smellie, **A History of Local Government**, Allen, London, 1963.
9. M.A. Muttalib and A.A. Khan, **Theory of Local Government**, Sterling, New Delhi, 1983.
10. Mare and Anne Stevens, **Local Government in France**, Institute International d' Administration Publique, 2001.
11. N.E. Burns, **The Formation of American Local Governments**, OCIP, New York, 1994.
12. Steve Leach, Johan Stewart and Kieron Walsh, **The Changing Organisation and Management of Local Government**, London, Macmollan, 1994.
13. Tony Byrne, **Local Government in Britain**, London, Penguin Press, 5th Ed, 1990.
14. Vincent Ostrom and Others, **Local Government in the United States**, San Franscisco, California, ICS Press, 1988.
15. Pardeep Sachdeva, **Urban Local Government and Administration in India**, Kitab Mahal, Allahabad, 2000.
16. Rajbir Singh, **Rural Development Administration**, Anmol Publishers, New Delhi, 2004.
17. S.R. Maheswari, **Understanding Local Government in India**, Orient Longman, New Delhi, 1984.
18. Sahib Singh & Surinder Singh, **Local Government in India**, New Academic Pub., Jalandhar, 1991
19. S.L. Goel, **Urban Local self Government: Administration & Management in the 21st Century**, Deep& Deep publication, New Delhi, 2011
20. S.L. Goel & Shalini Rajneesh, **Panchayati Raj in India**, Deep& Deep publication, New Delhi, 2011
21. Ashok Sharma, **Bharat Mein Sathaniya Prashasan**, RBSA Publisher, Jaipur, 2015

Paper (1): Administrative Theory (PUB-121)

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

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Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Organizational Theories: The Classical or Mechanistic Theory, Behavioral and Human Relations Theory, System Approach, Contingency Approach and Public Choice Theory.

Unit-II: Universalistic Administrative Theory of Henri Fayol: Activities, Elements or Functions, Principles of Administration and Critical Evaluation. Scientific Management Theory of F.W. Taylor: Concept and Principles of Scientific Management, Functional Foremanship, Mental Revolution and Critical Evaluation. Bureaucratic Theory of Max Weber: Types of Authority- Traditional, Charismatic and Legal- Rational, Weberian Model of Bureaucracy and Critical Evaluation.

Unit-III: Human Relations Theory of Elton Mayo: Early Experiments, Hawthorne Studies and Critical Evaluation. Contribution of Chester I. Barnard: Theory of Authority, Zone of Indifference and System of Coordination. F.W. Riggs: Concept of Development, Prismatic- Sala Model and Critical Evaluation.

Unit-IV: Organisational Goals: Ends-Means Chain, Goal Succession, Goal Distortion and Goal Displacement. Organisational Effectiveness: Concept, Factors Affecting Effectiveness and Steps for Ensuring Effectiveness. Organisational Change: Meaning, Change Process, Resistance to Change and Overcoming Resistance to Change.

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Chairperson
Department of Public Administration
Chaudhary Devi Lal University, S

Recommended References:

1. A.R. Tyagi, **Public Administration-Principles and Practices**, Atma Ram & Sons (6th Ed.) Delhi, 1992.
2. Avasthi and Maheshwari, **Public Administration**, Laxmi Narain Aggarwal, Agra, 1988.
3. C.P. Bhambhari; (Ed.) **Public Administration-Theory and Practice**, Jaiparkash Nath Publishers, Meerut, 1992.
4. D.R. Prasad, V.S. Prasad & P. Satya Narayana (Ed.), **Administrative Thinkers**, Sterling Publishers Pvt. Ltd., New Delhi, 2011.
5. D.R. Sachdeva and Meena Sogani; **Public Administration: Concept and Application**, Associated Publishing House. New Delhi, 1989.
6. Likert. **New Patterns of Management**, Tata McGraw Hill, New York, 1961.
7. M.P. Pinto, **Management Thinkers**, Allied Pub. Ltd. , New Delhi, 1989.
8. M.P. Sharma and B.L. Sadana, **Public Administration in Theory and Practice**, Kitab Mahal, Allahabad, 2003.
9. Mohit Bhattacharya; **Public Administration**, World Press (2nd Ed.) Calcutta, 1991.
10. Nicholas J. Henry, **Public Admn. And Public Affairs**, (3rd ed.) Prentice Hall, Englewood Cliffs, New Jersey, 1975.
11. Nisa Ali, **Administrative Thinkers**, Associated Pub., New Delhi, 1998.
12. R.A. Sharma, **Organisational Theory and Behaviour**, Tata McGraw Hill Pul, New Delhi, 1985.
13. S.L. Goel. **Public Administration: Theory & Practice**, Deep & Deep Publications, New Delhi, 2003.
14. S.R. Maheshwari, **Administrative Thinkers**, Macmillan, New Delhi, 1998.
15. Pardeep Sahni and Etakula Vayunandan, **Administrative Theory**, PHI, New Delhi, 2010
16. R.K. Sapru, **Administrative Theories and Management thought**, PHI, New Delhi, 2011

ISSUES IN INDIAN ADMINISTRATION (PUB-OE-01)

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

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- Unit-1** **Citizen Centric Administrative Innovations:** Right to Information Act, 2005; Right to Service Act, 2014; E-Governance Policy Initiatives – Their salient features, implementation architecture, impediments and critical evaluation in the light of grass roots realities.
- Unit-2** **Emerging Issues and Trends in the sphere of Governance:** Politicians – Public Servants Relationship Paradigm; Public Service Neutrality and its emerging dimensions; Generalists – Specialists controversy and Public Service Ethics
- Unit-3** **Reinventing the Governance:** New Public Management and future of Entrepreneurial Governance; Good Governance and Public Governance; Consumer Protection and Public Grievance Redressal Mechanisms; Performance in service Delivery Mechanism
- Unit-4** **Influence of Market Model on Governance Process and Practice:** Liberalization, Globalization and Privatization; Public Sector Reforms and their consequences. Viability of Global Reforms in the context of Socio-economic realities.

Recommended References:

1. Lok Prashasan, Special Issue, Suchna Ke Adhikar Ki Sarthakta, Vol. 8, No. 2, July-Dec. 2016.
2. Right to Information Act, 2005, HIPA, Gurgaon, 2010.
3. S.S. Chahar, Right to Information: World & Indian Scenario, Abhijit Pub., New Delhi, 2014.
4. Rajkumar Siwach, Soochna ka Adhikar Adhiniyom 2005 our Pardarshi Shasantanter,, Central Law Publication, Allahabad, 2010.
5. Abhey Singh Yadav, Right to Information Act, 2005: An Analysis, Central Law Publication, Allahabad, 2008.
6. Second Administrative Reforms Commission, First Report, June 2006, New Delhi.
7. The Indian Journal of Public Administration (special issue) on Right to Information: Present Status and Issues, July-Sept. 2009, vol. LV, No. 3.
8. Avasthi and Maheshwari, **Public Administration**, Laxmi Narain Aggarwal, Agra, 1988.
9. C.P. Bhambhari; (Ed.) **Public Administration-Theory and Practice**, Jaiparkash Nath Publishers, Meerut, 1992.
10. D.R. Prasad, V.S. Prasad & P. Satya Narayana. (Ed.), **Administrative Thinkers**, Sterling Publishers Pvt. Ltd., New Delhi, 2011.
11. D.R. Sachdeva and Meena Sogani; **Public Administration: Concept and Application**, Associated Publishing House, New Delhi, 1989.
12. Likert, **New Patterns of Management**, Tata McGraw Hill, New York, 1961.
13. M.P. Sharma and B.L. Sadana, **Public Administration in Theory and Practice**, Kitab Mahal, Allahabad, 2014.
14. Mohit Bhattacharya; **Public Administration: Structure, Process & Behavior**, World Press (2nd Ed.) Calcutta, 1991.
15. Nicholas J. Henry, **Public Admn. And Public Affairs**, (3rd ed.) Prentice Hall, Englewood Cliffs, New Jersey, 1975.
16. R.A. Sharma, **Organisational Theory and Behaviour**, Tata McGraw Hill Pul, New Delhi, 1985.
17. S.L. Goel, **Public Administration: Theory & Practice**, Deep & Deep Publications, New Delhi, 2003.
18. Pardeep Sahni, Administrative Theory, PHI, New Delhi, 2010

