

17/16/4999
30-08-16

DEPARTMENT OF PUBLIC ADMINISTRATION

Ch. Devi LAL University, Sirsa (Hry.) -125055

PAD/6584-85
29.8/16

To

The Assistant Registrar (Academic)
CDLU, Sirsa

Sub.: Recommendations of the Deans Committee made in its meeting held on 12.08.16.

With reference to your office letter No. Acad/AC-II/101/16/3193-3218 dated: 11.08.16, please find enclosed herewith the syllabus for M.Phil. Entrance test to be held on 01.09.16. This is for your kind information and further necessary action, please.

Chairperson

Copy to:

Supdt. (Secracy), CDLU, Sirsa.

IT Cell, CDLU, Sirsa to upload the same on university website

Paper (7): Research Methods in Public Administration

Max. Marks: 80

Time: 3 hours

Note: The question paper will consist of three sections. Candidates will be required to attempt all the sections. Section 'A' will consist of one question having eight parts of two marks each. Candidates will be required to attempt all parts. Answer to any part should not exceed half page. Section 'B' will consist of eight questions. Candidates will be required to attempt five questions, each question carries eight marks. Answer to any question should not exceed three pages. Section 'C' will consist of four questions. Candidates will be required to attempt two questions, each question carries twelve marks. Answer to any question should not exceed six pages.

Unit-I: Research: Meaning, Characteristics, Types, Significance and Research process. Social Research: Meaning, nature and types. Scientific Method: Features and stages/steps.

Unit-II: Research Problem: Selection, Definition and Statement of the Problem, criteria and techniques involved in Defining the problem and evaluation of the problem. The Hypothesis: Meaning, Significance, Sources, Features, types and Limitations and Criteria of a Good Hypothesis.

Unit-III: Review of the Related Literature: Purpose, exploring the Sources of relevant literature in libraries, Research Periodicals, Theses, Dissertations, Newspapers, Government Reports and Internet. Organising and Analysing the reviewed literature. Research Design: Meaning, Need, features and types of Research Design: Exploratory, Descriptive and Experimental.

Unit-IV: Data Collection-Primary Data and Secondary Data, Tools and Techniques of Data Collection: Questionnaire, Interview, Interview Schedule and Observation. Criteria to Select appropriate tools for Data Collection.

C. V. 27.8.16

MA(F)

Paper (12): Methods of Data Analysis in Public Administration

Max. Marks: 80

Time: 3 hours

Note: The question paper will consist of three sections. Candidates will be required to attempt all the sections. Section 'A' will consist of one question having eight parts of two marks each. Candidates will be required to attempt all parts. Answer to any part should not exceed half page. Section 'B' will consist of eight questions. Candidates will be required to attempt five questions, each question carries eight marks. Answer to any question should not exceed three pages. Section 'C' will consist of four questions. Candidates will be required to attempt two questions, each question carries twelve marks. Answer to any question should not exceed six pages.

Unit-I: The Processing and Analysis of Data- Editing: Meaning and objectives, features and problems Classification: meaning, objectives, features, types and methods. Coding; meaning and Objectives. Tabulation: meaning, objectives, merits, types and limitations.

Unit-II: The Data Analysis and Presentation: Diagrams; types of Diagrams, General Rules for Constructing Diagrams, limitations and choice. Graphs: Techniques of Constructing Graphs, types and limitations of Graphs. Measures of Central Tendency: Use, merits and Calculation of Mean, Median and Mode.

Unit-III: Interpretation of Data and Thesis/Dissertation/ Report Writing: Need of interpretation and techniques of interpretation, Documentation Citation and style of Thesis/Dissertation writing: Footnotes, References, Appendices, Bibliography and Rules for Citation of Dissertation/Theses.

Research Report: Outline/Layout of Research Report, Steps, and Criteria used for writing the Report.

Unit-IV: Using Internet Services and SPSS in Research: Internet Services: Search Engines, online Journals and texts, Statistical Reference Sites, Data Sources and e-mail. Using SPSS for Data Analysis Contents: Starting, exiting creating data file, Univariate Analysis, Bivariate Analysis and Multivariate Analysis and Tests of Significance. Research Project Assignments: Preparation, Stages, Submission and evaluation of Research Project.

27.8.16

**UNIVERSITY GRANTS COMMISSION
NET BUREAU**

Code No. : 14

Subject : PUBLIC ADMINISTRATION

SYLLABUS AND SAMPLE QUESTIONS

Note :

There will be two question papers, Paper - II and Paper - III (Parts - A & B). Paper - II will cover 50 Objective Type Questions (Multiple choice, Matching type, True / False, Assertion-Reasoning type) carrying 100 marks. Paper - III will have two Parts - A and B ; Paper - III (A) will have 10 Short Essay Type questions (300 words) carrying 16 marks each. In it there will be one question with internal choice from each unit (i.e. 10 questions from 10 units ; Total marks will be 160). Paper - III (B) will be compulsory and there will be one question from each of the Electives. The candidate will attempt only one question (one elective only in 800 words) carrying 40 marks. Total marks of Paper - III will be 200.

PAPER - II

1. Theory of Public Administration

Public Administration — Meaning, Nature and Scope, Public and Private Administration, New Public Administration, New Public Management.

Administrative Thinkers — Kautilya, Woodrow Wilson, Gulick and Urwick, Max Weber, F. W. Taylor, Henri Fayol, M. P. Follet, Elton Mayo, C.I. Barnard, Herbert Simon, D. H. McGregor, Abraham Maslow, Herzberg, Chris Argyris and Fred Riggs.

Theories — Classical, Human Relations, Bureaucratic, Public Choice and Principal Agent relationship.

Approaches to the study of Public Administration — Scientific Management, Behavioural Systems, Structural-Functional, Decision-making, Public Policy and Marxian.

Organisation — Bases of Organisation, Formal and Informal, Principles of Organisation — Hierarchy, Span of Control, Unity of Command, Delegation, Decentralisation and Coordination ; Line-Staff Agencies.

Leadership, Motivation and Communication.

2. Comparative Public Administration

Comparative Public Administration — Nature and Scope.

Theories and Models of Comparative Public Administration — Contributions of Fred Riggs, Montgomery and Ferrel Heady.

A comparative Study of the Administration, Institutions and Processes in U.K., U.S.A., and India.

Various Control Mechanisms over Administration in U.K. U.S.A. and India.

Citizen and Administration — Machinery for redressal of citizen's grievances in U.K., U.S.A. and India.

3. Development Administration

Development Administration — Meaning, Nature and Scope, Concept of Development Administration ; Development Administration and Traditional Administration ; Characteristics of Administration in Developed and Developing Countries.

Public and Private Sectors and their Administration.

Planning — Projects and Plan Formulation, Plan Implementation and Evaluation.

Bureaucracy and Development Administration — Role of Bureaucracy in Plan Formulation and its Implementation.

Development Administration — Interactions among Bureaucrats, Politicians, Technocrats, Social Scientists, Educationists and Journalists. People's Participation in Development.

International Aid and Technical Assistance programmes — IMF, IBRD, WTO.

4. Indian Administration

Administrative Legacies at the time of Independence — Civil Services ; District and Revenue Administration.

Organisation of Government at the Central level — Organisation of Secretariat, Ministries and Departments, Cabinet Secretariat, P.M.O.

Organisation of Government at the State level — Secretariat, Role of Chief Secretary, Organisation of Ministries, Departments and Directorates.

Personnel Administration — Classification of Services, Recruitment, Recruitment Agencies — U.P.S.C. and State Public Service Commissions, Training, Promotion, Discipline, Morale, Staff Associations, Employer-Employee Relations.

Financial Administration — Budget, Enactment of Budget, Finance Ministry and its Role, Audit and Accounts, Comptroller and Auditor-General.

Plans — Five-Year Plans, Formulation of Plans, Planning Commission, National Development Council, Plan Implementation.

Centre-State Relations — Legislative, Administrative and Financial, Finance Commission.

Control over Administration — Legislative, Executive and Judicial Control, Transparency, Accountability and Administrative Responsiveness.

District Administration — Organisation of District Administration, Role of District Collector in Development, Local Government — Rural and Urban, Panchayati Raj Institutions and their Role in Development.

Citizen and Administration — Lokpal and Lokayukta.

Delegated Legislation and Administrative Adjudication.

Administrative Reforms in India since Independence.

5. Research Methodology

Types of Research

Identification of Problem and Preparation of Research Design.

Research Methods in Social Sciences.

Hypothesis.

Sampling — Various Sampling Procedures.

Tools of Data Collection — Questionnaire, Interview, Content Analysis.

Processing of Data.

Measures of Central Tendency — Mean, Mode and Median.

Report Writing.

6. Social and Economic Administration

Meaning, Nature and Scope of Social Welfare and Social Justice.

Central Social Welfare Board and State Social Welfare Boards.

Major Social Sectors — Health and Education.

Industrial Policy Resolutions and Growth of Public Sector in India.

Public Sector — Features, Problems of Management, Accountability and Autonomy.

New Economic Policy — Liberalisation, Privatisation and Globalisation.

7. Local Governments — Rural and Urban

Meaning, Nature and Scope of Local Governments

Major Features and Structure of Local Government in U.K., U.S.A., France and India

73rd and 74th Constitutional Amendments in India

Functions and Role of Local Governments in India

State-Local Relations in India

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PAPER - III (A)
(CORE GROUP)

Unit - I

Public Administration — Meaning, Nature and Scope, Public and Private Administration, New Public Administration, New Public Management.

Unit - II

Organisation — Bases of Organisation — Formal and Informal, Principles of Organisation, Hierarchy, Span of Control, Unity of Command, Delegation, Decentralisation, Co-ordination and Line & Staff Agencies.

Unit - III

Administrative Thinkers — Kautilya, Woodrow Wilson, Luther Gullick and Lyndall Urwick, Max Weber, F. W. Taylor, Henry Fayol, M.P. Follet, Elton Mayo, Chester Barnard, Herbert Simon, D.H. McGregor, Abraham Maslow, Frederick Herzberg and Chris Argyris.

Unit - IV

Theories and Models of Comparative Public Administration — Contributions of Fred Riggs, Montgomery and Ferrel Heady.

A Comparative Study of the Administration, Institutions and Processes in U.K., U.S.A. and India.

Unit - V

Development Administration — Meaning, Nature and Scope, Concept of Development Administration, Development Administration and Traditional Administration, Characteristics of Administration in Developed and Developing Countries.

Bureaucracy and Development Administration.

Unit - VI

Indian Administration — Organisation of the Union Government — Central Secretariat, Ministries and Departments, Cabinet Secretariat, P.M.O.

Organisation of the State Government — Secretariat, Role of Chief Secretary, Organisation of Departments and Directorates.

Unit - VII

Personnel Administration — Classification of Services, Recruitment, Recruitment Agencies — U.P.S.C. and State Public Service Commissions, Training, Promotion, Discipline, Morale, Staff Associations, Employer-Employee Relations.

Financial Administration — Budget — Meaning, Preparation and Enactment, Finance Ministry and its Role, Audit and Accounts, Comptroller and Auditor-General.

Unit - VIII

Research Methodology — Research Methods in Social Sciences.

Types of Research, Sampling, Tools of Data Collection.

Unit - IX

Structure of District Administration, Role of District Collector, Local Government — Rural and Urban : Structure, Functions and Role, Finances ; State-Local Relations.

Unit - X

Social and Economic Administration — The Concept of Social Welfare, Social Justices and Social Change.

The Concepts of Liberalisation, Privatisation and Globalisation — The New Economic Policy.

Role of Voluntary and Non-governmental Agencies in Socio-economic Development.

PAPER - III (B)

(ELECTIVE / OPTIONAL)

Elective - I

Public Policy — Meaning, Types and Significance.

Approaches to Public Policy.

Institutional Arrangements for Policy-making.

Policy-making Process, Policy Implementation, Policy Education, Policy Monitoring and Evaluation.

Policy Analysis.

Elective - II

Concepts of Social Welfare, Social Justice and Social Change.

Organisational Structure for Social Justice Administration — Central Social Welfare Board, State Social Welfare Boards, Role of N.G.O.s and Voluntary Organisations, State Departments of Social Welfare and the Union Ministry of Social Justice and Empowerment, Reservation Policy.

Major Social Sectors -- Health and Education.