

M.Phil – Public Administration
For the Session 2015-16

Scheme - Ist Semester

Outline of the test

	Theory	Internal Assessment	M.M.	Time
Paper-I Issues in Public Administration Part-I	80	20	100	3 hrs.
Paper-II Policy Analysis Part-I	80	20	100	3 hrs.
Paper-III Research Methods-I	80	20	100	3 hrs

Note: Internal Assessment is based on two assignment and one seminar in each paper.

M.Phil – Public Administration
For the Session 2015-16

Scheme - 2nd Semester

	Theory	Internal Assessment	M.M.	Time
Paper-IV Issues in Public Administration Part-II	80	20	100	3 hrs
Paper-V Policy Analysis Part-II	80	20	100	3 hrs
Paper-III Research Methods-II	80	20	100	3 hrs

Note: Internal Assessment is based on two assignments and one seminar in each paper.

M.Phil – Public Administration
For the Session 2015-16

Scheme - IIIrd Semester

Paper- Dissertation : 200 (150 marks Evaluation of Dissertation)
(50 marks Viva-Voce)

M.Phil – Public Administration
Ist Semester (w.e.f. 2015-16)

Paper-I

Theory 80
Internal Assessment: 20
Time: 3 hours

ISSUES IN PUBLIC ADMINISTRATION (PART-I)

Unit-I

Concept of Public Administration, Evolutionary Phases of Public Administration with Special Reference to Politics-Administration Dichotomy, Role of Public Administration in Developing Societies, Private Administration; Public Private Partnership (PPP)

Unit-II

Approaches to the Study of Public Administration: Classical, Neo Classical/Human Relation Approach, Decision-Making Approach.

Unit-III

Bureaucracy; its Types, Weber's Model, Characteristics and Role, Ideal Bureaucracy, Leadership Theories.

Unit-IV

Administrative Improvement: Meaning and Strategies; Contribution of O & M. Organizational Development: Meaning, Goals Organisation Change.

Note: The question paper shall have four units. Each unit will contain two questions and the students shall be asked to attempt one question from each unit .

Books Recommended:

1. Nigro, F.A. and G.N. Nigro Modern Public Administration, New York, Harper and Row, 1980.
2. Henry, Nicholas Public Administration and Public Affairs, Englewood Cliffs, N.J. Prentice Hall, 1980.
3. Golembiewski Public Administration as a Developing Discipline, New York, Marcel Dekker, 1977.
4. Rowat, Donald C.(ed.) Basic Issues in Public Administration, New York, Mermilan, 1967.
5. Chahar, S.S. Lok Prasashan Ke Sidhant, Haryana Sahitya Academy.

Paper-II
M.Phil – Public Administration
Ist Semester (w.e.f. 2015-16)

Theory : 80
 Internal Assessment: 20
 Time : 3 hrs.

POLICY ANALYSIS (PART-I)

UNIT-I

Public Policy: Meaning, Nature, Scope and Importance
 Types of Public Policy
 Policy Cycle

UNIT-II

Emerging Discipline of Policy Science;
 Meaning, Nature and Importance of Policy Science,
 Views of David Easton, Harold Lasswell and Yehezkhel Dror

UNIT-III

Policy Making: Contextual Setting, Constraints in Policy Making and Need for Effective Policy Process, Policy Making Models.

UNIT-IV

Role of Legislature, Executive and Judiciary in Policy Making & Interaction Among Them;
 Policy Making and Bureaucracy. Determinants of Policy Making; Political Parties, Pressure Groups, Interest Groups, Public Opinion and Mass Media;

NOTE: The question paper shall have four units. Each unit will contain two questions and the students shall be asked to attempt one question from each unit.

Books Recommended:

- William N Dunn, Public Policy Analysis: An Introduction, Library of Congress Cataloging in Publication, 1981.
- Michael Hill, The Policy Process in the Modern State, Prentice Hall Englewood Cliffs, New Jersey, 1984.
- Ann Majchrzak, Methods for Policy Research, Sage Publication, New Delhi, 1984.
- Brian W. Hogwood, Policy Analysis for the Real World, Oxford University Press Published, New York, 1984.
- R.S. Gunpaphy, Public-Policy and Policy Analysis in India, Sage Publications, New Delhi, 1985.
- M. Kistaiah, Public Policy and Administration, Sterling Publishers Private Ltd, New Delhi, 1986.
- Pradeep K. Saxena, Comparative Public-Policy, Rawat Publications, Delhi, 1993.
- Pradeep Saxena, Neeti Vigyan evam Lok Prashashan, R.B. S.A. Publishers, Jaipur, 1993.
- Thomas R. Dye, Understanding Public-Policy, Prentice Hall, Englewood Cliffs, New Jersey, 1995.
- Devika Paul, Public-Policy: Formulation and Implementation in India, Devika Publications, Delhi, 1995.
- Prashant K. Mathur, Public Administration Policy and Planning, Kanishka Publisher, Distributers, New Delhi, 1996.

- Manoj Sinha, Prashashan evam Lok Neeti, Oriental Black Swan Prakashan, New Delhi, 2010.
- Michael Howlett, Designing Public Policies: Principles and Instrument, Routledge Taylor Francis Group Publications, London, New York, 2011.
- R.K. Sapru, Public Policy Art and Craft of Policy Analysis Second Edition PHI Learning Private Limited, New Delhi, 2011.
- Peter Hage, Public Policy, Sage Publications, New Delhi, 2012.
- Kuldeep Mathur, Public Policy and Politics in India, Oxford University Press Publications, New Delhi, 2013.
- Charles O. Jones, An Introduction to the Study of Public Administration Poicy Book Cale Pub. Co., Monterey California (3rd ed.)
- Pardeep Sahni, Public Policy Conceptual Dimension Allahabad: Kitab Mahal, 1987.
- George A. Stenier, Top Management Planning, Macmillan
- James F. Anderson, Public Policy Making, New York: Oreagetm 1979.
- Paul H. Appley, Policy and Administraion, The University of Albama Press, 1949.
- E. Jacole Charles, Policy and Bureaucracy, D. Van Nostrand Co. 1970.

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Paper-III

Theory 80
Internal Assessment: 20
Time: 3 hrs.

Research Methods (Part-I)

Unit-I

Social Science Research : Meaning, Nature, Objectives, Importance and Types with Special Reference to Pure and Applied. Research Process, Selection & formulation of a Research Problem- Meaning, Sources, Criteria, Steps of its formulation; Problem of Objectivity in Social Research. Importance of Ethics in Social Research.

Unit-II

Basic Elements of Social Research Theory- Concept & Variable, Theory building process; Hypothesis- Meaning, Types, Sources Importance; Research Design- Meaning, Characteristics, Types & Importance.

Unit-III

Sampling: Meaning, Basis, Types- Probability and Non-Probability, Procedure of Selecting a Representative Sample, Testing the Reliability of a Sample; Data: Types, Importance, Sources Characteristics; Graphic Representation of Data: Graphs & Diagrams.

Unit-IV

Project Formulation on Issues Concerning Women, Children, Aged, Poverty Allevation Programmes, Human Resource Development schemes, Non-Governmental Organisation, Local Government- Urban and Rural.

Note: The question paper shall have four units. Each unit will contain two questions and the students shall be asked to attempt one question from each unit.

Books Recommended:

1. C.K. Sharma & M.K. Sharma, Research Methodology, Shree publishers & Distributors, New Delhi.
2. David Nachmias and Chava Nachmias, Research Methodology in the social Sciences, St. Martin Press, Inc 1976.
3. Davendra Thakur, Research Methodology in Social Sciences, Deep and Deep Publications Pvt. Ltd, New Delhi; 2003
4. P. Sarvanand, Research Methodology, Kitab Mahal Allahabad, 1992

5. Abdel Baset I.M. Hasouneh, Research Methodology, Sublime Publication, Jaipur, 2003.
6. D.K. Lal Das, Designs of Social Research, Rawat Publication, New Delhi 2005
7. S.R. Bajpai: Methods of social survey and research Kigtab Ghar, Kanpur, 1990.
8. Ram Ahuja, Research Methods, Rawat Publications, Jaipur, 2001.
9. Jhon Galtung: Theory and Methods of Social Research, New York, Columbia University, 1967.
10. Shukla and Trivedi: Research Methodology, College Book Depot., Jaipur.
11. David Nachmias and Nachmias: Research Methods in Social Sciences New York, St. Murthin :Press, 1981.
12. Kerlinger: Foundation of Behavioural Research, New York, Hold Rinehart And Winston.
13. Virender Prakash Sharma, Research Methodology Jaipur: Panchsil Prakashan, 2001 (Hindi Medium)

M.Phil – Public Administration
2nd Semester (w.e.f. 2015-16)

Paper-IV

Theory: 80
Internal Assessment: 20
Time: 3 hours

ISSUES IN PUBLIC ADMINISTRATION (PART-II)

Unit-I

Traditional Public Administration and New Public Administration, Public Choice Theory, New Public Management, Good Governance; Role of NGOs in Public Administration

Unit-II

Approaches to the Study of Public Administration, Behavioural, Structural Functional Approach, Ecological Approaches.

Unit-III

Administrative Reforms- ARC-I & II,
Sarkaria, Vekatchalia, M.M. Punchhi, Commission on Central-State Relations.

Unit-IV

Administrative Accountability – Transparency in Public Administration – Citizen Charter, RTI, Ombudsman : Lok Pal & Lokayukta.

Note: The question paper shall have four units. Each unit will contain two questions and the students shall be asked to attempt one question from each unit.

Books Recommended:

1. Mohit Bhattacharya New Horizons of Public Administration, New Delhi, Hawahar, 2001.
2. David Osborne and Ted Gaebler, Reinventing Government: How the Entrepreneurial Spirit is Transforming the Public Sector, USA, 1992.
3. C. Pohit, Managerialism and Public Services, Oxford, 1990
4. The World Bank, World Development Report, 1997
5. A. Gore, From Red Tap to Results: Creating a Govt. that works better and costs Less, The Report of National Performance Review, Yew York, 1993.

Paper-V **Phil – Public Administration**
2nd Semester (w.e.f. 2015-16)

Theory : 80
Internal Assessment: 20
Time : 3 hrs.

POLICY ANALYSIS (PART-II)

UNIT-I

Policy Implementation: Meaning, Process, Importance, Perspectives and Problems in Policy Implementation.

UNIT-II

Policy Implementers: Role of Government Agencies and Role of non-Governmental agencies.

UNIT-III

Policy Impact: Meaning, Process, Problems and Suggestions.
Policy Evaluation: Meaning, Process, Problems and suggestions

UNIT-IV

Policy Analysis: Meaning, Descriptive, Perspective And Comparative Dimension of Policy Analysis, Approaches to Policy Analysis, Policy Analysis: An Overview.

NOTE: The question paper shall have four units. Each unit will contain two questions and the students shall be asked to attempt one question from each unit

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- William N Dunn, Public Policy Analysis: An Introduction, Library of Congress Cataloging in Publication, 1981.
- Michael Hill, The Policy Process in the Modern State, Prentice Hall Englewood Cliffs, New Jersey, 1984.
- Ann Majchrzak, Methods for Policy Research, Sage Publication, New Delhi, 1984.
- Brian W. Hogwood, Policy Analysis for the Real World, Oxford University Press Published, New York, 1984.
- R.S. Gunpaphy, Public-Policy and Policy Analysis in India, Sage Publications, New Delhi, 1985.
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- Thomas R. Dye, Understanding Public-Policy, Prentice Hall, Englewood Cliffs, New Jersey, 1995.

- Devika Paul, Public-Policy: Formulation and Implementation in India, Devika Publications, Delhi, 1995.
- Prashant K. Mathur, Public Administration Policy and Planning, Kanishka Publisher, Distributers, New Delhi, 1996.
- Manoj Sinha, Prashashan evam Lok Neeti, Oriental Black Swan Prakashan, New Delhi, 2010.
- Michael Howlett, Designing Public Policies: Principles and Instrument, Routledge Taylor Francis Group Publications, London, New York, 2011.
- R.K. Sapru, Public Policy Art and Craft of Policy Analysis Second Edition PHI Learning Private Limited, New Delhi, 2011.
- Peter Huges, Public Policy, Sage Publications, New Delhi, 2012.
- Kuldeep Mathur, Public Policy and Politics in India, Oxford University Press Publications, New Delhi, 2013.
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- George A. Stenier, Top Management Planning, Macmillan
- James F. Anderson, Public Policy Making, New York: Oreagetm 1979.
- Paul H. Appley, Policy and Administraion, The University of Albama Press, 1949.
- E. Jacole Charles, Policy and Bureaucracy, D. Van Nostrand Co. 1970.

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2nd Semester (w.e.f. 2015-16)

Paper-III

Theory 80
Internal Assessment: 20
Time: 3 hrs.

Research Methods (Part-II)

Unit-I

Data Collection Techniques: Case Study, Survey, Schedule and Content Analysis.

Unit-II

Data Processing: Editing, Coding, Classification & Tabulation, Measures of Central Tendency- Mean, Mode Median, Measures of Dispersion- Range, Quartile Deviation, Mean, Deviation & Standard Deviation.

Unit-III

Role of Computer in Social Research, Application of SPSS in Social Research-its Characteristics and Steps; Measurement of Data: Levels & Problems; Criteria of Good Measurement.

Unit-IV

Project Formulation on Issues and Concerning: Employment Generation, Environment Protection, Disaster Management, Health and Sanitation Programmes, Insurance & Banking, Agricultural Development, Awareness Generation Legislations.

Books Recommended:

1. C.K. Sharma & M.K. Sharma, Research Methodology, Shree publishers & Distributors, New Delhi.
2. David Nachmias and Chava Nachmias, Research Methodology in the social Sciences, St. Martin Press, Inc 1976.
3. Davendra Thakur, Research Methodology in Social Sciences, Deep and Deep Publications Pvt. Ltd, New Delhi; 2003
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6. D.K. Lal Das, Designs of Social Research, Rawat Publication, New Delhi 2005
7. S.R. Bajpai: Methods of social survey and research Kigtab Ghar, Kanpur, 1990.
8. Ram Ahuja, Research Methods, Rawat Publications, Jaipur, 2001.
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11. David Nachmias and Nachmias: Research Methods in Social Sciences New York, St. Murthin :Press, 1981.
12. Kerlinger: Foundation of Behavioural Research, New York, Hold Rinehart And Winston.
13. Virender Prakash Sharma, Research Methodology Jaipur: Panchsil Prakashan, 2001 (Hindi Medium)

M.Phil – Public Administration
3rd Semester (w.e.f. 2015-16)

Dissertation 200 marks

150 marks Evaluation of Dissertation
50 marks Viva-Voce