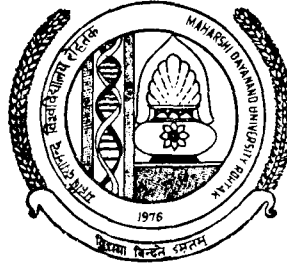


Maharshi Dayanand University Rohtak



Ordinances, Syllabus and Courses of Reading for M.Phil. Public Administration Examination

Session—1999-2000

Available from :

Deputy Registrar (Publication)
Maharshi Dayanand University
Rohtak-124 001 (Haryana)

Price :

At the Counter : Rs. 50/-
By Regd. Parcel : Rs. 75/-
By Ordinary Post : Rs. 60/-

ORDINANCE : MASTER OF PHILOSOPHY EXAMINATION

1. The duration of the course of instruction for the M. Phil. examination shall be one year. The examination shall ordinarily be held annually in the month of April on the date fixed by the Vice-Chancellor. The dates fixed under this clause shall be notified to the respective Heads of the Departments.

A special examination will be held in September/October or on such date fixed by the Vice-Chancellor for those candidates who get re-appear after appearing in the M. Phil. Exam. or fail or want to improve their score. However, total number of chances will not exceed as given in the Ordinance.

2. The last date for the receipt of admission form and fee, without late fee as fixed by the Vice-Chancellor, shall be notified to the Heads of the University Teaching Departments.
3. A candidate's admission form and fee may be accepted after the last date on payment of late fee of Rs. 105/- upto the date notified by the University.

Note : No late fee shall be charged if the admission form and fee are received within three working days of grace after the last date for the receipt of the same without late fee.

4. A person who has passed Master's Degree in a relevant subject of the M.D. University or an examination recognised as equivalent thereto with atleast second division (50% marks or Grade 'C' in the seven point scale) shall be eligible to seek admission to M. Phil. Course.
5. The examination in M.Phil. shall be open to a student whose name is submitted to the Registrar/ Controller of Examinations by the concerned Head of the University Department, he has most recently attended and produced the following certificates signed by the Head of the University Department :-
 - i) of having remained on the rolls of the University Department for the academic year preceding the examination;

- ii) of having attended not less than 65% of lectures delivered (the course to be counted upto the last day when the classes break up for the preparatory holidays) and having attended and participated in at-least six seminar organised by the Department during the academic year.
6. A candidate shall submit his admission application on the prescribed form with the required certificate duly countersigned by the University Head of the Department.
7. The amount of the admission fee for the Examination to be paid shall be as under:-

	Regular Students	Ex-Students
M.Phil. Arts	Rs. 100/- Plus (Rs. 100/-Dissertation and Rs. 25/- practical)	Rs. 115/-
M.Phil. Science	Rs. 110/- Plus (Rs. 100/- Dissertation and Rs. 25/- practical)	Rs. 125/-
M.Phil. Commerce	Rs. 100/- Plus (Rs. 100/- Dissertation and Rs. 25/- practical)	Rs. 115/-

A candidate reappearing in paper(s) shall pay fee as for the whole examination.

8. The medium of instructions shall be English except in case of Hindi where it shall be Hindi and in case of Sanskrit it shall be English or Hindi or Sanskrit.

The medium of Examination shall be as under :-

The questions paper shall be set in English Except in case of Hindi where these shall be set in Hindi and in case of Sanskrit where these shall be set in English or Hindi or Sanskrit. The candidates shall write their answer as under :-

i) The subject under the Faculty of Social Sciences :-
Hindi or English

ii) Faculty of Humanities

a) In case of : English
English

b) In case of Hindi : Hindi

c) In case of : Hindi/Sanskrit/English
Sanskrit

(In the case of dissertation of M.Phil. (Sanskrit), the option of writing the same in English, Hindi or Sanskrit may be allowed irrespective of the option the candidates may have offered for the theory papers.

iii) The subjects under the Faculties of : English
Physical Sciences, Life Sciences
and Commerce & Business
Management

iv) Faculty of Education : English/Hind

9. The examination for M.Phil shall consist of papers of 100 marks each and there shall be 150 marks for dissertation and 50 marks for viva-voce.

The evaluation of dissertation and viva-voce examination shall be done/conducted by the Board of Examiners consisting of one external examiner, the supervisor of the candidate. In case there is a dispute, the Head of the Deptt. will act as moderator and his decision will be final.

10. The evaluation of seminar may be held internally by the Dept. before the end of the Academic Year and the evaluation of select reading may be done at the time of viva-Voce or

dissertation by the external examiner. The Board of Examiners for evaluating the seminar shall be appointed by the Head of the Deptt. and shall consist of the supervisor of the candidate and two more teachers of the Deptts. participating in M.Phil. Course.

11. A candidate who has failed in one or more paper(s) or having been eligible fails to appear in M.Phil. Examination, for valid reasons, may be allowed on the recommendations of the Head of the Dept. concerned, to appear/reappear in the paper(s) within the period of three years of his admission to the course. Such a candidate shall be exempted from reappearing in the paper(s) in which he may have obtained at least 50% marks.
12. A candidate who does not complete the requirements for the award of degree within the period of three years of his admission to the course shall be declared to be unfit for M.Phil course of this University in the subject concerned. This is however, subject to Clause 15 below.
13. A candidate who has passed the M.Phil. examination obtaining less than 60% marks may reappear once in the next two years of passing the M.Phil Examination in one or more theory paper(s) to improve the grade.
14. The subject of Dissertation/Project Work/Design Work of a candidate shall be approved by the Departmental M.Phil. Committee, consisting of the teachers participating in the M.Phil. teaching. The applications regarding the same and the synopsis thereof shall reach the Head of the Deptt. concerned by the dates to be notified by him for the purpose.
The Departmental M.Phil. Committee shall consider the topic/synopsis and approve the same with such modification as it may deem fit. The Head of the Deptt. shall also appoint Supervisor(s) for the dissertation.
15. The candidates will be required to submit the dissertation in the office of the Registrar/Controller of Examinations by the end of the academic year. However, the Head of the Deptt.

may grant a candidate, on genuine grounds, extension upto six months to submit the dissertation. The Vice-Chancellor may allow further extension in case the student is not able to complete his dissertation in the extended time. The dissertation in such cases, will be considered for the award of Degree in the next academic year.

16. The Examination shall be held according to the syllabus prescribed by the Academic Council . A candidate who fails in an examination, or having been eligible, fails to appear in an exam. who takes the Examination under Clause-11 shall unless approved otherwise by the Academic Council take the examination as an ex-student ,according to the syllabus prescribed for regular students appearing for that Examination, provided that the syllabus for the candidates appearing in the supplementary examination to be held in September/October shall be the same as was in force for the regular students in the last annual examination.
17. The minimum number of marks required to pass the M.Phil. Examination shall be as under:-
- i) 45% marks in each written paper/ practical .
 - ii) 50% marks in seminars/select reading.
 - iii) 50% marks in the aggregate.

Further the dissertation including viva-voce shall be adjudged as under:-

<u>Grade</u>	<u>Numerical value</u>
A+	9
A only	8
B+	7
B only	6
C+	5
C only	4
F	Fail

The result of a candidate shall be declared only if his dissertation etc. has been evaluated minimum as grade 'C' only.

The list of the successful candidates shall be arranged as under:-

- a) A candidate who have secured 60% or above marks shall be considered to have passed in the First Division.
 - b) Candidates who have secured 50% or above but below 60% shall be considered to have passed in second division.
 - c) The grade obtained by a candidate in dissertation and viva-voce shall be mentioned separately .
 - d) Candidates who have secured less than 50% marks in written papers etc. and grade 'F' in dissertation and viva-voce shall be considered to have failed in the Exam.
18. The tuition fee for the student of M. Phil. Course shall be the same as for the M.A. student. Tuition fee for M. Phil course shall not be charged from the teachers in the University or its affiliated colleges.
 19. A successful candidate may, if permitted by the Head of the Deptt. publish wholly or in part his Dissertation as a paper in journals of repute.
 20. The Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall apply to all students, whether old or new.
 21. Candidates admitted to the M.Phil. course in 1990-91 or earlier shall be governed by the old rules. The new rules shall be applicable w.e.f. the admission of the academic session 1995-96.

**M.PHIL PUBLIC ADMINISTRATION
FOR THE SESSION 1999-2000**

Outlines of Test

		M.M.	Time
Paper-I	Issues in Public Administration	100	3 hours
Paper-II	Policy Analysis	100	3 hours
Paper-III	Research Methods	100	3 hours
Paper-IV	Dissertation	200	
Paper-V	Seminar and Book Review	100	

Note : Credits/Marks to be distributed according to the U.G.C. notes.

Paper-I Issues in Public Administration M.M. : 100
Time : 3 hours

Note : In all, ten questions are to be set out of which a candidate is required to attempt any five.

1. New Public Administration, Traditional-Public Administration, Democratic Administration, Partnership between **Public and Private Administration**, Growing significance of Non-Governmental Organisations, Approaches to the Study of Public Administration-Historical, Structural-Functional, Case Method and Behavioural, Politics and Public Administration dichotomy.
2. Bureaucracy: Factors responsible for its rise, Bureaucracy and Democracy. Bureaucracy; Neutral or Committed Generalists v/s Specialists.
3. Administrative Leadership Styles; Authoritarian and Democratic, Role and qualities of Administrative Leadership Authority, Leadership and Crisis Management Decision - making and Simon's basic ideas, Essentials and Process of decision -making, Factors influencing decision-making, Common errors in decision -making.
4. Administrative Improvement and Reforms—Strategies and policies for administrative improvement. Contribution of O & M.

Organisation Development--Factors responsible for Organisation Development. Methods to deal with resistance to change.

5. Administrative Responsibility Possible abuses and remedies Responsive administration, Administrative Corruption and Administrative Ethics, Secrecy and transparency of Public Administration, Public Administration for the future.

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, Robert T., Public Administration as a Developing Discipline, New York Marcel Dekker, 1977.
4. Rowat, Donald C.(ed.) Basic Issues in Public Administration. New York, Mcmillan, 1967.
5. Marini, Frank (ed.) Towards New Public Administration The Minnobrook Perspective, New York, Chandler-1931.
6. Self, Peter, Administrative Theories and Politics New Delhi, S. Chand, 1981.
7. Caiden, Gerald E., Administrative Reform, London, The Penguin Press, 1970.
8. Chaturvedi, T.N. (ed.) Administrative Accountability. New Delhi I.I.P.A., 1984.
9. Bhattacharya, Mohit Public Administration. Calcutta, World Press, 1981.
10. Sharma, M.P. & B.L. Sadana Public Administration in Theory and Practice. Allahabad, Kitab Mahal, 1988.
11. Goel, S.L. Advanced Public Administration, New Delhi, Sterling, 1994.

12. Sharma, R.D. Advanced Public Administration, New Delhi, H.K. Publishers, 1990.
13. I.I.P.A. Indian Public Administration, Special. Journal of Issue. New Delhi, 1995.
14. Halevy Eva Etzioni, Bureaucracy and Democracy, London. Routledge & Kegan Paul, 1983.
15. March, James G. and Simon Organisations, New York; Herbert A. Simon. John Wiley & Sons, 1958.

PAPER-II POLICY ANALYSIS (PUB. ADMN)

M.M. : 100

Time : 3 Hours

NOTE : In all ten questions are to be set out of which a candidate is required to attempt any five.

1. Nature and Importance of Public Policy, main types of Public Policy.
2. Role of Bureaucracy in Public Policy-Making and Administrative Policy-Making. Public and Private Problems in Policy making.
3. Policy-Making Process; Public Opinion and the Responsiveness of Government. Party and Interest Groups' Influence on Public Policy, Approaches to Policy Planning, Models of Policy Making-Descriptive and Prescriptive.
4. Behavioural Vs. Public Policy Approach.
5. Values and Ethics in Policy Process. Values vs. Welfare in Programme Evaluation.
6. Policy Making in India.
a) Educational Policy b) Urban Development and Housing Policy
c) Population Control Policy d) Employment Policy
e) Environmental Policy.

Books Recommended

1. Charles O. Jones An Introduction to the Study of Public Administration Policy, Books Cale Pub. Co., Monterey California (3rd ed.).

2. Pardeep Sahni Public Policy Conceptual Dimension
Allahabad: Kitab Mahal, 1987.
3. George A. Stenier Top Management Planning. Mac-
millan, 1969.
4. James F. Anderson Public Policy Making, New York:
Preager, 1979.
5. Paul H. Applely Policy and Administration. The
University of Alabama Press, 1949.
6. E. Jacole Charles Policy and Bureaucracy, D. Van
Nostrand Co. 1970.
7. Larry N. Gerston Making Public Policy, Glenview, Ill
Scott, Foresman, 1983, USA.
8. Fred M. Froheck Public Policy: Scope and Logic,
Prentice Hall, London, 1979.
9. Thomas R. Dye Understanding Public Policy, Prentice
Hall, London, 1979.
10. James E. Cases in Public Policy-Making,
Anderson(ed). Preleger Publishers, New York, 1976.
11. Alexander T. Smith The Comparative Policy Process,
Santa Barbare California, 1975.

PAPER III RESEARCH METHODS

M. M. : 100

Time : 3 Hours

Note : In all ten questions are to be set out of which a candidate
is required to attempt any five.

I Scientific Method

Meaning and Characterisites of Scientific Method. Problems
of the use of Scientific Method in Social Sciences.

Research Process :

Major steps involved in the Research Process.

II Social Research

Meaning and Nature of Social Research.

Varieties of Social Science Research-Pure and Applied.

Problem of Objectivity in Social Research.

Concept and Hypothesis :

Meaning features and classification of concepts and difficulties in their formation.

Meaning, and Role of Hypothesis.

Sources of Hypothesis.

Characteristics of a Workable or Good Hypothesis.

Testing of Hypothesis.

III The Problem of Sampling :

Defining a Representative sample.

Merits and Demerits of sampling.

Procedure for selecting a representative sample.

Types of Sampling-Random, Purposive Stratified and Quota.

Data Collection Techniques :

1. Observation 2. Interview 3. Questionnaire. 4. Content Analysis.

V Data Processing :

Classification and Tabulation of Data.

Statistics Measures of Central Tendency-Mean, Mode and Median.

Index Numbers.

Tests of Correlation.

IV Report Writing

1. Contents of Research Report. 2. Characteristics of a good Research Report.

Books Recommended

C.A. Mose and G. Kalton	Survey Methods in Social Investigation, London, 1974.
P.V. Young	Scientific Social Survey & Research, New Delhi, Prentice Hall of India, 1979.
Claire Selltitz Lawrence	Research Methods in Social Relations.
S. Wrightsman & S.N. Cook	New York, Rinehart and Winston, 1976.

- John Galtung Theory and Methods of Social Research. New York, Columbia, University, 1967.
- Paul F. Lazarsfeld and Donald Kotz. Language of Social Research in Methodology, New York, Free Press, 1965.
- David Nachmias and Chava Nachmias Research Methods in the Social Science, New York, St. Martin Press, 1981.
- C.R. Kothari Research Methodology : Methods & Techniques, New Delhi, Willey Eastern Ltd. 1986.
- Gunner Myrdal Objectivity in Social Research, London, 1969.
- W.J. Good and P.K. Hatt Methods in Social Science Research, London Mc Graw Hill, 1952.
- Jarel B. Mamjee and Richard C. Rice Empirical Political Analysis : Research Methods in Political Science, New Jersey, Prentice-Hall Inc. Englewood Cliffs.
- Fred. N. Kerlinger Foundations of Behavioural Research, New York, Holt Rinehart & Winston, 1964.
- Shukla & Trivedi (Hindi) Research Methodology, College Books Depot, Jaspur.

Paper-IV	DISSERTATION	Marks : 200 Dissertation : 150 Viva Vice : 50
Paper-V	SEMINAR AND BOOK REVIEW	
Two Seminars to be evaluated by departmental Teachers.		50 Marks
One Book Review by External Examiner.		50 Marks