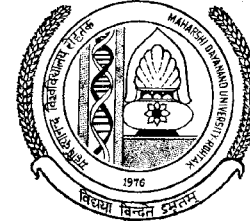


Maharshi Dayanand University Rohtak



Ordinance, Syllabus and Courses of Reading for M.Phil (Public Administration) (Semester I and II)

Session - 2009-2010

Available from :

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**M.PHIL PUBLIC ADMINISTRATION
FOR THE SESSION 2009-10
(As per New M.Phil Ordinance)**

Semester-1st**Outline of the test**

		Theory	M.M.	Time
Paper-I	Issues in Public Administration	80	20	100
Paper-II	Policy Analysis (Public. Adm.)	80	20	100
Paper-III	Research Methods (Pub. Adm.)	80	20	100
Scheme - 2nd Semester				
Paper-IV	Issues in Public Administration	80	20	100
	Part-II			
Paper- V	Policy Analysis Part-II	80	20	100
Paper-V	Dissertation			200

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

**M.Phil - Public Administration
1st Semester**

Paper-I

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

Issues in Public Administration**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. Organisational 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,
Mcmillan, 1967.
5. Chahar, S.S.
Lok Prashashan Ke Sidhant,
Haryana Sahitya Academy.

Paper-II**Theory : 80****Internal Assessment : 20****Time : 3 hrs.****Policy Analysis (Part-I)****Unit-I**

Public Policy : Meaning, Nature 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-IIIPolicy 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

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, New York. Macmillan.

Paper-III**Theory : 80****Internal Assessment : 20****Time : 3 hrs.****Research Methods****Unit-I**

Social Science Research : Meaning, Nature & Objectives, Types with Special Reference to Pure and Applied; Basis of Social Science Research; Concepts, Hypotheses and Variable, Problem of objectivity; Research Design : Meaning, Type and its Formulation.

Unit-II

Research Methods : Case Study and Survey; Sampling : Meaning and Types, Process of Selecting a Representative Sample, Testing the Reliability of the Sample.

Unit-III

Sources of Data : Primary and Secondary, Processing Data : Classification and Tabulation; Measures of Central Tendency and Dispersion; Report Writing.

Unit-IV

Project Formulation on Issues Concerning Women, Children, Aged, Scheduled Castes and Scheduled Tribes, Handicapped, Drug Addicted, Poverty Allevitation, Unemployment, Housing and Sanitation ; 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 Kitab 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 in Methods in Social Sciences New York, St. Murthin : Press 1981.
12. Kerlinger : Foundation of Behavioral Research, New York, Hold Rinehard and Winston.

M.Phil - Public Administration**2nd Semester****Paper-IV****Theory : 80****Internal Assessment : 20****Time : 3 hrs.****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 NGO's 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, 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, New York, 1993.

Paper-V**Theory : 80****Internal Assessment : 20****Time : 3 hrs.****Policy Analysis (Part-II)****Unit-I**

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

Unit-II

Policy Implementation : Role of Government Agencies, role of non-Governmental agencies.

Unit-III

Policy Impact : Meaning and Importance and Suggestions for Policy Evaluation, Meaning and Suggestions for improvement.

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.

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, Macmillan, 1969.
4. James F, Anderson Public Policy Making, New York : Oreagetm, 1979.
5. Paul H. Applely Policy and Administration, The University of Albama Press, 1949.
6. E. Jacole Charles Policy and Bureaucracy, D. Van Nostranad Co. 1970.

M.Phil Public Administration**2nd Semester**

Dissertation 200 marks 150 marks Evaluation of Disseration
50 marks Viva-Voce