

**DEPARTMENT OF PUBLIC ADMINISTRATION  
PANJAB UNIVERSITY CHANDIGARH**

**Outlines of tests, syllabi and courses of reading for M.Phil. Course in Public Administration for the session 2011-12.**

**First Semester**

Paper	Title	Credits	Marks
<b><u>Compulsory Papers</u></b>			
2	Philosophy Foundations of Administration Theory Advanced seminars Introduction to Administration		
<b><u>Any two of the following</u></b>	Public Policy Dynamics of Indian Administration Economic Administration and Public Enterprise Management Local Government in India Dynamics of Local Administration		

**Second Semester**

Paper	Title	Credits	Marks
<b><u>Compulsory Papers</u></b>			
2	Computer Applications in Administration Dissertation		

**Note:**

As prescribed by the Board of Control, weights to be given to the theory examination and 2. to practical papers. Content & presentation. Book reviews. Class participation and paper

2. In Dissertation, views on the subject as under

seminars in preparation and presentation  
 Dissertation evaluation  
 viva voce Examination  
 2 marks  
 2 marks

**M.Phil. (Public Administration)  
Semester-I**

**Paper-1 (Compulsory)**

**Credits 4**

**Max. Marks: 100  
(Theory: 80 – Term Paper: 20)  
Time: 3 Hours**

**Note: There shall be 8 questions in all. The candidate is required to attempt any 4 questions. All questions carry equal marks.**

**Philosophical Foundations of Administrative Theory**

**Objective of the Course:** The purpose of this paper is to enable students to acquire various theories and approaches to administration. It is designed to provide a critical analysis and understanding of the theoretical aspects of administration and its various approaches.

A critical analysis of the philosophical foundations of administration and its various approaches to administration. It includes a study of classical and modern administrative theories, human relations, decision-making, public choice, and administrative behaviour and systems approach.

**Selected Readings**

Prof. D. Lynn and Prof. J. D. E. S. Handbook

Dav sborn an p. Ga b r nv nt n Gov rn nt How  
Entr pr n ur a p r t prans or n ub e ctor n A son s y  
99 2

po t rs L b rat on ana nt Lon on e an 99 2

9 B Lynn an A avs y E ub e A n strat on tat o  
D se p n w D A at East st r ss 99

Dav H os nb oo ub e A n strat on n rstan n ana nt  
o tes an Law n ub e ctor w Yor eGraw H 2 t on 9 9

B Fry an H rb rt on ast r n ub e A n strat on Fro ax b r to  
Dw t a o w J rs y G a a Hous ub n 9 9

2 J e rs an G or K Yarrow r vat sat on An Econo e Ana ys s  
Ca br r ss r nt n 99

D app n ton an J E t t / In or at on an u at on n ub e  
u at on w r sp et v s on Inst tut ons an o e s E E Ba y  
Ca br r ss 9

atanson E no no o y an oe a e ne I Evanston on  
st rn n v rs ty r ss 9

a A s an n Bur aueracy an pr s ntat v Gov rn nt G ea o  
Ar ton 9

G pu oe o tes o Bur aueracy an n ton DC ub e A a rs r ss  
9

9 E D oe A n osop y o A n strat on w Yor Harp r an ow

**M.Phil. (Public Administration)  
Semester-I**

**Paper-2 (Compulsory)**

**Credits 3**

Jay D h t an Guy B A a s E s s ar n ub c A n strat on  
ct on on p ory an ract e s Lon on a ub cat ons

J n Cr sw s ar D s n ua tat v an uant tat v Approa s  
Lon on a ub cat ons

B Lynn an A avs y E ub c A n strat on p tat o  
D se p n w D h A at East st r ss

Ku p a ur E urv y o s ar n ub c A n strat on  
w D h Conc pt

Gupta tat st ca h o s at st t on w D h u tan C an an  
ons

C A os r an G Ka ton urv h o s n oca Inv st at on Lon on  
En h Lan ua Boo oca ty an H n ann E ucat ona Boo s t on

D b rt C r Han boo o s ar D s n an oca asur nt  
Lon on a ub cat ons t on

Dav a as an C ara a s ar h o s n oca c ne s  
w Yor art n s r ss Inc t on

Car t t a s ar h o s n oca at ons w Yor Ho t  
n art an nston

2 au n Youn e nt e oca s ar an urv ys In a As a ub n  
Hous t on 2

a J Goo an au K Hatt h o s n oca s ar A c Graw  
H Boo Co pany Frst In an pr nt 2

or an K D n n Yvonna L neo n s Lan scap o ua tat v  
s ar h or s an Issu s a ub cat ons w D h 2

**M.Phil. (Public Administration)**

**Semester-I**

**Paper-3 (Optional)**

**Credits 4**

**Max. Marks: 100**  
**(Theory: 80 – Term Paper: 20)**  
**Time: 3 Hours**

**Note: There shall be 8 questions in all. The candidate is required to attempt any 4 questions. All questions carry equal marks.**

**Objective of the Course:** The course is designed to provide a comprehensive understanding of public administration. It aims to equip students with the theoretical and practical knowledge necessary for effective public service. The course covers various aspects of public administration, including the role of the state, public policy, and the functioning of public institutions. It also emphasizes the importance of ethical and moral values in public service.

**Public Policy**

Policy and Environmental Concerns in Public Policy

Democracy, Bureaucracy and Public Policy

KD Waan ta Es o eya n n Gov rn nt ub cat on D v s on  
nstry o In or at on an Broa cast n Gov rn nt o In a w D  
2

Jo n Br n a an Don Br on o ey I p ntat on a ub cat on  
B v r y H s

G yor C swa

**M.Phil. (Public Administration)**

**Semester-I**



**M.Phil. (Public Administration)  
Semester-I**

**Paper-5 (Optional)**

**Credits 4**

**Max. Marks: 100  
(Theory: 80 – Term Paper: 20)  
Time: 3 Hours**

**Note: There shall be 8 questions in all. The candidate is required to attempt any 4 questions. All questions carry equal marks.**

**Objective of the Course:** This special paper attempts to enable students understand various issues/problems and approaches to economic policy with a focus on analytical and practical aspects of public enterprise. Students are also aware of public enterprises or state-owned industry and practice of privatization.

**Economic Administration and Public Enterprise Management**

† r Curv n r vat sat on n K Facts an F ur s Lon on Ernst an  
Youn

Grant Jor an an A or E s ub e o ey an I pact o w  
t Lon on r nt r ub rs

9 Dav sborn an p Ga b r nv nt n Gov rn nt How  
Entr pr n ur a p r t s prans or n ub e ctor n A son  
s y 2

a ana a Econo es o ub e Ent rpr s s Lon on out

J n e rs an G or Yarrow r vat sat on An Econo e Ana y s  
Lon on p r ss



**M.Phil. (Public Administration)  
Semester-I**

**Paper-7 (Optional)**

**Credits 4**

**Max. Marks: 100  
(Theory: 80 – Term Paper: 20)  
Time: 3 Hours**

**Note: There shall be 8 questions in all. The candidate is required to attempt any 4 questions. All questions carry equal marks.**

**Objective of the Course:** This paper attempts to acquaint students with various important aspects of social administration. In a particular way, it aims to acquaint students with the role of government in social administration and to discuss

**Dynamics of Social Administration**

**M.PHIL (PUBLIC ADMINISTRATION)**  
**Semester-II**

**Paper-I (Compulsory)**

**Credits – 3**

**Max. Marks: 75**  
**(Theory: 60 – Term Paper: 15)**  
**Time: 3 Hours**

**Note: There shall be 8 questions in all. The candidate is required to attempt any 4 questions. All questions carry equal marks.**

**Objective of the Course:** This paper is an attempt to assess the students' understanding of the important practical aspects of computer applications in public administration. It is intended to assess the students' knowledge of the role of computers in public administration and their ability to apply the concepts of computer applications in public administration.

**Computer Applications in Public Administration**

- 1. Explain the role of computers in public administration.
- 2. Discuss the various types of computer applications in public administration.
- 3. Explain the importance of computer applications in public administration.
- 4. Discuss the various types of computer applications in public administration.
- 5. Explain the importance of computer applications in public administration.
- 6. Discuss the various types of computer applications in public administration.
- 7. Explain the importance of computer applications in public administration.
- 8. Discuss the various types of computer applications in public administration.

**Selected Readings**

1. D. N. Arora, *Computer Applications in Public Administration*, New Delhi: Eastern Book Co., 1999.

2. Basant Lal, *Computer Applications in Public Administration*, New Delhi: Eastern Book Co., 1999.

Robert Horton Introduction to Computers & Data Processing Graw Hill  
Company Ltd. 2nd Edition Paperback July 2002

Robert Horton & Jan Galletta Doing Data Analysis with  
Microsoft Excel 2003 CD-ROM Learning Inc. 2002

Chandrasekhar Saravali, Joseph J. P. & P. P. N. S. W. A.  
International Ltd. 2nd Edition 2002

Government of India: Annual Report for Commission  
Report on the Government of India: A Day Forward  
Annual Report for the Government of India: A Day Forward  
Government of India: Annual Report for the Commission  
Government of India: Annual Report for the Commission

K. R. B. Ar. N. R. T. N. & An. P. R. Vastava Government  
Publications 2nd Edition

9  
T. N. R. A. G. O. & D. K. A. R. Co. put. r. App. cat. ons. W. A.  
Publications 2nd Edition

