

PANJAB UNIVERSITY, CHANDIGARH

Outlines of tests, syllabi and courses of reading for M.Phil. Course in Public Administration for the session 2013-14.

First Semester

Paper	Title	Credits	Marks
<u>Compulsory Papers</u>			
1.	Administrative Theories and Thinkers	4	100
2.	Advanced Research Methodology and Research in Public Administration	4	100
<u>Any one of the following</u>			
Option (3)	Public Policy	4	100
Option(4)	Dynamics of Indian Administration	4	100

Second Semester

Paper	Title	Credits	Marks
<u>Compulsory Paper</u>			
1.	Dissertation	6	150
<u>Any two of the following</u>			
Option (2)	Local Governance in India	3	75
Option (3)	Economic Administration and Public Enterprise Management	3	75
Option (4)	Dynamics of Social Administration	3	75

Note:

1. As per the decision of the Board of Control 80% weightage is to be given to theory examination and 20% to Term Papers (Content & Presentation)/Book Reviews /Class Participation in each paper.
2. The Dissertation division of marks shall be as under:
 - i) Research design preparation and presentation 10 marks
 - ii) Dissertation evaluation 120 marks
 - iii) Viva Voce Examination 20 marks

M.Phil. (Public Administration)
Semester-I

Paper-1 (Compulsory)

Credits 4

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

Jay M. Shafritz and E.W.Russell

Introducing Public Administration,
Longman, New York, 2nd edition, 1997.

Joseph A. Urges Jr. (Ed.)

Public Administration History and Theory in

M.Phil. (Public Administration)
Semester-I

Paper-2 (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.

Objective of the Course: The objectives of this paper are (i) to acquaint the students with the advances in the field of Research Methodology; and (ii) develop research methodological skills for undertaking research in social sciences in general and in a discipline in particular.

Pedagogy: Class Room Teaching, Paper/Assignment, Presentations, Book Reviews & Seminars.

Advanced Research Methodology and Research in Public Administration

Unit – I

Philosophy of Social Sciences

Approaches to Social Sciences Research: Quantitative and Qualitative

Inter-disciplinary Research in Social Sciences: Rationale and Approaches

Selection and Formulation of Research Problem under Quantitative and Qualitative Research Approach

Research Synopsis: Concept, Format and Writing

Unit – II

Hypothesis: Concepts, Types. Features and Testing

Sampling: Concepts, Types, Size, Sampling error

Triangulation: Concept, Rationale and Process

Meta Analysis: Concept, Rationale and Process

Unit – III

Methods of Data Collection: Observations, Questionnaire and Interview

Secondary Data: Documents and Content Analysis

Data Processing and Analysis, including the Application of Computers

Report and thesis writing

Unit – IV

Survey of Research in Public Administration in India, USA and UK

Selected Readings

- C.A. Moser and G. Kalton Survey Methods in Social Investigation, The English Language Book Society and Heinemann Educational Books, London, 2nd edition 1979.
- Claire Seltiz et. al. Research Methods in Social Relations, Holt Rinehart and Winston, New York, Revised 1977.
- Clive Seale, Giampietro Gobo,
Jaber F. Gubrium & David Silverman
(eds.) Qualitative Research Practice, Sage Publications, New Delhi, 2004.
- Daniel E. Bailey (Eds.) Computer Science in Social and Behavioural Science Education, Education Technology Publishers, 1978.
- David Nachmias and ChavaNachmias Research Methods in the Social Sciences, St. Martin's Press Inc. New York, 7th edition, 2008.
- Dawn Burton (Eds.) Research Training for Social Scientists, Sage Publications, New Delhi, 2000.
- Delbert C. Miller Handbook of Research Design and Social Measurement, Sage Publications, London, 6th Edition, 2002.
- Edward E.Brent, Jr. Ronal E. Anderson Computer Applications in the Social Sciences, McGraw-Hill, 1990.
- G. David Garson IT and Computer Applications in Public Administration, Idea Group Inc., 1999.
- Jay D. White and Guy B. Adams (Eds.) Research in Public Administration Reflection on Theory and Practices, Sage Publications, London, 1994.
- John W. Creswell Research Design: Qualitative, Quantitative and Mixed Methods: Approaches, Sage Publications, London, 1994.

Kuldeep Mathur (Ed.)

Survey of Research in Public Administration
1970-79, Concept, New Delhi, 1986.

Mason Jennifer

Qualitative Researching, Sage, 2002.

Norman K. Denzin and
Yvonna S. Lincoln(Eds.)

The Landscape of Qualitative Research:
Theories and Issues, Sage Publications, New
Delhi, 1998.

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 Paper: This course seeks to update the scholars on the state of policy sciences, the emerging policy concerns and their global dimensions, reinforce the understanding of the working of the public policy processes and the environment with special reference to India. Policy analysis will be un

Selected Readings

- Michael Hill & Peter L. Hupe Implementing Public Policy: Governance in Theory and in Practice, Sage Publications, London, 2002.
- Munger, Michael C. Analysing Policy: Choices, Conflicts and Practices, W.W. Norton & Company, New York, 2000.
- Nagel, Stuart, S Public Policy: Goals, Means and Methods, St. Martin Press, New York, 1991.
- Rabin J., W Hildreth & G. Miller Handbook of Public Administration, Taylor & Francis Group, Florida, 3rd Edition, 2007.
- Ray C. Rist (ed.) Policy Evaluation – Linking Theory to Practice, The George Washington University, Washington, 1995.
- Rose, R. Lesson-Drawing in Public Policy: A Guide to Learning Across Time and Space, Chatham House, New Jersey, 1993.
- Wayne Parsons Public Policy: An Introduction to the Theory and Practice of Policy Analysis, Edward Elgan Publishing Limited, London, 1996.

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

Paper-4 (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 Paper: The attempt of this paper is to make the students understand the current issues and problems confronting the administration in India in the context of the nature and working of the Indian political and administrative system.

Pedagogy: Class Room Teaching, Research Paper/Assignment, Presentations, Book Reviews & Seminars.

Dynamics of Indian Administration

Unit – I

- Ramesh K. Arora and Meena Sogani Governance in India: Paradigm and Practices, Management Development Academy, Jaipur, 2011.
- Ramesh K. Arora and Satish K. Batra Governance and Development, Management Development Academy, Jaipur, 2011.
- Ramesh K. Arora and Rajni Goyal Indian Public Administration, Vishwa Prakashan, New Delhi, 1995.
- Second Administrative Reforms Commission <http://arc.gov.in/>

M.Phil. (Public Administration)

Semester-II

Paper- 2 (Optional)

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.

Objectives of the Course: Local Governance, which has traditionally been the core area of Public Administration, will be taught to the students from the historical perspective. The constitutional provisions as well as political and administrative structure for local governance will also be taught to the students. The students will also be made aware of the important areas like rural and urban development and the role of Non-Governmental Organisations.

Local Governance in India

Unit-I

Local Governance- Significance, Evolution and Constitutional Framework

Democratic Decentralization – Concept and Rationale in the current scenario of Globalization and changing role of State; Role of Civil Society

Unit-II

Political and Administrative Structure for Local Governance
Issues relating to Autonomy vs. Control, Personnel, Finances and Local Planning

Unit-III

Rural Problems, Challenges to Rural Development
Major Programmes for Rural Development

Unit-IV

Urban Problems, Challenges and Urban Planning and Management
Urban Growth and Major Programmes for Urban Development

Selected Readings

Amitav Mukherjee

Participatory Rural Appraisal: Methods and

M.Phil. (Public Administration)
Semester-II

Paper-3 (Optional)

Credits 3

Max. Marks: 75
(Theory: 60 – Term Paper: 15)

Selected Readings

M.Phil. (Public Administration)

Semester-II

Paper-4 (Optional)

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 attempts to familiarize the students with various important aspects of social administration in India particularly social welfare and social change. The role of Non Governmental Organisations will also be discussed.

Dynamics of Social Administration

Unit-I

Social Development and Social Change: A Theoretical Perspective
Social Policy: A Theoretical Perspective
Role of Non-Governmental Organisations in Social Administration and Development
Human Development in India: Health, Education and Gender Inequalities

Unit-II

Welfare State: Concept and Philosophy
Impact of Globalisation on Welfare State with Special Reference to Developing Countries
Gender Budgeting

Unit-III

Public Resource Allocation for Women & Child Welfare in India
Women and Child Development: Policies and Programmes
Integrated Child Development Services (ICDS)
National Rural Health Mission (NRHM)

Unit-IV

National Rural Livelihood Mission (NRLM)
Mahatma Gandhi National Rural Employment Guarantee (MNREGA)
Welfare of the Aged and Disabled
Rehabilitation of People living with HIV/AIDS

Selected Readings