

Vikram University, Ujjain



M.PHIL.
IN
PUBLIC ADMINISTRATION

(semester-II&III)

Syllabus

2013-14

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(not on part)

parashikha
(Nisha Vashistha)

2013
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The M.Phil. Examination shall consists of the following

Semester -II

Marks

Three theory papers of 100 marks each-

300

1 – Research Methodology and Statistics

2- Indian Administrative System

3- Public Policy

Semester -III

Dissertation

100

Viva Voce

100

Seminar(Two)

100

Grand Total

600

M.Phil course shall be run by Ordinance No. 89 of University.

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M.Phil – Public Administration
Paper 1 – Research Methodology and Statistics

Part I-Research Methodology :

1. Research-Nature, Techniques of Social Research, Logical, Historical and Scientific Methods in Political Science.
2. Problem formulation, Research design and Project Formulation-hypothesis, concepts, selection of universe, sampling.
Sources of Data collection-Primary and Secondary.
3. Techniques of Data Collection-Content Analysis, Interview, Observation, S Schedule and Questionnaire, Projective techniques and use of Mechanical aids.
4. Techniques of Measurement Analysis-Sociometry Scaling, Index Number, Social Distance.
5. Data Processing-Editing, Coding, Sorting and Computing Variables, Classification and Tabulation.
6. Report Writing-Introduction, Research Methods, Referencing and Foot noting, Analysis and Interpretation, Presentation of Conclusion, Presentation of Tables and Diagrams, Statistical Tests.
7. Use of Computer in Social Research.

Part II-Statistics :

1. Graphs and Diagrams in Political Research-Graph, Line Diagram, Bar Diagram, Circular Diagram, Semi-Circle Diagram, Pictorial Diagram, Histogram, Frequency Polygons.
2. Frequency Distribution-Frequency, Tables, Rules of Frequency arrangement, Distribution of comparative frequency and cumulative frequency, Frequency curve and ogives.
3. Measurements of Central Tendency-Arithmetic Mean, Weighted Arithmetic Mean, Characteristics of Arithmetic Mean, Calculation of Arithmetic Mean by Grouped Data, Direct and Short cut Method, Median, Mode, Relationship between Mean, Median and Mode.
4. Measurement of Deviations-Mean deviation, standard deviation, short cut method, characteristics of standard deviation, variance.
5. Corelation Theory-Lenier corelation, Least square regression lines, Carl Pearson's theory of corelation, short formulae of calculation, Spearman's rank corelation method.
6. Chi square test-Definition, significance, test contingency table, Yate's correction for contingency table.
7. Yule's Q test-Definition and use.

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Reference Books

1. P. V. Young, Scientific Social Surveys and Research.
2. W. J. Goode & Paul H. Hatt, Methods in social Research.
3. Simpson & Kafka, Basic Statistics.
4. S. P. Gupta, Statistical Methods.
5. S. Milne, Concepts & Models in Public Administration.
6. Dennis J. Palumbo, Statistics in Political and Behavioural Science.
7. B. M. Jain, Shodh Pravidhi (Research Methodology).
8. Ravindranath Mukharjee, Samajik Shodh and Sankhiyaki, Vivek Publication.
9. Dhramveer Mahajan & Kamalesh Mahajan, Research Methodology, Vivek Publication.
10. Bhandarkar and Wilkson, Methods in Social Research.
11. V.P. Michael, Research Methodology in Management, Himalaya Publishing House.
12. P. V. Young, Scientific Social Surveys and Research.
13. W. J. Goode & Paul H. Hatt, Methods in social Research.
14. Simpson & Kafka, Basic Statistics.
15. S. P. Gupta, Statistical Methods.
16. S. Milne, Concepts & Models in Public Administration.
17. Dennis J. Palumbo, Statistics in Political and Behavioural Science.
18. B. M. Jain, Shodh Pravidhi (Research Methodology).
19. Ravindranath Mukharjee, Samajik Shodh and Sankhiyaki, Vivek Publication.
20. Dhramveer Mahajan & Kamalesh Mahajan, Research Methodology, Vivek Publication.
21. Bhandarkar and Wilkson, Methods in Social Research.
22. V.P. Michael, Research Methodology in Management, Himalaya Publishing House.

Paper 2: Indian Administrative System

Political, social, economic and cultural factors affected administrative system under- (i) Vedic and Later – Vedic Period (ii) Mauryan Period (iii) Gupta Period (iv) Rajput Period (v) Sultanate Empire (vi) Mughal Empire

British Empire- Administrative System before 1858. Evolution of British - Indian Administrative system under – (i) 1858 – 1919 Period (ii) 1919 – 1937 Period (iii) 1937 – 1947 Period.

Features of Indian Constitution, Parliamentary Democratic set-up at Union and State Level.

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M. V. Chidambaram

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Law and Order Administration; Central Home Ministry, State Home Ministry, Police administration, criminalization of administration and politics, Role of Central and State paramilitary forces, Police- Public Relationship, Police Reforms.

Administrative Reforms; Meaning and concept, Scope, Types, Objectives. Major administrative reforms during the British Rule. Administrative Reforms after independence

New Efforts for Administrative Reforms; Information and Facilitation Counter, Citizens Charter, E- Governance, Responsive Administration, People's Participation, Self-Help Group (SHG), Disaster Management.

Criteria of Successful Administration. Problems Related to Administrative Reforms and Suggestion to face them. Challenges before Public Administration in India.

Management Techniques for administrative improvement; Participative Management, Group Dynamics, Automation, Cybernetics, Information and Communication Technology(ICT), PERT, CPM, MBO, MIS, OM unit in central and state administration.

Reference Books :

1. S.R. Maheshwari, Administrative Reforms in India,
2. A.Awasthi & S.R.Maheshwari, Public Administration, Lakshmi Narayan Agrawal.
3. Surendra Katariya, Bhartiya Lok Prashashan.
4. Surendra Katariya, Prashasnik Siddhant Evam Prabandha.
5. R.Pattanayak, Bureaucracy, Politics and Administrative Challenges, Anmol Publication, New Delhi.
6. Giriraj Shah, State Police organization in India, Anmol Publication, New Delhi.
7. S.N. Singh & K. Kishore, India's Development Paradigms, Anmol Publication, New Delhi.
8. M. LakshmiKant, Lok Prashashan, UPSC (Prelim.), Tata McGraw- Hill Publishing Company Ltd.
9. S.C. Singhal, Lok Prashashan Ke Tatva, Lakshmi Narayan Agrawal.
10. S. R. Maheshwari, Bhartiya Prashashan- Isaka Vikas, Lakshmi Narayan Agrawal.
11. R.K. Dubey adhunik Lok Prashashan, Lakshmi Narayan Agrawal. R. Maheshwari, Administrative Reforms in India,
12. A.Awasthi & S.R.Maheshwari, Public Administration, Lakshmi Narayan Agrawal.
13. Surendra Katariya, Bhartiya Lok Prashashan.
14. Surendra Katariya, Prashasnik Siddhant Evam Prabandha.
15. R.Pattanayak, Bureaucracy, Politics and Administrative Challenges, Anmol Publication, New Delhi.
16. Giriraj Shah, State Police organization in India, Anmol Publication, New Delhi.
17. S.N. Singh & K. Kishore, India's Development Paradigms, Anmol Publication, New Delhi.
18. M. LakshmiKant, Lok Prashashan, UPSC (Prelim.), Tata McGraw- Hill Publishing Company Ltd.
19. S.C. Singhal, Lok Prashashan Ke Tatva, Lakshmi Narayan Agrawal.
20. S. R. Maheshwari, Bhartiya Prashashan- Isaka Vikas, Lakshmi Narayan Agrawal.
21. R.K. Dubey, adhunik Lok Prashashan, Lakshmi Narayan Agrawal.
22. Subhash Kashyap, Hamari Sansad, National Book Trust.

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23. Chandra Prakash Bhambhri, Public Administration.
24. H. C. Sharma, Bharat main Rajya Prashashan.
25. K. V. Rao, Parliamentary Democracy in India.
26. K. R. Gupta, Organisation and Management.

Paper 3: Public Policy

Public Policy: Meaning, Nature, Types, Scope and importance of study of Public Policy. Difference between Public Policy and Decision-Making & Planning, Policies and Goals.

Policy Science: Meaning, basic assumptions of policy science. Contribution of Yehezkal Dror in Policy Science.

Policy Making: Forces in policy making process-(i) individual citizen (ii) Electoral Pledges (iii) Media (iv) Political parties (v) Pressure Groups. Role of official policy makers (with reference to India); Legislature, Executive, Bureaucracy and Judiciary. Features of Policy formulation in developing and developed countries.

Policy Implementation: Meaning, Stages of Policy implementation, conditions for successful implementation.

Models of Public Policy Formulation and Implementation- (i) Institutional Model (ii) Neo Institutional Model (iii) Incremental Model (iv) Game Model (v) Process Model (vi) Elite Model (vii) Group Model (viii) System Model (ix) Public Choice Model (x) Garbage Can Model (xi) Rational Model (xii) Organized Anarchy Model (xiii) Exclusion/Consumption Model (xiv) Technology Assessment Model (xv) Strategic Planning Model.

Policy Analysis: Meaning, Importance, Types, Approaches to Public Policy Analysis; Historical, Functional, Enquiry-based, New Relation approach.

Policy Impact: Importance & objectives, types, impact- determination, problems & solutions.

Policy making agencies in India- (i) Planning Commission (ii) National Development Council (iii) State Planning Board (iv) District Planning Board (v) State Development Council.

Important Policies of Central Government- (i) Foreign policy (ii) Health policy (iii) Education policy (v) Employment policy (vi) Energy policy (vii) Population policy

(viii) Transport policy.

Important Policies of M.P. State Government- (i) Health policy (ii) Education policy (iii) Energy policy (v) Employment policy (vi) Transport policy.

Reference Books :

1. P. B. Rathod : Framework of Public Policy : The Discipline & Its Dimensions, Oscar Publications.
2. Vivek Agnihotri : Public Policy Analysis And Design , Oscar Publications.
3. I M D Little : Ethics Economics and Politics : Principles of Public Policy, Oscar Publication.
4. R.S. Ganapathy & Others : Public Policy and Policy Analysis in India , Sage Publication, New delhi.
5. V. Subramaniam , Jon : Comparatie Public Policy Reader, Oscar Publication.
6. Prakash Sarangi : Political Exchange and Public Policy : A Cross National analysis, Oscar Publicatio n.
7. R.C. Trenblay : State Autonomy and Public Policy in India , Oscar Publication.
8. Surendra Katariya : Prashashnik Siddhant Evam Prabandha, National Publishing House.
9. Krishna Sondhi , Communication Growth and Public Policy , Bekthru publication, Delhi.
10. R. K. Sapru : Public Policy , Sterling Publishers Pvt. Ltd.
11. Charles E. Lindblom : The Policy-Making Process , PrenticeHall, Newyork.
12. Thomas R. Dye : Understanding Public Policy , Prentice Hall Newjersey.
13. V. Subramaniam : The science of Public Policy Making : Towards a New Discipline, New south Wales University.
14. Fred M. Fronhock : Public Policy : Scope & Logic , Englewood Cliffs Prentice Hill.
15. P. B. Rathod : Framework of Public Policy : The Discipline & Its Dimensions, Oscar Publications.
16. Vivek Agnihotri : Public Policy Analysis And Design , Oscar Publications.
17. I M D Little : Ethics Economics and Politics : Principles of Public Policy, Oscar Publication.
18. R.S. Ganapathy & Others : Public Policy and Policy Analysis in India , Sage Publication, New delhi.
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22. Surendra Katariya : Prashashnik Siddhant Evam Prabandha, National Publishing House.
23. Krishna Sondhi , Communication Growth and Public Policy , Bekthru publication, Delhi.
24. R. K. Sapru : Public Policy , Sterling Publishers Pvt. Ltd.
25. Charles E. Lindblom : The Policy-Making Process , PrenticeHall, Newyork.
26. Thomas R. Dye : Understanding Public Policy , Prentice Hall Newjersey.
27. V. Subramaniam : The science of Public Policy Making : Towards a New Discipline, New south Wales University.
28. Fred M. Fronhock : Public Policy : Scope & Logic , Englewood Cliffs Prentice Hill.

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Prakash Sarangi

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