Scheme of Examination
M.Phil in Public Administration
(As per Credit System w.e.f. the session January 2017 to December 2017)

Programme Specific Outcomes

The programme specific outcomes of the one Year (Two Semesters) M. Phil. / Public Administration programme are as under:

PSO-1. Students would be able to know about the research and development opportunities in the field of administration/ policy/ governance studies.

PSO-2. Students would be able to analyze the effectiveness of governmental policies and programmes.

PSO-3. Students would be familiar with the issues of human rights, disaster management, governance reforms, information communication technology and public administration etc.

PSO-4. Students would gain confidence while dealing with administrative officials and political leaders.

PSO-5. Students would be able to develop their research aptitude and orientation.

PSO-6. Students would be able to learn about the research papers writing and presenting in seminars/conferences.

PSO-7. Students would be acquainted with the statistics tools involved in the research methodology like SPSS, ANOVA etc.

The entire course will be of two semesters. Each student should earn a minimum of 28 credits over the entire course (Core=20: Dissertation=8)

Sem.	Paper Code	Nomenclature	Hrs/week L+T+P	Marks			Examination (hrs.)	Credits L+T+P
				Internal Asstt.	Semester end Exam.	Total		
1	17PUBMP11C1	Issues in Public Administration-I	4+0+0	20	80	100	3 hrs	4+0+0=4
	17PUBMP11C2	Research Methods-I	4+0+0	20	80	100	3 hrs	4+0+0=4
	17PUBMP11C3	Computer Fundamentals & MS Office	4+0+0	20	80	100	3 hrs	4+0+0=4
Credits		C=12						Total Credit =12

Sem.	Paper Code	Nomenclature	Hrs/week L+T+P	Marks			Examination (hrs.)	Credits L+T+P
				Internal Asstt.	Semester end Exam.	Total		
II	17PUBMP12C1	Issues in	4+0+0	20	80	100	3 hrs	4+0+0=4

		Public Administration-II						
	17PUBMP12C2	Research Methods-II	4+0+0	20	80	100	3 hrs	4+0+0=4
	17PUBMP12C3	Dissertation	1			200	Viva-Voce	8
Credits		C=20 ; Dissertation 8				Total Credit =28		

*Examination would be based on Report and Viva

Note-1:   The topic of the Seminars will be assigned to every student by the class teacher concerned and it will be evaluated by a panel of examiners consisting of two (HOD + concerned teachers of the paper) members. The seminar of 20 marks would be equally distributed for term paper and the presentation (10 marks each)

Note-II: The topic of dissertation and supervisor shall be approved by Departmental Committee during the first semester.

Note-III: The scheme & syllabus of M.Phil Semester-I is common for Ph.D. Programme also.

M.Phil / Ph.D. Course Work – Public Administration
Ist Semester (January 2017 to December 2017)

Paper: 17PUBMP11C1
ISSUES IN PUBLIC ADMINISTRATION -1

Total Credits: 4+0+0=4
L+T+P
Total Marks: 100
Semester End Exam: 80
Internal Assessment: 20
Time: 3 hours

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.

Course Outcomes:- After completing this course students would be able to:

Co - 1. Gain Knowledge about the concepts of Good Governance, e-Governance etc.
Co - 2. Discuss the Perspective of police reforms civil service reforms, judicial reforms and electoral reforms in India.
Co - 3. Explain the features trends of Centre-State relations Commissions Committees.
Co - 4. Describe the Mechanism of disaster management and human rights.

Unit-I

Impact of Information Technology on Public Administration: IT and Administration in India-application of IT in India, Obstacles and Dangers.

Good Governance: Concept, Features, Dimensions and Importance

E-governance: Stages of E-governance, Types of Interactions in E-governance, Benefits of E-governance.

Unit-II

Police Reforms in India

Civil Services Reforms in India

Judicial Reforms in India

Electoral Reforms in India

Unit-III

Center – State Relations in India: Recommendations of Sarkaria, Vekatchalia, MM Punchhi Commissions.

Trends in Center – State Relations in India

Unit-IV

Disaster Management in India: National Level Machinery, State Level Machinery and District Level Machinery

Human Rights Protection Machinery in India: National Human Rights Commission, State Human Rights Commission and the Human Rights Courts in Districts

Suggested Readings:

1. Mohit Bhattacharya,New Horizons of Public Administration, New Delhi, Hawahar, 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

6. R.K. Gupta and H.D. Bist, Corruption in India: Origin, Causes and Solutions, New Delhi, Anamica, 2007.
7. B.S. Ghuman, Anil Monga and Ramanjit Kaur Johal, Corruption and Quality of Governance: Experiences of Select Commonwealth Countries, Jaipur: Aalekh, 2012.
8. Ashok Agarwal and V. Venkata Ramana, Foundations of E-Government, New Delhi: GIFT Publishers, 2008.
9. G.P. Sahu, Adopining E-Governance, New Delhi: GIFT Publishers, 2008.
10. G.P. Sahu, Emerginign Technologies in E-Government, New Delhi: GIFT Publishers, 2009.
11. C.L. Baghel and Yogendra Kumar, Good Governance: Concept and Approaches, New Delhi: Kanishka, 2006.
12. D. Sundar Ram, Woman Empowerment in Political Institutions : An Indian Perspective, New Delhi: Kanishka, 2009.
13. Kundu, Rajesh , Issues in Administration, Mumbai: Centre for Distance Education, S.N.D.T. Women's University, 2014.

Paper: 17PUBMP11C2   **Research Methods - I**

Total Credits: 4+0+0=4
L+T+P
Total Marks :   100
Semester End Exam :   80
Internal Assessment   :   20
Time: :   3 hours

Course Outcomes: - After completing this course students would be able to:

Co - 1. Discuss basic concepts of social science research and importance of ethics in social research.
Co -2. Explain fundamental elements of social research like theory building, Variables, Hypothesis and their importance in research Design.
Co -3. Deal with the different methods of Sampling, Sources of data and proper representation of Data.
Co – 4. Manage the issues of project formulation with the involvement of different state holders.

Unit-I

Social Science Research: Meaning, Nature, Objectives, Importance and Types with Special Reference to Pure and Applied. Research Process, Selection & formulation of a Research Problem- Meaning, Sources, Criteria, Steps of its formulation; Problem of Objectivity in Social Research, Importance of Ethics in Social Research

Unit-II

Basic Elements of Social Research: Theory-Concept & Variable, Theory building process; Hypothesis- Meaning, Types, Sources and Importance; Research Design- Meaning, Characteristics, Types & Importance

Unit-III

Sampling: Meaning, Basis, Types-Probability and Non-Probability, Procedure of Selecting a Representative Sample, Testing the Reliability of a Sample; Data: Types, Importance, Sources and Characteristics; Graphic Representation of Data: Graphs & Diagrams.

Unit-IV

Project Formulation on Issues Concerning: Women, Children, Aged, Poverty Allevation Programmes, Human Resource Development schemes, Non-Governmental Organisation, 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.

Suggested Books:

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 Kigtab 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 Methods in Social Sciences, New York, St. Murthin Press, 1981.
12. Kerlinger, Foundation of Behavioural Research, New York, Hold Rinehart And Winston.
13. Virender Prakash Sharma, Research Methodology Jaipur: Panchsil Prakashan, 2001 (Hindi Medium).

M.Phil / Ph.D. Course Work – Public Administration
Ist Semester (January 2017 to December 2017)

Paper: 17PUBMP11C3   Computer Fundamentals & MS Office

Total Credits: 4+0+0=4
L+T+P
Total Marks :   100
Semester End Exam :   80
Internal Assessment   :   20
Time: :   3 hours

Course Outcomes:- After completing this course students would be able to:

CO-1. Students would be able to describe the evolutionary period wise steps of computer technology.

CO-2. Students would be familiar with the memory and mass storage devices of computer.

CO-3. Students would discuss about computer networks and their application.

CO-4. Students would be able to describe about internet applications in the different fields of daily life.

Unit-1
Introduction : Historical Evolution of Computers, Classification of Computers, Block Diagram along its Components and Characteristics, Limitations of Computers, Human being Vs Computer, Applications of Computers including Public Administration & Research, Introduction to Internet: Concepts of Internet, WWW, e-mail and Applications of Internet.

Unit-2
Input/Output Devices: Keyboards, mouse, joysticks, trackballs, digitizer, voice-recognition, optical-recognition, scanners, Hard-copy devices: Impact printers - DMPs, Daisy-wheel printers, Line-printers. Non-impact printers - Inkjet, Laser, Thermal, LED; Plotters, Soft-copy devices: Monitors, video-standards (VGA and SVGA). Languages like Assembly, Machine, and High-Level Languages, Computer Viruses.

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Unit-3
Memory & Mass Storage Devices: Characteristics of memory systems, types of memory, RAM, ROM, magnetic disks - floppy disk, hard-disk; optical disks - CD, CD-I, CD- ROM; Magnetic tapes; Concepts of Virtual and Cache memory. *Computer Network and Their Applications:* Types of Computer Networks, Local Area Networking (LAN) and wide Area Networks (WAN).

Unit-4
 MS-OFFICE: MS-Word: - Creating a document, font operation, bullet and numbering, find &

replace, mathematical operation, Create table. **MS-PowerPoint**: - Creating single and multiple slide, Animation, manual and automatic slide show, hyper linking. **MS-Excel**:- Create sheet and rename sheet, table and operation, cells operation, hyper linking, Function(mathematic, logical), sort and data tools, protection(sheet, workbook).

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.

Suggested Books:

1. Gill, Nasib S.: Essentials of Computer and Network Technology, Khanna Book Publishing Co., New Delhi.
2. Gill Nasib Singh: Computing Fundamentals and Programming in C, Khanna Books Publishing Co., New Delhi.
3. Chhillar, Rajender S.: Application of IT in Business, Ramesh Publishers, Jaipur.
4. Sinha, P.K. & Sinha, Priti, Computer Fundamentals, BPB
5. Balagurusamy E, Computing Fundamentals and C Programming, Tata McGraw Hill.
6. Norton, Peter, Introduction to Computer, McGraw-Hill

Paper: 17PUBMP12C1

ISSUES IN PUBLIC ADMINISTRATION -II

Total Credits: 4+0+0=4
L+T+P
Total Marks: 100
Semester End Exam: 80
Internal Assessment: 20
Time: 3 hours

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.

Course Outcomes: - After completing this course students would be able to:

Co - 1. Describe the theoretical issues of Public Administration like New Public Administration, Public – Private Administration in the era of LPG.
Co – 2. Explain the aspects of Women employment, old age welfare and comption in governance process.
Co – 3. Discuss the issues of Citizen and Administration, people participant and role of media in Civil Society.
Co – 4. Deal with the issues of citizen Charter, right to information and social audit in India.

Unit-I

New Public Administration

Public Private Partnership

Impact of Liberalization, Privatization and Globalization

Unit-II

Women Empowerment in India

Corruption in Governance in India

Old Age Welfare in India
Unit-III

Citizen and Administration

Peoples' Participation

Role of Media and Civil Society
Unit-IV

Citizen Charter in India
Right to Information
Social Audit in India

Suggested Readings:

1   Mohit Bhattacharya,New Horizons of Public Administration, New Delhi, Hawahar, 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, Yew York, 1993.
6. R.K. Gupta and H.D. Bist, Corruption in India: Origin, Causes and Solutions, New Delhi: Anamica, 2007.
7. B.S. Ghuman, Anil Monga and Ramanjit Kaur Johal, Corruption and Quality of Governance: Experiences of Select Commonwealth Countries, Jaipur: Aalekh, 2012
8. Ashok Agarwal and V. Venkata Ramana, Foundations of E-Government, New Delhi: GIFT Publishers, 2008.
9. G.P. Sahu, Adopining E-Governance, New Delhi: GIFT Publishers, 2008.
10. G.P. Sahu, Emerging Technologies in E-Government, New Delhi: GIFT Publishers, 2009.
11. C.L. Baghel and Yogendra Kumar, Good Governance: Concept and Approaches, New Delhi: Kanishka, 2006.
12 D. Sundar Ram, Woman Empowerment in Political Institutions : An Indian Perspective, New Delhi: Kanishka, 2009.
13. Rajesh Kundu, Issues in Administration, Mumbai: Centre for Distance Education, S.N.D.T. Women's University, 2014.

M.Phil – Public Administration
2nd Semester (January 2017 to December 2017)

Paper: 17PUBMP12C2   **Research Methods - II**

Total Credits: 4+0+0=4
L+T+P
Total Marks :   100
Semester End Exam :   80
Internal Assessment   :   20
Time: :   3 hours

Course Outcomes: - After completing this course students would be able to:

Co - 1. Discuss the different data collection techniques used in social research.
Co – 2. Explain the data processing methods and measures of central tendencies usage in social research.
Co – 3. Use the computer based programmes in social research steps.
Co – 4. Describe the use research in projects like implement generation, Environment Protection, Disaster Management, Health & Sanitation, Agriculture Development etc.

Unit-I

Data Collection Techniques: Case Study, Survey, Schedule and Content Analysis.

Unit-II

Data Processing: Editing, Coding, Classification & Tabulation, Measures of Central Tendency- Mean, Mode Median, Measures of Dispersion- Range, Quartile Deviation, Mean, Deviation & Standard Deviation.

Unit-III

Role of Computer in Social Research, Application of SPSS in Social Research-its Characteristics and Steps; Measurement of Data: Levels & Problems; Criteria of Good Measurement.

Unit-IV

Project Formulation on Issues and Concerning: Employment Generation, Environment Protection, Disaster Management, Health and Sanitation Programmes, Insurance & Banking, Agricultural Development, Awareness Generation Legislations.

 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.

Suggested Readings:

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 mnAbdel Baset I.M. Hasouneh, Research Methodology, Sublime Publication, Jaipur, 2003.
5. D.K. Lal Das, Designs of Social Research, Rawat Publication, New Delhi, 2005
6. S.R. Bajpai, Methods of social survey and research, Kitab Ghar, Kanpur, 1990.
7. Ram Ahuja, Research Methods, Rawat Publications, Jaipur, 2001.
8. Jhon Galtung, Theory and Methods of Social Research, New York, Columbia University, 1967.
9. Shukla and Trivedi, Research Methodology, College Book Depot., Jaipur.
10. David Nachmias and Nachmias, Research Methods in Social Sciences, New York, St. Murthin Press, 1981.
11. Hold Rinehart and Winson, Kerlinger: Foundation of Behavioural Research, New York.
12. Virender Prakash Sharma, Research Methodology, Jaipur: Panchsil Prakashan, 2001 (Hindi Medium)

Paper: 17PUBMP12C3   **Dissertation**

Total Credits: 8
Total Marks :   200
Dissertation :   150
Viva-Voce: 50

Course Outcomes: - After completing this course students would be able to:

CO-1. Develop their research aptitude and orientation.

CO-2. Learn about the data collection / field work problems and their solution.

CO-3. Acquainted with the statistics tools involved in the research methodology like SPSS, ANOVA etc.

CO–4. Explain the data processing methods and measures of central tendencies usage in social research.

Dissertation guidelines:

The Departmental Committee will allocate the supervisor to a candidate and finalize the area of dissertation of the candidate by the end of Semester I. A Research Advisory Committee (RAC) would be constituted by the Departmental Committee for each candidate (constituting of Concerned Supervisor; Head of the Department; One other teacher). The RAC would finalize the topic of dissertation; guide the candidate to develop the study design and methodology of research and periodically review and assist in the progress of the candidate. Each candidate would present at least one research/review paper in a conference/seminar before the submission of the dissertation for adjudication and produce evidence for the same in the form of presentation certificates. Prior to the submission of the dissertation, the candidate shall make a presentation before the Research Advisory Committee in the Department which shall also be open to all faculty members and students. The feedback and comments, if any, from them may be suitably incorporated into the draft dissertation in consultation with the Research Advisory Committee. The M. Phil dissertation must undergo a Plagiarism check by software recommended by MDU. The candidates will be required to submit the dissertation in the concerned Department within three months of the completion of 2nd semester theory examinations.

The M. Phil. Dissertation shall be evaluate by the Supervisor by the Supervisor and one external and the viva-voce examination shall be conducted by both of them together and shall be open to all faculty members and students of the Department. The viva-voce report shall be countersigned by the Head of the Department.