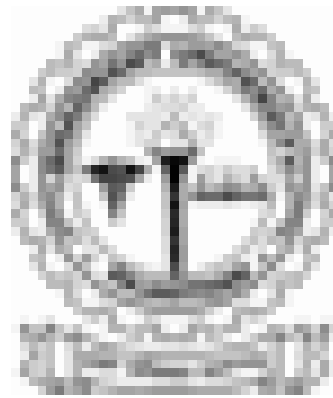


**BHAGWANT UNIVERSITY**

**Sikar Road, Ajmer**

**Rajasthan**



**Syllabus**

**Institute of Humanities & Social Sciences**

**M. Phil I Semester**

**Public Administration**

## Course Category

MSoc : M.Phil in Public Administration

CCC: Compulsory Core Course

ECC: Elective Core Course

### Contact Hours:

L: Lecture

T: Tutorial

P: Practical or Other

### Marks Distribution :

IA: Internal Assessment (Test/Classroom Participation/Quiz/Presentation/Assignment etc.)

EoSE: End of Semester Examination

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

### **(Course Structure)**

#### **1<sup>st</sup> Semester**

<b>Subject code</b>	<b>Subject Name</b>	<b>Teaching hours</b>			<b>Marks</b>		
		<b>L</b>	<b>T</b>	<b>P</b>	<b>External</b>	<b>Internal</b>	<b>Total</b>
<b>01MPAD101</b>	<b>Research Methodology</b>	3	0	0	70	30	100
<b>01MPAD102</b>	<b>Management Thinkers</b>	3	0	0	70	30	100
<b>01MPAD103</b>	<b>Environment &amp; Health Administration</b>	3	0	0	70	30	100
<b>01MPAD104</b>	<b>Organizational And Administrative Behaviour</b>	3	0	0	70	30	100
<b>Total</b>		12	0	0	280	120	400

## 2<sup>nd</sup> Semester

Subject code	Subject Name	Teaching hours			Marks		
		L	T	P	External	Internal	Total
02MPAD101	Advanced Research Methodology	3	0	0	70	30	100
02MPAD102	Administrative Thinkers	3	0	0	70	30	100
02MPAD103	Advanced Public Administration	3	0	0	70	30	100
02MPAD201	Dissertation	3	0	0	50	50	100
<b>Total</b>		12	0	0	280	120	400

## 1<sup>st</sup> SEMESTER

**Course/Paper: 01MPAD101**

### PAPER-I RESEARCH METHODOLOGY

#### Course Rationale:-

In a complex world, the study of social sciences research has been more complex. Every social science subject has its limits. To study in detail or to go for research in Public Administration it is essential to have a separate method to research. There research study in Public Administration is an unfolding strong or sequence of ideas relating to various administrative problems. In this paper social and scientific methods of research are discussed. This paper being essential part of study the knowledge of research will lead the researcher in his project activities.

#### Unit-I: Research Overview

Meaning of Research – Objectives of Research – Motivation in Research – Types of Research – Research Approaches – Significance of Research – research Methods versus Methodology, Research and Scientific Method – Importance of Knowing How Research is done – Research Process – Criteria of good Research – Necessity of Defining the Problem – Technique involved in Defining the Problem

## **Unit-II: Research design**

Meaning of Research Design – Need for Research Design – Features of a Good Design – Important Concepts Relating to Research Design – Different Research Design – Data

## **Unit-III: Data Analysis**

Mathematical and statistical analysis using software tools like MAT Lab, SPSS or free wares tools. Report writing and analyzed data representation - Significance of Report Writing, Different Steps in writing Report – Layout of the Research Report – Types of Reports – Oral Presentation – Mechanics of Writing a research Report – Precautions for Writing Research Reports.

## **Unit-IV: Quality Research Strategies**

Building expertise in the areas of interest, generating the base content in the selected area, literature survey for research work- already done, being done by others and arriving at directions of research.

## **Unit-V: Research Proposal**

Formulation of research title , development of criteria based research proposal , Presentation for the research proposal and review of the proposal base on the feedbacks by evaluation experts. Planning for the research work with outcomes/achievable and time targets. Research monitoring publication of research outcomes in referred journals. Documentation of research work to generate thesis with norms and standards.

**Course/Paper: 01MPAD102**

**PAPER – II MANAGEMENT THINKERS**

**Course Rationale:**

One of the most important human activities is management. The world is changing fast the knowledge of management has been essential in every aspect. In order to achieve effective accomplishment in every task management is an essential factor. Many different contributions of thinkers and practitioners of management have resulted different approaches to management. In this paper the approaches and thoughts of management thinkers are covered. The study will give a vision to the students of management and management practitioners experts to make up their mind to understand the management as a special discipline.

**Unit-I**

**Oliver Sheldon-** Management and Administrative social ethics and the practicality of scientific Management, Social Responsibility of Modern Manager

**Unit-II**

James D. Mooney – The principle of co-ordination, The Scalar principle, The functional principle.

**Unit-III**

Frank and Lillian Gilbreth : New Techniques in Time Study, (17) basic elements (Thebligs) in working on job, The psychology of Management.

**Unit-IV**

Henry L. Gantt – Tark-and bonus-system, Gantt’s Chart, Graphic methods in desining, the techniques on managerial control

**Unit-V**

Renis Likert – Management system & Four styles of Leadership. The “Concept of Linking pin”.

**Books Recommended**

- 1 Terry, George R – ‘Principles and Management’, Richard D Irwin, Inc. Illinois
- 2 Peter F Drucker, ”The Practice of Management”, Harper and Brothers, New York, 1954
- 3 Peter F. Drucker – Management:Task, Responsibilities and Practices”, London, William Heinemann Ltd, 1974
- 4 Likert Rensis, ”New Patterns of Management”, New York, MC Graw Hill Book Co., Inc. 1967
- 5 Mooney, James D. “The Principles of Organisation”, New York, Harper and Brothers, 1947

- 6 Sheldon, Oliver, "The philosophy of Management" London, Sir Isaac Pitman and Son's Ltd, 1923
- 7 Weiner, B. "Theories of Motivation: From Mechanisation to cognition", Chicago Markham Publishing Co, 1972
- 8 Dr. T.N. Chhabra-Principles and Practice of Management, Dhanpat Rai and Co. (P) Ltd, Education and Technical Publishers, Delhi, 2002
- 9 S.P. Naidu, Public Administration Concepts and Theories, New Age International Publishers, /new /delhi, 1996
- 10 Prasad Ravindra D and others (Ed) Administrative Thinkers, Sterling Publishers, New Delhi

**Course/Paper: 01MPAD103**

## **PAPER-III ENVIRONMENT & HEALTH ADMINISTRATION**

### **Course Rationale:-**

The significance of Environment has long been recognized by the Indian culture. various conventions and laws ancient and recent have brought environment in their purview. Alongwith the industrial developments we have invited the hazardous elements viz- the complexity of chemicals, fertilizers, pesticides, nuclear waste, tremendous use of plastic. These caused the global warming and threat to generate health of the world. The study of Environment is the need of hour. Also the study of health and its administration becomes necessary. In this paper the need to protect the environment and health awareness is discussed, so as to enable the students atleast to have basic information of these most sensitive subjects.

### **Unit-I**

#### **Introduction**

Importance, significance, Global Warning, Need of Environmental protection. Environment: Environmental Decay, protection and Development. Environmental Administration; Environment Protection Laws Environment policy and planning International Organization

### **Unit-II**

**Administrative Machinery:** Organization for Environment protection: Central State and District level, Role of NGO's in Environment protection & Development. Environment, Education and Role of Media

### **Unit-III**

Health Administration Nature, Scope & Importance of Health National Health policy, planning and development Administrative Machinery for Health system in India Central level State level District level Tribal areas

### **Unit-IV**

**Health Education:** Health Education system and Role of Media NGO's and Health Care Services

Health care services in private sectors.

## Unit-V

International Health Agencies World Health Organization UNFDA CEDPA Red Cross Society

### REFERENCES

- 1 Rameshwaran - "Health Administration in India" Ashish Pub., New Delhi
- 2 Arun Kumar – "Environmental protection, problems & Control", Anmol Pub., New Delhi, (1999)
- 3 Karapagam M.- "Environmental Economics", Sterling Pub. New Delhi, 1993
- 4 R.N. Trivedi - "Environmental Pollution and Control" Anmol Publication, New Delhi, 1998
- 5 G.R. Chatwal – "Encyclopedia of Environmental Pollution" Vol. I & II, Anmol Pub., New Delhi, 1996
- 6 H.S. Singh – "Principles of Environmental Conservation", International Book Distributors, DehraDoon, 1989
- 7 A.K. Mhaskar – "Matter Hazardous" Media Enviro – Pune

**Course/Paper: 01MPAD104**

**PAPER IV- ORGANIZATIONAL AND ADMINISTRATIVE BEHAVIOUR**

**Course Rationale**

The study of organization and administration is no longer merely a study of Theoretical approaches. As every organization and Administration is largely known by its performance impact. In this paper the study of organizational and Administration Behaviour is projected. The Organizational behaviour consists of basic study of organization, its evolution, However studies, defence mechanism, as well the study of administrative behaviour includes nature of human behaviour, personality theories traits, Motivation, Leadership and other aspects relates to administrative behaviour are included for the study.

**Unit-I**

**Organizational behaviour:** Nature of organization, Types, organizational and Individual Goals, Organizational Behaviour :-Scope, significance. The Hawthorne studies and Evolution of organizational behaviour.

**Unit-II**

Aspects of Individual and Group Behaviour, job satisfaction, personality, perceptions, Attitudes, Reasons of Dis-satisfaction, Defence Mechanism.

**Unit-III**

Administrative Behaviour, Nature of Human Behaviour, Personality, Personality Theories, Traits.

**Unit-IV**

Motivation, Leadership, Leadership Theories, Behavioural Theory, Situational Theory, Decision-making., Organizational Effectiveness

**Unit-V**

Communication, Communication Process, symbols & Network, Flow, Organizational change and Development.

Administrative Accountability and Responsibility.

**REFERENCES:**

- 1 Stephen Robins - Organizational Behaviour – Prentice Hall, New Delhi
- 2 Peter M. Blau – The Structure of Organization, Basic Books Inc – New York
- 3 Byrd - Decision Models – Mcgrad Hins, 1988
- 4 Dimock, Marshal E. – A Philosophy of Administration – Haesper and Bros
- 5 Sctiein Edgar H – Organization Behaviour – Prentice Hall, 1988
- 6 Herbert Siman – Administrative Behaviour Mk Millan 1976



- 7 R.D. Pathak – “Organizational Behaviour”
- 8 Robinson P. – Organizational Behaviour
- 9 L.M. Prasad – Organizational Behaviour
- 10 Banarjee M. – Organizational Behaviour
- 11 Herald Koontz - Essentials of Management, MC Gr Hills
- 12 Herbert A. Simon – Administrative Behaviour, Free Press H.Y. 1966
- 13 Keith Devis – Human Behaviour at work, Tata Mc Grow, 1977
- 14 Chester Benard – The function of the Executive, Harward Unitty. Press
- 15 Marvin E. Shaw – “Group Dynamics”, Mc grow Hills – 1971
- 16 Carvoll L. Shartle – Patterns of Administrative performance, Ohio-State University.

## **2<sup>nd</sup> SEMESTER**

**Course/Paper: 02MPAD101**

### **PAPER I- ADVANCED RESEARCH METHODOLOGY**

#### **UNIT I**

Basic concepts: Research process, problem identification, research designs, informal experimental designs. Completing randomised design, randomized block design, latin square design, factorial designs

#### **UNIT II**

Sampling and testing of hypothesis: Concept of probability, probability\ distribution, Normal, Poisson,  $\chi$ -square, t-test. Sampling distribution, central limit theorem, Sandler's A-test, standard error, population mean, population proportion, sample size, confidence intervals, null hypothesis and alternative hypothesis, level of significance, two tailed and one tailed tests, Z-test, t-test,  $\chi^2$ -test, F-test, testing of correlation coefficients, ANOVA one way ANOVA, two way ANOVA Tukey's HSD.

#### **UNIT III**

Non-parametric tests: Sign test, Fisher-Irwin test, Mc Nemer test, Wilcoxon Mali test, Wilcoxon, Mann-Whitnery test, Kruskal-Wallis test, one sample runs test. Spearman's rank correlation, Kendall's coefficient of concordance.

#### **UNIT IV**

Multivariate analysis: Multiple regression, multiple discriminant analysis, multiple analysis of variance, canonical correlation analysis, Factor analysis cluster analysis, path analysis. Computational techniques.

## **UNIT V**

Computer Application, Basic of Computer, System Software & Application Software. Computer as a tool of Research: Application in data Analysis, related software. MS Office, SPSS, Data Communication, LAN & WAN Data Exploration using internet tools, e-journal, e-books, Basic concept of teleconferencing & related configuration.

### **REFERENCES:**

1. Kothari, C.R. (2004). Research Methodology: Methods and Techniques, New Age International Publishers, New Delhi.
2. Arya., P.P. and Pal, Y.(2001) Research Methodology in Management: Theory and Case Studies. Deep and Deep Publishers Pvt. Ltd. New Delhi.
3. Bedekar V. H. 1982 – How to write assignments, research papers, dissertations, Kanak New Delhi.
4. Barzam J. and Graff Henry, 1977 – The Modern Researcher, Harcourt Brace. Javanavish Inc. 3<sup>rd</sup> Ed.
5. Gatner, E. S. M. & F. Cardasco 1970 – Research and report writing, Pb. Bernes and **Noble, N.Y.**

## **Course/Paper: 02MPAD102**

### **PAPER II- ADMINISTRATIVE THINKERS**

#### **UNIT-1**

Contribution and administrative ideas of thinkers: Kutilya Maxweber, Karl Marx F.WTaylor, Chester Barnard, Herbert Simon, Douglas, Mc Gregar, Abraham Maslow and Peter Drunker.

#### **UNIT-2**

Theories of organizational changes, contribution of Wren Bannis , public administration as a policy science.

#### **UNIT-3**

Modern Theories: Administration ideas of Mc Gregor f.w.Riggs rensis likert, Herzberg, and Jawahar lal nehru .

#### **UNIT-4**

Theories of Administration: Scientific Management (Contributions of F.W Taylor) Human Relations (Elton Mayo) Public choice theory, Contribution of Y Dror, new public administration and new public management.

#### **UNIT-5**

Good Governance liberalities, privatization and Globalization- their concept and application.

#### **REFERENCES:**

1. Chester Barnard: Functioned of the Executive.
2. Angyws: Personality & Organization.
3. Mc. Gregar: The Human side of Enterpuse.
4. F.W Taylor: Scientific Management.
5. Chester Barnard: Organization & Management.
6. Simon: The New Science of Management Decision.
7. Riggs: The Ecology of Public administration.
8. Y. Dror Ventuers in Policy Science: Concepts & application.
9. D. Ravindra Prasad & other: Administration thinkers.

**Course/Paper: 02MPAD103**

#### **PAPER III: ADVANCED PUBLIC ADMINISTRATION**

#### **UNIT- 1**

Theory of Public Administration in India. New Public Management Paradigm, Public Choice Perspective, Teaching and Research in Public Administration.

#### **UNIT-2**

Constitutional Framework and Administration; Constitutional Reforms; National Constitutional Review Commission; 73<sup>rd</sup> - 74<sup>th</sup> and other Post-liberalisation Constitutional Amendments.

#### **UNIT-3**

Professionalism and Responsiveness in Bureaucracy; Administrative Culture; Organisational Efficiency and Effectiveness-Challenges and Remedies; Ethics in Public Services, Citizen Charter.

#### **UNIT-4**

**Good Governance; Transparency with special reference to RTI; E-Governance- Problems and Prospects; Human Resource Development; Corporate Governance; Judicial Activism; Consumer Protection.**

#### **UNIT-5**

Emerging Politico-Administrative Scenario; Coalition Governments vis-a vis Public Administration and Centre-State Relations. Consumer Protection; Human Rights and Human Rights Commission; Globalisation and Public Administration; Administrative Reforms.

#### **REFERENCES:**

1. Daj Bata K., Good Governance-Parametric Issues: A Futures Vision, Uppal Publishing House, New Delhi, 2002.
2. Henry Nicholas, Public Administration and Public Affairs, Prentice Hall, New Jersey, 2005.
3. Ostoom Vincen, The Intellectual Crisis in American Public Administration, University of Alabama Poess, Alabama, 1974.
4. Muller Dennis. L., Public Choice, Cambridge University Press, 1979.
5. Osborne, David and Gaebler, Ted., Reinventing Government: How the Entrepreneurial Spirit is Transforming the Public Sector, Prentice Hall of India, New Delhi, 1992.
6. Frederickson Goerge, New Public Administration, Alabama, University of Alabama Press, 1990.
7. Heady Farrel, Public Administration: A Comparative Perspective, Nareel Dekker, 2002.
8. Jain R.B., Public Administration in India: 21<sup>st</sup> Century Challenges for Good Governance, Deep and Deep Publications, New Delhi, 2001.
9. Arora Ramesh K., Corporate Governance, Mangal Publication, Jonpur, 2003.
10. Barthwal C.P., Good Governance, Deep & Deep Publications, 2005.
11. Singh Hoshiar, Local Government in India, Britain, France and America, Kitab Mahal, Allahabad, 2005.
12. Sachdeva Pardeep, Urban Local Government and Administration in India, Kitab Mahal, 2000.
13. Ginni H.A., Centre State Relations and Sarkaria Commission, Deep & Deep Publications, New Delhi, 2004.
14. Bawa Noorjahan, Public Administration in the 21<sup>st</sup> Century, IIPA, New Delhi, 2004.
15. Indian Journal of Public Administration, IIPA, New Delhi.
16. Administrative Change, Jaipur.

**PAPER III: 02MPAD201  
DISSERTATION**