

MOHANLAL SUKHADIA UNIVERSITY: UDAIPUR
MASTER OF PHILOSOPHY PROGRAMME IN PUBLIC ADMINISTRATION
2016-17

1. **Duration of the Course:** The Master of Philosophy (M.Phil.) (Public Administration) course will be of three semester duration to be conducted in one and a half year. Each semester will be of approximately five months (minimum 90 working days in a semester) duration.
2. **Eligibility:** Candidates seeking admission to the first semester of M.Phil. in Public Administration must have a Post-graduate degree in the concerned subject with 55% marks from a recognized university.

3. Admission

Admission will be made on the basis of the fifty percent weightage to the marks obtained in the entrance examination (Paper-II of the Joint Entrance Examination for M. Phil./Ph.D.) conducted by the University and fifty percent weightage to total theory marks obtained at the Post-graduation level (Total marks of graduation excluding practical marks). The entrance examination syllabus and number of papers, structure of questions, duration, maximum marks, etc. will be the same as that for the Entrance examination for admission to Ph.D. programme already approved by the University. The Entrance Examination for admission to M. Phil. Programme will be conducted by the Dean, Post-graduate Studies.

4. Course structure : The curriculum of M. Phil. Programme shall consist of a course work of two semesters duration and dissertation work of one semester duration. Each semester of the course work shall consist of two papers of 6 hrs./week class room instructions. In the second semester, candidates will be required to take a non credit course on ICT in Research syllabus of which will be the same as that for the course work of the Ph.D. programme. Candidates will be required to qualify in the non-credit course by taking both theory and practical examination conducted by the University. Both the papers in the final semester are compulsory.

Paper No.	Paper Code	Paper Name	L-	Max. Marks		
				Ext.	Int.	Total
SEMESTER -I						
I	MPL-PAD-101	Research Methodology	6	75	25	100
II	MPL-PAD-102	General Course: Administrative Theories and Thinkers	6	75	25	100
SEMESTER -II						
I	MPL-PAD-201	Issues in Public Administration	6	75	25	100
II	MPL-PAD-202	Indian Administrative System	6	75	25	100
III	ACMPL*	Information and Communication Technologies in Research	4	100*		100*
TOTAL;			16	150	50	200
* Non-Credit Course to be taken from Computer Centre/Computer Science Department and shall consist Theory (50 Marks) and Practical (50 Marks)						
SEMESTER-III						
1	MPL-PAD-301	Dissertation	12	150	50	200
Grand Total			40	450	150	600

In the beginning of the semester, teaching plan for each paper shall be declared by the teacher concerned giving topics of the lecture and teaching hours, the text and reference book followed. In addition to the class room instructions, the curriculum consists of seminars, assignments and internal examinations.

Seminar : Students are required to give one seminar in each semester (10 to 15 minutes) using audio-visual aids. They will be required to submit detailed written work on the seminar topic. Attendance in all the seminars by the students is compulsory Marks proportionate to their absence will be deducted from the seminar component of the internal marks.

Assignments: Teachers will give regular assignments to the students to assess in the topics. Students will be required to complete the same within the stipulated period.

Duration: Students will be required to carry out a dissertation work in the last semester under the supervision of the faculty members. Number of students under each supervisor shall not exceed five as prescribed by the University under the Ph.D. regulations, 2009.

5. ATTENDANCE: Regular attendance of the students is an important factor in the semester system. No candidate can be allowed to appear in the End Semester Examination as a regular student unless he/she has attended the course regularly.

5.1 Regular 100% attendance is expected of all students for every course in class room and laboratory. Hence attendance is compulsory and will be monitored in the semester and students will be informed at the end of the month and end of semester.

5.2 A maximum of 25% absence for the attendance may be condoned only on valid grounds such as illness, death in family or other emergency beyond students control and approved by the Head of the Department. Sanctions are to be taken within a week after joining.

5.3 For students participating in Sports/Cultural event/NCC camps during a semester, the maximum number of days of absence shall not exceed 8 days. Any waiver in this context shall be on the recommendation of the Dean – Student Welfare and the student will be required to apply in advance for the leave to the Head.

5.4 If a candidate is absent from the semester classes for a period more than one week without prior notice, admission of the candidate in the course will get terminated automatically. If a candidate is absent due to medical reason, the same must be intimated to the Head/Course Director well in time. However, he/she will not entitle for any exemption from the attendance requirement of the semester.

5.5 If attendance of a candidate in a paper is less than 75% his/her internal assessment will be marked zero and a candidate may be allowed to appear in those papers in which his/her attendance is less than 75% subject to condition that NR will be marked in these papers to indicate “attendance is short so declared as Not Regular”. However, no such candidates will be allowed to appear in the practical examinations on account of the insufficient laboratory training received by the candidate due to his absence from laboratory.

6. Examination Scheme:

6.1 University shall conduct examinations only after completion of instructions as per course structure of each semester. External Examination may be conducted on consecutive working days without any gap.

6.2 Each theory paper shall be of 100 marks (75 marks for written examination of 3 hours duration and 25 marks for internal assessment).

6.3 Each practical paper shall be of 100 marks (75 marks for semester practical examination of six hours duration and 25 marks for internal assessment).

6.4 The question paper shall consist of three parts. Part-A will contain ten short answer type questions for which answer must be provided within 20 words for each. Part-B will consist of five questions (which require answers in 250 words for each), one from each unit with internal choice. Part-C will consist of four long answer type questions (500 words each) out of which candidates will be required to answer two.

6.5 The internal marks will be awarded by the teacher concerned and will be put for consideration of a committee consisting of Head, teacher concerned and a nominee of the Dean, Post-graduate Studies for final award of the internal marks. Internal marks will be displayed on the notice board and grievance will be invited from the students before final award by the committee. The committee will ensure that norms given for internal evaluation are followed in the award of internal marks for each theory and practical paper.

6.6 To ensure that questions are put within the scope of the course following materials must be sent to examiners to set question papers:

- a) Prescribed syllabus of the paper
- b) Detailed lecture schedule giving the chapter/sections of the text books and reference book.
- c) Model Question paper

7. Internal Evaluation Scheme to award Internal Marks.

7.1 **Assignments:** 40% of the internal assessment marks for each theory paper will be awarded on the basis of the performance in the assignments regularly given to the students.

7.2 **Internal Evaluation:** 40% of the total internal assessment marks for each theory paper will be awarded on the basis of the performance in the written examination conducted by the faculty, one at the end of the two months and another at the end of the semester.

7.3 **Seminar & Oral Examination:** 20% of the total internal assessment marks for each paper will be awarded on the basis of the performance in a seminar and Internal viva-voce examination. At least one internal viva-voce examination per paper will be conducted by a committee consisting local examiners preferably during internal examination.

Note: Candidate who attends less than seventy five percent of the total classes conducted in a paper will be awarded zero marks in the internal marks of that paper.

7.4 Students are required to keep record of the assignments, Seminars and answer books of the internal examinations and present them at the end of the semester to the advisory board of the course. The attendance of each student will be examined by the board. The internal marks awarded by the teacher will be moderated by the semester board, if necessary.

7.5 If a student has undertaken Dissertation work but failed to submit the dissertation report before the prescribed date for submission, the candidate shall be declared failed in III Semester examination conducted and internal marks will be carried over.

7.6 If the dissertation work of a student is found unsatisfactory or he/she is not carried out the dissertation work he/she will be declared failed in the III Semester examination and shall not be eligible for award of M.Phil. degree. Such students will be given one more chance within one year provided they undertake a fresh dissertation work as per rules. Internal marks if any awarded shall be treated as cancelled and student shall be required to undergo fresh internal examination as per rules.

8. Minimum pass marks and criteria for promotion to next higher semester:

8.1 The minimum marks for passing a semester shall be 40% in each paper and 50% marks in the aggregate.

8.2 A candidate failed to obtained at least 40% marks in each of the paper prescribed in the first and second semester to satisfy passing criterion in individual paper but obtained an aggregate of 50% marks of the maximum marks of the first and second semester together shall be required to re-appear in those papers in which he/she has secured less than 40% marks when these courses are offered again so as to satisfy the passing criteria laid in 8.1.

8.3 A candidate passed in individual paper by scoring 40% marks but failed to obtain 50% marks aggregate of first and second semester core papers shall be required to re-appear in a maximum of two core papers of first or second semester to obtain 50% of aggregate of first and second semester to satisfy passing criteria laid in 8.1.

8.4 A candidate shall be required to pass the non-credit course by securing 40% marks separately in both theory and practical papers of the non-credit course.

8.5 All the candidates appeared in all the papers of the first semester shall be eligible for promotion to second semester. Similarly, those candidates appeared in all papers of second semester course including non-credit/audit course shall be eligible for promotion to third semester and offer dissertation. However, the candidates shall be required to satisfy passing criterion under 8.1 for successful completion of the M.Phil. programme.

8.6 The dissertation report submitted to the university through the Dean, Post-graduate Studies as per approved format shall be sent for evaluation by two examiners. Average marks awarded by two examiners will be awarded to the candidate. A candidate shall be required to obtain 50% marks in the external evaluation and 50% marks in the Internal examination to be declared pass in the third semester.

8.7 The internal marks for the dissertation shall be awarded on the basis of contact hours with the supervisor (50%) and performance in the viva-voce examination to be conducted by the Department concerned. The viva-voce examination shall consist of a power point presentation of the dissertation of the candidate and to satisfy the examiners that the candidate has carried out the dissertation work satisfactorily and acquired in-depth knowledge in the area of dissertation work. The committee for award of internal assessment shall conduct the viva-voce examination and award internal marks.

8.8 If a candidate whose attendance is less than 75% in a paper is allowed to appear in the theory papers in the End Semester Examination, his or her Internal marks in the paper will be set to zero and “NR” will be marked against the paper in which his/her attendance is less than 75%.

9. RESULT

At the end of final examination, the candidate is eligibility for the award of M.Phil. degree in the concerned subject. Degree shall be classified on the basis of the marks obtained in the first, second and third semester examination taken together as follows:

(a) First Division with Distinction:

75% or more marks in the aggregate and provided the candidate has passed all the papers, satisfied attendance criterion and passed the examination in the first attempt.

(b) First Division

60% or more marks but fails to satisfy criteria being classified as first division with distinction laid in (a).

(c) Second Division

All other than those included in (a) and (b) above.

A candidate must pass the M. Phil. Examination within three years of the initial admission to the first semester of the course.

M.Phil. Syllabus (Public Administration)

Semester - I

MPL-PAD-101

Research Methodology

Unit-I : Nature and Importance of Social Research : Pure and Applied Research; Interplay between Theory and Research, Methodological Problems in the study of Social phenomena.

The Scientific Method – Common sense and the Scientific Method – Scientific Method and Public Administration, Problems associated with scientific study of Public administration.

Unit-II : Hypothesis, Models, Paradigm, Theory Building in Public Administration – Problems and Prospects.

Research Design, Definition, Formulation and Types – Case Study, Survey and Experiment. Formulation of Hypothesis – its nature, functions and importance.

Unit –III : Sources and Methods of Data collection, Historical Methods, observation, questionnaire, interview, case study, content analysis, classification and processing of data, Mechanical Aids, Coding, Tabulations, Report writing.

Unit-IV : Measures of Central Tendency – mean, Median and Mode. Dispersion, Meaning and Measures, Skewness, Correlation – Person and Rank.

Unit – V : Association of Attributes, Tests of Significance – F.tand Chisquare.

Sampling - Nature, Importance, Sampling errors, size of sample and Types of sampling Designs.

Suggested Readings :

1. John Galtung : Theory and Methods of Social Research.
2. Moses, C.A. and Kalton A. : Survey Methods in Social Investigation.
3. Philips W. Sluvely : The Craft of Political Research : A Primer.
4. Goode and Iian : Methods in Social Research.
5. I.de Sola Pool (Ed.) : Contemporary Political Analysis.
6. Robert Godembiewsky : A Methodological Primer for Public Administration.
7. Kerlinger, F.A. : The Foundations of Behavioural Research.

MPL-PAD-102

Administrative Theories and Thinkers

Unit – I : A Critical Review of Administrative Theories :

- (i) Classical Theory
- (ii) Humanistic Theory
- (iii) System Theory

Unit –II : A Critical Analysis of ;

- (i) Bureaucratic Theory
- (ii) New Public Administration
- (iii) New Public Management

Unit-III : A Study of Administrative Ideas of following thinkers :

- (i) Peter F. Druker
- (ii) Rensis Liker
- (iii) Chris Argyris.

- Unit –IV :** A Study of Administrative Ideas of following thinkers :
- (i) Kautilya
 - (ii) Jawahar Lal Nehru
 - (iii) M.K. Gandhi
- Unit – V :**
- (i) Theories of Organizational change and the contribution of Warren, G. Bennis.
 - (ii) Decision making approach of H. Simon.
 - (iii) Public Administration as Policy Science and Contribution of Y. Door.

Suggested Readings :

1. Prasad, Prasad, Satyanarayana : Administrative Thinkers.
2. Barnard, C.I. : The Functions of Executives.
3. Argyris, Chris : Personality and organization.
4. Bennis, Warren, G. : Beyond Bureaucracy : Essays on the Development and Evolution of Human Organization.
5. Dror, Yehezkel : Public Policy-making Re-examined.
6. Dubin, Robert : Human Relations in Administration.
7. Golembiewski Robert, T. : Public Administration as a Developing Discipline.
8. Waldo-Dwight : The Administrative State.

Semester – II

MPL-PAD-201

Issues in Public Administration

Unit – I : Public Administration : Introduction, Evolution of Public Administration as an independent discipline. Modern Trends in Public Administration.

Unit – II : Approaches and Theories : Behaviorism, Post Behaviorism, Post modern theory of Public Administration, Good Governance in Multicultural Society.

Unit – III : Accountability in Administration : Concept of accountability, major forms of accountability, tools and mechanism, A critique of the conventional mechanism, towards a framework of accountability.

Unit – IV : Administrative Reforms in a Changing World : Conceptualizing Administrative reforms and administrative change, focus of Administrative reforms. Theories of Administrative change. E-/Digital governance, The citizens' charter and administrative change.

Unit – V : Ethics and Public Interest : Legitimacy and accountability of the Public System, Corruption in Public Affairs, Values and Administration Culture.

Books Recommended :

1. Henri Nicholas : Public Administration and Public Affairs.
2. Basu Rimalu : Public Administration : Theory and Concepts.
3. Rawat, Donald : Public Administration in Developed Democracy.
4. Williams, Bernard : modernity : An Introduction to Ethics.
5. Heeks, R.B. (Ed.) : Reinventing Government in the Information age.
6. Osborne, David & Gabler, Ted. : Reinventing Government.
7. Harman, Michael and Mayer, T.T. : Organization Theory for Public Administration.
8. Keeling, Desmond : Management in Government.

MPL-PAD-202

Indian Administrative System

Unit – I : Constitutional provisions and Indian Administrative system : Political Context of Indian Administration; Administrative culture and social change in India.

Unit –II : Problem areas of Indian Administrative System at National, state and District levels. Governmental Interventions for development; various programmes for and approaches to Rural Development. Development authorities for development and an evaluation of their performance.

Unit –III : Public Services in India. Indian Bureaucracy and Parliamentary democracy. Role of Public Services in Political Development. Economic Growth and Social Modernisation: Specialist-Generalist. Commitment and neutrality of Public Servants in India.

Unit –IV : Regulatory and revenue administration – Revenue Board; Machinery for collection and Land Revenue at the district and below. The changing role of District Collector.

Unit – V : Innovations and Administrative Reforms: A critical approach of studies of Indian Administration from Apple by A.R. C.: Major difficulties in Administrative Reforms.

Suggested Readings :

1. Maheshwari, S.R. : Indian Administration.
2. Maheshwari, S.R. : The Administrative Reforms Commission.
3. Bhambari, C.P. : public Administration in India.
4. Chatterjee, S.K. : Indian Administration.
5. Sharma, P.D. : Indian Police.
6. Sharma, P.D. : Police, Policy and People in India.
7. Basu, D.D. : The Constitution of India – An Introduction.
8. Pylee, M.V. : Constitutional Government in India.

