

**DEPARTMENT OF PUBLIC ADMINISTRATION
CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**

Ph.D. Course work (PUBLIC ADMINISTRATION)

Scheme of Examination and Syllabus

(W.e.f. the academic year 2020-21)

The entire Ph.D. Course work (Public Administration) will be of semester long course.

The scheme of Examination and Syllabus is as under:-

Course Code	Nomenclature	Course Type	Marks			Exam. Hrs.	Credits
			Int. Assess./ Evaluation	Theory/ End Term Exam.	Total		
PUB-C-6M11	Research Methodology	Core	30	70	100	3Hrs.	4
PUB-C-6M12	Administrative Theory	Core	30	70	100	3Hrs.	4
PUB-E-6M11	Administrative System in India	Elective	30	70	100	3Hrs.	4
PUB-E-6M12	Local Government and Administration	Choose any one of them	30	70	100	3Hrs.	4
RPE-04	Research and Publication Ethics	Core	20	30	50	3 Hrs.	2

Research Methodology
PUB-C-6M11

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-1: Research: Meaning, Characteristics and significance. Importance and virtues of research problems and Hypotheses. Public Administration Research Models and Approaches: Institutionalism, Behaviourisms, Rational Choice, Feminist Research, Marxist Approach, Post-Modern Approaches and criticism of Public administration Research. Review of Literature: Purposes, sources and write-up of reviewed literature.

Unit-II: Selecting a research topic/ Proposal/ Synopsis: tasks in problem, definition, process, reviewing the background of the problem, finding information about the topic in library, electronic sources, search tools and online databases. Field visit to library to review the selected published sources. Research Methodology: sampling, measurement tests, tools and scales, variables, developing research Questions/Hypotheses, and; framing objectives and sub-objectives, common mistakes and components.

Unit-III: Quantitative Methods for collecting information, data and insights by employing instruments/ tools/techniques: Observation, Interview, Interview Schedule, Questionnaire and using secondary sources. Criteria to select appropriate data collection tools and techniques. Conducting pilot study to know the efficacy of selected tool/technique/instrument.

Unit-IV: Data analysis, interpretation and presentation/ display: Editing/ cleaning and coding, classification, tabulation, graphs, diagrams, tables, charts and figures. Uses of computers in data analysis, interpretation and display of results, especially SPSS. An outline of Hypotheses testing procedure. Writing the Thesis/ Dissertation/ Research Paper/ Report: Different Styles, such as APA, MLA and Chicago Manual, Requirements for Public Administration Research Reports, Endnotes, Footnotes, References, in-text citation, Mechanics of writing: Spelling, punctuation, citations, quotations; Formats: typing, paper, margins, spacing, headings, pagination, tables and illustrations, binding; documenting sources: books, journals, documentaries, movies, plays, web publications and emails. An overview of Public Administration Research Ethics.

Recommended References:

1. Anderson; Jonathan Berry, H. Durston, Millicent Poole, **Thesis & Assignment writing**, Wiley Eastern Limited, New Delhi, 1977.
2. Goode & Hatte, **Methods of Social Research**, McGraw Hill Book Company, New Delhi, 1987.
3. Jain, B.M., **Research Methodology**, Research Publications (Hindi), Jaipur, 1995.
4. Best, John, **Research in Education**, Prentice Hall of India, New Delhi, 1978.
5. Kerlinger, Fred. N., **Foundations of Behavioral Research**, Holt, Ronehart and Winston, Inc., New York, 1973.
6. Kothari, C.R., **Research Methodology: Methods & Techniques** (2nd Ed.), Wishwa Prakaskah, New Delhi, (Reprint), 2002.
7. Pearsons, C.J., **Thesis & Project Work: A Guide to Research & Thesis Writing**, Allen & Unwin, London, 1973.

8. Selltitz, Claire, *et al*, **Research Methods in Social Relations**, Holt, Ronehart and Winston, Inc., New York, 1959.
9. Trivedi, R.N. and Shukla, O.P. **Research Methodology**, Research Publication (Hindi), Jaipur, 2002.
10. Young, Pauline, V., **Scientific Social Surveys and Research**, Prentice Hall, New York, 1960.
11. David E. McNabb.(2008). **Research Methods in Public Administration and Non-Profit Management**, PHI Learning Private Limited, New Delhi.
12. **MLA Handbook for Writers of Research Papers** (1984), East-West edition, New Delhi.
13. Joseph Gibaldi and Walter S. Achtert (1984). **MLA Handbook for Writers of Research Papers**, Wiley Eastern Limited, New Delhi, Bombay, Madras and Hyderabad.
14. Naresh K. Malhotra and Satyabhushan Das (2011). **Marketing Research: An Applied Orientation**, Pearson education Inc. Noida (U.P.)

Administrative Theory
PUB-C-6M12

Max.Marks : 100
End Term Exam :70

Internal Assessment/Evaluation :30
Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Organizational Theories: The Classical or Mechanistic Theory, Behavioral and Human Relations Theory, System Approach, Contingency Approach and Public Choice Theory.

Unit-II: Universalistic Administrative Theory of Henri Fayol: Activities, Elements or Functions, Principles of Administration and Critical Evaluation. Scientific Management Theory of F.W. Taylor: Concept and Principles of Scientific Management, Functional Foremanship, Mental Revolution and Critical Evaluation. Bureaucratic Theory of Max Weber: Types of Authority- Traditional, Charismatic and Legal- Rational, Weberian Model of Bureaucracy and Critical Evaluation.

Unit-III: Human Relations Theory of Elton Mayo: Early Experiments, Hawthorne Studies and Critical Evaluation. Contribution of Chester I. Barnard: Theory of Authority, Zone of Indifference and System of Coordination. F.W. Riggs: Concept of Development, Prismatic- Sala Model and Critical Evaluation.

Unit- IV: Organisational Goals: Ends-Means Chain, Goal Succession, Goal Distortion and Goal Displacement. Organisational Effectiveness: Concept, Factors Affecting Effectiveness and Steps for Ensuring Effectiveness. Organisational Change: Meaning, Change Process, Resistance to Change and Overcoming Resistance to Change.

Recommended References:

1. A.R. Tyagi, **Public Administration-Principles and Practices**, Atma Ram & Sons (6th Ed.) Delhi, 1992.
2. Avasthi and Maheshwari, **Public Administration**, Laxmi Narain Aggarwal, Agra, 1988.
3. C.P. Bhambhari; (Ed.) **Public Administration-Theory and Practice**, Jaiparkash Nath Publishers, Meerut, 1992.
4. D.R. Prasad, V.S. Prasad & P. Satya Narayana (Ed.), **Administrative Thinkers**, Sterling Publishers Pvt. Ltd., New Delhi, 2011.
5. D.R. Sachdeva and Meena Sogani; **Public Administration: Concept and Application**, Associated Publishing House, New Delhi, 1989.
6. Likert, **New Patterns of Management**, Tata McGraw Hill, New York, 1961.
7. M.P. Pinto, **Management Thinkers**, Allied Pub. Ltd. , New Delhi, 1989.
8. M.P. Sharma and B.L. Sadana, **Public Administration in Theory and Practice**, Kitab Mahal, Allahabad, 2003.
9. Mohit Bhattacharya; **Public Administration**, World Press (2nd Ed.) Calcutta, 1991.
10. Nicholas J. Henry, **Public Admn. And Public Affairs**, (3rd ed.) Prentice Hall, Englewood Cliffs, New Jersey, 1975.
11. Nisa Ali, **Administrative Thinkers**, Associated Pub., New Delhi, 1998.
12. R.A. Sharma, **Organisational Theory and Behaviour**, Tata McGraw Hill Pul, New Delhi, 1985.
13. S.L. Goel, **Public Administration: Theory & Practice**, Deep & Deep Publications, New Delhi, 2003.
14. S.R. Maheshwari, **Administrative Thinkers**, Macmillan, New Delhi, 1998.
15. Pardeep Sahni and Etakula Vayunandan, **Administrative Theory**, PHI, New Delhi, 2010
16. R.K. Sapru, **Administrative Theories and Management thought**, PHI, New Delhi, 2011

Administrative System in India
PUB-E-6M11

Max. Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Structure of Indian Administration-Parliamentary, Executive and Judicial,. Political Executive at Central Level and State level, Trends and Problems of Public Administration in India. Accountability and Control over Public Administration; Centre -State Relations-Legislative, Administrative, Financial and Planning.

Unit-II: Bureaucracy and Parliamentary Democracy. Role of Public services in Development. Right to Public Service. Commitment and Neutrality of Public Services. Citizens Charters and their Role in Evaluating Performance of Services. Transparency in Administration: Role of Right to Information Act, 2005. Issues of e-Governance in India.

Unit-III: Politicians- Bureaucrats interface, Planning Machinery in India: Central, State and Local Level, Policy Formulation in India. Chief Secretary, Cabinet Secretary and PMO. Issues of Indian Administration.

Unit-IV: Central Personnel Agency-Union Public Service Commission. Entrepreneurial Government, Administrative Reforms with special reference to second ARC report. Good Governance, Morale and Motivations, Corruption and Mechanism to contain it: Comptroller and Auditor General, Lok Pal , Lakayukta and Central Vigilance Commission.

Recommended References:

1. Report of 2nd Administrative Reforms Commission, **on State Administration**, 2007.
2. Avasthi & Avasthi, **Public Administration in India**, Lakshmi Narian Aggarwal, Agra, 2001.
3. Harish Chander Sharma, **State Administration in India** (Hindi), College Book Depot , Jaipur, 2002.
4. S.R. Maheshwari, **State Government in India**, Macmillian, New Delhi, 2000.
5. Avasthi: **Central Administration**, Tata McGraw Hill, Publishers Co. Pvt. Ltd. New Delhi, 1988.
6. C.P. Bhambri ; **Public Administration in India**, Vikas, Delhi,1973.
7. G.P. Paliana & Hoshiar Singh, **Administration & Social Changes**, Printwell Publishers, Jaipur, 1985.
8. Hoshiar Singh & D.P. Singh: **Indian Administration: Current Issues and Problems**, Aalekh publishers, Jaipur, 2014.
9. Hoshiar Singh & Mohinder Singh, **Public Administration in India: Theory & Practice**, Sterling Publishers Reprint, New Delhi, 1990.
10. Pramataama Sharan; **Public Administration**, Meenakshi Publications, Meerut, 1978.
11. R.B. Jain; **Contemporary Issues in Indian Administration**, Vishal Publishers, Delhi, 1976.
12. S.R. Maheshwari; **Indian Administration**, Orient Longman, Delhi, 2011.
13. V. Bhaskara Rao and B. Venkateswarlu (Ed.) **Parliamentary Democracy in India: Trends and Issues**, Mittal Pub., New Delhi, 1987.
14. Mohit Bhattacharya, **Horizons of Public Administration**, Jawahar Book Pub., New Delhi, 2013
15. Surender Kataria, **Indian Administration**,RBSA, Jaipur.

Local Government and Administration
PUB-E-6M12

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

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Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Local Government-Meaning, Nature, Scope, Significance and Types. Theories of Local Government-Constitutional Approach, Pluralist Approach, Marxist Approach; Development and Local Government; Ecology of Local Government. New Localism.

Unit-II: Features, Organization and Functions of local government in India, UK, USA and France; Revamping Local Government in India -73rd & 74th Constitutional Amendment Acts, State-Local Relations and Challenges before Local Government in India. District Planning and Development.

Unit-III: Meaning, Nature and Scope of Urbanization, Process of Urbanization, Urban Development-Infrastructure, Housing, Water-supply, Sewerage, Environment and Transport; and Constrains of Urban Development.

Unit-IV: Concept of Rural Development Approaches to Rural Development: Community Development, Area Development, Target Group Development, Integrated Development; NRLM, National Rural Health Mission (NRHM) and MGNREGA, Role of PRI and Cooperatives in Rural Development in India.

Books Recommended:

1. C.P. Barthwal, **Understanding Local Self Government**, (English & Hindi), Bharat Book Centre, Lucknow, 2002.
2. D. A. Chandler, **Local Government Today**, Manchester Uni. Press, Manchester and New York, 1996.
3. David Wilson & Chris Game & Others, **Local Government in the United Kingdom**, London, Macmillan, 1994.
4. K.O. Connors, **American Government (continuity and change)**, Allyn and Bacon, Boston, 1997.
5. Hoshiar Singh, **Local Government-India, Britain, France and America**, Kitab Mahal, Allahabad, 1997.
6. Howard Clock, **Local Government** (3rd Ed.), London Routledge, 11Fetter Lane, EC4P, 4EE, 1994.
7. J. Steward and G. Stroker (ed), **The Future of Local Governments**, Macmillan, London, 1989.
8. K.B., Smellie, **A History of Local Government**, Allen, London, 1963.
9. M.A. Muttalib and A.A. Khan, **Theory of Local Government**, Sterling, New Delhi, 1983.
10. Mare and Anne Stevens, **Local Government in France**, Institute International d' Administration Publique, 2001.
11. N.E. Burns, **The Formation of American Local Governments**, OCIP, New York, 1994.
12. Steve Leach, Johan Stewart and Kieron Walsh, **The Changing Organisation and Management of Local Government**, London, Macmollan, 1994.
13. Tony Byrne, **Local Government in Britain**, London, Penguin Press, 5th Ed, 1990.
14. Vincent Ostrom and Others, **Local Government in the United States**, San Franscisco, California, ICS Press, 1988.
15. Pardeep Sachdeva, **Urban Local Government and Administration in India**, Kitab Mahal, Allahabad, 2000.
16. Rajbir Singh, **Rural Development Administration**, Anmol Publishers, New Delhi, 2004.
17. S.R. Maheswari, **Understanding Local Government in India**, Orient Longman, New Delhi, 1984.
18. Sahib Singh & Surinder Singh, **Local Government in India**, New Academic Pub., Jalandhar, 1991
19. S.L. Goel, **Urban Local self Government: Administration & Management in the 21st Century**, Deep& Deep publication, New Delhi, 2011
20. S.L. Goel & Shalini Rajneesh, **Panchayati Raj in India**, Deep& Deep publication, New Delhi, 2011
21. Ashok Sharma, Bharat Mein Sathaniya Prashasan, RBSA Publisher, Jaipur, 2015