

University of Kota, Kota
M.Phil.- Public Administration –2013

The M.Phil programme in Public Administration will prepare students for advanced research in the discipline. It will be research based course and the candidates will be expected to specialize in the core area of Public Administration. Moreover, they will be trained in methods of Social Research and will have to undertake a field study of empirical nature in their respective area of specialization in which they wish to pursue their Ph.D. research work in future. The course will be of one year duration and the following papers will be offered by the student desirous to join the programme.

Ordinance 123-V relating to scheme of M. Phil Examination

1. The M. Phil Course should be started/continued in a department when it has got at least three teachers who possess the qualification to supervise research towards the Ph.D. Degree.
2. The following minimum conditions should be ensured before permitting an affiliated college to start the M. Phil course:
 - (a) The college should have fulfilled all the conditions prescribed by the University for Affiliation for the post graduate course.
 - (b) The college must have been permanently affiliated with the University for running post-graduate course in the subject in which it intends to start the M. Phil course.
 - (c) There should be a staff of teachers out of whom at least three possess the qualification prescribed by the University to supervise research towards the Ph. D. Degree.
3. The general provisions of Statutes, Ordinance etc. in respect of admission of student to the examinations of the University including enrolment, discipline, Health & Residence as also for affiliation of colleges will apply for M. Phil Course/ Examination unless otherwise specified hereunder.
4. The Course of study for the M. Phil., degree shall extend over a period of one academic year. There shall be a continuous internal assessment as well as an external assessment. The examination for external assessment shall be written and/or practical as may be prescribed by the Board of Management on the recommendation of the Academic Council from time to time.
5. Every candidate shall be required to offer three written papers and one dissertation (equivalent to one paper) within this framework, each teaching department of the University shall recommend the course of study for the M. Phil, Examination its own subject(s) which shall be placed before the concerned Board of Studies, Faculty, Academic Council and the Board of Management for approval.
6. The number of candidates to be admitted to an M. Phil course in any department each year shall be decided by the department itself but it shall not be less than 5 and more than 15 in Arts/ Social Sciences, 10 in Commerce and 10 in Science. The actual number of students to be admitted in a session will depend on the availability of facilities in the Department concerned.
7. A candidate for admission to the courses of study for the degree of M. Phil, must have obtained a master's degree with atleast 55% marks in the post- graduate examination, a second division at the degree examination of the University/ or any other University/Institution recognized as equivalent there to, in to pursue the course.

8. In service candidates shall not be eligible for admission to the M. Phil. course. However, teachers may be allowed to join the course but only after taking leave from their employer for the duration of the course provided they fulfill the minimum eligibility conditions for the course.
9. The placement of every candidate under a Supervisor/guide shall be decided within two months from the date of admission.
10. Every candidate shall be required to attend a minimum of 66% of the lecturers, tutorial, seminars and practical (taken together) held in each paper. A certificate to this effect in respect of every candidate by the Head of the department/ Institution concerned to the Registrar so as to reach him at least 15 days before the commencement of examination.
11. Every candidate for admission to the examination shall submit the University an application in the prescribed form along with the prescribed examination and mark-sheet fee.
12. All paper-setters and examiners for the external assessment shall be external persons (i.e. those who are not working either in the university or in any of its affiliated colleges). The Board of Studies shall prepare a separate panel of examiners for M. Phil. The University Department teaching M. Phil., classes shall suggested a panel of examiners for each paper and dissertation for consideration of the Board of Studies. Appointment of paper setters and examiners shall be made by the examiner's selection committees. If there is no representative from the University teachers on the department teaching M. Phil. for consultation with regard to appointment of paper-setters examiners for the M. Phil., examination in the subject concerned.
13. Unless otherwise specified, candidates' will have the option to answer their question papers and write their dissertation in English or Hindi as permissible at the post- graduate examination of the University in the same subject.
14. The M. Phil. Examinations will normally be held in the month of may each year and the last date of submission of dissertation will normally be 21 days prior to the commencement of the theory examinations. The internal assessment marks should be sent by various departments to the University office before the commencement of the theory papers. If the internal assessment marks of any candidate or from any department are not received before the commencement of the theory examination, marks in internal assessment in each paper be awarded to each candidate in proportion to the marks obtained by him in that particular paper in the external assessment.
15. The answer books and the dissertation of external examination shall be evaluated independently by two examiners and where the difference between the two awards exceeds 20% of the maximum marks allotted to the paper, the answer-book shall be evaluated by a third examiner. In the former case, the average of the two awards and in the later case, the average of the two nearest awards shall be taken into account.
16. Each theory paper shall consist of 100 marks. The dissertation shall also consists of 100 marks, it also be assessed by two external examiners. For a pass, a candidate shall be required to obtain:
 - (a) At least 40% marks in each paper separately.
 - (b) A minimum of 50% marks in the aggregate of all the papers prescribed for the examination. In the marks sheet successful candidates shall be classified as under.
 - (a) First division with distinction, candidates obtaining 75% or more marks in the aggregate.
 - (b) First division candidates obtaining 65% or more but less than 75% marks in the aggregate.
 - (c) Second division. All the rest.
17. Three periods of one hour each per week shall be provided for each theory paper and two periods for dissertation.
18. Omitted. The following minimum condition should be ensured before permitting an affiliated college to start M. Phil. Course:

- (a) The college should have fulfilled all the conditions prescribed by the University for Affiliation for the post-graduate course.
- (b) The college must have been permanently affiliated with the University for running post graduate course in the subject in which it intends to start the M. Phil. Course.
- (c) There should be at least six-post-graduate teachers out of whom at least three should have already been recognized as Research Supervisors and possess at least ten years teaching experience of post graduate classes. The teachers should possess the minimum qualification prescribed by the University for the Post of Reader.
- (d) There should be staff of 6 teachers out of whom at least three possess the qualification prescribed by the University to supervise research towards the Ph. D. Degree.
- (e) The college will always maintain teaching staff for the M. Phil. Course as per University rules.
- (f) The college should possess adequate reference books and research journals in the subject in which a college intends to start M. Phil. Course.

Paper-I : Administrative Theories

Time: 3 Hrs.

Max. Marks: 100

1. A Critical review of Administrative Theories.
 - Classical Theories
 - Humanistic Theories
 - Modern Theories – Systems Theory and Quantitative Theories.
2. A study of following Thinkers :
Kautilya, Max Weber, Karl Marx, F.W. Taylor, Chester I Bernard, H.A. Simon, F.W. Riggs, Chris Argyris, Rensis Likert, Douglas McGregor, Peter Drucker.
3. Theories of Organisation Change and the contribution of Y. Dror, New Public Administration.

Core Books :

1. R.T. Jangam : Ideas and Issues in the Theories of Administration.
2. Nicos P. Mouzelis : Organisation and Bureaucracy.
3. Joseph Mc. Guire : Contemporary Management
4. Chester Bernard : The Functions of the Executive.
5. March & Simon : Organisation
6. Etzioni : A Comparative Analysis of Complex Organisations.
7. William P. Sexton : Organisation Theory : A Behavioural Analysis of Management.
8. Katz & Kahn : The Social Psychology of Organisation.
9. Argyris : Personality and Organisation.
10. McGregor : The Human side of Enterprise.
11. F.W. Taylor : Scientific Management.
12. Chester Bernard : Organisation & Management
13. Simon : The New Science of Management Decisions
14. Riggs : The Ecology of Public Administration
15. Riggs : Administration of Development Countries
16. Yehezkel Dror : Ventures in Policy Sciences : Concepts and Application.
17. Herbert Simon : Administrative Behaviour

18. Kautilya's Arthashastra (Trans. By Shyama Shastri)
19. Gross : The Managing of Organisation (2 volumes)
20. D. Ravindra Prasad & others : Administrative Thinkers
21. S.S. Ali : Eminent Administrative Thinkers
22. K. Sheshadri : Studies in Marxism and Political Science.
23. D. Gvishiani : Organisation & Management : A Sociological Analysis of Western Theories.

Paper-II : Administrative Systems in India

Time: 3 Hrs.

Max. Marks: 100

1. Constitutional Provisions and Indian Administrative System : Political Contest of Indian Administration; Administrative culture and social change in India; Administration and Policy formulation in India.
2. Problem areas of Indian Administrative system at National, State and District levels; Governmental Interventions for development; Various Programmes for and approaches to Rural Development, Special purpose authorities like CAD, DRDA and Metropolitan Development Authorities for Development and an evaluation of their performance. The organizational patterns of the Public sector Enterprises; Major problems of Public Sectors in India.
3. Public Services in India, Indian Bureaucracy and Parliamentary democracy; Role of Public Services in Political Development; Economic Growth and Social Modernisation; Problems of Indian Public Services; Specialist-Generalist, Commitment and Neutrality of public Servants in India.
4. Regulatory and revenue administration – Revenue Board; Machinery for collection and Land Revenue at the District and below. The changing role of District Collector.
5. Innovations and Administrative Reforms. A critical appraisal of studies of Indian Administration from Appleby, A.R.C.; Major difficulties in administrative Reforms; Study and research of Public Administration in India.
6. Indian Administration ; A futuristic perspective.

Core Books :

1. S.R. Maheshwari : Indian Administration
2. S.R. Maheshwari : The Administrative Reforms Commission.
3. C.P. Bhambhari : Public Administration in India.
4. S. K. Chatterjee : Indian Administration.
5. P.D. Sharma : Police, Polity & People in India.
6. P.D. Sharma : Indian Police
7. D.D. Basu : The Constitution of India – An Introduction
8. M.V. Pylee : Constitutional Government in India.
9. Ashok Chanda : Indian Administration
10. K.Santhanam : Federalism in India.
11. S.S. Khera : District Administration in India.
12. b.B. Jein : Contemporary Issues in Indian Administration.
13. A.R.C. Reports (1966- 1970)
14. Fourth Pay Commission Report
15. Sarkaria Report on Union State Relations.

16. Indian Council of Social Science Research :A Survey of Research Vol- I & II.
17. Kuldeep Mathur : A Survey of Research (1970-79)
18. H.M. Jain The Union Executive.
19. Mohinder Singh & Hoshiar Singh : Public Administration in India.
20. C.P. Bhambhri : Bureaucracy & Politics in India.
21. R.P. Padhi : State Administration (Vol I & II).

Journals Suggested :

1. Indian journal of Public Administration (New Delhi)
2. Administrative Change (Jaipur)
3. Journal of the Constitutional & Parliamentary Studies (New Delhi)
4. राज्य शास्त्र समीक्षा
5. लोक प्रशासन (भोपाल)

Paper-III : Methods in Social Research

Time: 3 Hrs.

Max. Marks: 100

1. Nature and importance of Social Research : Pure & Applied Research; Interplay between Theory and Research, Methodological Problems in the study of Social phenomena.
2. The Scientific Method : Commonsense and the Scientific Method – Scientific Method and Public Administration, Problems associated with scientific study of Public Administration – Impact of Behaviouralism and “New” Public Administration; Comparative Method.
3. Concepts, Hypothesis, Models, Paradigm, Theory and Law – their inter-relationships; Theory Building in Public Administration – Problems and Prospects.
4. Research Design, Definition, Formulation and Types – Case Study, Survey and experiment, Formulation of Hypothesis – its Nature, Functions and importance.
5. Sources and methods of Data collection; Historical Methods, observation, questionnaires, interview, case study, content analysis, classification and processing of Data, mechanical Aids, Coding, Tabulation, Report Writing.
6. Measurement – Nature and Scales of Measurement in Social Sciences, Nature and Definition of Statistics, Statistics and Social Sciences.
7. Measures of Central Tendency- Mean, Median and Mode, Dispersion, Meaning and Measures, Skewness, Correlation – Person and Rank.
8. Association of Attributes, Tests of Significance - F, t and Chisquare.
Sampling – Nature, Importance, Sampling errors, size of sample and Types of Sampling Design.

Books Recommended :

1. John Galtung : Theory and Methods of Social Research.
2. C.A. Moser and A. Kalton : Survey Methods in Social Investigation.
3. W.Philips Shivly : The craft of Political Research : A Primer
4. Goode and Hatt : Methods in Social Research
5. I. De Sola Pool (Ed) : Contemporary Political Analysis.
6. Robert Golembiewsky : A Methodological Primer for Public Administration.
7. F.A. Kerlinger : The Foundations of Behavioural Research.