

**M.PHIL IST SEMESTER: COURSE NO-I: (I) ADVANCED PUBLIC
ADMINISTRATION .**

Maximum marks:75

Note: Total eight questions will be set. Out of which students will be required to attempt four questions.

1. Theories of Administrative Organization.
2. Politics of Public Administration ,Role of Public Bureaucracies in Policy Making in U.K. , U.S.A , France and India.
3. Administrative systems of U.S.A. ,U.K. and France.
4. Administrative Culture, Values and Administrative economy, Ethics in Public Administration.
5. Administrative Reforms and Reorganization of Public Administration in U.S.A , U.K. , France , and India.
6. New Public Administration , Public Administration in Turbulent times, Future of Public Administration , Emerging issues in Public Administration , Crisis Management and Public Administration.
7. Sustainable development.
8. Bureaucratic structures of U.S.A , U.K. , France and India - Structural inadequacies and Functional deficiencies.
9. Globalization and Public Administration.
10. Good Governance.
11. Public Sector Organization Behaviour and theory.

BIBLIOGRAPHY: COURSE NO.I

1. Self Peter: Administrative Theories and Politics, George Allen
, London,1977.
2. Toffler Alvin: I .Future Shock.
II. The Third wave.
3. Pugh , D.S: Organization Theory, Penguin, 1971.

4. Heddy, Ferrel: Public Administration in Comparative Perspective, Marcel Dekker Inc, New York, 1991.

5. F.N. Riggs: Administration in Developing countries ,Boston ,1964.

6. David: The Theory of Organization.
7. Simon Herbert: Administrative Behaviour ,New York, 1957.
8. Ridley, Frand , Blondel's: Public Administrative in France.
9. Rose Richard: Policy Making in Britain ,London, 1969.
10. Barand Chester: The Functions of the Executive.
11. Marini Frank: Forward a New Public Administration, The Minnowbrook Perspective .
12. Dany Thomas J: Public Administration as a Field of Study in the United States Inst. Review of Administration Science, 1962.
13. Crozier Michal: The Bureaucratic Phenomenon, Chicago University Press, 1964.
14. R.B. Jain, Heinz Bongartz(ed.): Structural Adjustment Public Policy and Bureaucracy in Developing Society, Har Anand Publication, New Delhi, 1994.
15. Lynn, Naomi and Wildavasky Aaron (eds): Public Administration, The State of Discipline , Affiliated East- West Press Pvt. Ltd. , New Delhi, 1990.

COURSE NO.II (I) ADVANCED RESEARCH METHODS

Maximum marks-75

Note: Total eight questions will be set . Out of which students will be required to attempt four questions.

1. Meaning , Nature and Ethical concern in Social Science Research.
2. Nature of Science and Scientific Methods, Problems of the use of Scientific Methods in Social Sciences.
3. Research Design , formulation of problem , hypothesis, Pilot studies.
4. Validity and Reliability.
5. Survey Research, Interview, Questionnaire and Schedule.
6. Observation, Content Analysis, Experimental method.
7. Case Study Techniques.
8. Sampling methods including Accuracy, Precession and Bias.
9. Scaling Techniques.
10. Statistics : Measures of Central Tendency, Mean Mode and Median, Index number.
11. Data processing analysis and Interpretation .
12. Report and Thesis writing.
13. Theory Building and Behavioural Research in Public Administration.

BIBLIOGRAPHY: COURSE NO.II

1. Hayes and Hedlund (eds.) Concept of Political Enquiry, New Jersey,1970.
2. Kaplan Abraham: The Conduct of Enquiry Chandler, 1960.

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| 3. Young PV: | Scientific Social Surveys and Research New York ,
Prentice Hall ,1960. |
| 4. Dideinson M.C. Graw and Waston: | Political and Social Inquiry Villey, 1975. |
| 5. S. Eckhardt, K.V. and E Lrmann M.

David: | Social Research Methods, Random House, New
York,1977.

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| 6. Lovise H Kidder , Charies M. Judd: | Research Methods in Social Sciences. |
| 7. W.J. Goode and P.K. Hatte: | Methods in Social Research , New York, Mc Graw Hill,
Internal Edition,1931. |
| 8. B.N. Ghosh: | Scientific Methods and Social Research New Delhi ,
Sterling public Pvt. Ltd. |
| 9. M.H. Gopal: | An Introduction to Research Procedure in Social
Sciences, Asia Publishing House , Delhi,1970. |
| 10. Moser C.A: | Survey Methods in Social Investigation Heinemann,
1961. |

SEMESTER –II: COURSE NO-III DISSERTATION

Maximum marks-100

The division of 100 marks will be as given below:

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| (i) Dissertation Writing | 75 marks. |
| (ii) Dissertation Viva-Voce | 25 marks. |
| Total: | 100 marks. |

