

Ph.D Course Work in Public Administration

SCHEME OF EXAMINATION Ph.D Course Work in Public Administration (As per Credit System w.e.f. the session 2021-22)

Programme Specific Outcomes

The programme specific outcomes of the one Year (Two Semesters) M. Phil. / Public Administration programme are as under:

- PSO-1.** Students would be able to know about the research and development opportunities in the field of administration/ policy/ governance studies.
- PSO-2.** Students would be able to analyze the effectiveness of governmental policies and programmes.
- PSO-3.** Students would be familiar with the issues of human rights, disaster management, governance reforms, information communication technology and public administration etc.
- PSO-4.** Students would gain confidence while dealing with administrative officials and political leaders.
- PSO-5.** Students would be able to develop their research aptitude and orientation.
- PSO-6.** Students would be able to learn about the research papers writing and presenting in seminars/conferences.
- PSO-7.** Students would be acquainted with the statistics tools involved in the research methodology like SPSS, ANOVA etc.

First Semester

Sr. No.	Course Code	Nomenclature	Marks			Exam Time	Credits L+T+P
			Internal	Term End Exam	Total		
1	21PUBMP11C1	Research Methodology-I	20	80	100	3hrs	4+0+0=4
2	20MPCC1	Research and Publication Ethics	10	40	50	1.30 hrs.	2+0+0=2
3	21PUBMP11C3	Issues in Public Administration-I	20	80	100	3hrs	4+0+0=4
4	21PUBMP11C4	Computer Application in Research	20	80	100	3hrs	4+0+0=4

Total Credits = 14

Ph.D Course Work in Public Administration

Semester-I Research Methodology-I

Paper: 21PUBMP11C1

Total Credits: 4+0+0=4

	L+T+P
Total Marks :	100
Theory :	80
Internal Assessment :	20
Time :	3 hours

Note: The Question Paper shall have four units. Each unit will contain two questions and the students shall be asked to attempt one question from each unit.

Course Outcomes:

After completing this course students would be able to:

- CO 1.** Understand the concept of social Science Research, formulation of research Problem, Importance of objectivity and ethics in Social Research.
- CO 2.** Acquire the knowledge of theory building process and its various elements as well as the research design and its importance in Research
- CO 3.** Get knowledge about the different methods of sampling, representative sample, reliability testing of a sample and the geographic representation of data;
- CO 4.** Get acquainted about the preparation of a research project on various issues relating to different stakeholders.

UNIT-I

Social Science Research : Meaning, Nature, Objectives, Importance and Types with Special Reference to Pure and Applied. Research Process, Selection & formulation of a Research Problem- Meaning, Sources, Criteria, Steps of its formulation; Problem of Objectivity in Social Research. Importance of Ethics in Social Research.

UNIT-II

Basic Elements of Social Research: Theory-Concept & Variable, Theory building process; Hypothesis- Meaning, Types, Sources and Importance; Research Design- Meaning, Characteristics, Types & Importance.

UNIT-III

Sampling: Meaning, Basis, Types-Probability and Non-Probability, Procedure of Selecting a Representative Sample, Testing the Reliability of a Sample; Data: Types, Importance, Sources and Characteristics; Graphic Representation of Data: Graphs & Diagrams.

UNIT-IV

Project Formulation on Issues Concerning: Women, Children, Aged, Poverty Alleviation Programmes, Human Resource Development schemes, Non-Governmental Organisation, Local Government-Urban and Rural.

Suggested Books:

- C.K. Sharma & M.K. Sharma, Research Methodology, Shree publishers & Distributors, New Delhi.
- Davendra Thakur, Research Methodology in Social Sciences, Deep and Deep Publications Pvt. Ltd, New Delhi, 2003.
- P. Sarvanand, Research Methodology, Kitab Mahal, Allahabad, 1992
- Abdel Baset I.M. Hasouneh, Research Methodology, Sublime Publication, Jaipur, 2003.
- D.K. Lal Das, Designs of Social Research, Rawat Publication, New Delhi 2005
- S.R. Bajpai: Methods of social survey and research Kigtab Ghar, Kanpur, 1990.
- Ram Ahuja, Research Methods, Rawat Publications, Jaipur, 2001.
- Jhon Galtung: Theory and Methods of Social Research, New York, Columbia University, 1967.
- Shukla and Trivedi, Research Methodology, College Book Depot., Jaipur.
- David Nachmias and Nachmias: Research Methods in Social Sciences, New York, St. Murthin Press, 1981.
- Kerlinger, Foundation of Behavioural Research, New York, Hold Rinehart And Winston.
- Virender Prakash Sharma, Research Methodology Jaipur: Panchsil Prakashan, 2001 (Hindi Medium).

Ph.D Course Work in Public Administration

Semester-I Research and Publication Ethic

Course: 20MPCC1

Credits-2+0+0=2

	L+T+P	
Total Marks	:	50
Theory	:	40
Internal Assessment:		10
Time	:	1.30 hrs.

Note: The Question Paper shall have two units. Each unit will contain two questions and the students shall be asked to attempt one question from each unit.

Course Outcome

After going through the syllabus, the students can

- CO-1.** Understand the Concept of Research Writing: Proposal Writing, Abstract writing, Paper writing, Review writing,
- CO-2** Become well versed with the Research Referencing and Citation
- CO-3** Get knowledge about the Leading Research Institutions in Social Science
- CO-4** Understand the Research and publication ethics and the concept of plagiarism.
- CO-5** Get knowledge about the impact factor and citation data bases of Research.

Research and Publication Ethics

UNIT-I

Concept of Research Writing: Proposal Writing, Abstract writing, Paper writing, Review writing,

Research Referencing and Citation: Concept & Styles, database

Research Proposal: Concept, Elements, Guidelines and Funding Pattern

Leading Research Institutions in Social Sciences: ISSR, TISS, ISS, NIRD and Centre for Policy Research

UNIT-II

Research Ethics: Concept, Elements, Principles and Guidelines

Publication Ethics: Role of MHRD, Role of UGC

Plagiarism: Concept, types, Reasons, Detection, Software, Penalties,

Impact Factor: Concept, Origin, Measuring, Significance, Journals

Citation Data Bases of Research; Scopus, Web of Science, Pubmed, Google Scholar, Research Gate, Elsevier

Social Science Research – A Journal of Elsevier

Suggested Books:

- David Nachmias and Chava Nachmias, Research Methodology in the social Sciences, St. Martin Press, Inc 1976.
- Davendra Thakur, Research Methodology in Social Sciences, Deep and Deep Publications Pvt. Ltd, New Delhi; 2003
- P. Sarvanand, Research Methodology, Kitab Mahal Allahabad, 1992
- Abdel Baset I.M. Hasouneh, Research Methodology, Sublime Publication, Jaipur, 2003.

- D.K. Lal Das, Designs of Social Research, Rawat Publication, New Delhi, 2005
- Ram Ahuja, Research Methods, Rawat Publications, Jaipur, 2001.
- Jhon Galtung, Theory and Methods of Social Research, New York, Columbia University, 1967.
- David Nachmias and Nachmias, Research Methods in Social Sciences, New York, St. Murthin Press, 1981.
- Hold Rinehart and Winson, Kerlinger: Foundation of Behavioural Research, New York.
- Kerlinger, Foundation of Behavioural Research, New York, Hold Rinehart And Winston.

Ph.D Course Work in Public Administration

Semester-I Issues in Public Administration-I

Course: 21PUBMP11C3

Total Credits: 4+0+0=4

	L+T+P
Total Marks :	100
Theory :	80
Internal Assessment :	20
Time :	3 hours

Note: The Question Paper shall have four units. Each unit will contain two questions and the students shall be asked to attempt one question from each unit.

Course Outcome

After going through the syllabus, the students can

- CO-1.** Understand the concept of governance, good governance, e-governance and the ethics in governance.
- CO-2.** Get knowledge about the citizen centric governance, citizen charters and the social audit.
- CO-3.** Understand the concept of administrative accountability, prevailing corruption in governance and the necessity of reforms in Civil Services, Police, Judiciary and Elections.
- CO-4.** Understand about the ongoing Financial Reforms in India and the emerging concept of PPP
- CO-5.** Get knowledge about the Labour Reforms, centre-state relations reforms and the concept of crisis management.

Issues in Public Administration (Part-1)

UNIT-I

Good Governance: Concept, Features

E-Governance: Concept, Features

Ethics in Governance: Concept, Features

Citizen Centric Governance: Concept, Features,

Citizen Charter in India.

Social Audit in India.

UNIT-II

Administrative Accountability in India;

Corruption in Governance;

Civil Service Reforms in India

Police Reforms in India

Judicial Reforms

Electoral Reforms in India

UNIT-III

Financial Governance Reforms in India

Public Private Partnership

Labour Welfare Reforms in India
Centre-State Relations Reforms in India
Crisis Management in India

UNIT-IV

Administrative behaviour
Criminalization of Politics and Administration in India
Cyber Crime Management in India
Terrorism Control Mechanism in India
Human Rights in India

Suggested Readings:

- Mohit Bhattacharya, New Horizons of Public Administration, New Delhi, Hawahar, 2001.
- David Osborne and Ted Gaebler, Reinventing Government: How the Entrepreneurial Spirit is Transforming the Public Sector, USA, 1992.
- C. Pohit, Managerialism and Public Services, Oxford, 1990
- The World Bank, World Development Report, 1997
- A. Gore, From Red Tap to Results, Creating a Govt. that works better and costs Less, The Report of National Performance Review, New York, 1993.
- R.K. Gupta and H.D. Bist, Corruption in India: Origin, Causes and Solutions, New Delhi, Anamica, 2007.
- B.S. Ghuman, Anil Monga and Ramanjit Kaur Johal, Corruption and Quality of Governance: Experiences of Select Commonwealth Countries, Jaipur: Aalekh, 2012.
- Ashok Agarwal and V. Venkata Ramana, Foundations of E-Government, New Delhi: GIFT Publishers, 2008.
- G.P. Sahu, Adopting E-Governance, New Delhi: GIFT Publishers, 2008.
- G.P. Sahu, Emerging Technologies in E-Government, New Delhi: GIFT Publishers, 2009.
- C.L. Baghel and Yogendra Kumar, Good Governance: Concept and Approaches, New Delhi: Kanishka, 2006.
- D. Sundar Ram, Woman Empowerment in Political Institutions: An Indian Perspective, New Delhi: Kanishka, 2009.
- Kundu, Rajesh, Issues in Administration, Mumbai: Centre for Distance Education, S.N.D.T. Women's University, 2014.

Ph.D Course Work in Public Administration

Semester-I Computer Application in Research

Paper: 21PUBMP11C4

Total Credits: 4+0+0=4

	L+T+P
Total Marks :	100
Theory :	80
Internal Assessment :	20
Time :	3 hours

Note: The question paper shall have four units. Each unit will contain two questions and the students shall be asked to attempt one question from each unit.

Course Outcomes: - After completing this course students would be able to:

- CO-1.** Students would be able to describe the evolutionary period wise steps of computer technology.
- CO-2.** Students would be familiar with the memory and mass storage devices of computer.
- CO-3.** Students would discuss about computer networks and their application.
- CO-4.** Students would be familiar with SPSS and MS-Office tools.

UNIT-I

Introduction : Historical Evolution of Computers, Classification of Computers, Block Diagram along its Components and Characteristics, Limitations of Computers, Human being Vs Computer, Applications of Computers including Public Administration & Research, Introduction to Internet: Concepts of Internet, WWW, e-mail, Applications of Internet and Computer Viruses.

UNIT-II

Input/output Devices: Keyboards, mouse, joysticks, trackballs, scanners, Hard-copy devices: Impact printers - DMPs, Daisy-wheel printers, Line-printers, Non-impact printers - Inkjet, Laser, Thermal, Plotters. Languages like Assembly, Machine, and High-Level Languages.

Software Concept: Types of software and their role, difference between applications software and system software, Introduction to operating system and their characteristics.

UNIT-III

Memory & Mass Storage Devices: Characteristics of memory systems, types of memory, RAM, ROM, magnetic disks - floppy disk, hard-disk; optical disks - CD, CD-I, CD- ROM; Magnetic tapes; Concepts of Virtual and Cache memory.

Computer Network and Their Applications: Need of Computer network, key issues in computer network, Types of Computer Networks, Local Area Networking (LAN) and wide Area Networks (WAN).

UNIT-IV

Introduction to SPSS: SPSS Environment - Data Editor, Viewer and Draft Viewer, Text Output Editor, Toolbar, Menus, commands, Dialogue Boxes, Opening and Saving Files. Preparing and manipulating data file, defining variables.

MS-OFFICE: MS-Word: - Creating a document, font operation, bullet and numbering, find & replace, Create table.

MS-Excel:- Create sheet and rename sheet, table and operation, cells operation, Function(mathematic, logical), sort and data tools.

Introduction to MS-Power point Presentation.

Suggested Books:

- Gill, Nasib S.: Essentials of Computer and Network Technology, Khanna Book Publishing Co., New Delhi.
- Gill Nasib Singh: Computing Fundamentals and Programming in C, Khanna Books Publishing Co., New Delhi.
- Chhillar, Rajender S.: Application of IT in Business, Ramesh Publishers, Jaipur.
- Sinha, P.K. & Sinha, Priti, Computer Fundamentals, BPB
- Balagurusamy E, Computing Fundamentals and C Programming, Tata McGraw Hill.
- Norton, Peter, Introduction to Computer, McGraw-Hill

Ph.D Course Work in Public Administration

Semester-II Research Methods-II

Paper: 20PUBMP12C1

Total Credits: 4+0+0=4

	L+T+P
Total Marks :	100
Theory :	80
Internal Assessment :	20
Time :	3 hours

Note: The question paper shall have four units. Each unit will contain two questions and the students shall be asked to attempt one question from each unit.

Course Outcomes: After completing this course students would be able to:

- CO 1.** Get knowledge about various data collection techniques.
- CO 2.** Get acquainted about the various aspects of data processing and the various statistical techniques utilized in social research.
- CO 3.** Acquire knowledge about the application of SPSS in social research
- CO 4.** Get knowledge about the preparation of a research project on various issues relating to different stakeholders.

UNIT-I

Data Collection Techniques: Case Study, Survey, Schedule and Content Analysis.

UNIT-II

Data Processing: Editing, Coding, Classification & Tabulation, Measures of Central Tendency- Mean, Mode Median, Measures of Dispersion- Range, Quartile Deviation, Mean, Deviation & Standard Deviation.

UNIT-III

Role of Computer in Social Research, Application of SPSS in Social Research-its Characteristics and Steps; Measurement of Data: Levels & Problems; Criteria of Good Measurement.

UNIT-IV

Project Formulation on Issues and Concerning: Employment Generation, Environment Protection, Disaster Management, Health and Sanitation Programmes, Insurance & Banking, Agricultural Development, Awareness Generation Legislations.

Suggested Readings:

- C.K. Sharma & M.K. Sharma, Research Methodology, Shree publishers & Distributors, New Delhi.
- David Nachmias and Chava Nachmias, Research Methodology in the social Sciences, St. Martin Press, Inc 1976.
- Davendra Thakur, Research Methodology in Social Sciences, Deep and Deep Publications Pvt. Ltd, New Delhi; 2003
- P. Sarvanand, Research Methodology, Kitab Mahal Allahabad, 1992
- Abdel Baset I.M. Hasouneh, Research Methodology, Sublime Publication, Jaipur, 2003.

- D.K. Lal Das, Designs of Social Research, Rawat Publication, New Delhi, 2005
- S.R. Bajpai, Methods of social survey and research, Kitab Ghar, Kanpur, 1990.
- Ram Ahuja, Research Methods, Rawat Publications, Jaipur, 2001.
- Jhon Galtung, Theory and Methods of Social Research, New York, Columbia University, 1967.
- David Nachmias and Nachmias, Research Methods in Social Sciences, New York, St. Murthin Press, 1981.
- Hold Rinehart and Winson, Kerlinger: Foundation of Behavioural Research, New York.
- Virender Prakash Sharma, Research Methodology, Jaipur: Panchsil Prakashan, 2001 (Hindi Medium)

Ph.D Course Work in Public Administration

Semester-II Issues in Public Administration-II

Course: 20PUBMP12C2

Total Credits: 2+0+0=2

	L+T+P
Total Marks :	50
Theory :	40
Internal Assessment :	10
Time :	1.5 hours

Note: The Question Paper shall have two units. Each unit will contain two questions and the students shall be asked to attempt one question from each unit.

Course Outcome

After going through the syllabus, the students can

- CO 1.** Understand the Public Delivery system in India and the RTI and governance
- CO 2.** Become well versed with the structural reforms at governmental level as well as Crisis management in India
- CO 3.** Get knowledge about the NPM, NPS and New Public Governance
- CO 4.** Understand the impact of LPG on Administration.

Issues in Public Administration (Part-II)

UNIT-I

Public Service Delivery System in India
RTI and Governance
Conflict Management in India
Government Structural Reforms in India

UNIT-II

New Public Management
New Public Services
New Public Governance
Impact of Liberalization, Privatization and Globalization on Administration

Suggested Readings:

- Mohit Bhattacharya, New Horizons of Public Administration, New Delhi, Hawahar, 2001.
- David Osborne and Ted Gaebler, , Reinventing Government: How the Entrepreneurial Spirit is Transforming the Public Sector, USA, 1992.
- C. Pohit, Managerialism and Public Services, Oxford, 1990
- The World Bank, World Development Report, 1997
- A. Gore, From Red Tap to Results, Creating a Govt. that works better and costs Less, The Report of National Performance Review, Yew York, 1993.
- R.K. Gupta and H.D. Bist, Corruption in India: Origin, Causes and Solutions, New Delhi: Anamica, 2007.
- B.S. Ghuman, Anil Monga and Ramanjit Kaur Johal, Corruption and Quality of Governance: Experiences of Select Commonwealth Countries, Jaipur: Aalekh, 2012

- Ashok Agarwal and V. Venkata Ramana, Foundations of E-Government, New Delhi: GIFT Publishers, 2008.
- G.P. Sahu, Adopting E-Governance, New Delhi: GIFT Publishers, 2008.
- G.P. Sahu, Emerging Technologies in E-Government, New Delhi: GIFT Publishers, 2009.
- C.L. Baghel and Yogendra Kumar, Good Governance: Concept and Approaches, New Delhi: Kanishka, 2006.
- D. Sundar Ram, Woman Empowerment in Political Institutions : An Indian Perspective, New Delhi: Kanishka, 2009.
- Rajesh Kundu, Issues in Administration, Mumbai: Centre for Distance Education, S.N.D.T. Women's University, 2014.

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**Semester-II
Dissertation /Viva-Voce**

20PUBMP12C3

Total Credit: 08

Total Marks= 200 Marks