

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 2023-24)

Programme Specific Outcomes

The programme specific outcomes of the Ph.D course work in 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.

Sr. No.	Course Code	Nomenclature	Marks			Exam Time	Credits L+T+P
			Internal	Term End Exam	Total		
1	23PUBPH11C1	Research Methodology	30	70	100	3hrs	4+0+0=4
2	23PUBPH11C2	Issues in Public Administration	30	70	100	3hrs	4+0+0=4
3	23PUBPH11C3	Computer Application in Research	15	35	50	3 hrs.	2+0+0=2
4	23PH CC1	Research and Publication Ethics	15	35	50	3 hrs.	2+0+0=2
	Total				300		

Total Credits = 12

Research Methodology

Paper: 23PUBPH11C1

Total Credits: 4

Total Marks : 100

Theory : 70

Internal Assessment : 30

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 any five questions selecting at least 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, Report Writing.

UNIT-IV

Project Formulation on Issues Concerning: Women, Children, Aged, Poverty Alleviation Programmes, Human Resource Development schemes, Non-Governmental Organization, 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).

Issues in Public Administration

Course: 23PUBPH11C2

Total Credits: 4

Total Marks :	100
Theory :	70
Internal Assessment :	30
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 any five questions selecting at least 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.

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.

Computer Application in Research

Paper: 23PUBPH11C3

Total Credits: 2

Total Marks :	50
Theory :	35
Internal Assessment :	15
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 any five questions selecting at least 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

Research and Publication Ethics

Course: 23PHCC1

Total Credits: 2

Total Marks : 50

Theory : 35

Internal Assessment : 15

Time : 3 hrs.

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

Name of the Program	Ph.D. Course work	Program Code	PH
Name of the Course	Research and Publication Ethics	Course Code	23PHCC1
Hours/Week	2	Credits	2
Max. Marks.	50	Time	3Hours
End Exam	35 marks	Internal Assessment	15marks

Note: The examiner has to set a total of eight questions comprising two questions from each unit. A candidate has to attempt one question from each unit. All questions carry equal marks.

Course Objectives:

1. To study the philosophy of ethics
2. To study the scientific conduct of research
3. To study the publication ethics
4. To know about various journal citation databases
5. To know the importance of quality publications

Course Outcomes:

By completion of course the student is able to

1. Ethics in conduct of scientific research
2. Know the scientific misconducts
3. How to avoid plagiarism and what are the penalties of plagiarism?
4. Know the quality of research publications
5. Write research and review articles.

Unit-I

PHILOSOPHY AND ETHICS

1. Introduction to philosophy: definition, nature and scope, concept, branches
2. Ethics: definition, moral philosophy, nature of moral judgments and reactions

SCIENTIFIC CONDUCT

1. Ethics with respect to science and research
2. Intellectual honesty and research integrity
3. Scientific misconducts: Falsification, Fabrication, and Plagiarism (FFP)
4. Redundant publications: duplicate and overlapping publications, salami slicing
5. Selective reporting and misrepresentation of data

Unit-II
<p>PUBLICATION ETHICS</p> <ol style="list-style-type: none"> 1. Publication ethics: definition, Introduction and importance 2. Best practices/standards setting initiatives and guidelines: COPE, WAME, etc. 3. Conflicts of interest 4. Publication misconduct: definition, concept, problems that lead to unethical behavior and vice versa, types 5. Violation of publication ethics, authorship and contributor ship 6. Identification of publication misconduct, complaints and appeals 7. Predatory publishers and journals
Unit-III
<p>DATABASES AND RESEARCH METRICS</p> <p>(A) Databases</p> <ol style="list-style-type: none"> 1. Indexing databases 2. Citation databases: Web of Science, Scopus, etc. <p>(B) Research Metrics</p> <ol style="list-style-type: none"> 1. Impact Factor of journal as per Journal Citation Report, SNIP, SIR, IPP, Cite Score 2. Metrics: h-index, g-index, i10index, altmetrics
Unit-IV
Practice
<p>OPEN ACCESS PUBLISHING</p> <ol style="list-style-type: none"> 1. Open access publications and initiatives 2. SHERPA/RoMEO online resource to check publisher copy right & self-archiving policies 3. Software tool to identify predatory publications developed by SPPU 4. Journal finder/journal Suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journal Suggested, etc. <p>PUBLICATION MISCONDUCT</p> <p>(A) Group Discussions</p> <ol style="list-style-type: none"> 1. Subject specific ethical issues, FFP, authorship 2. Conflicts of interest 3. Complaints and appeals: examples and fraud from India and abroad <p>(B) Software tools (2 hrs.): Use of plagiarism software like Turnitin, Urkund and other open source software tools</p>
<p>References:</p> <ol style="list-style-type: none"> 1. Bird, A. (2006). Philosophy of Science, Routledge 2. P. Chaddah (2018) Ethics in Competitive Research: Do not get scooped; do not get plagiarised. 3. Indian National Science Academy (INSA), Ethics in Science Education, Research and Governance (2019). 4. Beall, J (2012), Predatory publishers are corrupting open access. Nature, 489(7415), 179. 5. National Academy of Sciences, National Academy of Engineering and Institute of Medicine (2009). On being a Scientist: A guide to Responsible Conduct in Research, Third Edition, National Academic press.