जम्मू केंद्रीय विश्वविद्यालय

Central University of Jammu

रहया-सुचानी (बागला), जिला सांबा-181143 जम्मू (जम्मू एवं कश्मीर)
Rahya- Suchani (Bagla), District Samba-181143, Jammu (J &K)
Ph.No. 01923-2649658 and website: www.cujammu.ac.in

No. CUJ/Acad/II-14/20/2020/68

14th February, 2020

NOTIFICATION No. 12 /2020

Sub: Course Matrix and Syllabus Notification of M.A. in Public Policy and Public Administration w.e.f. academic session 2019-20 – Reg.

It is hereby notified for the information of all concerned that, on the recommendations of the Board of Studies, Department of Public Policy and Public Administration and Dean, School of Humanities and Social Sciences, the Vice Chancellor, in anticipation of the approval of the Academic Council, has approved the **Course Matrix and Syllabus** of M.A. in Public Policy and Public Administration w.e.f. academic session 2019-20.

The approved Course Matrix and Syllabus are as under:

Semester – I

Course Code	Course Title	Credit	CIA	MSE	ESE	Max. Marks
	Core Courses					
PGPPA1C004T	Introduction to Public Administration MS	4	25	25	50	100
PGPPA1C005T	Introduction to Public Policy DR	4	25	25	50	100
PGPPA1C006T	Introduction to Governance RC	4	25	25	50	100
	Elective Course (Any One)					
PGPPA1E003T	Local Governance in India DR	4	25	25	50	100
PGPPA1E004T	Social Welfare Administration in India RC	4	25	25	50	100
PGPPA1E005T	Organizational Behaviour MS	4	25.	25	50	100
	Foundation Course					
PGPPA1F002T	Indian Constitution and Administration DR	4	25	25	50	100
MOOC offered by SWAYAM		2 / 4				
Total		20				500

Semester – II

Course Code	Course Title	Credit	CIA	MSE	ESE	Max. Marks
	Core Courses					
PGPPA2C004T	Administrative Thinkers DR	4	25	25	50	100
PGPPA2C005T	Comparative Public Administration RC	4	25	25	50	100
PGPPA2C006T	Research Methodology MS	4	25	25	50	100
	Elective Course (Any One)					
PGPPA2E003T	Rural Governance	4	25	25	50	100
PGPPA2E004T	Law and Order Administration in India RC	4	25	25	50	100
PGPPA2E005T	Office Organization and Management MS	4	25	25	50	100
	Foundation Course					
PGPPA2F002T	Financial Administration DR	4	25	25	50	100
MOOC offered by SWAYAM		2 / 4				
Total		20				500
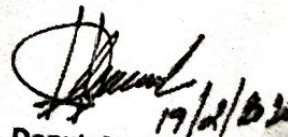
Semester – III

Course Code	Course Title	Credit	CIA	MSE	ESE	Max. Marks
Core Courses						
PGPPA3C004T	Public Personnel Administration	4	25	25	50	100
PGPPA3C005T	Public Policy – Concepts, Theories and Models	4	25	25	50	100
PGPPA3C006T	Governance – Concepts and Models	4	25	25	50	100
PGPPA3C001D	Dissertation	4	-	-	-	100
Interdisciplinary Course						
PGPPA3I002T	Civil Services in India	4	25	25	50	100
Foundation Course						
PGPPA3F002T	Statistical Methods	4	25	25	50	100
MOOC offered by SWAYAM		2/4	-	-	-	
Total		24				600

Semester – IV

Course Code	Course Title	Credit	CIA	MSE	ESE	Max. Marks
Core Courses						
PGPPA4C004T	Public Policy Analysis	4	25	25	50	100
PGPPA4C005T	Social Policy: State, Market and Society	4	25	25	50	100
PGPPA4C006T	Issues in Governance	4	25	25	50	100
Elective Course (Any One)						
PGPPA4E001T	Urban Governance	4	25	25	50	100
PGPPA4E002T	Human Rights Administration in India	4	25	25	50	100
PGPPA4E003T	Public Sector Governance	4	25	25	50	100
Interdisciplinary Course						
PGPPA4I002T	Local Governments in India	4	25	25	50	100
Foundation Course						
PGPPA4F002T	Electronic Governance	4	25	25	50	100
MOOC offered by SWAYAM		2/4				
Total		24				600

Deputy Registrar
for (Admin – HR)
19/2/22

Encl: Syllabus of 1st to 4th semesters of M.A. in Public Policy and Public Administration

To:
Head, Department of PPPA

Copy to:
I/c. Controller of Examinations

NO.CUJ/PPPA/2020/ 1981

Dated: 24. 01. 2020

To

The Assistant Registrar Academics
Central University of Jammu
Jammu

Sub: - Notification of M.A Syllabus of Public Policy and Public Administration (batch 2019-2021 onwards) - Regd.

Sir,

As per the minutes of the Board of Studies Department of Public Policy and Public Administration held on 17th May, 2019, the course matrix (Semesters, I, II, III and IV) and course curriculum (Semesters, I, II, III and IV) have been approved for the Masters in Public Policy and Public Administration (batch 2019-2021 onwards). There are certain changes/modifications in the course codes of the course matrix (Semesters, I, II, III and IV) and course curriculum (Semesters, I, II, III and IV) for the M.A syllabus which will be placed before forthcoming Board of Studies Meeting for rectification post facto. The approved minutes of the Board of Studies, the course matrix (Semesters, I, II, III and IV) and course curriculum (Semesters, I, II, III and IV) of the M.A syllabus (with modified course codes) are enclosed herewith for the notification of the same.

Hence you are requested to do the needful.

Thanking You

Recommended & forwarded.

Prof. (Dr.) Deepak Pathania
Head
HEAD
Department of Public Policy & Public Administration
अध्यक्ष, लोक नीति एवं लोक प्रशासन विभाग
Central University of Jammu, Jammu.

Encl: Minutes of BoS and M.A Syllabus

Dean 30/1/20
School and Humanities and Social Sciences

DEAN
School of Humanities and Social Sciences
Central University of Jammu, Jammu, J&K

So C (Academic) &
31/01/2020

Acad(40)
30/1/20

Central University of Jammu

DEPARTMENT OF PUBLIC POLICY AND PUBLIC ADMINISTRATION
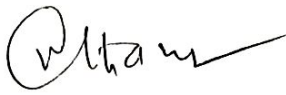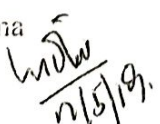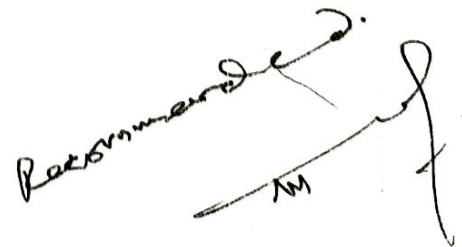
Minutes of the 9th BoS Meeting

The 9th meeting of the Board of Studies (BoS) of the Department was held on 17th **May** 2019 at 11:00 AM. The following members were present in the meeting:

1.	Prof. Deepak Pathania	Chairman
2.	Prof. Ajmer Singh Mallik	Subject Expert (Special Invitee)
3.	Prof. Muhammad Tajuddin	Member
4.	Dr. G. Durga Rao	Member
5.	Dr. Rouchi Chaudhary	Invitee
6.	Dr. Govind K. Inakhiya	Invitee
7.	Dr. Mohit Sharma	Invitee

The following resolutions were made:

Item No. 9.1 - Confirmed the minutes of the 7th Board of Studies held on 3rd April 2017.

Item No. 9.2 - Confirmed the minutes of the 8th Board of Studies held on 14 December 2018.

Item No. 9.3 - Considered and approved course matrix for IIIrd and IVth semesters of 2018-20 masters batch (Annexure I)

Item No. 9.4- Considered and approved course curriculum for IIIrd and IVth semesters of 2018-20 masters batch (Annexure II)

Item No. 9.5 - Considered and approved course matrix for Ist, IInd, IIIrd and IVth semesters of 2019-21 masters batch (Annexure III)

Item No. 9.6- Considered and approved course curriculum for Ist, IInd, IIIrd and IVth semesters of 2019-21 masters batch (Annexure IV)

Signature

1. Prof. Deepak Pathania

2. Prof. Ajmer Singh Mallik

3. Prof. Muhammad Tajuddin

4. Dr. G. Durga Rao

5. Dr. Rouchi Chaudhary

6. Dr. Govind K. Inakhiya

7. Dr. Mohit Sharma

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Department of Public Policy and Public Administration
Central University of Jammu, Jammu

Department of Public Policy and Public Administration

Central University of Jammu, Jammu

May 17, 2019

Board of Studies Approved Course Matrix (Semesters- I, II, III and IV) and Course Curriculum (Semesters- I, II, III and IV) for the Masters in Public Policy and Public Administration for the sessions 2019 – 2021 onwards

Department of Public Policy and Public Administration
Central University of Jammu, Jammu

Course Matrix: Semester –I (2019 – 2021 batch)						
Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
	CORE COURSES					
PGPPA1C004T	Introduction to Public Administration	4	25	25	50	100
PGPPA1C005T	Introduction to Public Policy	4	25	25	50	100
PGPPA1C006T	Introduction to Governance	4	25	25	50	100
	ELECTIVE COURSES (ANY ONE)					
PGPPA1E003T	Local Governance in India	4	25	25	50	100
PGPPA1E004T	Social Welfare Administration in India	4	25	25	50	100
PGPPA1E005T	Organizational Behavior	4	25	25	50	100
	FOUNDATION COMPULSORY (ABILITY ENRICHMENT)					
PGPPA1F002T	Indian Constitution and Administration	4	25	25	50	100
	MOOCS	2/4	--	--	--	--
Total		20				500

Course Matrix: Semester –II (2019 – 2021 batch)						
Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
	CORE COURSES					
PGPPA2C004T	Administrative Thinkers	4	25	25	50	100
PGPPA2C005T	Comparative Public Administration	4	25	25	50	100
PGPPA2C006T	Research Methodology	4	25	25	50	100
	ELECTIVE COURSES (ANY ONE)					
PGPPA2E003T	Rural Governance	4	25	25	50	100
PGPPA2E004T	Law and Order Administration in India	4	25	25	50	100
PGPPA2E005T	Office Organization and Management	4	25	25	50	100
	FOUNDATION ELECTIVE (SKILL BASED)					
PGPPA2F002T	Financial Administration	4	25	25	50	100
	MOOCS	2/4	--	--	--	--
Total		20				500

G. Duroja Rao

Department of Public Policy and Public Administration
Central University of Jammu, Jammu

Course Matrix: Semester - III (2019 – 2021 batch)

Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
	CORE COURSES					
PGPPA3C004T	Public Personnel Administration	4	25	25	50	100
PGPPA3C005T	Public Policy – Concepts, Theories and Models	4	25	25	50	100
PGPPA3C006T	Governance – Concepts and Models	4	25	25	50	100
PGPPA3C007D	DISSERTATION	4				100
	ELECTIVE (INTERDISCIPLINARY)					
PGPPA3I002T	Civil Services in India	4	25	25	50	100
	FOUNDATION ELECTIVE (SKILL BASED)					
PGPPA3F002T	Statistical Methods	4	25	25	50	100
	MOOCS	2/4	--	--		--
Total		24				600

Course Matrix: Semester - IV (2019 – 2021 batch)

Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
	CORE COURSES					
PGPPA4C004T	Public Policy Analysis	4	25	25	50	100
PGPPA4C005T	Social Policy: State, Market and Society	4	25	25	50	100
PGPPA4C006T	Issues in Governance	4	25	25	50	100
	ELECTIVE COURSES (ANY ONE)					
PGPPA4E001T	Urban Governance	4	25	25	50	100
PGPPA4E002T	Human Rights Administration in India	4	25	25	50	100
PGPPA4E003T	Public Sector Governance	4	25	25	50	100
	ELECTIVE COURSE (INTERDISCIPLINARY)					
PGPPA4I002T	Local Governments in India	4	25	25	50	100
	FOUNDATION COMPULSORY (ABILITY ENRICHMENT)					
PGPPA4F002T	Electronic Governance	4	25	25	50	100
	MOOCS	2/4	--	--	--	--
Total		24				600

CIA: Continuous Internal Assessment
MSE: Mid Semester Examination
ESE: End Semester Examination

G. Dinaya Rao.

Academic Year (2019-2020)

The Learning Outcomes-based Curriculum for the M.A.Course in Public Policy and Public Administration subject is designed to assist students in comprehending the goals of pursuing a Postgraduate degree, specifically in the field of Public Administration and Public Policy. This curriculum will assist them in comprehending, critically engaging, analyzing, and appreciating the discipline of Public Administration and Public Policy's societal and market importance.The learning outcomes of the individual courses, as well as the entire M.A program is modifiable in light of advances in relevant domains of knowledge or practices well as changing stakeholder requirements. which are complicated, diverse, and culturally distinctive

विभागाध्यक्ष/HEAD
लोक नीति एवं लोक प्रशासन/Public Policy and Public Administration
जम्मू केंद्रीय विश्वविद्यालय/Central University of Jammu

Department of Public Policy and Public Administration
Central University of Jammu, Jammu
Semester: I
Course Title: Introduction to Public Administration (Core Course)

Course Cod: PGPPA1C004T　　　　　　　　　　　　　　　　Credit: 4

Course Objective:

The importance of public administration derives from its crucial role in the governing of a society. All the great human events in history were probably achieved by what we today would call public administration. Organization and administrative practices in collective or public settings are as old as civilization. This foundation course is set to analyze the transformations in public administration with emphasis on current initiatives and emerging challenges in the field. Students are introduced to the study of public administration in a fast changing environment of globalized phenomenon.

Unit I: Introduction

a) Meaning, Nature, Scope and Significance of Public Administration
b) Evolution of Public Administration – Woodrow Wilson, Golembiewski and Nicholas Henry
c) Approaches to Public Administration – Classical, Human Relations, Behavioral
d) Approaches to Public Administration – Ecological and Systems

Unit II: Principles of Public Administration

a) Division of Work, Coordination and Hierarchy
b) Unity of Command, Span of Control and Delegation
c) Centralization, Decentralization and Line and Staff
d) Leadership, Supervision and Communication

Unit III: Organizations

a) Concept of Organization
b) Types of Organization: Department and Public Corporation
c) Types of Organization: Public Company & Independent Regulatory Commission
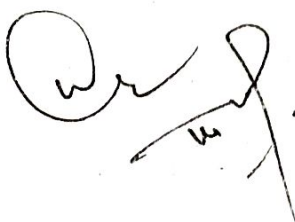d) Organization and Methods

Unit III: Concepts

a) New Public Administration: Minnowbrook I, II
b) New Public Administration: Minnowbrook III
c) New Public Management
d) New Public Service

Unit VI: Emerging Trends

a) Critical Social Theory
b) Post Modern Public Administration
c) Globalization and Public Administration
d) Public Administration in transition

Select References:

Avasthi & Maheshwari (2012), Public Administration, Lakshminarayan Agarwal, Agra
Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi.
Donald Menzel and Harvey White (eds) (2011), The State of Public Administration: Issues Challenges and Opportunities, New York, M. E. Sharpe.
Jan-Erik Lane, (2000) New Public Management: An Introduction, Routledge, London.
Ravindra Prasad, D. et al. (eds.,)(2013), Administrative Thinkers, Sterling, New Delhi.
O'Leary, Rosemary etal. (2010), The Future of Public Administration around the World: The Minnowbrook Perspective, George Town university Press, DC.
Martin Albrow (1970), Bureaucracy, MacMillan, London,
Wilson, Woodrow, "The Study of Administration," Political Science Quarterly 2 (June 1887)
Golembiewski, Robert T.,Public Administration as a Field: Four Developmental Phases, Politics & Policy, Volume 2, Issue 1, pages 21– 49, March 1974.
Henry Nicholas (2007), Public Administration and Public Affairs, Prentice Hall of India, New Delhi
Fox, Richard C (2005), Critical Social Theory in Public Administration, PHI, New Delhi
George Frederickson (2008), The Public Administration Primer, Westview Press.
Denhardt and Denhard (2007), The New Public Service, Serving, Not Steering, M.E.Sharpe, New York
Miller, H and Fox.CJ (2007), Post Modern Public Administration, ME Sharp, New York
Jay M Shafritz (2017), Introducing Public Administration, Routlidge, Taylor and Francis Group, New York
Sadhana and Sharma, (2018) Public Administration in Theory and Practice, PHI, New Delhi.

G. Devap Rao

SEMESTER I

Course Title: INTRODUCTION TO PUBLIC ADMINISTRATION

Course Code: PGPPA1C004T

Course Outcome-

- Understanding the meaning and nature of Organization in Public Administration

- Develop Comprehensive knowledge of Various principles of the Subject

- To Know About Emerging Trends in the discipline

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Department of Public Policy and Public Administration
Central University of Jammu, Jammu
Semester: I
Course Title: Introduction to Public Policy (Core Course)

Course Cod: PGPPA1C005T Credit: 4

Course Objective:

The field of public policy has assumed considerable importance in response to the increasing complexity of the government activity. The advancements of technology, changes in the social organization structures, rapid growth of urbanization added to the complexities. The study of Public Policy aspires to provide an in-depth understanding of the ills prevailing in the society and aids to identify the solutions for them. Public policy is an important mechanism for moving a social system from the past to the future and helps to cope with the future. The main objective of this foundation course is to provide an opportunity to the student to learn the basic areas of public policy on the largest gamut of its canvas.

UNIT- I: Introduction to Public Policy

a) Meaning, Scope Types and Importance of Public Policy.
b) Evolution of Public Policy and Policy Sciences
c) Approaches/Perspectives of Public Policy
d) Public Policy and Public Administration

UNIT- II: Stages of policy Process - I

a) Policy Process – An Introduction
b) Problem Identification and Agenda Setting
c) Concept of Policy formulation/Policy making
d) Institutions of Policy formulation/Policy making

UNIT- III: Stages of Policy Process - II

a) Concept of Policy Legitimation/Adoption
b) Concept of Policy Implementation
c) Institutions of Policy Implementation
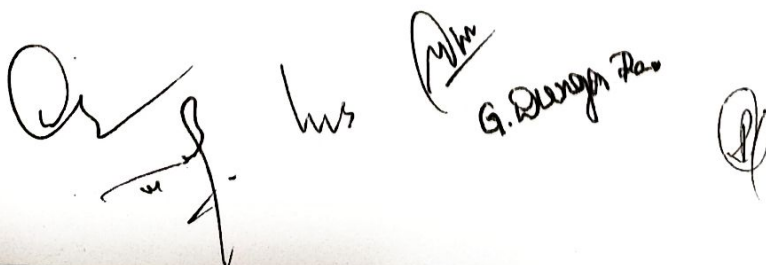d) Policy Impact

UNIT – IV: Stages of Policy Process - III

a) Concept of Policy Evaluation
b) Techniques of Policy Evaluation
c) Constraints in Policy Evaluation
d) Public Policy Analysis

UNIT - V: Public Policy in India

a) Institutions of Policy Process
b) Agencies in Policy Process
c) Stake holders and Policy Process
d) Impact of Globalization on Public Policy

Select References

Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston, Houghton

Birkland Thomas A., (2005), An Introduction to The Policy Process: Theories, Concepts, And Models of Public Policy Making, Armonk; M.E. Sharpe

Dror.Y, (1989), Public Policy making Re-examined, 2nd ed., San Francisco, Chandler. Dye

Thomas R Dye, (2008), Understanding Public Policy, Singapore, Pearson Education

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McCool, Daniel C. (ed.), (1995), Public Policy Theories, Models, and Concepts: An Anthology, NJ: Prentice-Hall.

Hill Michael, (2005), The Public Policy Process, Harlow, UK; Pearson Education, 5th Edition.

Kindon's J.W (1984), Agendas, Alternatives, and public policy, Harper Collians, New York.

John, Peter, (2012), Analysing Public Policy, 2nd ed., Routlidge, Taylor and Francis Group, London. Lasswell Harold, (1971), A Preview of Policy Sciences, New York, Elsevier.

Lerner, D. and H.D.Lasswell (eds.), (1951), The Policy Sciences, Stanford, Stanford University Press. Lindblom, C.E., and E.J., Woodhouse, (1993), The Policy making Process, 3rd ed., New Jersey., Prentice - Hall.

McCool, Daniel C. (ed.), (1995), Public Policy Theories, Models, and Concepts: An Anthology, NJ: Prentice-Hall.

Wildwasky, Aaron (1980), The Art and Craft if Policy Analysis, Palgrave Macmillan, NY

Wildwasky, Aaron (1987), The Speaking truth of power, Transaction Publication, New Jersey

Sapru RK, (2004), Public Policy: Formulation, Implementation and Evaluation, Sterling Publishers, New Delhi.

Course Title: INTRODUCTION TO PUBLIC POLICY

Course Code: PGPPA1C005T

Course Outcome-

- To make aware learners of the importance of public policy

- To understand from a practical perspective -the public policy process

Synthesize information regarding policy evaluation

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जम्मू केंद्रीय विश्वविद्यालय/Central University of Jammu

Department of Public Policy and Public Administration
Central University of Jammu, Jammu
Semester: I
Course Title: Introduction to Governance (Core Course)

Course Cod: PGPPA1C006T

Credit: 4

Course Objective:

The term governance has made an impressive career in a number of disciplines concerned with regulation, order and law. The word 'Governance' appears in diverse academic disciplines. At general level, governance refers to theories and issues of social coordination and the nature of all patterns of rule. The theories of governance have changed the understanding of various concepts of state and its institutions. New jargon of words emerged into the social science literature with different connotations. In this background, the present course is aimed to provide an in-depth understanding of the basic tenets and trends of Governance.

UNIT - I: Introduction

a) Governance: Definitions and Concept

b) Good Governance: Concept and Principles

c) New Governance Paradigm

UNIT - II: State and Governance

a) Democratic State and Democratic Administration

b) Neo-Liberalism and Rolling Back State

c) Reinventing Government

UNIT – III: Citizen and Governance

a) Accountability

b) Participation

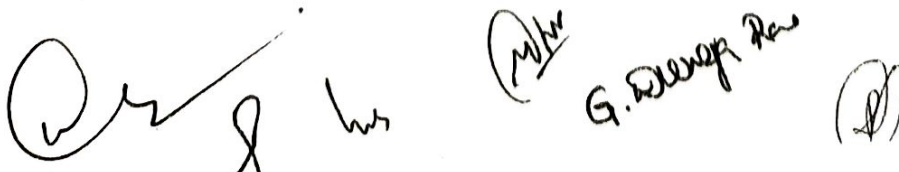c) Representation

UNIT - IV: Techniques of Governance

a) Openness and Transparency

b) Citizen Charter

c) Social Audit

UNIT - V: Emerging Trends

a) Public and Private Governance: An Overview

b) Market & Civil Society

c) Information and Communication Technology

Select References:

Bell, S., and Hindmoor, A. (2009) Rethinking Governance: The Centrality of the State in Modern Society, Cambridge: Cambridge University Bell,

Stephen and Andrew Hindmoor. (2009) Rethinking Governance: The Centrality of the State in Modern Society. Cambridge: CUP.

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Farazmand, Ali and Jack Pinkowski, eds. (2006) Handbook of Globalization, Governance, and Public Administration. London: CRC/Taylor & Francis.

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Kjaer, A (2004) Governance. Cambridge, UK: Polity Press.

Kooiman, Jan ed. (1993) Modern Governance: New Government-Society Interactions. London Sage.

Kooiman, Jan. (2003) Governing as Governance. London: Sage.

Morrison, Donald (1945) "Public Administration and the Art of Governance." Public Administration Review

Andrews, Matt. (2010) "Good Government Means Different Things in Different Countries." Governance: An International Journal of Policy, Administration, and Institutions 23:1:7–35. Osborne, Stephen P., etc. The New Public Governance? Emerging Perspectives on the Theory and Practice of Public Governance. London: Routledge.

Peters, B. Guy (1996) The Future of Governance: Four Emerging Models, pp. 1-20.

Peters, B. Guy, and Jon Pierre (1998) "Governance without Government?: Rethinking Public Administration." Journal of Public Administration Research and Theory 8 (2): 223-43.

Course Title: INTRODUCTION TO GOVERNANCE

Course Code: PGPPA1C006T

Course Outcome:

- To help learners to understand the governance process with the engagement of several stakeholders.
- The course gives an understanding of accountability, participation, and transparency in Governance
- To know about challenges and opportunities in governance.

अध्यक्ष/HEAD
लोक नीति एवं लोक प्रशासन-।/Public Policy and Public Administration
जम्मू केंद्रीय विश्वविद्यालय/Central University of Jammu

Course Title: Local Governance in India (Elective Course)

Course Code: PGPPA1E003T

4 Credits

Course Objective

Decentralization is a widely used concept, and it is closely linked with democracy, development and good governance. Local government is one form of a decentralized system which is affected by the transfer of authority or responsibility for decision making, management or resources allocation from higher level of government to its subordinate units This interdisciplinary course analyses the complexities of local governance, both rural and urban, in contemporary India. It discusses some of the lesser known aspects of the interface between panchayats and other institutions of local governance, whether district administration or parastatal agencies and civil society organizations.

UNIT - I: Introduction:

a) Meaning, Nature, Scope and Significance of Local Government

b) Evolution of Local Governments in India

c) Community Development Programme and Committees on Local Governance

UNIT – II: Decentralisation and Development

a) Decentralisation, types and challenges

b) Democratic Decentralisation in India

c) Democratic Development (Rural Development and Urban Development)

UNIT – III: Organization Structure:

a) The 73rd Constitutional Amendment Act

b) and 74th Constitutional Amendment Act

c) Structures of Rural Local Government - Composition, Functions and Role of Gram Sabha, Gram Panchayat, Panchayat Samiti and Zila Parishad

d) Structures of Urban Local Government - Composition, Functions and Role of Municipal Corporation, Municipal Council and Nagar Panchayat.
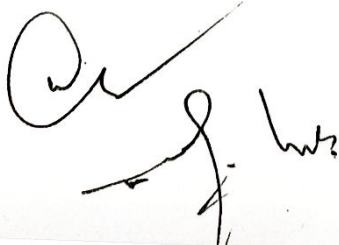
UNIT – IV: Accountability and Control

a) Human Resource Management at Local level

b) Finances of Local Governments

c) Executive Control, Legislative Control and Financial Control

UNIT – V: Issue Areas

a) State and Local Government Relations

b) Local Governments in the context of Globalization

c) Problems and Challenges of Local Governments

References:

A.S. Altekar (1958), State and Government in Ancient India, Motilal Banarsi Dass, Delhi.

Abdul Aziz (ed.), (1996), Decentralised Governance in Asian Countries, Sage Publications, New Delhi.

B.D.S. Bhadouria and V.P. Dubey (1989)., Panchayati Raj and Rural Development,Commonwealth Publishers, New Delhi.

B.S. Khanna , (1992), Rural Development in South Asia Deep and Deep, New Delhi.

B.S. Khanna, (1999), Rural Local Government in India and South Asia, Deep and Deep Publication, New Delhi.

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K.C. Sivaramakrishanan, et. al. (1993), Urbanisation in India: Basic Services and People's Participation, ISS, New Delhi.

M.A. Oommen (1995), Devolution of Resources from the State to the Panchayati Institutions,ISS, New Delhi.

M.A. Oommen and Abhijit Datta (1995), Panchayats and their Finance, ISS, New Delhi.

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R. C. Choudahry and S.P. Jain (eds.) (2001) Patterns of Decentralized Government in Rural India, NIRD, Hyderabad.

Ramesh K. Arora and Rajni Goyal (1996), Indian Public Administration Vishwa Prakashan, New Delhi.

S.R. Maheshwari (2003), Local Government in India, Lakshmi Narain Aggarwal.

Course Title: LOCAL GOVERNANCE IN INDIA (ELECTIVE)

Course Code: PGPPA1E003T

Course Outcome

• This interdisciplinary course analyses the complexities of local governance. It helps the students to learn some of the lesser-known aspects of the interface between panchayats and other institutions of local governance.

• It empowers the learner to actively participate in governance process and development as 'subjects' rather than 'objects', i.e., to take part in the process as an 'informed citizens' rather than as 'beneficiaries.

विभागाध्यक्ष/HEAD
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जम्मू केंद्रीय विश्वविद्यालय/Central University of Jammu

Department of Public Policy and Public Administration
Central University of Jammu, Jammu
Semester: I
Course Title: Social Welfare Administration (Elective Course)

Course Code: PGPPA1E004T   Credit: 4

Course Objective:

The modern welfare state has been striving for the betterment of human life for all. The concept of Equality, Equity and Inclusiveness has reinforced this demand. hence, the Social Welfare and its delivery from state Agencies has become almost mandatory in all democracies of the world. So the course on Social welfare is an integral part for the students of Masters in Public Policy and Public Administration. At the end of the course, the students will be able to understand the concepts of social justice, social welfare and institutions, mechanisms and issues of social welfare administration in India.

Unit- I Introduction
a) Welfare State and Socialism
b) Social Welfare Administration: Meaning, Nature, Scope and Principles
c) Scope, Principles & Task of Social Welfare Administration

Unit – II: Concepts
a) Social Control: Meaning, Need, & Purpose
b) Social Security and Social Development
c) Social Justice, Empowerment and Inclusion

Unit- III: Social Welfare Administration in India
a) Social Welfare Administration is India: Center, State and Local Level
b) Central Social Welfare Board – Composition, Functions and Status;
c) Directorate of Social Welfare Organisation & Functions

Unit- IV: Affirmative Action
a) Constitutional Provisions for welfare of SCs/STs & other Backward Classes
b) Programmes for the Development of SCs & STs and Women
c) Ministry of Women and Child Development, Social Justice and Empowerment
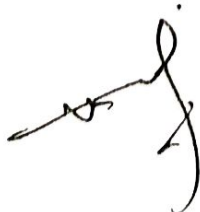
Unit- V: Social Legislation and Personnel
a) Social Legislation in India: Organisation, Nature, Types & Ways of social legislation
b) Social Legislations in India: Marriage Act, Divorce Acts, The sexual Harassment of Women at Workplaces Protection of Women from Domestic Violence Act – 2005
c) Social Welfare Personnel - Training needs and conditions of service

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Surendra Kataria, Social Administration (Hindi), RBSA Publishers, SMS High Way, Jhaipur, 2002.
C.P. Barthwal (Ed.), Social Justice in India, Bharat Book Centre, 17, Ashok Marg, Lucknow. 1998.
Davis C. March: An Introduction to Social Administration, Routledge and Kegan Paul, London, 1965.
P.D.Kulkarni: Centre Social Welfare Board, New Delhi: Asia Publishing House, 1961.
V. Jaganadhan: Social Welfare Organisation, New Delhi, IIPA 1966.
D.K.Mishra: social Administration (Hindi) Jaipur: College Book Depot, Tripolia Bazar, 1990.
D. Paul Chowdhry: Social Welfare Administration, New Delhi, Atma Ram & Sons, 1979.
S.L.Goel and R.K.Jain: Social Welfare Adminsitratiion, vol. I, New Delhi: Deep & Deep, 1988.
T.N.Chaturvedi and S.K. Chandra: Social Administration Development and Change, New Delhi, IIPA 1980.
D.P. Chowdhry: Social Welfare Administration, Atma Ram & Sons, Deli 1992.

G. Dunga Rao

Course Title: SOCIAL WELFARE ADMINISTRATION IN INDIA (ELECTIVE)

Course Code: PGPPA1E004T

Course Outcome:

- To understand the concept of social justice & social welfare
- To make learners aware of the constitutional provisions related to marginalized community
- Various Government Schemes for the upliftment of society

विभागाध्यक्ष/HEAD
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Department of Public Policy and Public Administration
Central University of Jammu, Jammu
Semester: I
Course Title: Organizational Behaviour (Elective Course)

Course Code: PGPPA1E005T   Credit: 4

Course Objective

The study of Organizational Behaviour (OB) is very interesting and challenging too. It is related to individuals, group of people working together in teams. The study becomes more challenging when situational factors interact. The study of organizational behaviour relates to the expected behaviour of an individual in the organization. No two individuals are likely to behave in the same manner in a particular work situation. This paper introduces concepts related to behavior of individuals in organizations.

Unit I: Introduction

Meaning, Nature, Scope and Significance

Perspectives and Foundations of Organizational Behavior

Evolution of Organizational Behavior

Management and Organizational Behavior

Unit II: Organizations

Organizational Structure and Design

Organizational Culture, Creativity and Innovation

Organizational Change and Development

Organizational Learning

Unit III: Organizational Dynamics – I

Personality and Individual behavior

Workplace behavior and Interpersonal Behaviour

Value Attitude and Job Satisfaction

Work Stress and Stress Management

Unit IV: Organizational Dynamics – I

Motivation

Power and Leadership

Communication

Decision Making

Unit V: Emerging trends

Conflict Management

Group Dynamics

Ethics and Social Responsibility

Corporate Social Responsibility

References

Aswathapa K, Organisation Behaviour, Himalaya Publishing House, New Delhi, 2016.

Curtis W. Cook and Phillip L. Hunsaker, Management and Organisational Behaviour, Third Edition. McGraw-Hill, Irwin, 2001.

Stephen P. Robbins, Organisational Behaviour — Concepts, Controversies and Applications, PHI, 1989.

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Jerald Greenberg and Robert A. Baron, Behaviour in Organisations, Prentice-Hall of India,1999.

Robert T. Golembiewski, (Ed) Handbook of Organizational Behavior, Marcel Dekker, Inc. New York, 2001.

Kondalkar V G, Organisational Behaviour, New Age International Publishers, New Delhi, 2007.

Laurie J Mullins, Essentials of Organisational Behaviour, Pearson Education Limited, London, 2006.

Laurie J Mullins, Management and Organisational Behaviour, Pearson Education Limited, London, 2010.

Michael L. Vasu et al. Organizational Behavior and Public Management, Marcel Dekker, Inc. Basel, 1998

G. Durga Rao

Course Title: ORGANIZATIONAL BEHAVIOUR (ELECTIVE)

Course Code: PGPPA1E005T

Course Outcome:

- To examine and evaluate several theories for explaining motivation and reward-related behavior in individuals.
- To examine and evaluate several theories for explaining motivation and reward-related behavior in individuals
- To understand various organizational Dynamics

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Department of Public Policy and Public Administration
Central University of Jammu, Jammu
Semester: I
Course Title: Indian Constitution and Administration (Foundation Course)
Credit 4

Course Cod: PGPPA1F002T

Course Objective

The Constitution of India defines the basic objectives and functioning of the government. It has provisions for bringing about social change and defining the relationship between individual citizen and the state. It lays out certain ideals that form the basis of the kind of country that we as a citizens aspire to live in. An in-depth analysis of various basic areas of constitution is the main objective of this inter disciplinary course. This helps the students to strengthen their understanding of Indian constitution and functioning of government.

UNIT I: Indian Constitution:
a) Nature of the Constitution: Salient features of Preamble
b) Fundamental Rights, Directive Principles and Fundamental Duties
c) Amendments of the Constitution: Procedure for Amendment
d) Emergency Provisions

UNIT II: Central Government
a) Parliament: President, Lok Sabha and Rajya Sabha
b) Political Executive: Prime Minister and Council of Ministers
c) Permanent Executive- Central Secretariat, Cabinet Secretariat and PMO
d) Union Judiciary – Supreme Court

UNIT III: Central --State Relations
a) Indian Federation: Distinctive features
b) Legislative Relations
c) Administrative Relations
d) Financial relations

UNIT IV: State Government
a) Governor, Chief Minister and Council of Ministers
b) Secretariat and Directorates
c) Changing Nature of District Administration and the role of District Collector
d) State Judiciary and Subordinate Judiciary

UNIT V: Local Government
a) Concept of Local Government
b) Democratic Decentralization in India
c) 73rd Constitutional Amendment Act
d) 74th Constitutional Amendment Act

Select References:
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Abdul Aziz (ed.), (1996), Decentralised Governance in Asian Countries, Sage Publications, New Delhi.
George Mathew (1994), Panchayati Raj in India: From Legislation to Movement, ISS, New Delhi.
K.C. Sivaramakrishanan, et. al. (1993), Urbanisation in India: Basic Services and People's Participation, ISS, New Delhi.
Mohit Bhattacharya (1976), Management of Urban Government in India: Uppal, New Delhi.
Peter Oakley (1991), Projects with People: The Practice of Participation in Rural Development, I.L.O., Geneva.
S.R. Maheshwari (2003), Local Government in India, Lakshmi Narain Aggarwal.

Course Title: INDIAN CONSTITUTIONAND ADMINISTRATION (FOUNDATION COURSE)

Course Code: PGPPA1F002T

Course Outcome-

- To understand Salient Features of the Indian Constitution

- Understanding Central-State Government relationship

- To make learners aware of their basic rights and duties manifested in our Constitution

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Department of Public Policy and Public Administration
Central University of Jammu, Jammu
Semester: II
Course Title: Administrative Thinkers (Core Course)

Course Code: PGPPA2C004T Credit: 4

Course Objective

Theory depends on its capacity to describe, to explain and to predict. Theory in public administration means to present evidence through definitions, concepts, and metaphors that promote understanding. The chronological narration of administrative theory from oriental thought through classical and human relations school, organizational humanism, and market theories of administration helps the student to grasp the subject. After completion of the course, students are in a position to comprehend the basic tenets and developments of administrative theory.

UNIT I: Administrative Theory

a) Oriental Thought: Kautilya
b) Woodrow Wilson – Evolution of Public Administration
c) Karl Marx – State and Bureaucracy
d) Max Weber - Bureaucracy

UNIT II: Classical School of Thought

a) Frederick Winslow Taylor- Scientific Management
b) Henri Fayol- Foundations of Management
c) Luther Gulick and Lyndall Urwick- Science of Administration
d) Mary Parker Follett – Constructive Conflict and Leadership

UNIT III: Neo Classical School of Thought

a) Chester Barnard – Formal and Informal Organizations and Functions of Executive
b) Elton Mayo – Human Relations Movement
c) Herbert Simon: Behaviouralism and Decision-Making
d) Dwight Waldo – The Administrative State

Unit IV: Organizational Humanism – I
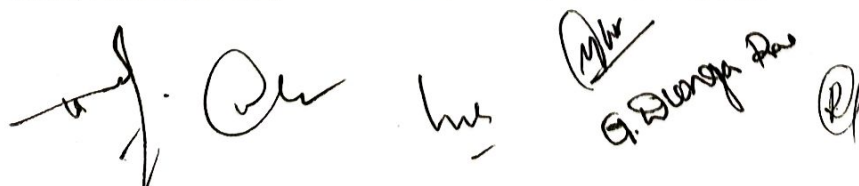
a) Abraham Maslow: Needs Hierarchy
b) Douglas McGregor: Theory X and Theory Y
c) Frederick Herzberg: Hygiene and Motivation Factors
d) Victor Vroom: Expectancy theory of motivation

Unit V: Organizational Humanism – II

a) Chris Argyris: Integrating the Individual and the Organization
b) RensisLikert: Systems Management
c) Warren Bennis: Changing Organisations
d) Peter Drucker : Knowledge Based Organization

Select References:

Brian R Fry, (1989) Mastering Public Administration, Chatham House Publishers, New Jersey.
Baker R J S (1972), Administrative Theory and Public Administration, Huthinson, London
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Barnard, Chester (1969), The Functions of Executive, Cambridge, Harvard University Press
D. Menzel & H. White (2011). The State of Public Administration: Issues, Challenges and Opportunity. NY, MES
George H. Fredrickson (et al).(2003). The Public Administration Theory Primer, Westview Press
Henry Fayol,(1957). General and Industrial Management, Issac Pitman, London.
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Prasad, Ravindra. D (et al) eds (2013). Administrative Thinkers , Sterling Publishers, New Delhi.
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Vroom, Victor H (1964), Work Motivation, John Wiely and Sons, New York

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SEMESTER II

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Course Title: ADMINISTRATIVE THINKERS

Course Code: PGPPA2C004T

Course Outcome-

• Administrative theory is based on the conceptualization of the experience of administrators or observation of the operational situations in administration.

• This course is an extension of the administrative thinker- 1 to discuss the behavioralist, organizational humanism, market theories of administration, and the latest trends with an emphasis on the individual thinker.

• After completion of the course, students are in a position to comprehend the basic tenets and developments of administrative theory.

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Department of Public Policy and Public Administration
Central University of Jammu, Jammu
SEMESTER – II
Course Title: Comparative Public Administration (Core Course)

Course Code: PGPPA2C005T   Credit : 4

Course Objective

Comparative Public Administration is the youngest discipline among the family of social sciences. As an academic discipline, it came into existence in the post Second-World War period. The comparative study of administrative system has grown up with the comparative study of cross-cultural and cross-national settings. This course presents a comparative outlook of performance of government, bureaucracy ard institutions of developed and developing countries.

UNIT I: Introduction:
a) Nature, Scope, Characteristics and Importance of Comparative Public Administration
b) Evolution of Comparative Public Administration
c) Critique of Comparative Public Administration

UNIT II: Approaches
a) Bureaucratic Approach
b) General Systems Approach
c) Decision Making Approach

UNIT III: CPA: Contributions of F. W. Riggs
a) Ecological Approach and Development Models by F.W.Riggs
b) Structural-Functional Approach
c) Theory of Prismatic Society

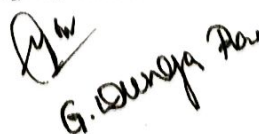### UNIT IV: Comparative Administrative Systems
a) Classical Administrative System – France
b) Developed Administrative Systems – USA and UK
c) Modern Administrative Systems – Japan and Korea

UNIT V: Development Administration
a) Nature, Scope and Elements of Development Administration
b) Goals and Challenges of Development Administration
c) Models of Development Administration: Sustainable Development, Human Development & Inclusive Development

References:

Ali Farazmand, (2001) Handbook of Comparative & Development Public Administration, Marcel Dekker, NY.

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Riggs, F. W. (1970). The ecology of administration. Bloomington: Indiana University.

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Otenyo and Nancy S. Lind, ed. () Comparative Public Administration: The Essential Readings, JAI Press is an imprint of Elsevier, The Boulevard, Langford Lane, Kidlington, Oxford.

Course Title: COMPARATIVE PUBLIC ADMINISTRATION (Core Course)

Course Code: PGPPA2C005T

Course Outcome

- To Provide a comparative outlook among students regarding performance of government, bureaucracy and institutions of developed and developing countries.

- Help the learner to identify, analyses and explain similarities and differences across societies.

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Course Code: PGPPA2CQ06T   Credit: 4

Course Objective

Research in common parlance refers to a search for knowledge. We can define research as a scientific and systematic search for pertinent information on a specific topic. Research Methods for Social Science explains different research methods used today for conducting research in particular with public administration. This course is intended as a sound introduction to study the research methods with an objective of understanding qualitative and quantitative research, tools and techniques for problem solving.

UNIT –I Introduction

a) Meaning and characteristics of Science and Scientific method
b) Meaning, Need, Objectives and Significance of Research in Social Science
c) Types of Research: Basic, Applied & Action Research; Quantitative, Qualitative & Mixed Methods Research
d) Fields of Research: Policy Research, Organizational Research, Behavioural Research & Comparative Research

UNIT - II: Planning the Research

a) Review of Literature: purpose and importance; Locating of relevant literature; Reliability of the source
b) Selection of Problem; Definition and Statement of the Problem
c) Identification of Variables and Formulation of Hypotheses: Sources of deriving hypotheses, characteristics of good hypotheses, criteria for accepting or rejecting hypothesis
d) Writing a Research Proposal: Need, Characteristics and layouts

UNIT - III: Methods of Research

a) Historical Method; Nature, Types and Steps, Interpretation of Results (Internal and External Criticism)
b) Survey Method; Definition, characteristics, Types; cross-sectional studies and longitudinal studies
c) Experimental Method; Experimental research: nature, significance, variables in experimental research - independent, dependent and confounding variables; ways to manipulate independent variable, purpose & methods of control of confounding variables, experimental designs, threats to experimental validity-internal & external.
d) Qualitative approaches of Research: Meaning, nature; Brief description of approaches-Phenomenology, Ethnography, Case studies, Grounded theory and Content Analysis

UNIT – IV: Sampling

a) Concept of Population and its types; Sampling Procedures; process and design
b) Random Sampling Techniques: Concept, Types and Procedure
c) Non- Random Sampling Techniques: Concept, Types and Procedure
d) Rating Scale and Socio-metric Techniques

UNIT – V: Tools of Data Collection and Report Writing

a) Tools: Concept, Types and ensuring validity and reliability, Rating Scale and Socio-metric Techniques
b) Construction of Tool: Observation, Questionnaire, Schedule and Interview
c) Research Report Writing / Research Paper: Concepts, Significance, and Characteristics
d) Ethics and related issues in Research

Select References

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Burton,Dawn (Eds.) (2000). *Research Training for Social Scientists*, Sage Publications, New Delhi..
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Singh, K. Y. (2006). *Fundamental of Research Methodology and Statictics*. New Age International Pvt Ltd.
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McNabb David E (2013). *Research Methods in Public Administration and Nonprofit Management: Quantitative and Qualitative Approaches*. M.E. Sharpe.
Miller Gerald J., Kaifeng Yang (2007). *Handbook of Research Methods in Public Administration*. CRC Press.

Course Title: RESEARCH METHODOLOGY

Course Code: PGPPA2C006T

Course Outcome

- The course allows the students to develop critical thinking ability to evaluate the problem/issue.

- It helps the learner to demonstrate their ability to choose research methods (tools and techniques) appropriate to their study.

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Department of Public Policy and Public Administration
Central University of Jammu, Jammu
Semester- II
Course Title: Rural Governance (Elective Course)

Course Cod: PGPPA2E003T   Credit: 4

Course Objective:

Rural development has always been an important issue in all discussions pertaining to economic development, especially of developing countries, throughout the world. Although millions of rural people have escaped poverty as a result of rural development in many Asian countries, a large majority of rural people continue to suffer from persistent poverty. The term rural development connotes overall development of rural areas to improve the quality of life of rural people. As a discipline, it is multi-disciplinary in nature, representing an intersection of agriculture, social, behavioural, engineering and management sciences. The main objective of this course is to sensitize students to major issues and challenges in the rural sector and to provide an opportunity to systematically study these issues in the field.

UNIT I: Introduction

a) Rural Governance: Meaning, Scope and Significance
b) Rural Development: Perspectives
c) Devolution Index

UNIT II: Rural Institutions - Panchayat Raj

a) Panchayat Raj in India – An Evaluation
b) Reforms in Panchayat Raj (73rd Constitutional Amendment Act and after)
c) Panchayat Raj in Jammu & Kashmir

UNIT III: Resources and Development

a) Rural Credit and Cooperatives
b) Self – Help Groups
c) ICT and E-Panchayats

UNIT IV: Areas of Governance

a) Rural Development Programmes: IRDP, SGSY & MGNREGA
b) Participatory Democracy and Participatory Governance
c) Village Administration: Stake Holder Committees

UNIT V: Issues in Rural Governance

a) Land Reforms
b) Rural Unrest: Caste, Class and Gender
c) Governing Elite and Rural Social Change

Select References:

Chambers, Robert (1998), Rural Development: Putting the Last First, Harlow: Longman.
Deaton, Angus and Valerie Kozel (eds.) (2005), The Great Indian Poverty Debate, Macmillan India Ltd., New Delhi.
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Katar Singh (2008), Rural Development: Principles, Policies and Management, Sage, New Delhi
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Shah, Mihir, Neelakshi Mann and Varad Pande (2012), MGNREGA Sameeksha, Orient Black Swan, New Delhi.
S.R. Maheshwari (2003), Local Government in India, Lakshmi Narain Aggarwal.
A.S. Altekar (1958), State and Government in Ancient India, Motilal Banarsi Dass, Delhi.

Course Title:RURAL GOVERNANCE (ELECTIVE)

Course Code: PGPPA2E003T

Course Outcome-

- To familiarize the learners with the evolution, structure, and functions of the rural local bodies in India

- To understand the challenges and opportunities for rural local governance

- To underline the 73rd Constitutional Amendment Act

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जम्मू केंद्रीय विश्वविद्यालय/Central University of Jammu

Department of Public Policy and Public Administration
Central University of Jammu, Jammu
Semester- II

Course Title: Law and Order Administration in India (Elective Course)

Course Cod: PGPPA2E004T

Credit: 4

Course Objective:

Law and order administration is one of the most important functions performed by the Government. In fact, the survival of administration depends upon maintenance of law and order in a country. The functioning of law and order administration comes under the state list with the Union/Central government having advisory and coordinating role. Rapid growth of population, Industrialization, urbanization, growing political consciousness, political caste and communal violence, labor and student unrest and terrorism are indications of law and order problems. The present course addresses all these issues so that the student will be able to have comprehensive understanding of Law and Order Administration.

UNIT - I: Society and Police

a) Society, Crime and Police

b) Functions of Police

c) Evolution of Police Administration in India

UNIT- II: Policing in India

a) Police Reforms: Various Committees

b) Indian Police Service

c) Central Police Forces and Organizations

UNIT - III: Organization and Structure of Police

a) Police Administration at Central Level

b) Police Administration at State Level

c) Police Administration at District Level

UNIT - IV: Emerging Issues in Police Administration

a) Police and IT

b) Women in Policing

c) Community Policing

UNIT - V: Challenges of Policing in 21st Century

a) Police and Human Rights

b) Police and Terrorism

c) Police and Social Media

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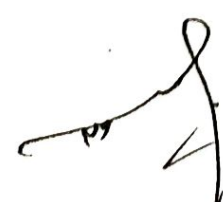
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S.C.Mishra: Police Administration in India, 1970.

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O.W.Wilson and Roy Clinton McLaran: Police Administration (Latest Edition).

K.M.Mathur: Problems of Police in a Democratic Society, RBSA Publishers, Jaipur, 1987.

N.S.Saksena: Law and Order in India, Abhinav Publications.

P.D.Sharma: Indian Police – A Development Approach (Latest Edition).

Course Title: **LAW AND ORDER ADMINISTRATION IN INDIA(ELECTIVE)**

Course Code: **PGPPA2E004T**

Course Outcome

- The outcome of this course is to develop a comprehensive understanding of the administration of Law-and-Order Administration among the learners.

- It helps to inculcate knowledge about the maintenance of law and order and related administrative functions.

- The course aims to provide insights into the role of governments in the administration of law and order.

विभागाध्यक्ष/HEAD
लोक नीति एवं लोक प्रशासन-।/Public Policy and Public Administration
जम्मू केंद्रीय विश्वविद्यालय/Central University of Jammu

Department of Public Policy and Public Administration
Central University of Jammu, Jammu
Semester- II
Course Title: Office Organization and Management (Elective Course)

Credit: 4

Course Cod: PGPPA2E005T

Course Objective

The onset of twenty-first century has seen the Modern Office undergoing a technical revolution resulting in radical changes. A comparison of today's office with the office of a decade earlier explains the advent of information explosion and tremendous transformations resulting in the way in which the office was managed undergoing a rapid and remarkable change. The advent of several technologies and gadgets has changed the face of Modern Office. The phrases like "The Paperless Office" have come to be recognized as relevant and feasible. The contemporary office is providing innumerable opportunities to be capitalized by the Modern Office Manager. The course on Office Organization and Management incorporates most of the changes that have taken place in the realm of Office Management and help the students to learn all aspects related to Office Management.

Unit I - Introduction to Office Management
a) Concept of Office: Definition, functions and importance of Office
b) Office Management and Office Manager
c) Office Organization and Office Administration

Unit II – Office Space and Environment Management
a) Office Space Management
b) Office Environment Management
c) Office Services

Unit III - Office Systems and Machines
a) Office Systems and Procedures
b) Office Equipment and Furniture
c) Office Machines

Unit IV – Record Management
a) Office Forms – Design, Management and Control
b) Records Management
c) Office Stationery and Supplies

Unit V– Communication Management
a) Communication Management
b) Office correspondence and Mail Service
c) Management Reporting

References
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J.C. Denyer (1980) Office Management, Macdonald and Evans.
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Office Management – S. C. Sahoo, Baldev Kar, Himalaya Publishing House.
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V.K. Bhushan - Fundamentals of Business organization and Management, Sultan Chand & Sons, New Delhi.
C.B. Gupta - Business organization and Management, Sultan Chand & Sons, New Delhi.

Course Title: OFFICE ORGANIZATION AND MANAGEMENT (ELECTIVE)

Course Code: PGPPA2E005T

Course Outcome

- The major outcome of this course is to develop an understanding of the functions of office organizations and management.
- Developing the knowledge perspective on the applicability of the office management and organization among learners.
- To familiarize the learners about the micro and macro level office management and organization of different functionaries.

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Department of Public Policy and Public Administration
Central University of Jammu, Jammu
Semester: II
Course Title: Financial Administration (Foundation Course)

Course Code: PGPPA2F002T   Credit: 4

Course Objective

Finance is the fuel for the engine of public administration and it was defined as government is finance. This is quite correct, because almost everything the government does, require money. This course provides an overview of the activities, participants, and politics involved in the collection, custody, and expenditure of public revenue at various levels of government. Upon successful completion of this course, students should be able to have knowledge of basic principles in public finance, accounting, and auditing that relate to public budgeting and the budgetary process.

UNIT- I: Introduction

a) Public Finance: Evolution, Meaning and Scope
b) Public Revenue: Meaning, Need, Classification and Principles of Revenue
c) Public Expenditure: Meaning, Need and Classification
d) Financial Administration: Meaning and Scope and Significance

UNIT- II: Tax Governance

a) Concept of Taxation
b) Classification of Taxes
c) Principles of Taxation
d) Tax Governance in India

UNIT- III: Budget and Governance

a) Public Budget: Meaning, Purpose and Significance
b) Budget Preparation, Enactment and Execution
c) Types of Budget: Line-Item Budget, Program Budget and Performance Budget
d) Types of Budget: PPBS, Zero –Based Budgeting, Gender Budget and Green Budget

UNIT-IV: Financial Administration in India

a) Fiscal Federalism: Centre-State Financial Relations
b) Ministry of Finance: Organization & Functions
c) Finance Commission: Composition & Functions
d) Monetary Policy & Fiscal Policy

UNIT-V: Control over Finances

a) Fiscal Management: Public Debt and Deficit Financing
b) Audit: Meaning and Types
c) Comptroller and Auditor General of India
d) Parliamentary Financial Committees

Select References:

Agarwal Pratibha (2012), Fiscal Federalism in India: New Century Publications
Brigham Eugene F. (2011), Financial Management : Theory and Practice, Cengage Learning India.
Carlos , Santiso(2009) The Political Economy of Government Auditing, Taylor and Francis
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Rabin Jack, W. Bartley Hildreth, Gerald J. Miller (2006) Handbook of Public Financial Management, Taylor & Francis Group.

Course Title: FINANCIAL ADMINISTRATION

Foundation Elective (FOUNDATION COURSE)

Course Code: PGPPA2F002T

Course Outcome

• Students develop knowledge of some basic principles in public finance, accounting, and auditing in the budgetary process.

• Develop knowledge on the allocation, management, and funding of financial resources.

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Department of Public Policy and Public Administration
Central University of Jammu, Jammu
Semester: III
Course Title: Public Personnel Administration (Core Course)

Course Code: PGPPA3C004T

Course Objectives

Credit: 4

Human resource administration concerns human resource management as it applies specifically to the field of public administration. Human resources administration in public and nonprofit settings includes human resource planning, staffing, development, and compensation. The function of human resources administration is to provide the employees with the capability and capacity to achieve long term goals and plans. The course seeks to acclimatize the students with the fundamental and advanced percepts of human resource administration.

UNIT- I: Introduction
a) Public Personnel Administration: Importance, Scope and Perspectives
b) Concept of Meritocracy
c) Public Service: Concept and Role in Modern State
d) Public Institutional Theory

UNIT- II: Classification and Recruitment
a) Man Power Planning
b) Classification of Services
c) Recruitment: Principles, Methods and Selection Process
d) Personnel Agencies

UNIT- III: Training and Development
a) Training: Objectives, Types, Methods, Techniques and Training Needs Assessment
b) Performance Evaluation – Traditional and Modern methods
c) Capacity Building- Institutional Building
d) Promotion, Principles and Practices

UNIT –IV: Pay and Conditions of Services
a) Pay and Pay Principles
b) Agencies and Mechanisms for Pay Determination
c) Conduct and CCS Rules
d) Discipline and Superannuation

UNIT –V: Concepts and Emerging Trends
a) Neutrality, Anonymity and Integrity, Accountability and Transparency
b) Generalists and Specialists Controversy
c) Civil Service Reforms
d) ARC Recommendations Ist & IInd

Select References:

Armstrong, Michael (2007), A Handbook of Human Resource Management Practice, Kogan Page, London.

Aswathappa K. (2013), Human Resource Management: Text and Cases, McGraw Hill, New Delhi Farazmand , Ali (1994), Handbook of Bureaucracy, Taylor & Francis , New York.

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Stahl O. Glenn (1983), Public Personnel Administration, Harper & Row.

Tead , Ordway (1920), Personnel Administration, University of California Libraries.

Course Title: PUBLIC PERSONNEL ADMINISTRATION

Course Code: PGPPA3C004T

Course Outcome:

- It demonstrates learners with a comprehensive explanation of vital issues in personal administration
- It helps to understand the basic principles, concepts, and practices for effective Management

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Department of Public Policy and Public Administration
Central University of Jammu, Jammu
SEMESTER – II
Course Title: **Public Policy-Concepts, Theories and Models (Core Course)**
Course Code: **PGPPA3C005T**
Credit: 4
Course Objective

Public policy making is not merely a technical function of government; rather it is a complex interactive process influenced by the diverse nature of socio-political and other environmental forces. Public policies in the developing countries possess certain peculiarities of their own by virtue of being influenced by an unstable socio-political environment, and face various problems and challenges. This course outline of concepts and models provide useful guidance and helps the students to undertake a comprehensive investigation for the suitable models to analyze our policy making process.

UNIT- I: Concepts of Public Policy
a) Rationalism
b) Incrementalism
c) Mixed Scanning Model
d) Garbage Can Model

UNIT-II: Theories of Public Policy - I
a) Political Systems Theory (Black Box Model)
b) Institutionalism
c) Process Theory
d) Game Theory

UNIT- III: Theories of Public Policy - II
a) Group Theory
b) Elite Theory
c) Public Choice Theory
d) Systems Theory

UNIT- IV: Models of Public Policy - I
a) Yehezkel Dror: Mega Policy and Meta Policy
b) Aaron Wildavsky: Speaking Truth to Power
c) Geoffrey Vickers: Art of Judgment
d) J.W. Kindon: Streams and Windows model

UNIT- V: Models of Public Policy - II
a) John Rawls: A Theory of Justice
b) Vilfredo Pareto: Optimality and Improvement
c) Almond Gabriel: Interest Aggregation and Articulation
d) Amartya Sen: Development as Freedom

Select References

Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston, Houghton
Barker, Anthony, and B. Guy Peters (eds.), (1993), The Politics of Expert Advice: Creating, Using, and Manipulating Scientific Knowledge for Public Policy, Ithica, NY: University of Pittsburgh Press.
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McCool, Daniel C. (ed.), (1995), Public Policy Theories, Models, and Concepts: An Anthology, NJ: Prentice-Hall.
Wildwasky, Aaron (1980), The Art and Craft if Policy Analysis, Palgrave Macmillan, NY
Wildwasky, Aaron (1987), The Speaking truth of power, Transaction Publication, New Jersey.

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Course Title: PUBLIC POLICY: CONCEPTS, THEORIES, AND MODELS

Course Code: PGPPA3C005T

Course Outcome-

- It provides a better understanding of how research can contribute to pro-poor policies, and systems to put it into practice which could improve development outcomes.

- The presented case studies in this course provide an in-depth understanding of the public policy making and implementation process in India.

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Department of Public Policy and Public Administration
Central University of Jammu, Jammu
Semester: III
Course Title: Governance: Concepts and Models (Core Course)

Course Code: PGPPA3C006T

Course Objective:
Credit: 4

The term governance has made an impressive career in a number of disciplines concerned with regulation, order and law. The word 'Governance' appears in diverse academic disciplines. At general level, governance refers to theories and issues of social coordination and the nature of all patterns of rule. Understanding of governance has changed the understanding of various concepts of state and its institutions. New jargon of words measuring governance and innovations in governance emerged in the literature. In this background, the present course is aimed to provide an in-depth understanding of the concepts and models of Governance.

UNIT - I: Governance: Important Concepts
a) New Governance and Governance Networks
b) Collaborative Governance
c) Global Governance and UNSDGs

UNIT -II: Engaged Governance
a) Participatory Governance: An Overview
b) Rationale of Participation
c) Challenges in Engagement and Participation
d) Case Studies: Kudumshree (Kerala), Grameen Bank (Bangladesh), Participatory Budgeting (Brazil), Watershed Development Programme (Ralegansiddhi)

UNIT -III: Innovations in Governance
a) Innovations in Public Services: An Historical Perspective
b) Innovations in Governance: Conceptual Framework
c) Public Governance and Innovations: Administrative Reform to Innovation Discourse
d) Institutional Framework for Promoting Innovations

UNIT - IV: Measuring Governance
a) Measuring Governance: Concept, Need and Significance
b) Measuring Governance: Methodology & Inadequacy of Existing Measurement
c) World Wide Governance Indicators

UNIT -- V: Models and Agencies of Measuring Governance
a) Models: Procedural Measure and Capacity Measure
b) Models: Output Measure and Autonomy Measure
c) Agencies: UNDP Human Development Report-Human Development Index
d) Agencies: Transparency International-Corruption Perceptions Index

Select References:

Bevir, Mark (2009), Key Concepts in Governance, Sage, London..

Kjaer, A (2004) Governance. Cambridge, UK: Polity Press.

Kooiman, Jan. (2003) Governing as Governance. London: Sage.

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Kaufmann, Daniel, Kraay, Aart, and Mastruzzi, Massimo (2009), Governance Matters VIII : Aggregate and Individual Governance Indicators, Policy Research Working Paper: Washington DC, World Bank.

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Course Title: GOVERNANCE – CONCEPTS AND MODELS
Course Code: PGPPA3C006T

Course outcome-

- The outcome of the course is to present a beacon of knowledge about public governance
- It makes aware students of government and public services

- Course helps to promote research practices among students and scholars by the application of governance

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Course Code: PGPPA3C007D   Credit: 4

Course Objective:

The Masters level dissertation is distinguished from other forms of writing as it seeks answers, explanations, makes comparisons and arrives at generalisations which can be used to extend theory. The dissertation is the final stage of the Masters degree and provides the student with the opportunity to show that he/she has gained the necessary skills and knowledge in order to organise and conduct research. The dissertation should demonstrate that the student is skilled in identifying an area suitable for research, setting research objectives, organising and critically analysing the relevant literature, devising an appropriate research methodology, analysing the primary data selected and drawing conclusions. The dissertation is a 'formal' document and there are 'rules' that govern the way in which it is presented. It must have chapters that provide an introduction, a literature review, a justification of the data selected for analysis and research methodology, analysis of the data and, finally, conclusions and recommendations.

The dissertation carries 4 Credits and divided into the following topics

1. Problem Identification and Review of Literature – 30 Marks
2. Research Proposal and Presentation – 20 Marks
3. Data Collection, Analysis, Interpretation and Report Writing – 30 Marks
4. Viva Voce (Mandatory) – 20 Marks

Course Title: DISSERTATION

Course Code: PGPPA3C001D

Course Outcome:

- It helps learners with the opportunity to show acquire prerequisite skills for research paper writing
- It demonstrates the students to identify an interesting area of their choice for critical analysis

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Course Code: PGPPA31002T Credit: 4

Course Objective

The term 'civil services' covers the large number of permanent officials required to run the machinery of government. The core of parliamentary government, which we have adopted in India, is that the ultimate responsibility for running the administration rests with the elected representatives of the people. Ministers lay down the policy and it is for the civil servants to carry out this policy. This interdisciplinary course aims to present an overview of the structure, trends and issues related to the civil services in India.

UNIT - I: Introduction
a) Bureaucracy: Meaning, Scope and Significance
b) Civil Service: Concept, Significance and Evolution
c) Classification of Civil Services

UNIT - II: Recruitment and Training
a) Recruitment: Methods and Significance
b) Union Public Service Commission and Other Service Commissions
c) Training of Public Servants in India

UNIT - III: Promotion, Pay and Discipline
a) Promotion System in India
b) Salary and Service Conditions
c) Disciplinary Procedure for Civil Servants

UNIT - IV: Civil Service-Citizenry Interface
a) Accountability and Corruption
b) Civil Society and Administration
c) Technology and Changing Nature of Public Services

UNIT V: Indian Civil Services: Major Issues
a) Generalists and Specialists Controversy
b) Civil Service Reforms
c) ARC Reconimendations Ist & IInd

References:

Armstrong, Michael (2007), A Handbook of Human Resource Management Practice, Kogan Page, London.
Aswathappa K. (2013), Human Resource Management: Text and Cases, McGraw Hill, New Delhi
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Tead , Ordway (1920), Personnel Administration, University of California Libraries.

Course Title: CIVIL SERVICES IN INDIA(INTERDISCIPLINARY/ELECTIVE)

Course Code: PGPPA3I002T

Course Outcome:

- It helps to provide continuity and develops expertise as well as institutional memory for effective policy making
- It helps to make the learner responsible for public interest in maintaining the law and ensuring that proper procedures are followed

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Department of Public Policy and Public Administration
Central University of Jammu, Jammu
SEMESTER-III
Course Title: Statistical Methods (Foundation Course)

Credit: 4

Course Code: PGPPA3F002T

Course Objective:

Statistical methods and computer applications are very useful instrument for the quality social science research. Computers are extremely useful for the processing of large quantities of data and reducing data to more manageable and easily understood forms. So the objective of this course is to enhance the knowledge about statistical methods and computer applications among the students of public policy and public administration.

UNIT- I
a) Meaning, importance and Scope of Statistics
b) Type of Data: Primary and Secondary, univariate, multivariate categorical data.
c) Classification of Data: Function, Rule and Bases, Graphical representation of data (Histogram & Ogive).

UNIT- II
a) Mean Median and Mode.
b) Measures of deviation: average deviation, standard deviation.
c) Normal distribution: Charteristics of Normal and probability curve and deviation from normality (Skewenss and Kurtosis).

UNIT- III
a) Estimate of Relation: Examining relationships by scatter plots.
b) Types and methods correlation Analysis (Pearson Product Moment co-efficient of correlation & Rank Order co-efficient of correlation).
c) Regression: Linear and nonlinear regression.

UNIT- IV
a) Parametric tests: Critical ratio, Analysis of Variance (ANOVA)
b) Non-Parametric tests: Chi-square
c) Types of hypotheses, Confidence interval, level of significance and hypotheses testing, One tailed and two tailed tests, Types I and Type II Eroor

UNIT- V
a) Use of computers in research: Data processing (Editing, coding and tabulation)
b) Excel (single and multiple cells)
c) SPSS

Select References

Brent Edward E., Jr. Ronal E. Anderson(1990), Computer Applications in the Social Sciences, McGraw-Hill. Bryman, Alan (2004), Social Research Methods. Delhi: Oxford University Press.

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Course Title: STATISTICAL METHODS

Course Code: PGPPA3F002T

Course Outcome-

- Statistical methods are useful instruments for quality social science research.

- This course is to enhance the knowledge about statistical methods among the students of public policy and public administration.

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Course Code: PGPPA4C004T   **Credit: 4**

Course Objective:

The course is designed to introduce students to the analysis of public policy with a comprehensive perspective on the field. It assesses key incentives and constraints that are inherent in the policy process and introduces models that seek to provide an analytical framework. It also presents an approach and fundamental techniques to perform policy analysis and enable students to decide on appropriate methods of policy analysis. The guiding theme throughout the course is running through the contemporary debates of the field.

UNIT- I: Introduction

a) Theoretical Perspectives on Policy Analysis
b) Policy Cycle/ Policy Process Framework
c) Keys to Policy Analysis – Actors, Resources and Institutional Rules
d) Art and Craft of Policy Analysis

UNIT- II: Types of Policy Analysis

a) Empirical Policy Analysis
b) Normative Policy Analysis
c) Retrospective/Prospective Analysis
d) Prescriptive and Descriptive Analysis

UNIT- III: Actors in Policy Analysis

a) Government institutions
b) International Donor Agencies
c) Multinational and Transnational Agencies
d) Media and Civil Society

UNIT- IV: Techniques

a) Cost Benefit Analysis
b) Operations Research
c) Programme Evaluation and Review Technique (PERT)
d) Critical path Method (CPM)

UNIT- V: Constraints on Policy Analysis

a) Economic Constraints on Policy Analysis
b) Political Constraints: Interests and Power
c) Institutional Constraints on Policy Analysis
d) Social and Cultural Constraints on Policy Analysis

Select References

Aaron Wildavsky (1979), Speaking Truth to Power: The art and craft of policy analysis, Palgrave Macmillan.
P. Knoepfel, C. Larrue, F. Varone and M. Hill, (2007), Public Policy Analysis, Policy Press, Bristol, UK.
Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston, Houghton
Bardach, Eugene (1977), The Implementation Game: What Happens After a Bill Becomes a Law, Cambridge, MA: MIT
Barker, Anthony, and B. Guy Peters (eds.), (1993), The Politics of Expert Advice: Creating, Using, and Manipulating Scientific Knowledge for Public Policy, Ithica, NY: University of Pittsburgh Press.
Bergerson, Peter J. (ed.), (1991), Teaching Public Policy: Theory, Research and Practice, Westport, RI: Greenwood Press
Dye Thomas (2008), Understanding Public Policy, Singapore, Pearson Education
Gerston Larry N.,(2004), Public Policy Making: Process and Principles, Armonk, M.E.Sharpe
Hill Michael, (2005), The Public Policy Process, Harlow, UK; Pearson Education, 5th Edition.
Howlett, Michael, and M. Ramesh, (1995), Studying Public Policy: Policy Cycles and Policy Subsystems, OUP, Toronto.
John, Peter, (2012), Analysing Public Policy, 2nd ed., Routlidge, Taylor and Francis Group, London
Lindblom, C.E., and E.J., Woodhouse, (1993), The Policy making Process, 3rd ed., New Jersey., Prentice - Hall.
McCool, Daniel C. (ed.), (1995), Public Policy Theories, Models, and Concepts: An Anthology, NJ: Prentice-Hall.
Michael Howlett and M.Ramesh (2003), Studying Public Policy, (Ontario: Oxford University Press),
Moran Mitchel and Robert Goodin, (2006), The Oxford Handbook of Public Policy, Oxford University Press, NY
Pal, Leslie A., (1992), Public Policy Analysis: An Introduction, 2nd ed. Toronto: Nelson.
Xun Wu et.al (2013), The Public Policy Primer, Routledge, London.

SEMESTER IV

Course Title: PUBLIC POLICY ANALYSIS (Core Course)

Course Code: PGPPA4C004T

Course Outcome-

- The outcomes of the course are to inculcate the learning of the analysis of public policy with a comprehensive perspective on the field.

- It helps to learn about key incentives and constraints that are inherent in the policy process and introduces models that seek to provide an analytical framework.

- It provides comprehensive learning of approaches and fundamental techniques to perform policy analysis and enables students to decide on appropriate methods of policy analysis.

- Another outcome of the course is running students through the contemporary discourse and debates in the field.

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Course Title: Social Policy: State, Market and Society (Core Course)

Course Code: PGPPA4C005T   Credit: 4

Course Objective:

Social Policy in a development context is the overarching framework of a wide-ranging inquiry into social policy that is developmental, democratic and socially inclusive. It is increasingly evident that social policy has a significance that goes beyond even the valid concerns about basic equity and minimal living standards, which form part of the social and economic rights of citizens. This course will explore the interplay between democracy and social policy from the perspective of state and market and civil society and focus on the role of democratic forces in the development of social policy.

UNIT- I: Introduction

a) Social Policy and Administration: Meaning, Scope and Significance
b) Relationship of Social Policy with Academic Disciplines
c) Social Justice: Concept and Philosophy
d) Social Exclusion and Inclusion

UNIT- II: Welfare States

a) Social context of welfare
b) Inequality and Redistribution
c) Welfare States: Models and Regimes
d) Welfare States: Patterns of development

UNIT- III: Social Welfare

a) Values and Ideology in Social Welfare
b) Strategies for Social Welfare
c) Public Services and Welfare bureaucracies
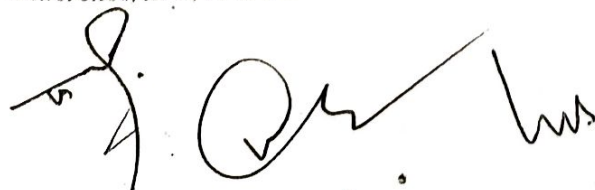d) Administrative Process of Social Welfare

UNIT- IV: Emerging Trends

a) Affirmative Action and Positive Discrimination
b) Policy for Inclusive Development: Growth with Equity
c) Social Participation: Issues of Gender, Weaker Sections and Environment
d) Distribution of Welfare - State Vs. Market Debate

UNIT- V: Issues and Interventions in Social Policy

a) International Welfare Organizations: Refugees, Migrants and Human Trafficking
b) Role of Civil Society Organizations in Social Welfare
c) Sustainable Development Goals and Human Development Index: The Global Targets
d) Ethical Concerns in Social Policy

Select References:

Paul Spicker, (2014), Social Policy: Theory and Practice, Policy Press, Bristol, UK.

Baldock John, et al, (2011), Social Policy, Oxford University Press.

Bochel, Hugh and Guy Daly (2014), Social Policy, Routledge.

Dev, Mahendra (2008), Inclusive Growth in India, Oxford Collected Essays. Kennedy, Patricia (2013)Key Themes in Social Policy, Routledge.

Morales Daniel A. Gomez (1999), Transnational Social Policies, IDRC/CRDI

Miller, David (1976), Social Justice, Clarendon Press, Oxford

Naila, Kabeer (2006), Social Exclusion and the MDGs. The Challenge of 'Durable Inequalities' in the Asian Context, Institute of Development Studies and Overseas Development Studies Institute.

Sharma Arvind (2005),Reservation and Affirmative Action: Models of Social Integration in India and the United States, Sage. Sen, Amartya (2009), The Idea of Justice, Allen Lane & Harvard University Press.

Sen, Amartya (2000), Social Exclusion: Concept, Application and Scrutiny, Social Development Papers No 1. Asian Development Bank.

Thorat, Sukhadeo & Narendra, Kumar(2008), In Search of Inclusive Policy: Addressing Graded Inequality, Rawat Publications, New Delhi & Jaipur.

Yadav, Sushma, (2006), Social Justice: Ambedkar's Vision, IIPA, New Delhi.

Valerian Rodrigues (2002), The Essential Writings of B.R. Ambedkar, Oxford University Press, New Delhi.

Yadav, Sushma (2010), Reservation and Inclusive Growth: Theme Paper for 54th Member's Annual Conference, IIPA, New Delhi.

Course Title: SOCIAL POLICY: STATE, MARKET, AND SOCIETY

Course Code: PGPPA4C005T

Course Outcome-

•   The outcomes of the Social Policy provide learning of social policy in a development context within the overarching framework of a wide-ranging inquiry in a developmental, democratic, and socially inclusive context.

•   It helps to understand the social policy from the perspective of equity and minimal living standards, which are part of the social and economic rights of citizens.

•   This course helps learners to explore the interplay between democracy and social policy from the perspective of the state and market and civil society and focuses on the role of democratic forces in the development of social policy.

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Course Title: Issues in Governance (Core Course)

Course Code: PGPPA4C006T

Credit: 4

Course Objective:

The term governance has made an impressive career in a number of disciplines concerned with regulation, order and law. The word 'Governance' appears in diverse academic disciplines. The paper will familiarize the students with new frontiers and Emerging Areas in the discipline of Public Administration i.e. Public Private Partnership, Right to Service, Social Audit, Corporate Social Responsibility and Citizen Administration Interface. The paper will focus on the Accountablity Reforms and Innovation in Administration.

UNIT-I: Governance and Ethics

a) Ethical Foundations of Governance
b) Significance of Ethical and Moral Values in Governance
c) Codes and Norms of Ethics in India
d) 2nd Administrative Reforms Commission

Unit-II: Probity in Governance

a) Philosophical Basis of Governance and Probity
b) Concept of Public Service
c) Integrity, Impartiality and Dedication to Public Service

UNIT-III: Governance Reforms

a) Transparency and Right to Information
b) Ombudsman against Corruption (Lokpal and Lokayukta)
c) Government Process Re-engineering

UNIT-IV: Governance Institutions & Mechanisms

a) Regulatory Authorities
b) NITI Ayog
c) Public Grievances Redressal Mechanism
d) Electronic Platforms for Receiving and Implementing Public Input

UNIT-V: Emerging Trends

a) Citizens Administration Interface
b) Right to Public Service
d) Doorstep Delivery of Public Services

Select References:

Anttiroikoet.al Eds. (2011) Innovations in Public Governance, IOS Press.
Arora, R.K. and Rajni Goyal (2002) Indian Public Administration, Vishwa Prakashan, New Delhi
Avasthi and Avasthi (2002) Indian Administration, Laxmi Narain Aggarwal: Agra
Basu, D.D. (2000) Introduction to the Constitution of India, Wadhwa & Company: New Delhi
Bevir Mark ed. (2010) The Sage Handbook of Governance, Thousan Oaks CA: Sage Publications
Bhambri, C. P. (1973) Public Administration in India, Delhi, Vikas
Government of India (1967) First Administrative Reform Commission Report, Ministry of Personnel, Public Grievances & Pensions, Department of Administrative Reforms and Public Grievances: New Delhi
Government of India (2005) Second Administrative Reform Commission Report, Ministry of Personnel, Public Grievances & Pensions, Department of Administrative Reforms and Public Grievances: New Delhi
Granville, Austin (1999) The Indian Constitution-Cornerstone of Nation, OUP: New Delhi
Jain R.B.(1976) Contemporary Issues in Indian Administration, Delhi: Vishal
Kashyap, Subash C. (2010) Indian Constitution: Conflicts and Controversies, Vitasta
Maheshwari, S.R.(2004) Indian Administration, Orient Blackswan : Delhi
Subrata K. Mitra (2006), Puzzles of India's Governance, Routledge, London.
Subrata K. Mitra (2017), Politics in India, Routledge, London.

Course Title- ISSUES IN GOVERNANCE (Core Course)

Course Title- PGPPA4C006T

Course Outcome:

- Students will gain basic knowledge on governance, codes and ethical norms, governance reforms, various government institutions, issues, and emerging trends in governance.

- They critically analyze and address the issues in governance and suggest measures to overcome them.

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Course Title: Urban Governance (Elective Course)

Course Code: PGPPA4E001T   Credit: 4

Course Objective:

The Globalization has great impact on the country like India, which increases the economic growth of the country, and because of this, we are seeing a growing urbanized India. Although, urbanization in India has been underpinned by the rapid growth in the economy especially from the last decade of the 20th Century, and there is transformation from rural economy, based on agriculture and its allied activities to the modern economy related to industrial activities. The negative impacts on the urban areas, by way of lack of basic facilities like infrastructure, drinking water, housing, transport etc are visible. Thus, this course aims to present the urbanization, and also gives particular attention to the emerging issues and challenges associated with the urbanization process in India.

UNIT –I: Introduction

a) Urban Governance – Concept and Principles
b) Urbanization: Trends and Challenges
c) Urban Policies and Strategies

UNIT - II: Urban Institutions

a) Urban Local Bodies - Forms and Functions
b) Municipal Finance Framework & Municipal Financial Management
c) Recent Trends in Urban Governance: e-Governance

UNIT – III: Urban Issue areas and Programmes

a) Urban Poverty: Concept and Trends
b) Urban Slums and Urban Housing
c) Urban Poverty Elevation Programmes and Institutional arrangement

UNIT - IV: Administration of Urban Services

a) Administration of Development Programmmes
b) Water supply, Drainage, Sewerage, Sanitation, Electricity
c) Urban Transportation and Urban Environment

UNIT – V: Accountability and Civic Engagement

a) Accountability and Civic Engagement
b) Urban Knowledge Management
c) Urban Future and Challenges

Select References:

Aziz Abdul (ed.), (1996), Decentralised Governance in Asian Countries, Sage New Delhi.

Baud, Isa S A, J De Wit (2009), New Forms of Urban Governance in India: Shifts, Models, Networks and Contestations, SAGE Publications. Bhattacharya ,Mohit (1976), Management of Urban Government in India, Uppal, New Delhi

Burns, Danny et. al. (1994), The Politics of Decentralisation: Revitalizing Local Democracy Macmillan, London,

ChaturvediT.N. and AbhijitDatta (1984), Local Government , IIPA, (New Delhi.

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Maheshwari, S.R. (2003), Local Government in India, Lakshmi NarainAggarwal, Agra.

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Oakley Peter, et. Al (1984), Approaches to participation in Development , I.L.O., Geneva.

Pierre , Jon (2011), The Politics of Urban Governance: Rethinking the Local State, Palgrave MacMillan.

Prasad , R N(2007), Urban Local Self-Government in India ; With Reference to North-Eastern States, Mittal Publications. Rao , C. Nagaraja (2007),Accountability of Urban Local Governments in India, Atlantic, New Delhi

SivaramakrishananK.C., et. al. (1993), Urbanisation in India: Basic Services

Course Title: URBAN GOVERNANCE(ELECTIVE COURSE)

Course Code: PGPPA4E001T

Course Outcome-

- To familiarize the learners with major issues of urbanization and urban development

- To know the role of local government in implementing Central Schemes in the urban areas

- To make learners acquainted with the significance of e-Governance practice in service delivery

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Department of Public Policy and Public Administration
Central University of Jammu, Jammu
Semester: IV
Course Title: Human Rights Administration in India (Elective Course)

Credit: 4

Course Cod: PGPPA4E002T

Course Objective

Human rights are moral principles or norms that describe certain standards of human behaviour and are regularly protected as natural and legal rights in municipal and international law. They are commonly understood as inalienable, fundamental rights to which a person is inherently entitled simply because she or he is a human being and which are inherent in all human beings regardless of their nation, location, language, religion, ethnic origin or any other status. This helps the students to strengthen their understanding of Human Rights and various mechanisms for protection of Human Rights.

Unit I: Human Rights: Introduction
a) Meaning, Nature, and Classification of Rights
b) Magna Carta; British Bill of Rights;
c) Universal Human Values; UN Charter; International Bill of Rights

Unit II: Constitutional Provisions in India
a) Fundamental Rights and Directive Principles
b) Provisions of Human rights in IPC and CRPC
c) National Commission for Human Rights and State Human Rights Commission

Unit III: Human Rights and Commissions
a) National Women Commission and National Commission for Protection of Children Rights
b) National SC Commision, National ST Commission and National OBC Commission
c) National Commission for Minorities

Unit IV: Human Rights Issues in India
a) Identity based conflicts and Human Rights Violation: Adivasi, Dalit, and LGBTQ movements
b) Human Rights Movements/ Activism and Role of Civil Society
c) Right to Livlihood, Right to food security and Right to Education

Unit V: International Agencies for protection of Human Rights
a) United Nations Organizations: UNESCO and UNICEF
b) International Labor Organization (ILO)
c) World Health Organization (WHO)

References

Agarwal H.O. (2016) International law and human rights, Central Law Publication, Delhi
Banerjee, Meenakshi Mohan (2013), On Social Justice and Human Rights in India: Selected Writings of Inder Mohan, Promilla & Co Publishers, New Delhi
Gaur K D (2016) Textbook on Indian Penal Code , Universal Law Publishing, Delhi.
Kumar Das Jatindra (2016) Human Rights Law and Practice, PHI ,Delhi
NATIONAL HUMAN RIGHTS COMMISSION, Human Rights Education for Beginners, NHRC, New Delhi
Sinha Manoj Kumar (2013) Implementation Of Basic Human Rights, Lexis Nexis, Delhi
Sachdeva, D.R.(2002) – Social Welfare Administration, Kitab Mahal, New Delhi
Annual Report of Ministry of Social Justice & Empowerment, Govt. of India.
Applely, Paul.H., Public Administration for a Welfare State, Indian Reprints Publishing company, (New Delhi), 1982.
Basu, Durga Das., Introduction to the Constitution of India, Printice Hall of India Ltd., (New Delhi), 1992.
Bhardwaj, A.N., Problems of Scheduled Castes and Scheduled Tribes in India, Light and Life Publications, (New Delhi), 1979.
Berreman, D.Gerald., Caste and other Inequalities, Folklore Institute, (Meerut), 1979.
Anil Saxena, Encyclopaedia of Social Welfare, (vol.I), SBS Publishers and distributors (Pvt. Ltd.), (New Delhi), 2010.
Dubey, S.N., Administration of Social Welfare Programmes in India, Somaiya Publications, (Bombay), 1973.
Goel, S.L., Social Welfare Administration : Organisational Infrastructure, Deep and Deep Publications, (New Delhi), 1988.

Course Title- HUMAN RIGHT ADMINISTRATION IN INDIA (Elective Course)

Course Code- PGPPA4E002T

Course Outcome:

• The course helps the students to learn and built their understanding on human rights and various mechanisms for the protection of human rights.

• Students should be able to demonstrate a good understanding of the provisions under the Constitution of India dealing with human rights.

• Learners are able to demonstrate the practical application of human rights law to specific human rights problems in India.

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Department of Public Policy and Public Administration
Central University of Jammu, Jammu
Semester: IV

Course Title: Public Sector Governance (Elective Course)

Course Code: PGPPA4E003T

Credit: 4

Course Objective

Public sector Governance drew on private sector ideas and practices in moving from traditional public administration to a public management approach. The language of corporate governance was transferred to the public sector as both an expression of that and through the need to revisit how to provide a corporate basis for transforming organizations in rapidly changing environments. Upon successful completion of this course, students should be able to have knowledge of concept of public sector governance, its policies, issues and reforms.

Unit I - Introduction

a) Concept of Public Sector Governance
b) Public Enterprise: Concept, Rationale and Objectives
c) Organizational Forms in Public Sector
(Departmental Undertaking, Public Corporation, Government Company, Joint Stock Company)

Unit II – Public Sector Policies

a) Industrial Policy of India
b) New Economic Policy: Its impact on Public Sector
c) Disinvestment Policy: Objectives, Methods and Machinery

Unit III – Performance of PSUs

a) Role of Public Sector in Economic Development
b) Performance of Central Public Sector Enterprises
c) Organizing Public Sector Agencies: Challenges and Reflections

Unit IV - Reforms

a) Public Sector Reforms - Liberalization, Privatization and Globalization
b) NPM and Post-NPM (Memorandum of Understanding, downsizing/rightsizing, government reinvention, market-oriented reforms, contracting out)
c) Public Private Partnerships

Unit V – Corporate Governance

a) Corporate Governance: Meaning, Scope and Significance
b) New Company Act, 2013
c) Corporate Social Responsibility

References:

Anthony Michael Bertelli, (2012). *The Political Economy of Public Sector Governance*. Cambridge University Press, Cambridge.

Meredith Edwards et al. (2012). *Public Sector Governance in Australia*. The Australian National University E Press, ISBN:

Per Lægreid and Koen Verhoest (Ed), (2010). *Governance of Public Sector Organizations: Proliferation, Autonomy and Performance*. Palgrave Macmilan, UK.

Aras, G. & Crowther, (2010). *A Handbook of Corporate Governance and Social Responsibility*. Gower Publishing House, Ltd.

Bhattacharya, Mohit (2013). *New Horizons of Public Administration*. Jawahar Publishers, New Delhi.

Arguden, Yilmaz (2011). *Keys to Governance: Strategic Leadership for Quality of Life*. Macmillan, Hampshire.

Jan-Erik Lane, (2000). *New Public Management: An Introduction*. Routledge, London.

Sinha, C. (2007). *Public Sector Reforms in India*. Sage Publication India Ltd.

Course Title- PUBLIC SECTOR GOVERNANCE (Elective Course)

Course code- PGPPA4E003T

Course Outcome:

- Students learn about the concept of governance, public sector governance, its policies, issues and reforms in public sector.

- Students will be able to articulate and appreciate the value of diversity in the public sector and communities it serves.

- Students will be able to articulate and apply public service perspective in the demonstration of knowledge related to the structures, components, goals and objectives of the public sector governance.

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Department of Public Policy and Public Administration
Central University of Jammu, Jammu
Semester –IV

Course Title: Local Governments in India (Interdisciplinary Course)

Course Code: PGPPA4I002T

Course Objective 4 Credits

Decentralization is a widely used concept, and it is closely linked with democracy, development and good governance. Local government is one form of a decentralized system which is affected by the transfer of authority or responsibility for decision making, management or resources allocation from higher level of government to its subordinate units This interdisciplinary course analyses the complexities of local governance, both rural and urban, in contemporary India. It discusses some of the lesser known aspects of the interface between panchayats and other institutions of local governance, whether district administration or parastatal agencies and civil society organizations.

UNIT - I: Introduction:
a) Meaning, Nature, Scope and Significance of Local Government
b) Evolution of Local Governments in India
c) Community Development Programme
d) Committees on Local Governance

UNIT – II: Decentralisation and Development
a) Decentralisation, types and challenges
b) Democratic Decentralisation in India
c) Democratic Development - Rural Development
d) Democratic Development - Urban Development

UNIT – III: Organization Structure:
a) 73rd Constitutional Amendment Act
b) 74th Constitutional Amendment Act
c) Structures of Rural Local Government - Composition, Functions and Role of Gram Sabha, Gram Panchayat, Panchayat Samiti and Zila Parishad
d) Structures of Urban Local Government - Composition, Functions and Role of Municipal Corporation, Municipal Council and Nagar Panchayat

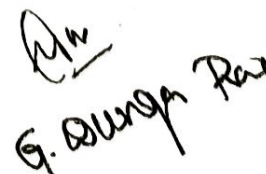### UNIT – IV: Accountability and Control
a) Human Resource Management at Local level
b) Finances of Local Governments
c) Executive Control and Legislative Control
d) Financial Control

UNIT – V: Issue Areas
a) State and Local Government Relations
b) Local Governments in the context of Globalization
c) Problems and Challenges of Rural Local Governments
d) Problems and Challenges of Urban Local Governments

References:

A.S. Altekar (1958), State and Government in Ancient India, Motilal Banarsi Dass, Delhi.

Abdul Aziz (ed.), (1996), Decentralised Governance in Asian Countries, Sage Publications, New Delhi.

B.D.S. Bhadouria and V.P. Dubey (1989)., Panchayati Raj and Rural Development,Commonwealth Publishers. New Delhi.

B.S. Khanna , (1992), Rural Development in South Asia Deep and Deep, New Delhi.

B.S. Khanna, (1999), Rural Local Government in India and South Asia, Deep and Deep Publication, New Delhi.

Danny Burns, et. al. (1994), The Politics of Decentralisation: Revitalising Local Democracy ,Macmillan, London.

George Mathew (1994), Panchayati Raj in India: From Legislation to Movement, ISS, New Delhi.

Jain L.C, et.al (1986), Grass without Roots; Rural Development Under Government Auspices, Sage, New Delhi

K.C. Sivaramakrishanan, et. al. (1993), Urbanisation in India: Basic Services and People's Participation, ISS, New Delhi.

M.A. Oommen (1995), Devolution of Resources from the State to the Panchayati Institutions,ISS, New Delhi.

M.A. Oommen and Abhijit Datta (1995), Panchayats and their Finance, ISS, New Delhi.

Mohit Bhattacharya (1976), Management of Urban Government in India: Uppal, New Delhi.

Ramesh K. Arora and Rajni Goyal (1996), Indian Public Administration Vishwa Prakashan, New Delhi.

S.R. Maheshwari (2003), Local Government in India, Lakshmi Narain Aggarwal.

Course Title: LOCAL GOVERNANCE IN INDIA (INTERDISCIPLINARY)

Course Code: PGPPA41002T

Course Outcome-

- This interdisciplinary course analyses the complexities of local governance. It helps the students to learn some of the lesser-known aspects of the interface between panchayats and other institutions of local governance.

- It empowers the learner to actively participate in governance process and development as 'subjects' rather than 'objects', i.e.. to take part in the process as an 'informed citizens' rather than as 'beneficiaries.

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Department of Public Policy and Public Administration
Central University of Jammu, Jammu
SEMESTER-IV

Course Code: PGPPA4F002T Course Title: **Electronic Governance (Foundation Course)** Credit: 4

Course Objective

E-Governance is a new concept and implies upgrading of the efficiency and effectiveness of the administrative machinery through the combination of ICT to deliver better, cost effective and speedy services to the citizen. Transition to electronic delivery of services in government not only involve changes to the systems, procedures and processes of relevant services but also affects the way in which the public and business community deals with the government. The aim of this course is to introduce the major discourses on e-governance with case studies for better understanding its implementation in India.

UNIT- I: Introduction to E-Governance

a) Governance and Administrative Reforms
b) Reinventing Government and New Public Management
c) ICT and E-Governance

UNIT II Concepts and Models of E-Governance

a) Government Process Re-engineering
b) Models of E-Governance
c) E-Governance Policy Framework

Unit III - E-Governance in India

a) E-Readiness and NCAER's E-Readiness Index
b) Digital Initiatives of Government of India
c) NEGP 2.0: E-Kranti

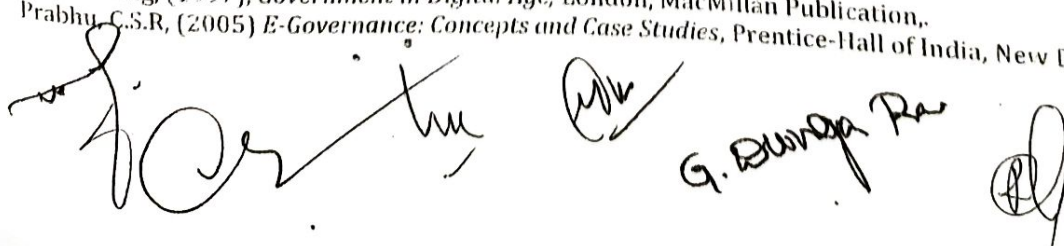**Unit IV: Emerging Trends in E-Governance**

a) Big Data and Open Government Data
b) Cloud Computing and Cloud Applications
c) M-Governance

Unit V: Challenges to E-Governance

a) Digital Divide and Digital Inclusion
b) E-Literacy and Capacity Building
c) Privacy and Cyber Security

References:

Bellamy, Christine, and John, A.,Taylor, (1998), Governing in the Information Age, Buckingham, Open University Press.

Bhatnagar, S.C. (2004) E-Government – from Vision to Implementation: A practical guide with case studies, Sage Publications, New Delhi.

Bhatnagar, S.C. (2009) Unlocking E-Government Potential: Concepts, cases and practical insights, Sage Publications, New Delhi.

Bouwman, Harry, and et.al., (2005), Information and Communication Technology in Organisations, Sage Publications, London.

Heeks, R. (2006) Implementing and Managing eGovernment: An international text, Sage

Marchionini, G., (1995), Information Seeking in Electronic Environments, New York, The Press Syndicate of the University of Cambridge, USA.

Michael E. Milakovich, (2012), digital governance - New Technologies for improving Public Service an Participation, Routlidge, Taylor and Francis group, New York.

Pardhasaradhi,Y. (et.al) (2009), E-Governance and Indian Society: An Impact of Study, Kanishka, New Delhi.

Satyanarayana, J, (2004), E-Government: The Science of the possible, PHI Learning Pvt Ltd, New Delhi.

Madon.S, (2009), E-Governance for Development – A focus on Rural India, Palgrave Macmillan, London.

Mark Bevir, (2009), Key Concepts in Governance, Sage Publications, New Delhi,

Mary Maureen Brown, Jack Rabin (ed.), Electronic Government, Encyclopedia of Public Administration and Public Policy, Marcel Dekker, 2003, pp 427-432.

Osborne and Ted Gaebler, (1992,), Reinventing Government: How the Entrepreneurial spirit is Transforming the Public Sector, Reading, MA: Addison Wesley.

Paul Gosling, (1997), Government in Digital Age, London, MacMillan Publication,.

Prabhu, C.S.R, (2005) E-Governance: Concepts and Case Studies, Prentice-Hall of India, New Delhi.

Course Title: E-GOVERNANCE (FOUNDATION COURSE)

Course Code: PGPPA4F002T

Course Outcome-

- E-governance is a new concept and implies upgrading of the efficiency and effectiveness of the administrative machinery through the combination of ICT to deliver better, cost-effective, and speedy services to the citizen.

- Transition to electronic delivery of services in government not only involves changes to the systems, procedures, and processes of relevant services but also affects the way in which the public and business community deals with the government.

- The aim of this course is to introduce the major discourses on e-governance with case studies for better understanding its implementation in India.

विभागाध्यक्ष/HEAD
लोक नीति एवं लोक प्रशासन-।/Public Policy and Public Administration
जम्मू केंद्रीय विश्वविद्यालय/Central University of Jammu

जम्मू केन्द्रीय विश्वविद्यालय
Central University of Jammu

No: 4-10/PPPA/CUJ/REG/2014|1676

Date: 29-8-16

Notification

It is hereby notified for the information of all concerned that, on the recommendations of the Board of Studies, Department of Public Policy and Public Administration, the Vice Chancellor, in anticipation of the approval of the Academic Council, has approved the Course Scheme and Syllabus (1st, 2nd, 3rd and 4th semester) for the Academic Session 2016-17 and 2017-18. The approved Course Scheme and Syllabus are as under:

Semester-I

Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
	CORE COURSES					
PGPPA1C001T	Introduction to Public Administration	4	25	25	50	100
PGPPA1C002T	Introduction to Public Policy	4	25	25	50	100
PGPPA1C003T	Administrative Thinkers-I	4	25	25	50	100
	ELECTIVE COURSES (ANY ONE)					
PGPPA1E001T	Urban Governance	4	25	25	50	100
PGPPA1E002T	Rural Governance	4	25	25	50	100
	FOUNDATION COMPULSORY (Ability Enrichment)					
PGPPA1F001T	Indian Constitution, Social Justice and Administration	4	25	25	50	100
Total		20				500

Semester-II

Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
	CORE COURSES					
PGPPA2C001T	Public Policy- Concepts & Models	4	25	25	50	100
PGPPA2C002T	Governance-Concepts & Issues	4	25	25	50	100
PGPPA2C003T	Administrative Thinkers-II	4	25	25	50	100
	ELECTIVE COURSES (ANY ONE)					
PGPPA2E001T	Globalization and Public Policy	4	25	25	50	100
PGPPA2E002T	E-Governance	4	25	25	50	100
	FOUNDATION ELECTIVE (Skill Based)					
PGPPA2F001T	Statistical Methods and Computer Applications	4	25	25	50	100
Total		20				500

Rahya – Suchani (Bagla), District Samba, Jammu – 181143 (J & K)
Ph: 01923-249657-58, Website: www.cujammu.ac.in

Semester-III

Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
	CORE COURSES					
PGPPA3C001T	Comparative Public Administration	4	25	25	50	100
PGPPA3C002T	Research Methodology	4	25	25	50	100
PGPPA3C003T	Human Resource Administration	4	25	25	50	100
	ELECTIVE COURSES (INTERDISCIPLINARY)					
PGPPA3I001T	Local Governance in India	4	25	25	50	100
	FOUNDATION ELECTIVE (SKILL BASED)					
PGPPA3F001T	Financial Administration	4	25	25	50	100
	ELECTIVE (IN PLACE OF DISSERATION)					
PGPPA3E001T	Law Ethics and Governance	4	25	25	50	100
PGPPA3E002T	Engaged Public Policy and Governance	4	25	25	50	100
PGPPA3E003T	Public Policy: Case Studies	4	25	25	50	100
Total		24				600

Semester-IV

Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
	CORE COURSES					
PGPPA4C001T	Public Policy Analysis	4	25	25	50	100
PGPPA4C002T	Social Policy: State, Market & Society	4	25	25	50	100
PGPPA4C003T	Innovations in Governance	4	25	25	50	100
PGPPA4C004D	DISSERTATION	4				100
	ELECTIVE COURSES (INTERDISCIPLINARY)					
PGPPA4I001T	E-Government	4	25	25	50	100
	FOUNDATION COMPULSORY (Ability Enrichment)					
PGPPA4F001T	Measuring Governance	4	25	25	50	100
Total		24				600

Registrar 29/8/16

Encl: Approved syllabus

Copy to:-
1. Head, Dept. of PPPA
2. DR (Examinations)
3. Staff Officer to VC
4. PA to Registrar

No. 4-10/PPPA/CUJ/Reg/2014/576

13th November, 2017

NOTIFICATION

Sub: Course Matrix and Syllabus Notification of Ph.D. in Public Policy and Public Administration for Batch 2016 onwards

It is hereby notified for the information of all concerned that, on the recommendations of the Board of Studies, Department of Public Policy and Public Administration and School Board, School of Humanities and Social Sciences, the Vice Chancellor, in anticipation of the approval of the Academic Council, has approved the **Course Matrix** and **Syllabus** of Ph.D. in Public Policy and Public Administration for 2016 Batch onwards.

The approved Course Matrix and syllabus are as under:

Course Code	Course Title	Credit	ESE	Max. Marks
	Core courses			
PHPPA1C001T	Research Methodology and Statistical Methods	4	100	100
PHPPA1C002T	Public Administration: Theoretical Perspectives	4	100	100
PHPPA1C003T	Public Policy: Theoretical Perspectives	4	100	100
PHPPA1C004T	Public Systems and Governance	4	100	100
	Total	16		400

Deputy Registrar
(Admin – HR)

Encl: Syllabus of Ph.D.

To:
Head, Department of PPPA

Copy to:
OSD (Exam)

RESEARCH METHODOLOGY AND STATISTICAL METHODS

Course Code: PPA1C001T

Course Objectives

Credits: 04

Research is not confined to science and technology only. Research is an active, diligent and systematic process of inquiry in order to discover, interpret or revise facts, events, behaviours and theories. Applying the outcome of research for the refinement of knowledge in other subjects, or in enhancing the quality of human life also becomes a kind of research and development. Research is done with the help of study, experiment, observation, analysis, comparison and reasoning. Research is in fact ubiquitous

Unit-I: Scientific Approach to Research

a) Concept, characteristics and types of Research in social sciences
b) Research in Social Sciences with special reference to Public Administration and Public Policy.
c) Formulation and Statement of Research Problem
d) Hypotheses: Concept and Types

UNIT – II: Methods of Research

a) Historical Research
b) Descriptive Research
c) Experimental Research
d) Qualitative Methods of Research; Phenomenology, Ethnography, Case Studies

UNIT - III: Methods of Data Collection

a) Sampling: Concept and Types
b) Types of Data: Primary and Secondary Sources of Data
c) Tools for Data Collection: Observation, Questionnaire, Interview, Rating Scale and Socio-metric Techniques.
d) Research report writing, Preparation of Research proposal and writing of Research papers.

UNIT-IV: Descriptive Statistics

a) Raw scores and Frequency Distribution, Graphical Representation of Frequency Distribution – Polygon and Histogram, Cumulative Frequency Curve, ogive and smoothed frequency curve.
b) Description and Relationship of groups: measures of central tendencies and dispersion, correlation, assumptions, uses and interpretation
c) Relative Positions, Percentile Rank, z-scores.

Unit V– Inferential Statistics

a) Normal Distribution: Theoretical and empirical distributions, Deviation from normality and underlying causes, characteristics of Normal Probability curve and its applications, Parametric and non-parametric tests, Confidence interval and level of significance, one tailed and two tailed test, Type I and Type II Error.
b) T- test, Analysis of variance (ANOVA)-concept, assumptions and uses.
c) Regression Analysis
d) Chi-Square test, Mann-Whitney U test

Select References:

Bryman, Alan (2004), Social Research Methods. Delhi: Oxford University Press.

Chawla Deepak and Neena Sondhi (2011), Research Methodology- Concepts and Cases, Vikas Publishing, New Delhi.

J09), Research Design: Qualitative, Quantitative and Mixed Methods: Approaches, Sage, London.

J(1999), IT and Computer Applications in Public Administration, Idea Group Inc. Gerber Eller (2013), Public Research Methods- Tools for Evaluation and Evidence based practices, Routledge, New York.

Goode William J. and Paul K. Hatt (2006), Methods in Social Research, McGraw Hill Book Company, USA. Gupta S.P. (2011), Statistical Methods, Sultan Chand and Sons, New Delhi.

Kothari, C.R. and Gaurav Garg (2014), Research Methodology- Methods and Techniques, New Age, New Delhi. White Jay (Eds.)(1994), Research in Public Administration: Reflection on Theory and Practice, Sage London. Young Pauline V. (2007), Scientific Social Surveys and Research India, Asia Publishing House.

Course Title: PUBLIC ADMINISTRATION: THEORETICAL PERSPECTIVES

Course Code: PHPPA1C002T

Credits: 04

Course Objective

Public Administration in theoretical perspective has been specifically crafted to give new life to public administration theory and practice by helping students view the discipline through a variety of perspectives. Designed for the capstone course in research program, as well as a fresh approach for courses in PA theory and organizational theory, this unique course provides a culminating experience--bringing together what has been learned in previous courses without simply rehashing old content. It offers a comprehensive guide to major approaches to PA, and synthesizes them to deepen the understanding of the discipline.

Unit I: Introduction
a) Paradigms of Public Administration
b) State and Evolution of Public Administration and present status
c) Globalization and Public Administration
d) Post-Modern Public Administration

Unit II: Approaches
a) Classical Approach
b) Bureaucratic Approach
c) Human Relations and Behavioural Approach
d) Ecological Approach

Unit III: Modern Approaches
a) Public Choice Approach
b) New Public Management Approach
c) Minnowbrook – I,II & III
d) Critical Theory

Unit IV: Emerging Trends
a) New Public Service
b) Good Governance
c) E-Governance
d) Future of Public Administration

Unit V: Contemporary Debates
a) Public Accountability and Social Accountability
b) Public Administration and Public Policy
c) Public Administration and Governance
d) Public Administration in Transition

Select References:

Arguden, Yilmaz (2011), Keys to Governance: Strategic Leadership for Quality of Life, Macmillan, Hampshire. Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi. Donald Menzel and Harvey White (eds) 2011. The State of Public Administration: Issues, Challenges and Opportunity.M. E. Sharpe. Henry, Nicholas (2006), Public Administration and Public Affairs, Prentice Hall of India, New Delhi. Ravindra Prasad, D. Prasad, VS, Satyanarayana P and Pardhasaradhi, Y. (eds.,)(2013), Administrative Thinkers, Sterling, New Delhi.

Riggs, F.W. (2011), The Ecology of Public Administration, 50th Anniversary Edition, IIPA, New Delhi. Robert T. Golembiewski (1974), Public Administration as a Field: Four Developmental Phases, Politics & Policy, Volume 2, pp. 21–49 Donald Menzel (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunity. New York: M. E. Sharpe. Frank J. Goodnow, Politics and Administration: A Study in Government, Transaction Publishers, New York, 2003 Martin Albrow (1970), Bureaucracy, MacMillan, London, 1970 UN, Department of Economic and Social Affairs, Development Administration: Current Approaches and Trends in Public Administration for Development, New York,

G. Durga Rao

01/08/16

1 Aug 2016

Course Title: PUBLIC POLICY: THEORETICAL PERSPECTIVES

Course Code: RMPPA1C003T

Course Objective

Credits: 04

This course begins by presenting a brief analysis of the literature from the traditional policy schools. It then evaluates the specific theoretical framework adopted in understanding the theoretical works. It discusses how different perspectives on public policy contents cannot be determined by disciplinary boundaries but by whatever appears appropriate to the circumstances of the time and the nature. It adds that policy analysis is located at the junction of previously established knowledge from which it borrows its principal concepts. Further, it explains the implementation and evaluation of public policy.

UNIT- I: Introduction:
a) Nature, Scope and Importance of Public Policy
b) Evolution of Public Policy and Policy Sciences
c) Global Policy Process and the role of Transnational Actors
d) Impact of Globalization on Policy Making

UNIT- II: Approaches to Public Policy Analysis
a) The Logical Positivist Approach
b) The Phenomenological Approach
c) The Participatory Approach
d) The Normative Approach

UNIT- III: Models of Public Policy
a) Harold Lasswell : Policy Sciences
b) Yehezkel Dror : Mega Policy and Meta Policy
c) Charles Lindblom: Incrementalism
d) Elinor Ostrom : Institutional Rational Choice
e) Amartya Sen : Development as Freedom

UNIT- IV: Policy Implementation and Evaluation
a) Concept of Policy Implementation
b) Techniques of Policy Implementation
c) Concept of Policy Evaluation
d) Constraints of Public Policy Evaluation

UNIT- V: Constraints on Public Policy
a) Economic Constraints on Public Policy
b) Political Feasibility: Interests and Power
c) Institutional Constraints on Policy
d) Social and Cultural Factors: Constraining and Enabling Policy Reversals

Select References

Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston,Houghton

Ashford, Doug (ed.), (1992), History and Context in Comparative Public Policy, Ithaca, NY: University of Pittsburgh Press.

Dye Thomas (2008), Understanding Public Policy, Singapore, Pearson Education

Fischer, Frank, (1995), Evaluating Public Policy Chicago: Nelson Hall. Gerston Larry N.,(2004), Public Policy Making: Process and Principles, Armonk, M.E.Sharpe

Course Title: PUBLIC POLICY: THEORETICAL PERSPECTIVES

Course Code: PHPPA1C003T

Course Objective   Credits: 04

This course begins by presenting a brief analysis of the literature from the traditional policy schools. It then evaluates the specific theoretical framework adopted in understanding the theoretical works. It discusses how different perspectives on public policy contents cannot be determined by disciplinary boundaries but by whatever appears appropriate to the circumstances of the time and the nature. It adds that policy analysis is located at the junction of previously established knowledge from which it borrows its principal concepts. Further, it explains the implementation and evaluation of public policy.

UNIT- I: Introduction:

a) Nature, Scope and Importance of Public Policy

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a) The Logical Positivist Approach

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d) The Normative Approach

UNIT- III: Models of Public Policy

a) Harold Lasswell : Policy Sciences

b) Yehezkel Dror : Mega Policy and Meta Policy

c) Charles Lindblom: Incrementalism

d) Elinor Ostrom : Institutional Rational Choice

e) Amartya Sen : Development as Freedom

UNIT- IV: Policy Implementation and Evaluation

a) Concept of Policy Implementation

b) Techniques of Policy Implementation

c) Concept of Policy Evaluation

d) Constraints of Public Policy Evaluation

UNIT- V: Constraints on Public Policy

a) Economic Constraints on Public Policy

b) Political Feasibility: Interests and Power

c) Institutional Constraints on Policy

d) Social and Cultural Factors: Constraining and Enabling Policy Reversals

Select References

Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston, Houghton

Ashford, Doug (ed.), (1992), History and Context in Comparative Public Policy, Ithaca, NY: University of Pittsburgh Press.

Dye Thomas (2008), Understanding Public Policy, Singapore, Pearson Education

Fischer, Frank, (1995), Evaluating Public Policy Chicago: Nelson Hall. Gerston Larry N.,(2004), Public Policy Making: Process and Principles, Armonk, M.E.Sharpe

Course Title: PUBLIC SYSTEMS and GOVERNANCE

Course Code: PHPPA1C004T   Credits: 04

Course Objectives:

Given the size of government and its role in the economy, the contribution of government to national economic growth is of great significance, especially when looking at change rates over time. Its achievements, or otherwise, emerge in the quality and nature of the goods and services it provides, its redistributive activities, and in the nature of its regulation of market and individual behaviour. There is a persistent problem in public management reform recommendations to evaluate the performance of governance. This course will draw the attention of various issues involved in the study of public systems and train the students to evaluate the existing models.

UNIT- I: Introduction

a) Public Systems Management: Meaning, Scope and Characteristics

b) Context of Public Systems Management: Constitutional, Political, and Socio-Economic

c) Public Service Delivery: Meaning, Scope and Significance

d) Public Service Delivery: Conceptual Framework

Unit-II: Governance

a) Concept of Governance: An Introduction

b) Governance: Role of Bureaucracy and Political Executive

c) Governance: Role of Legislature and the Judiciary

d) Inter-Governmental Relations in the process of Government

Unit – III: Institutional Framework for Fighting Corruption

a) Evolution of the Anti-Corruption Laws in India

b) Corruption Involving the Private Sector

c) Evaluation of the Anti-Corruption Machinery in India

d) Law and Good Governance

Unit - IV: Regulatory Governance

a) Administrative Tribunals

b) National Water Tribunal

c) National Green Tribunal

Unit- V – Emerging Trends

a) Networking and Inter-institutional Co-ordination in Governance

b) New Technologies and Public Systems Management

c) Development, Displacement and Rehabilitation

d) Citizen Grievances Redressal Institutions and Mechanisms (RTI, Consumer Forums and Citizen Charters)

Select References:

Bell, Stephen and Andrew Hindmoor. (2009) Rethinking Governance: The Centrality of the State in Modern Society. Cambridge: Cambridge University Press.

Bevir, Mark, ed. (2010) The Sage Handbook of Governance. Thousand Oaks, CA: Sage Publications.

Bovaird, Tony and Elke Löffler, eds. (2009) Public Management and Governance Second Edition. London: Routledge.

Central University of Jammu

Rahya-Suchani (Bagla), District: Samba – 181143, Jammu (J&K)

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No: CUJ/Acad/ATR/2015/554   Date: 31.04.17

Notification

In pursuance to Resolution of Agenda Item No.04 of the 8th meeting of the Academic Council held on 26.08.2017, it is hereby notified for the information of all concerned that the Academic Council has confirmed the action taken by the Vice-Chancellor in having adopted the syllabi and Corse Scheme in various Departments, circulated vide notifications as detailed below:

S. No.	Programme of Study/ Department	Scheme for the semester	Syllabus for the semester	Academic Session	Notification No.
1.	M.A-Public Policy and Public Administration	4th	4th	2015-17	4-10/PPPA/CUJ/REG/2014/221 dt: 19.04.2017
2.	M.Sc- Material Science & Technology	PGMST2I001T	2nd	w.e.f 2016-17	11-2/CUJ/REG/MST/2016/250 dt: 12.05.2017
3.	MBA-Tourism and Travel Management	PGTTM6I001T	6th	2016-17	4-6/TTM/CUJ/REG/2013/85 dt: 17.02.2017
4.	MA- Economics	PGECO2E006T PGECO4I008T	2nd 4th	w.e.f 2015-16 w.e.f 2015-16	4-4/ECO/CUJ/REG/2013/51 dt: 17.02.2017
5.	M.Sc. Computer Science and IT	3rd (IDC) 4th (IDC)	3rd 4th	May 2016,2017, 2018 Dec. 2015, 2016, 2017	4-7/MCA/CUJ/REG/2013/84 dt: 17.02.2017
6.	Master's in Technology (M.Tech.) Computer Science	PGMTH2C002T	2nd	May 2017 May 2018 May 2019	4-7/MCA/CUJ/REG/2013/125 dt: 08.03.2017
7.	M.Ed- Educational Studies	2nd 4th	2nd 4th	2016-18 2015-16	4-9/EDU/CUJ/REG/2014/75 dt: 17.02.2017
8.	MA-Hindi	4th 2nd	4th 2nd	2015-17 2015-17	4-3/HINDI/CUJ/REG/2014/200 Dt: 10.4.2017
9.	MA. English and Comparative Literature	2nd and 4th	2nd and 4th	w.e.f 2016-17	4-3/ENG/CUJ/REG/2013/24 dt:11.05.2017
10.	Integrated M.Sc- Botany	2nd	2nd	w.e.f 2016-17	4-

		2nd (IDC and FC)	2nd	w.e.f 2016-17	13/CUJ/REG/2015/22 · dt: 24.10.2017
11.	Integrated M.Sc- Zoology	2nd	2nd	w.e.f 2016-17	4-12/CUJ/REG/2015/23 dt:24.01.2017
		2nd (IDC and FC)	2nd	w.e.f 2016-17	
12.	Integrated M.Sc- Chemistry and Chemical Sciences	2nd	2nd	w.e.f 2016-17	4-13/CUJ/REG/2015/24 dt: 24.01.2017
		2nd (IDC and FC)	2nd	w.e.f 2016-17	
13.	Integrated M.Sc- Physics and Astronomical Sciences	2nd	2nd	w.e.f 2016-17	UJ/ACAD/2016/PHY/25 dt: 24.01.2017
		2nd (IDC and FC)	2nd	w.e.f 2016-17	

Corrigendum

S. No.	Programme of Study/ Department	Scheme for the semester	Order
14.	Social Work	PGSSW1C004T	Vide No. CUJ/Acad/S05/2015/129 dated 9th March, 2017
15.	Zoology	Interdisciplinary Course	Vide No. 4-12/CUJ/Reg/2015/48 dated: 07.02.2017
16.	Botany	Interdisciplinary Course	Vide no. 4-12/CUJ/Reg/2015/49 dated 07.02.2017

Registrar
01 Nov 17

To:

All Deans and All Heads of the Departments.

Copy to:

1. P.S. to V.C.
2. P.A. to Registrar

जम्मू केंद्रीय विश्वविद्यालय
Central University of Jammu

राया–सूचानी (बागला), जिला सांबा–181143, जम्मू (जम्मू एवं कश्मीर)
Rahya-Suchani (Bagla), District: Samba – 181143, Jammu (J&K)
===

No: 12-1/CUJ/Reg/CBCS/2015/ 296   /4 June, 2017

All Heads of the Department, (lllA
Central University of Jammu,
Jammu.

Sub: **Detailed course scheme and syllabus approval-regd.**

Sir/Madam,

       Class work for 1st and 3rd semester will commence w.e.f 07.08.2017. The course scheme and detailed syllabi, duly approved by the Board of Studies may please be forwarded well in advance, so that the same can be approved by the Competent Authority and duly notified.

       Please accord priority.

Yours sincerely

Registrar

Copy to:
1. I/c. Controller of Examinations
2. PS to VC

Central University of Jammu

Rahya – Suchani (Bagla), District Samba, Jammu – 181143 (J & K)
Ph: 01923-249657-58, Website: www.cujammu.ac.in

No: 4-10/PPPA/CUJ/REG/2014/221

19 April, 2017

Notification

In supersession to the course scheme of IV semester for Department of Public Policy and Public Administration notified vide notification no: 4-10/PPPA/CUJ/Reg/2014/898-963, dated: 20.10.2015, it is hereby notified for the information of all concerned that, on the recommendations of the Board of Studies, Department of Public Policy and Public Administration, the Vice Chancellor, in anticipation of the approval of the Academic Council, has approved the Course Scheme of 4th semester for the Academic Session 2015-17. The approved Course Scheme is as under:

Semester-IV

Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
	CORE COURSES					
PGPPA4C001T	Social Policy: State, Market and Society	4	25	25	50	100
PGPPA4C002T	Measuring Governance	4	25	25	50	100
PGPPA4C003T	Public Policy: Case Studies	4	25	25	50	100
PGPPA4C004D	Public Policy Clinic/Governance Lab	4				100
	ELECTIVE COURSES (INTERDISCIPLINARY)					
PGPPA4I001T	E-Government	4	25	25	50	100
	FOUNDATION COURSE					
PGPPA4F001T	Innovations in Governance	4	25	25	50	100
Total		**24**				**600**

Registrar

To:

Head, Department of PPPA

Copy to:

I/c. Controller of Examinations

जम्मू केंद्रीय विश्वविद्यालय
Central University of Jammu

राया–सूचानी (बागला), जिला सांबा–181143, जम्मू (जम्मू एवं कश्मीर)
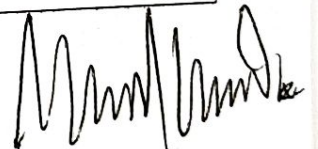Rahya-Suchani (Bagla), District: Samba – 181143, Jammu (J&K)

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No:CUJ/Acad/ATR/2017 /245

09 May, 2017

NOTIFICATION

In pursuance to Resolution No.03 of supplementary item of the 7th meeting of the Academic Council held on 30-11-2016, it is hereby notified for the information of all concerned that the Academic Council has confirmed the action taken by the Vice Chancellor in having authorised adoption of the syllabi and courses of the study of Master's degree programme in various departments, circulated vide notifications detailed below:

S. No.	Programme of Study/ Department	Scheme for the semester	Syllabus for the semester	Academic Session	Notification no
1	Mass Communication and New Media	1st to 4th	1st to 4th	w.e.f 2016-17	4-28/MCNM/CUJ/REG/2014/1775, dt: 29.11.2016
2	M.Ed Educational Studies	3rd	-	2015-17	4-9/EDU/CUJ/REG/2014/1773, dt: 29.11.2016
		1st to 4th	1st	2016-18	4-9/EDU/CUJ/REG/2014/1776, dt: 29.11.2016
3	Public Policy and Public Administration	3rd to 4th	-	2015-17	4-10/PPPA/CUJ/REG/2014/1768, dt: 18.11.2016

Registrar

TO:

1. Concerned Head of the Department
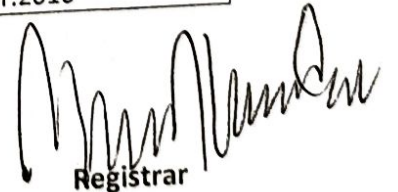2. I/c. Controller of Examinations
3. PS to VC

S. No	Programme of Study/ Department	Scheme for the semester	Syllabus for the semester	Academic Session	Notification no
1	M.A-Public Policy and Public Administration	- - 1st -4th	II III & IV 1st – 4th	2015-16 2015-17 2016-17 2017-18	4-10/PPPA/CUJ/REG/2014/1144-48 dt: 02.02.2016 4-10/PPPA/CUJ/REG/2014/1675 dt: 29.08.2016 4-10/PPPA/CUJ/REG/2014/1676 dt: 29.08.2016
2	M.Sc- Environmental Sciences	1st – 4th	1st – 4th	w.e.f 2016-17	4-8/EVS/CUJ/REG/2013/1701 dt: 20.09.2016
3	M.Sc- Material Science & Technology	1st & 2nd	1st & 2nd	w.e.f 2016-17	11-2/CUJ/REG/MST/2016/1743-a dt: 18.10.2016
4	MA- National Security Studies	- 3rd & 4th 1st – 4th	4th 3rd & 4th 1st – 4th	2015-16 2015-16 2016-17 2017-18 2018-19	4-11/ NSS /CUJ/REG/2014/1621 dt: 30.06.2016 4-11/ NSS /CUJ/REG/2014/1739 dt: 18.10.2016 4-11/ NSS /CUJ/REG/2014/1740 dt: 18.10.2016
5	MBA-Tourism and Travel Management	2nd 3rd & 4th	2nd 3rd & 4th	2015-16 2016-17	4-6/TTM /CUJ/REG/2013/1149-52 dt:02.02.2016 4-6/TTM /CUJ/REG/2013/1573 dt:17.05.2016

जम्मू केंद्रीय विश्वविद्यालय
Central University of Jammu

राया–सूचानी (बागला), जिला सांबा–181143, जम्मू (जम्मू एवं कश्मीर)
Rahya-Suchani (Bagla), District: Samba – 181143, Jammu (J&K)

				16	dt:03.11.2016
	Literature	1st	1st	w.e.f 2016-17	4-13/CUJ/REG/2015/1736 dt;18.10.2016
15	Integrated M.Sc- Plant Sciences	1st	1st	w.e.f 2016-17	4-12/CUJ/REG/2015/1737 dt;18.10.2016
16	Integrated M.Sc- Animal Sciences and Wildlife	1st	1st	w.e.f 2016-17	4-13/CUJ/REG/2015/1751 dt;26.10.2016
17	Integrated M.Sc- Chemistry and Chemical Sciences	1st	1st	w.e.f 2016-17	4-13/CUJ/REG/2015/1752 dt;26.10.2016
18	Integrated M.Sc- Physics and Astronomical Sciences	1st	1st	w.e.f 2016-17	
19	B. Voc. (Tourism Management)	1st & 2nd 1st – 4th	1st 1st – 4th	2015-16 w.e.f 2016-17	11-1/CUJ/REG/B.Voc/2015/1222 dt:16.02.2016
20	B.Voc. (Retail Management)	1st & 2nd 1st & 2nd	1st & 2nd 1st & 2nd	2015-16 2016-17	11-1/CUJ/REG/B.Voc/2015/1640 dt:28.07.2016 11-1/CUJ/REG/B.Voc/2015/1153-57 dt:02.02.2016
		3rd & 4th	3rd & 4th	2015-16	11-1/CUJ/REG/B.Voc/2015/1742-a dt:October.2016

Registrar

TO:

1. All Heads
2. I/c. Controller of Examinations
3. PS to VC

No: 4-10/PPPA/CUJ/REG/2014/1768

Date: 19.11.2016

NOTIFICATION

It is hereby notified for the information of all concerned that, on the recommendations of the Board of Studies, Department of Public Policy and Public Administration, the Vice Chancellor, in anticipation of the approval of the Academic Council, has approved the Course Scheme of 3rd and 4th semester for the Academic Session/batch 2015-17. The approved Course Scheme and Syllabus are as under:

Semester-3rd

Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
	CORE COURSES					
PGPPA3C001T	Research Methodology	4	25	25	50	100
PGPPA3C002T	Public Policy Concepts and Models	4	25	25	50	100
PGPPA3C003T	Law, Ethics and Governance	4	25	25	50	100
	ELECTIVE COURSES (INTERDISCIPLINARY)					
PGPPA3I001T	Local Governance in India	4	25	25	50	100
	FOUNDATION Elective (SKILL BASED)					
PGPPA3F001T	Public Financial Governance in India	4	25	25	50	100
	ELECTIVE (IN PLACE OF DISSERTATION)					
PGPPA3E001T	Public Policy Analysis	4	25	25	50	100
PGPPA3E002T	Globalization and Public Policy	4	25	25	50	100
PGPPA3E003T	Engaged Public Policy and Governance	4	25	25	50	100
Total		24				600

Semester-4th

Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
	CORE COURSES					
PGPPA4C001T	Social Policy, State, Market and Society	4	25	25	50	100
PGPPA4C002T	Measuring Governance	4	25	25	50	100
PGPPA4C003T	Public Policy- Case Studies	4	25	25	50	100
	ELECTIVE COURSES (INTERDISCIPLINARY)					
PGPPA4E001T	E-Governance	4	25	25	50	100

PGPPA41001T	Innovations in Governance DISSERTATION	4	25	25	50	100
	Public Policy Clinic/Governance Lab	4				100
Total		24				600

This supersedes the earlier notification notified vide notification no. 4-10/PPPA/CUJ/Reg/2014/898-903, dated 20.10.2015

I/c. Registrar 18/11/16

To:

Head, Department of English

Copy to:

I/c. Controller of Examinations

Academic Year (2017-2018)

The Learning Outcomes-based Curriculum for the M.A. Course in Public Policy and Public Administration subject is designed to assist students in comprehending the goals of pursuing a Postgraduate degree, specifically in the field of Public Administration and Public Policy. This curriculum will assist them in comprehending, critically engaging, analyzing, and appreciating the discipline of Public Administration and Public Policy's societal and market importance. The learning outcomes of the individual courses, as well as the entire M.A program is modifiable in light of advances in relevant domains of knowledge or practices well as changing stakeholder requirements. which are complicated, diverse, and culturally distinctive

विभागाध्यक्ष/HEAD
लोक नीति एवं लोक प्रशासन-I/Public Policy and Public Administration
जम्मू केंद्रीय विश्वविद्यालय/Central University of Jammu

Department of Public Policy and Public Administration
Central University of Jammu, Jammu
Semester: I

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Course Title: Introduction to Public Administration (CORE COURSE)
Course Cod: PGPPA1C001T

Course Objective:

Credit: 4

The importance of public administration derives from its crucial role in the governing of a society. All the great human events in history were probably achieved by what we today would call public administration. Organization and administrative practices in collective or public settings are as old as civilization. This foundation course is set to analyze the transformations in public administration with emphasis on current initiatives and emerging challenges in the field. Students are introduced to the study of public administration in a fast changing environment of globalized phenomenon.

Unit I: Introduction
a) Meaning, Nature, Scope and importance of Public Administration
b) State and Evolution of Public Administration and present status
c) Politics & Administration Dichotomy – Woodrow Wilson and F.J. Goodnow
d) Globalization and Public Administration

Unit II: Approaches
a) Classical Approach
b) Human Relations and Behavioural Approach
c) Ecological Approach

Unit III: Principles of Public Administration
a) Division of Work and Coordination
b) Hierarchy, Unity of Command and Span of Control
c) Delegation, Centralization and Decentralization
d) Line and Staff

Unit IV: Concepts of Public Administration
a) Administrative Planning
b) Leadership and Supervision
c) Communication and Public Relations

Unit V: Emerging Trends
a) Public Accountability and Social Accountability
b) New Public Administration : Minnowbrook I,II& III
c) New Public Management
d) Public Administration in Transition

Select References:

Avasthi & Maheshwari (2012), Public Administration, Lakshminarayan Agarwal, Agra
Arguden, Yilmaz (2011), Keys to Governance: Strategic Leadership for Quality of Life, Macmillan, Hampshire.
Arndt Christiane and Charles Oman (2006), Uses and Abuses of Governance Indicators, OECD, Paris.
Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi.
Donald Menzel and Harvey White (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunities, New York, M. E. Sharpe.
Henry, Nicholas (2006), Public Administration and Public Affairs, Prentice Hall of India, New Delhi. Jan-Erik Lane,(2000) New Public Management: An Introduction, Routledge, London.
Ravindra Prasad, D. Prasad, VSPrasad, Satyanarayana P, and Y.Pardhasaradhi, (eds.,)(2013), Administrative Thinkers, Sterling, New Delhi.
Frank J. Goodnow, Politics and Administration: A Study in Government, Transaction Publishers, New York, 2003
O'Leary, Rosemary etal. (2010), The Future of Public Administration around the World: The Minnowbrook Perspective, George Town university Press,
DC Martin Albrow (1970), Bureaucracy, MacMillan, London, 1970 UN, Department of Economic and Social Affairs, Development Administration: Current Approaches and Trends in Public Administration for Development, New York, UN, 1975.
Wilson, Woodrow, "The Study of Administration," Political Science Quarterly 2 (June 1887)

4

Course Title: INTRODUCTION TO PUBLIC ADMINISTRATION

Course Code: PGPPA1C001T

Course Outcome-

- Understanding the meaning and nature of Organization in Public Administration
- Develop Comprehensive knowledge of Various principles of the Subject
- To Know About Emerging Trends in the discipline

विभागाध्यक्ष/HEAD
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जम्मू केंद्रीय विश्वविद्यालय/Central University of Jammu

Semester: I
Course Title: Introduction to Public Policy (CORE COURSE)

Course Cod: PGPPA1C002T   Credit: 4

Course Objective:
The field of public policy has assumed considerable importance in response to the increasing complexity of the government activity. The advancements of technology, changes in the social organization structures, rapid growth of urbanization added to the complexities. The study of Public Policy aspires to provide an in-depth understanding of the ills prevailing in the society and aids to identify the solutions for them. Public policy is an important mechanism for moving a social system from the past to the future and helps to cope with the future. The main objective of this foundation course is to provide an opportunity to the student to learn the basic areas of public policy on the largest gamut of its canvas.

UNIT- I: Introduction:
  a) Nature, Scope and Importance of Public Policy
  b) Evolution of Public Policy and Policy Sciences
  c) Public Policy and Public Administration

UNIT- II: Approaches to Public Policy Analysis
  a) The Process Approach
  b) The Logical Positivist Approach
  c) The Phenomenological Approach
  d) The Participatory Approach and Normative Approach

UNIT- III: Theories and Process of Public Policy Making
  a) Theories of Policy Making
  b) Deductive Theories : Rational Choice Theory: Public
     Choice, Class Analysis and Actor- Centered Institutionalism)
  C) Inductive Theories (Sociological Individualism and Group Theory

UNIT- IV: Policy Making process, Implementation and Evaluation
  a) Perspective of Policy making process
  b) Concept of Policy Implementation
  c) Techniques of Policy Implementation
  d) Concept of Policy Evaluation

UNIT- V: Globalization and Public Policy
  a) Global Policy Process
  b) Transnational Actors: Impact on Public Policy Making
  c) Impact of Globalization on Policy Making

Select References

Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston,Houghton
Bardach, Eugene (1977), The Implementation Game: What Happens After a Bill Becomes a Law, Cambridge,
Bergerson, Peter J. (ed.), (1991), Teaching Public Policy: Theory, Research and Practice, Westport, RI: Greenwood Press
Birkland Thomas A., (2005), An Introduction to The Policy Process: Theories, Concepts, And Models of Public Policy Making, Armonk; M.E. Sharpe
Brewer, Gary D., and Peter de Leon (1983), The Foundations of Policy Analysis, Homewood, IL.: The Dorsey
Dahl, Robert and Charles Lindblom, (1976), Politics, Economics and Welfare, New York, Harper.
Dror.Y, (1989), Public Policy making Re-examined, 2nd ed., San Francisco, Chandler. Dye
Thomas (2008), Understanding Public Policy, Singapore, Pearson Education
Hill Michael, (2005), The Public Policy Process, Harlow, UK; Pearson Education, 5th Edition.
Howlett, Michael, and M. Ramesh, (1995), Studying Public Policy: Policy Cycle and Policy Subsystems, OUP, Toronto. Jones, C.O., (1970), An Introduction to the Study of Public Policy, Belmont, Prentice -Hall.
Lerner, D. and H.D.Lasswell (eds.), (1951), The Policy Sciences, Stanford, Stanford University Press.
Lindblom, C.E., and E.J., Woodhouse, (1993), The Policy making Process, 3rd ed., New Jersey., Prentice - Hall.
McCool, Daniel C. (ed.), (1995), Public Policy Theories, Models, and Concepts: An Anthology, NJ: Prentice-Hall.
Moran Mitchel and Robert Goodin, (2006) The Oxford Handbook of Public Policy, Oxford University Press, NY
Nachmias, David, (1979), Public Policy Evaluation: Approaches and Methods, New York: St. Martin's Press.
Jay M. Shafritz (ed) (1998), International Encyclopedia of Public Policy and Administration, Westview Press

Course Title: INTRODUCTION TO PUBLIC POLICY

Course Code: PGPPA1C002T

Course Outcome-

- To make aware learnersof the importance of public policy
- To understand from a practical perspective -the public policy process
- Synthesize information regarding policy evaluation

विभागाध्यक्ष/HEAD
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Department of Public Policy and Public Administration
Central University of Jammu, Jammu
Semester I
Course Title: Administrative Thinkers-I (CORE COURSE)

Credit: 4

Course Cod: PGPPA1C003T

Course Objective

A theory, to be useful, should accurately describe a real world event or phenomenon. The validity of any theory depends on its capacity to describe, to explain and to predict. Theory in public administration means to present evidence through definitions, concepts, and metaphors that promote understanding. The chronological narration of administrative theory from oriental thought through classical and human relations school helps the student to grasp the eclectic prescription. The presentation of the individual thinker and their struggle for the search of knowledge would be an inspiring episode.

UNIT I: Administrative Theory:
a) Significance and importance of theory
b) Evolution and Emerging Trends in Administrative theory
c) Oriental Thought: Kautilya and Sun Tzu

UNIT II: Administrative Structure and Process:
a) Henri Fayol- Foundations of Management
b) Frederick Winslow Taylor- Scientific Management
c) Luther Gulick and Lyndall Urwick- Science of Administration

UNIT III : Classical Thought: Bureaucracy:
a) Max Weber – Bureaucracy
b) Karl Marx – State and Bureaucracy
c) Samuel Krislov and Donald Kingsley– Representative Bureaucracy

UNIT IV: Social System Thought:
a) Mary Parker Follett – Constructive Conflict and Leadership
b) Elton Mayo – Human Relations Movement
c) Chester Barnard – Formal and Informal Organizations and Functions of Executive

UNIT V: Writers on Administration:
a) Robert Dahl – Problems of Science of Administration
b) Dwight Waldo – The Administrative State and Future of Public Administration
c) Robert T. Golembiewski – Public Administration as Developing Discipline

Select References:
Baker R J S (1972), Administrative Theory and Public Administration, Huthinson, London Barnard, Chester(1969), The Functions of Executive, Cambridge, Harvard University Press Donald Menzel and Harvey White (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunity. New York: M. E. Sharpe.
Frank Marini, (1971). Towards a New Public Administration: The Minnowbrook Perspective, Chandler Publications, University of Columbia.
George H. Fredrickson (et al).(2003). The Public Administration Theory Primer, Westview Press Golembeiwskhi, Robert T, (1977). Public Administration as a Developing Discipline, Marcel Dekkar. Golembiewski, Robert T.,Public Administration as a Field: Four Developmental Phases, Politics & Policy, Volume 2, Issue 1, pages 21– 49, March 1974.
Henry Fayol,(1957). General and Industrial Management, Issac Pitman, London. Henry Nicholas (2007), Public Administration and Public Affairs, Prentice Hall of India, New Delhi
Jay M. Shafritz (ed) (1998), International Encyclopedia of Public Policy and Administration, Westview Press Luther Gulick & Lyndall Urwick (eds.)(1937), Papers on Science of Administration, New York Institution of Public Administration, New York.
Lyndall Urwick & E F L Brech (1955), The Making of Scientific Management, Issac Pitman, London
Lyndall Urwick (1947), The Elements of Administration,Issac Pitman & Sons, London Martin Albro, Bureaucracy (1970), MacMillan, London
Prasad, Ravindra. D (et al) eds (2013). Administrative Thinkers , Sterling Publishers, New Delhi.
Waldo, Dwight (1968), The Study of Public Administration, Random house, New York White, Jay D. and Guy B. Adams (1994), Research in Public Administration: Reflections on theory and Practice, Sage.

G. Durga Rao
1/2/16

1 Aug 2016

Course Title: **ADMINISTRATIVE THINKERS 1**

Course Code: **PGPPA1C003T**

Course Outcome-

- To bring forth the perspectives of early thinkers like Kautilya and Sun Tzu
- To explain the viewpoints of thinkers and administrators
- To understand Bureaucracy from various thinker's Lens

विभागाध्यक्ष/HEAD
लोक नीति एवं लोक प्रशासन-I/Public Policy and Public Administration
जम्मू केंद्रीय विश्वविद्यालय/Central University of Jammu

Department of Public Policy and Public Administration
Central University of Jammu, Jammu
Semester I
Title: URBAN GOVERNANCE (Elective Course)

Credit: 4

Course Code: PGPPA1E001T

Course Objective:
The Globalization has great impact on the country like India, which increases the economic growth of the country, and because of this, we are seeing a growing urbanized India. Although, urbanization in India has been underpinned by the rapid growth in the economy especially from the last decade of the 20th Century, and there is transformation from rural economy, based on agriculture and its allied activities to the modern economy related to industrial activities. The negative impacts on the urban areas, by way of lack of basic facilities like infrastructure, drinking water, housing, transport etc are visible. Thus, this course aims to present the urbanization, and also gives particular attention to the emerging issues and challenges, associated with the urbanization process in India.

UNIT –I: Urbanization and Urban Strategies
a) Urbanization Trends
b) Good Urban Governance – Concept and Principles
c) Urban Challenges

UNIT - II: Urban Governance
a) ULBs - Types and Functions
b) Metropolitan Governance
c) Recent Trends in Urban Governance: e-Governance

UNIT - III: Urban Poverty
a) Concept
b) Urban Slums
c) Urban Poverty Alleviation Programmes

UNIT - IV: Urban Planning
a) Urban Transportation
b) Urban Environment
c) Urban Disaster Management

UNIT – V: Accountability and Civic Engagement
a) Social Accountability in Urban Governance
b) Civic Engagement
c) Future of Urbanisation

Select References:
Aziz Abdul (ed.), (1996), Decentralised Governance in Asian Countries, Sage New Delhi.
Baud, Isa S A, J De Wit (2009), New Forms of Urban Governance in India: Shifts, Models, Networks and Contestations, SAGE Publications. Bhattacharya ,Mohit (1976), Management of Urban Government in India, Uppal, New Delhi
Burns, Danny et. al. (1994), The Politics of Decentralisation: Revitalizing Local Democracy Macmillan, London,
ChaturvediT.N. and AbhijitDatta (1984), Local Government , IIPA, (New Delhi.
Devas Nick(2004) ,Urban Governance Voice and Poverty in the Developing World, Routledge.
Maheshwari, S.R. (2003), Local Government in India, Lakshmi Narain Aggarwal, Agra.
Oakley Peter (1991), Projects with People: The Practice of Participation in Rural Development , I.L.O., Geneva.
Oakley Peter, et. Al (1984), Approaches to participation in Development , I.L.O., Geneva.
Pierre , Jon (2011), The Politics of Urban Governance: Rethinking the Local State, Palgrave MacMillan.
Prasad , R N(2007), Urban Local Self-Government in India ; With Reference to North-Eastern States, Mittal Publications. Rao , C. Nagaraja (2007),Accountability of Urban Local Governments in India, Atlantic, New Delhi
SivaramakrishananK.C., et. al. (1993), Urbanisation in India: Basic Services

Course Title: URBAN GOVERNANCE (ELECTIVE)

Course Code: PGPPA1E001T

Course Outcome-

- To familiarize the learners with major issues of urbanization and urban development
- To know the role of local government in implementing Central Schemes in the urban areas
- To make learner acquainted with the significance of e-Governance practice in-service delivery

विभागाध्यक्ष/HEAD
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Department of Public Policy and Public Administration
Central University of Jammu, Jammu
Semester- I
Course Title: Rural Governance (Elective Course) Credit: 4

Course Cod: PGPPA1E002T

Course Objective:

Rural development has always been an important issue in all discussions pertaining to economic development, especially of developing countries, throughout the world. Although millions of rural people have escaped poverty as a result of rural development in many Asian countries, a large majority of rural people continue to suffer from persistent poverty. The term rural development connotes overall development of rural areas to improve the quality of life of rural people. As a discipline, it is multi-disciplinary in nature, representing an intersection of agriculture, social, behavioural, engineering and management sciences. The main objective of this course is to sensitize students to major issues and challenges in the rural sector and to provide an opportunity to systematically study these issues in the field.

UNIT I: Introduction
a) Democracy, Development and Decentralization
b) Rural Development: Perspectives
c) Rural Policies and Strategies in India
d) Rural Development and Panchayath Raj

UNIT II: Rural Institutions - Panchayat Raj
a) Panchayat Raj in India – An Evaluation
b) Reforms in Panchayat Raj (73rd CAA and after)
c) Panchayat Raj in Jammu & Kashmir

UNIT III: Resources and Development
a) Rural Credit and Cooperatives
b) Self – Help Groups
C) SDG

UNIT IV: Rural Development Programmes and Agencies
a) Rural Development Programmes: IRDP, SGSY & MGNREGA
b) Governance in Tribal and Scheduled Areas
c) Village Administration: Stake Holder Committees

UNIT V: Issues in Rural Governance
a) Land Reforms
b) Rural Unrest: Caste, Class and Gender
c) Governing Elite and Rural Social Change
d) Bureaucracy

Select References:

Chambers, Robert (1998), Rural Development: Putting the Last First, Harlow: Longman.
Deaton, Angus and Valerie Kozel (eds.) (2005), The Great Indian Poverty Debate, Macmillan India Ltd., New Delhi.
Sengupta Chandan and Stuart, Corbridge (eds) (2010), Democracy, Development and Decentralisation in India, Routledge, New Delhi. Bardhan, P. & D. Mookherjee eds. (2007), Decentralisation and Local Governance in Developing Countries: A Comparative Perspective, Oxford University Press, New Delhi.
Deshpande, R.S. and Saroj Arora (eds) (2010), Agrarian Crisis and Farmer Suicides, Sage, New Delhi.
Dreze, Jean, and Reetika Khera (2011), The Battle for Employment Guarantee, Oxford University Press, New Delhi.
Fraser, Thomas G. (ed) (2013), India's Rural Transformation and Development: Issues, Processes and Direction, Suryodaya Books, New Delhi.
Katar Singh (2008), Rural Development: Principles, Policies and Management, Sage, New Delhi
Kumar, Girish (2006), Local Democracy in India: Interpreting Decentralization, Sage, New Delhi.
Nawani, N.P. (2006), District Administration: Theory and Practice, Publications Division, Ministry of I&B, New Delhi. Palanithurai, G. and R Ramesh (2011), Globalization and Rural Development, Jain Books, New Delhi
Planning Commission Government of India (2013), Twelfth Five Year Plan (2012-17) especially Volume II Chapter 17: Rural Development, Sage Publications, Delhi.
Shah, Mihir, Neelakshi Mann and Varad Pande (eds) (2012), MGNREGA Sameeksha, Orient Black Swan, New Delhi.

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Course Title: RURAL GOVERNANCE (ELECTIVE)

Course Code: PGPPA1E002T

Course Outcome-

- To familiarize the learners with the evolution, structure, and functions of the rural local bodies in India
- To understand the challenges and opportunities for rural local governance
- To underline the 73rd Constitutional Amendment Act

Department of Public Policy and Public Administration
Central University of Jammu, Jammu

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Semester: I
Course Title: Indian Constitution, Social Justice and Administration
(FOUNDATION COMPULSORY (ABILITY ENRICHMENT))

Course Cod: PGPPA1F001T

Course Objective

Credit: 4

The Constitution of India defines the basic objectives and functioning of the government. It has provisions for bringing about social change and defining the relationship between individual citizen and the state. It lays out certain ideals that form the basis of the kind of country that we as a citizens aspire to live in. An in-depth analysis of various basic areas of constitution is the main objective of this inter disciplinary course. This helps the students to strengthen their understanding of Indian constitution and functioning of government.

UNIT 1: Indian Constitution:
a) Nature of the Constitution Salient features – Preamble
b) Fundamental Rights, Directive Principles - Fundamental Duties
c) Amendments of the Constitution: Procedure for Amendment– Emergency Provisions

UNIT II: Constitutional Institutions
a) Supreme Court
b) Election Commission of India
c) Comptroller Auditor General
d) Union Public Service Commission

UNIT III: Union – State Relations and Local Self Government
a) Distinctive features of Indian Federation
b) Legislative, Administrative and Financial relations between the Union and the States
c) Decentralization Experiments in India – 73rd and 74th Amendments and their implementation

UNIT IV: Accountability & Control
a) Legislative, and Executive Control
b) Judicial control and Judicial Review
c) Right to Information Act

UNIT V: Social and Welfare Administration in India
a) Reservations for SC, ST and Backward classes
b) National SC and ST Commission; Women's Commission
c) Minorities Commission and Human Rights Commission

Select References:

Avasthi and Avasthi (2002), Indian Administration, Laxmi Narain Aggarwal, Agra.
Austin, Granville (1999), The Indian Constitution – Corner Stone of a Nation, OUP, New Delhi.
Basu, D.D. (2000), Introduction to the Constitution of India, Wadhwa and Company, New Delhi.
Fadia and Fadia, Indian Administration (2012), Sahitya Bhavan Publications, Agra.
Maheswari, S.R. (2001), Indian Administration, Orient Blackswan, Hyderabad
Pylee, M.V (2009), An Introduction to the Constitution of India, Vikas, New Delhi
Ramesh K. Arora and Rajni Goyal (2002), Indian Public Administration, Vishwa Parkashan, New Delhi. Sathe, S.P. (2002), Judicial Activism in India, New Delhi: Oxford University Press.
Subash C. Kashyap (1989), Indian Polity: Retrospect and Prospect, Allahabad University Alumni Association, National Public House
Subash C. Kashyap (2010), Indian Constitution: Conflicts and Controversies, Vitasta, The Constitution of India, Government of India, 2009.
Tummala K. Krishna (1996), Public Administration in India, Allied Publications, New Delhi.

Course Title: INDIAN CONSTITUTION, SOCIAL JUSTICE, AND ADMINISTRATION (FOUNDATION COURSE)

Course Code: PGPPA1F001T

Course Outcome-

- To understand Salient Features of the Indian Constitution
- Understanding Central-State Government relationship
- To make learners aware of their basic rights and duties manifested in our Constitution

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Department of Public Policy and Public Administration
Central University of Jammu, Jammu
SEMESTER – II
Course Title: PUBLIC POLICY-CONCEPTS AND MODELS (CORE COURSE)

Course Code: PGPPA2C001T

Credit : 4

Course Objective

Public policy making is not merely a technical function of government; rather it is a complex interactive process influenced by the diverse nature of socio-political and other environmental forces. Public policies in the developing countries possess certain peculiarities of their own by virtue of being influenced by an unstable socio-political environment, and face various problems and challenges. This course outline of concepts and models provide useful guidance and helps the students to undertake a comprehensive investigation for the suitable models to analyze our policy making process.

UNIT- I: Concepts of Public Policy:

a) Institutionalism

b) Process: Policy as a Political Activity

c) Public Choice

d) Strategic Planning

UNIT-II: Theories

a) Game Theory

b) Group Theory

c) Elite Theory

d) Systems Theory

UNIT- III: Models of Public Policy -I

a) Vilfredo Pareto: Optimality and Improvement

b) John Rawls: A Theory of Justice

c) Almond Gabriel : Interest Aggregation and Articulation

UNIT- IV: Models of Public Policy - II

a) Harold Lasswell : Policy Sciences

b) Yehezkel Dror : Mega Policy and Meta Policy

c) Charles Lindblom: Incrementalism

UNIT- V: Models of Public Policy - III

a) William Niskanen: Budget Maximizing Model

b) Elinor Ostrom : Institutional Rational Choice

c) Amartya Sen : Development as Freedom

Select References

Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston,Houghton
Ashford, Doug (ed.), (1992), History and Context in Comparative Public Policy, Ithaca, NY: University of
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a Law, Cambridge, MA: MIT
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Scientific Knowledge for Public Policy, Ithica, NY: University of Pittsburgh Press.
Barzelay, Michael (1992), Breaking Through Bureaucracy: A New Vision for Managing in Government,
UCP, Berkeley, CA Bergerson, Peter J. (ed.), (1991), Teaching Public Policy: Theory, Research and Practice,
Westport, RI: Greenwood Press
Birkland Thomas A., (2005), An Introduction to The Policy Process: Theories, Concepts, And Models of Public Policy
Making, Armonk; M.E. Sharpe
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Chandler. Dye Thomas (2008), Understanding Public Policy, Singapore,
Pearson Education Fischer, Frank, (1995), Evaluating Public Policy
Chicago: Nelson Hall.
Hill Michael, (2005), The Public Policy Process, Harlow, UK; Pearson Education, 5th Edition.
Jay M. Shafritz (ed) (1998), International Encyclopedia of Public Policy and Administration,
Westview Press John Rawls (1971), A Theory of Justice, Harvard University Press.
John, Peter, (2012), Analysing Public Policy, 2nd ed., Routlidge, Taylor and Francis
Group, London. Lasswell Harold, (1971), A Preview of Policy Sciences, New York,
Elsevier.
Lerner, D. and H.D.Lasswell (eds.), (1951), The Policy Sciences, Stanford, Stanford University
Press. Lindblom, C.E., and E.J., Woodhouse, (1993), The Policy making Process, 3rd ed., New
Jersey., Prentice - Hall.
McCool, Daniel C. (ed.), (1995), Public Policy Theories, Models, and Concepts An Anthology, NJ:
Prentice-Hall.

Course Title: PUBLIC POLICY- CONCEPT & MODEL

Course Code: PGPPA2C001T

Course Outcome-

- Understand about various models and approaches of public policy and its implications.

- Helps the students to undertake a comprehensive investigation for the suitable models to analyze the policy making process.

- An analysis of the role of government, social institutions, and the state in shaping public policy.

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Central University of Jammu, Jammu

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Semester: II
Course Title: Governance: Concepts and Issues (CORE COURSE)

Course Code: PGPPA2C002T

Credit: 4

Course Objective:

The term governance has made an impressive career in a number of disciplines concerned with regulation, order and law. The word 'Governance' appears in diverse academic disciplines. At general level, governance refers to theories and issues of social coordination and the nature of all patterns of rule. The theories of governance have changed the understanding of various concepts of state and its institutions. New jargon of words emerged into the social science literature with different connotations. In this background, the present course is aimed to provide an in-depth understanding of the basic tenets and trends of Governance.

UNIT - I: Introduction
a) Meaning and Definitions
b) Issues and Controversies
c) Reinventing Government

UNIT - II: State and Governance
a) Origin and types of State
b) Democratic State and Democratic Administration
c) Neo-Liberalism and Rolling Back State

UNIT – III: Citizen and Governance
a) Accountability
b) Participation
c) Representation

UNIT - IV: Techniques of Governance
a) Openness and Transparency
b) Citizen Charter
c) Social Audit

UNIT - V: Emerging Trends
a) Public and Private Governance: An Overview
b) Market & Civil Society
c) Information and Communication Technology

Select References:

Bell, S., and Hindmoor, A. (2009) Rethinking Governance: The Centrality of the State in Modern Society, Cambridge: Cambridge University Bell,
Stephen and Andrew Hindmoor. (2009) Rethinking Governance: The Centrality of the State in Modern Society. Cambridge: CUP.
Bevir, Mark (2009), Key Concepts in Governance, Sage, London.
Bevir, Mark, ed. (2010) The Sage Handbook of Governance. Thousand Oaks, CA: Sage Publications.
Bovaird, Tony and Elke Löffler, eds. (2009) Public Management and Governance Second Edition. London: Routledge.
Farazmand, Ali and Jack Pinkowski, eds. (2006) Handbook of Globalization, Governance, and Public Administration. London: CRC/Taylor & Francis.
Hajer, Maarten, and Hendrik Wagenaar (2003) "Introduction." In Deliberative Policy Analysis: Understanding Governance in the Network Society, ed. Maarten A. Hajer and Hendrik Wagenaar. Cambridge, UK: Cambridge University Press.
Kjaer, A (2004) Governance. Cambridge, UK: Polity Press.
Kooiman, Jan ed. (1993) Modern Governance: New Government-Society Interactions. London: Sage.
Kooiman, Jan. (2003) Governing as Governance. London: Sage.
Morrison, Donald (1945) "Public Administration and the Art of Governance." Public Administration Review
Andrews, Matt. (2010) "Good Government Means Different Things in Different Countries." Governance: An International Journal of Policy, Administration, and Institutions 23:1:7–35. Osborne, Stephen P., ed. The New Public Governance? Emerging Perspectives on the Theory and Practice of Public Governance. London: Routledge.
Peters, B. Guy (1996) The Future of Governance: Four Emerging Models, pp. 1-20.
Peters, B. Guy, and Jon Pierre (1998) "Governance without Government?: Rethinking Public Administration." Journal of Public Administration Research and Theory 8 (2): 223-43.

Course Title: GOVERNANCE- CONCEPT & ISSUES

Course Code: PGPPA2C002T

Course Outcome-

- The term governance has made an impressive career in a number of disciplines concerned with regulation, order and law.

- At general level, governance refers to theories and issues of social coordination and the nature of all patterns of rule. The theories of governance have changed the understanding of various concepts of state and its institutions.

- In this background, the present course is aimed to provide an in-depth understanding of the basic tenets and trends of Governance.

Semester: II
Course Title: ADMINISTRATIVE THINKERS – II (Core Course)

Credit : 4

Course Code : PGPPA2C003T

Course Objective

Administrative theory is based on conceptualization of experience of administrators or observation of the operational situations in administration. This course is extension of the first semester course to discuss the behaviouralism, organizational humanism, market theories of administration and latest trends with emphasis on individual thinker. After completion of the course, students are in a position to comprehend the basic tenets and developments of administrative theory.

Unit I: Behaviouralism:
a) Herbert Simon: Behaviouralism and Decision-Making
b) Geoffrey Vickers: Appreciative System
b) Warren Bennis: Changing Organizations

Unit II: Organizational Humanism – I:
a) Abraham Maslow: Needs Hierarchy
b) Victor Vroom: Expectancy Theory of Motivation
c) Douglas McGregor: Theory X and Theory Y

Unit III: Organizational Humanism – II:
a) Frederick Herzberg: Hygiene and Motivation Factors
b) Chris Argyris: Integrating the Individual and the Organization
c) RensisLikert: Systems Management

Unit IV: Market Theories:
a) Vincent Ostrom: Public Choice
b) Peter Drucker : Knowledge Based Organization
c) ElinorOstrom: Governing the Commons

Unit V: Emerging Trends:
a) Critical Social Theory
b) New Public Service
c) Post Modernism and Post Structuralism
d) Administrative Theory: A Critical Review

References:
Argyris, Chris (1957), Personality and Organization, Harper, New York
Donald Menzelet.al (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunity. M. E. Sharpe. Drucker, Peter (2012), Management Challenges for the 21st Century, Harper business.
Fox, Richard C (2005), Critical Social Theory in Public Administration, PHI, New Delhi
George Frederickson (2008), The Public Administration Primer, Westview Press.
Herbert A. Simon (1965), Administrative Behavior: A Study of Decision-making Process in Administrative Organizations, Free Press, New York.
Janet V. Denhardt and Robert B. Denhard (2007), The New Public Service, Serving, Not Steering, M.E.Sharpe, NewYork
Likert, Rensis (1976), New Patterns of Management, McGraw-Hill, New York
Luthans, Fred, (2005) Organizational Behaviour, McGraw- Hill, New York
Maslow, Abraham (1954), Motivation and Personality, Harper & Row, NY
McGregor, Douglas (1960), The Human Side of Enterprise, McGraw- Hill, New York
Miller, H and Fox.CJ (2007), Post Modern Public Administration, ME Sharp, New York
Ostrom, Elinor (2003), Governing the Commons- The Evolution of Institutions for collective Action, Cambridge
Ostrom, Vincent (1973) The Intellectual Crisis in American Public Administration. University of Alabama Press: Alabama.
Prasad, Ravindra D (et al) eds. Administrative Thinkers (2013), Sterling Publishers, New Delhi
Vroom, Victor H (1964), Work Motivation, John Wiely and Sons, New York
Waldo, Dwight (1968), The Study of Public Administration, Random House, New York
Warren Bennis (2005), Reinventing Leadership: Strategies to Empower the Organization, HarperBusiness, NY
Warren Bennis, (1993), Beyond Bureaucracy: Development and Evolution of Human Organization, John Wiley &Sons,NY

Course Title: ADMINISTRATIVE THINKERS– II

Course Code: PGPPA2C003T

Course Outcome-

- Administrative theory is based on the conceptualization of the experience of administrators or observation of the operational situations in administration.

- This course is an extension of the administrative thinker- 1 to discuss the behavior list, organizational humanism, market theories of administration, and the latest trends with an emphasis on the individual thinker.

- After completion of the course, students are in a position to comprehend the basic tenets and developments of administrative theory.

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Semester:

Course Title : GLOBALIZATION and PUBLIC POLICY

Course code: PGPPA2E001T   Credit : 4

Course Objective

Globalization is the cluster of technological, economic, and political innovations that have drastically reduced the barriers to economic, political and cultural exchange. The process of globalization involves the transnationalization of production and capital, which gives rise to global trade. It is obvious that nation-states still exist and constantly interact with global financial and trade organizations. This course investigates how globalization has influenced public policy and draws on theories from economics and political science to elucidate the causes and consequences of globalization.

UNIT- I: Introduction
a) Neo-Liberalism and Public Policy-New World Order
b) Reforming Institutions: The State, Market and Public domain
c) Globalization of Economic Activity

UNIT- II: Globalization and Public Policy: An Analytical Framework
a) Interdependence: Challenges to External Sovereignty
b) Globalization: Challenges to Internal Sovereignty
c) Global Public Policy

UNIT- III: Pioneers in Global Public Policy
a) Global Financial Markets
b) Global Crime and Public Policy
c) Trade in a Globalizing Industry

UNIT- IV: The New Bureaucracy
a) Quality Assurance – New Occupation
b) Organizations and Accountability
c) Corporate Lobby Groups in the Policy Process

UNIT- V: Emerging Trends
a) Learning Organizations
b) Network Organizations
c) Business Process Reengineering

Select References

Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston, Houghton
Ashford, Doug (ed.), (1992), History and Context in Comparative Public Policy, Ithaca, University of Pittsburgh Press.
Bardach, Eugene (1977), The Implementation Game: What Happens After a Bill Becomes a Law, Cambridge, MA: MIT
Barker, Anthony, and B. Guy Peters (eds.), (1993), The Politics of Expert Advice: Creating, Using, and Manipulating Scientific Knowledge for Public Policy, Ithica, NY: University of Pittsburgh Press.
Barzelay, Michael (1992), Breaking Through Bureaucracy: A New Vision for Managing in Government, UCP, Berkeley, CA Bergerson, Peter J. (ed.), (1991), Teaching Public Policy:
Theory, Research and Practice, Westport, RI: Greenwood Press
Birkland Thomas A., (2005), An Introduction to The Policy Process: Theories, Concepts, And Models of Public Policy Making, Armonk; M.E. Sharpe
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Lerner, D. and H.D.Lasswell (eds.), (1951), The Policy Sciences, Stanford, Stanford University Press.
Lindblom, C.E., and E.J., Woodhouse, (1993), The Policy making Process, 3rd ed., New Jersey.,
Prentice - Hall. McCool, Daniel C. (ed.), (1995), Public Policy Theories, Models and Concepts: An Anthology, NJ: Prentice-Hall. Michael Howlett and M.Ramesh (2003), Studying Public Policy,
(Ontario: Oxford University Press),
Moran Mitchel and Robert Goodin, (2006), The Oxford Handbook of Public Policy, Oxford University Press, New York. Nachmias, David, (1979), Public Policy Evaluation: Approaches and Methods, New York: St. Martin's Press.
Sabatier. Paul.A, (1999), Theories of Policy Process, West view Press, Colorado, USA.
Travers, Max (2007), The New Bureaucracy, Quality Assurance and it Critics, university of Bristol, Bristol Xun Wu et.al
(2013), The Public Policy Primer, Routledge, London

Course Title: GLOBALIZATION AND PUBLIC POLICY (ELECTIVE)

Course Code: PGPPA2E001T

Course Outcome-

- Globalization is the cluster of technological, economic, and political innovations that have drastically reduced the barriers to economic, political, and cultural exchange.

- The process of globalization involves the trans-nationalization of production and capital, which gives rise to global trade. It is obvious that nation-states still exist and constantly interact with global financial and trade organizations.

- This course investigates how globalization has influenced public policy and draws on theories from economics and political science to elucidate the causes and consequences of globalization.

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SEMESTER-II
Course Title: E- GOVERNANCE (Elective Course)

Credit: 4

Course Code: PGPPA2E002T

Course Objective

E-governance is a new concept and implies upgrading of the efficiency and effectiveness of the administrative machinery through the combination of ICT to deliver better, cost effective and speedy services to the citizen. Transition to electronic delivery of services in government not only involve changes to the systems, procedures and processes of relevant services but also affects the way in which the public and business community deals with the government. The aim of this course is to introduce the major discourses on e-governance with case studies for better understanding its implementation in India.

UNIT- I: Introduction
a) Governance in Digital Age (Introduction of ICTs in administration, Technological Adaptation, Reorganization of Administrative Structures and institutions)
b) Meaning, Scope and Importance of e-Governance
c) Evolution and present status of e-Governance in India

UNIT – II: Concepts
a) Theories of e-Governance
b) Models of e-Governance
c) National E-Governance Plan

UNIT – III: Applications
a) e-Governance in Rural Development
b) e-Governance in Urban Administration
c) e-Governance in Public Service Delivery System

UNIT – IV: Cases
a) e-Literacy: Akshaya in Kerala
b) Electronic Citizen Services: A Comparative outlook
c) Digitalization of Land Records Administration: Bhoomi in Karnataka
d) Automizing District Administration: The e-district project

UNIT- V: Issues
a) e-Readiness
b) Digital Divide
c) e-Governance – Critical Factors
d) e- Governance: Issues and Challenges (Resistance to Change, Laws, Skills, Competency, Capacity Building, Adaptation of Technology and Administrative Reforms

Select References:

Bellamy, Christine, and John, A.,Taylor, (1998), Governing in the Information Age, Buckingham, Open University Press.
Bhatnagar, S.C. (2004) E-Government – from Vision to Implementation: A practical guide with case studies, Sage Publications, New Delhi. Bhatnagar, S.C. (2009) Unlocking E-Government Potential: Concepts, cases and practical insights, Sage Publications, New Delhi. Bouwman, Harry, and et.al., (2005), Information and Communication Technology in Organisations, Sage Publications, London.
Heeks, R. (2006) Implementing and Managing eGovernment: An international text, Sage
Marchionini, G., (1995), Information Seeking in Electronic Environments, New York, The Press Syndicate of the University of Cambridge, USA.
Michael E. Milakovich, (2012), digital governance - New Technologies for improving Public Service an Participation, Routlidge, Taylor and Francis group, New York.
Pardhasaradhi,Y. (et.al) (2009), E-Governance and Indian Society: An Impact of Study, Kanishka, New Delhi. Satyanarayana, J, (2004), E-Government: The Science of the possible, PHI Learning Pvt Ltd, New Delhi.

Course Title: E-GOVERNANCE (ELECTIVE)

Course Code: PGPPA2E002T

Course Outcome-

• E-governance is a new concept and implies upgrading of the efficiency and effectiveness of the administrative machinery through the combination of ICT to deliver better, cost-effective, and speedy services to the citizen.

• Transition to electronic delivery of services in government not only involves changes to the systems, procedures, and processes of relevant services but also affects the way in which the public and business community deals with the government.

• The aim of this course is to introduce the major discourses on e-governance with case studies for better understanding its implementation in India.

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Semester- II
Course Title: Statistical Methods and Computer Applications
FOUNDATION COURSE (Skill based)

Credit : 4

Course Code: PGPPA2F001T

Course Objective:
Statistical methods and computer applications are very useful instrument for the quality social science research. Computers are extremely useful for the processing of large quantities of data and reducing data to more manageable and easily understood forms. So the objective of this course is to enhance the knowledge about statistical methods and computer applications among the students of public policy and public administration.

UNIT- I
a) Meaning, importance and Scope of Statistics
b) Type of Data: Primary and Secondary, univariate, multivariate categorical data.
c) Classification of Data: Function, Rule and Bases, Graphical representation of data (Histogram &Ogive).

UNIT- II
a) Mean Median and Mode.
b) Measures of deviation: average deviation, standard deviation.
c) Normal distribution: Charteristics of Normal and probability curve and deviation from normality (Skewenss and Kurtosis).

UNIT- III
a) Estimate of Relation: Examining relationships by scatter plots.
b) Types and methods correlation Analysis
c) Introduction to Regression Analysis and Extrapolation

UNIT- IV
a) Types of hypotheses, Confidence interval, level of significance and hypotheses testing, One tailed and two tailed tests, Types I and Type II Error
b) Parametric tests: Critical ratio, Analysis of Variance (ANOVA)
c) Non-Parametric tests: Chi-square

UNIT- V
a) Use of computers in research: Data processing (Editing, coding and tabulation)
b) Excel (single and multiple cells)
c) Introduction to SPSS

Select References
Brent Edward E., Jr. Ronal E. Anderson(1990), Computer Applications in the Social Sciences, McGraw-Hill. Bryman, Alan (2004), Social Research Methods Delhi: Oxford University Press.
Burton,Dawn (Eds.) (2000)Research Training for Social Scientists, Sage Publications, New Delhi,.
Chawla Deepak and NeenaSondhi (2011), Research Methodology- Concepts and Cases, Vikas Publishing, New Delhi.
Garson G. David(1999), IT and Computer Applications in Public Administration, Idea Group Inc.
Gerber Eller (2013), Public Administration Research Methods- Tools for Evaluation and Evidence based practices, Routledge, NY. Goode William J. and Paul K. Hatt (2006), Methods in Social Research, McGraw Hill Book Company, USA.
Gupta S.P. (2011), Statistical Methods, Sultan Chand and Sons, New Delhi.

Course Title: STATISTICAL METHODS AND COMPUTER APPLICATIONS(FOUNDATION)

Course Code: PGPPA2F001T

Course Outcome-

- Statistical methods and computer applications are very useful instruments for quality social science research.

- Computers are extremely useful for the processing of large quantities of data and reducing data to more manageable and easily understood forms.

- This course is to enhance the knowledge about statistical methods and computer applications among the students of public policy and public administration.

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SEMESTER – III
Course Title: Comparative Public Administration (Core Course)

Course Code: PGPPA3C00 T?

Credit : 4

Course Objective

Comparative Public Administration is the youngest discipline among the family of social sciences. As an academic discipline, it came into existence in the post Second-World War period. The comparative study of administrative system has grown up with the comparative study of cross-cultural and cross-national settings. This course presents a comparative outlook of performance of government, bureaucracy and institutions of developed and developing countries.

UNIT I: Introduction:
a) Nature, Scope, Characteristics and Importance of Comparative Public Administration
b) Evolution of Comparative Public Administration
c) Critique of Comparative Public Administration

UNIT II: Approaches
a) Bureaucratic Approach
b) General Systems Approach
c) Decision Making Approach

UNIT III: CPA: Contributions of F. W. Riggs
a) Ecological Approach and Development Models by F.W.Riggs
b) Structural-Functional Approach
c) Theory of Prismatic Society

UNIT IV: Comparative Administrative Systems
a) Classical Administrative System – France
b) Developing Administrative System – India
c) Developed Administrative Systems – USA and UK
d) Modern Administrative Systems – Japan and Korea

UNIT V: Development Administration
a) Nature, Scope and Elements of Development Administration
b) Goals and Challenges of Development Administration
c) Models of Development Administration: Sustainable Development, Human Development & Inclusive Development

References:

Ali Farazmand, (2001) Handbook of Comparative and Development Public Administration, Marcel Dekker, NY.

Dahiya, S.S (2012). Comparative Public Administration, Sterling Publication., New Delhi

Esman, Milton J. (1970). CAG and the study of public administration. In F. W. Riggs (Ed.), The frontiers of development administration (pp.41-71). Durham, North Carolina: Duke University Press.

Heady, F (1996). Public administration: A comparative perspective (5th ed.). New York: Marcel Dekker Heaphey, J. (1968). Comparative public administration: Comments on current characteristics. Public Administration Review, 28(3), 242-249.

Montgomery, J. (1966). Approaches to development politics, administration and change, New York: McGraw Hill.

PaiPanandikar, V.A. (1964). Development administration: An approach. Indian Journal of Public Administration, 10(1), 34-44.

Raphaeli, N. (1967). Readings in comparative public administration, Boston, Massachusetts: Allyn and Bacon.

Riggs, F. W. (1970). The ecology of administration. Bloomington: Indiana University.

Riggs, F.W. (1956). Public administration: A neglected factor in economic development. Annals of the American Academy of Political and Social Sciences, No.305, Agrarian Socities in Transition (May 1956), 70-80.

Swerdlow, I. (1963). (Ed.) Development administration: concepts and problems. Syracuse, New York: Syracuse University Press.

W.E. Weidner (Ed.)(1970), Development administration in Asia, Durham, North Carolina: Duke University Press.

Waldo, D. (1963). Comparative public administration prologue, performance and problems. Indian Journal of Political Science, 24(3), 177-216.

Weidner, W. E. (1970a). (Ed.), Development administration in Asia, Durham, North Carolina: Duke University Press.

<center>**SEMESTER – III**</center>

Course Title: COMPARATIVE PUBLIC ADMINISTRATION

Course Code: PGPPA3C002T

Course Outcome-

- To Provide a comparative outlook among students regarding performance of government, bureaucracy and institutions of developed and developing countries.

- Help the learner to identify analyses and explain similarities and differences across societies.

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Semester: III
Course Title: RESEARCH METHODOLOGY   Credit : 4

Course Code : PGPPA3C00..T

Course Objective

Research in common parlance refers to a search for knowledge. We can define research as a scientific and systematic search for pertinent information on a specific topic. In fact, research is an art of scientific investigation. Research Methods for Social Science explains different research methods used today for conducting research in particular with public administration, governance and public policy. This course is intended as a sound introduction to study the research methods with an objective of understanding the difference between qualitative and quantitative research and able to use appropriative tools and techniques for problem solving.

UNIT –I Introduction
a) Meaning, Objectives, Scope and Importance of Social Science Research
b) Types of Research: Basic, Applied and Action
c) Selection of Problem
d) Hypothesis; Concepts and Types

UNIT - II: Methods of Research
a) Historical Method
b) Case Study Method
c) Survey Method
d) Content Analysis

UNIT – III: Tools of Data Collection
a)Tools for Data Collection: Observation,
b)Questionnaire,
c)Interview,
d) Rating Scale and Socio-metric Techniques.

UNIT – IV: Sampling
a) Concept of Population and its types
b) Random Sampling Techniques
c) Non- Random Sampling Techniques
d) Scales of Measurement

UNIT - V: Report Writing
a) Research Report Writing : Concepts, Significance, and Characteristics
b) Writing a Research Proposal
c) Writing a Research paper
d) Ethics in Research

Select References

Brent Edward E., Jr. Ronal E. Anderson(1990), Computer Applications in the Social Sciences, McGraw-Hill.
Bryman, Alan (2004), Social Research Methods. Delhi: Oxford University Press.
Burton,Dawn (Eds.) (2000)Research Training for Social Scientists, Sage Publications, New Delhi,.
Chawla Deepak and Neena Sondhi (2011), Research Methodology- Concepts and Cases, Vikas Publishing, New Delhi. Garson G. David(1999), IT and Computer Applications in Public Administration, Idea Group Inc.
Gerber Eller (2013), Public Administration Research Methods- Tools for Evaluation and Evidence based practices, Routledge, NY. Goode William J. and Paul K. Hatt (2006), Methods in Social Research, McGraw Hill Book Company, USA.
Gupta S.P. (2011), Statistical Methods, Sultan Chand and Sons, New Delhi.
Kothari, C.R. and Gaurav Garg (2014), Research Methodology- Methods and Techniques, New Age, New Delhi.
Locke, L. F., et.al (2007), Proposals that Work: A Guide for Planning Dissertations and Grant Proposals. New Delhi:
Loseke, Donileen R. (2013), Methodological Thinking. New Delhi: Sage.
McNabb David E (2013). Research Methods in Public Administration and Nonprofit Management: Quantitative and Qualitative Approaches, M.E. Sharpe.
Miller Gerald J., Kaifeng Yang(2007) Handbook of Research Methods in Public Administration, CRC Press.
Mishra S.K., J.C. Binwal(1991), Computer in Social Science Research, Har- Anand, New Delhi.

Course Title: RESEARCH METHODOLOGY

Course Code: PGPPA3C003T

Course Outcome-

- The course allows the students to develop critical thinking ability to evaluate the problem/issue.

- It helps the learner to demonstrate their ability to choose research methods (tools and techniques) appropriate to their study.

Department of Public Policy and Public Administration
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Semester: II
Course Title: HUMAN RESOURCE ADMINISTRATION
(Core Course)   **Credit: 4**

Course Code: PGPPA3C003T
Course Objectives

Human resource administration concerns human resource management as it applies specifically to the field of public administration. Human resources administration in public and nonprofit settings includes human resource planning, staffing, development, and compensation. The function of human resources administration is to provide the employees with the capability and capacity to achieve long term goals and plans. The course seeks to acclimatize the students with the fundamental and advanced percepts of human resource administration.

UNIT- I: Introduction
a) Human Resource Administration: Importance, Scope and Perspectives
b) Concept of Meritocracy -Public Service: Concept and Role in Modern State
c) Public Institutional Theory

UNIT- II: Classification and Recruitment
a) Man Power Planning, Classification of Services
b) Recruitment: Principles, Methods and Selection Process; Career Planning
c) Personnel Agencies

UNIT- III: Training and Development
a) Training: Objectives, Types, Methods, Techniques and Training Needs Assessment
b) Performance Evaluation – Traditional and Modern methods
c) Capacity Building- Institutional Building
d) Promotion, Principles and Practices

UNIT –IV: Pay and Conditions of Service
a) Pay and Pay Principles
b) Agencies and Mechanisms for Pay Determination
c) Conduct, Discipline and Superannuation

UNIT –V: Concepts and Emerging Trends
a) Neutrality, Anonymity and Integrity
b) Out Sourcing, Downsizing and Talent Management
c) Human Resource Accounting and Audit

Select References:
Armstrong, Michael (2007), A Handbook of Human Resource Management Practice, Kogan Page, London.
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Tead , Ordway (1920), Personnel Administration, University of California Libraries

Course Title: HUMAN RESOURCE ADMINISTRATION

Course Code: PGPPA3C003T

Course Outcome-

• The course seeks to acclimatize the students with the fundamental and advanced percepts of human resource administration.

• The students came to know/demonstrate various innovative solutions to problems in the field of human resource administration.

• The students learn about employee-employer relations including how to lead negotiations, manage grievance, deal with strikes and lockouts, and stay within the bounds of the aw when working with unions, employees, managers and government officials.

SEMESTER-III
Course Title: Local Governance in India
Elective Course (INTERDISCIPLINARY)

Course Code: PGPPA3I001T

Credit: 4

Course Objective

Decentralization is a widely used concept, and it is closely linked with democracy, development and good governance. Local government is one form of a decentralized system which is affected by the transfer of authority or responsibility for decision making, management or resources allocation from higher level of government to its subordinate units This interdisciplinary course analyses the complexities of local governance, both rural and urban, in contemporary India. It discusses some of the lesser known aspects of the interface between panchayats and other institutions of local governance, whether district administration or parastatal agencies and civil society organizations.

UNIT – I: Introduction:
a) Nature, Scope and Definitions of Local Government
b) Philosophy and Significance of Local Government
c) Historical Developments and Land Marks in the growth of Local Government

UNIT – II: Decentralization and Development:
a) Decentralization : Socio, Political and Economic aspects of Decentralization
b) Elements of Decentralization and Democratic Development
c) Hurdles for Decentralization and trends of Recentralization

UNIT – III: Organization Structure:
a) Structures of Rural Local Government (73rd CAA)
b) Structures of Urban Local Government (74th CAA)
c) Local Governments – Community Development, Economic Development and Environmental Development

UNIT – IV: Accountability and Control
a) Executive Control, Legislative Control and Financial Control
b) State and Local Government Relations
c) Civil Society oversight

UNIT – V: Issue Areas
a) Functions of Local Governments
b) Human Resource Management at Local level & Official and Non-Official Relationship
c) Local Governments in the context of Globalization

References:
A.S. Altekar (1958), State and Government in Ancient India, Motilal Banarsi Dass, Delhi.
Abdul Aziz (ed.), (1996), Decentralised Governance in Asian Countries, Sage Publications, New Delhi.
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S.N. Mishra (1996), New Panchayati Raj in Action, Mittal Publication, New Delhi.
S.R. Maheshwari (2003), Local Government in India, Lakshmi Narain Aggarwal.

Course Title: LOCAL GOVERNANCE IN INDIA

Elective Course (INTERDISCIPLINARY)

Course Code: PGPPA3I001T

Course Outcome-

- This interdisciplinary course analyses the complexities of local governance. It helps the students to learn some of the lesser-known aspects of the interface between panchayats and other institutions of local governance.

- It empowers the learner to actively participate in governance process and development as 'subjects' rather than 'objects', i.e., to take part in the process as an 'informed citizens' rather than as 'beneficiaries.

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Semester: III
Course Title: Financial Administration
Foundation Elective (SKILL BASED)

Credit: 4

Course Code: PGPPA3F001T

Course Objective

Finance is the fuel for the engine of public administration and it was defined as government is finance. This is quite correct, because almost everything the government does, require money. This course provides an overview of the activities, participants, and politics involved in the collection, custody, and expenditure of public revenue at various levels of government. Upon successful completion of this course, students should be able to have knowledge of basic principles in public finance, accounting, and auditing that relate to public budgeting and the budgetary process.

UNIT- I: Introduction
a) Public Finance: Evolution, Meaning and Scope
b) Public Revenue: Meaning, Need, Classification and Principles of Revenue
c) Public Expenditure: Meaning, Need and Classification

UNIT- II: Budget and Governance
a) Public Budget: Meaning, Purpose and Significance
b) Budget Preparation, Enactment and Execution
c) Types of Budget: Line-Item Budget, Performance Budget, PPBS and Zero –Based Budgeting
d) Gender Budget, Green Budget and Sun Set Legislation

UNIT- III: Tax Governance
a) Concept of Taxation
b) Classification of Taxes
c) Principles of Taxation and Tax Governance in India

UNIT- IV: Financial Management in India
a) Fiscal Federalism- Center State Financial Relations
b) Finance Commission – Composition, Powers, Functions and Role
c) Fiscal Management: Public Debt and Deficit Financing
d) Monetary Policy and Fiscal Policy

UNIT- V: Control over Finances
a) Accounting system in India
b) Audit – Types of Audit and Audit Reforms in India
c) Comptroller & Auditor General of India and Parliamentary Financial Committees

Select References:
Agarwal Pratibha (2012), Fiscal Federalism in India : New Century Publications
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Prest A.R (1975), Public Finance in Theory and Practice: Weidenfield and Nicolson
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R.K. Lekhi and Joginder singh(2013), Public Finance, Kalyani Publishers, New Delhi.
Rabin Jack, W. Bartley Hildreth, Gerald J. Miller (2006) Handbook of Public Financial Management, Taylor & Francis Group.

Course Title: FINANCIAL ADMINISTRATION

Foundation Elective (SKILL-BASED)

Course Code: PGPPA3F001T

Course Outcome-

- Students develop knowledge of some basic principles in public finance, accounting, and auditing in the budgetary process.

- Develop knowledge on the allocation, management, and funding of financial resources.

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Semester: III
Course Title: LAW, ETHICS & GOVERNANCE
Elective (In Place of Dissertation)

Course Code : PGPPA3E001T   Credit: 4

Course Objectives
Ethics is a set of standards that a society place on itself and which help guide behaviour, choices and actions. In the real world, both values and institutions matter. Values are needed to serve as guiding stars, and they exist in abundance in our society. A sense of right and wrong is intrinsic to our culture and civilization. In this backdrop this course examines law and ethics as an instrument of governance. The major part of the course outlines the key concepts and debates associated with the law, ethics and governance and also cover the contemporary trends.

UNIT –1: Legal Foundations
a) Fundamentals of Administrative Law
b) Relationship between Law and Administration
c) Constitution, Rule of Law and Administrative Law

UNIT - II: Law and Governance: Concepts
a) Rule of Law and Doctrine of Separation of Powers
b) Principles of Checks and Balances and Doctrine of Ultra-vires
c) Delegated Legislation and Principles of Natural Justice.

UNIT – III: Ethics and Governance
a) Ethical foundations of Governance
b) Administrative Reforms and Ethics
c) Accountability of Public Institutions

UNIT - IV: Quasi-Judicial Governance
a) Administrative Tribunals
b) National Water Tribunal
c) National Green Tribunal

UNIT - V: Emerging Trends
a) Local Bodies Ombudsman
b) Protection of Whistleblowers
c) Women Protection: Criminal Law (Amendment) Act, 2013 (Nirbhaya Act)

Select References:
Appleby Paul H(1952), Morality and Administration in Democratic Government, Baton Rouge, Louisiana State University Press
Aradhe, Alok and G P Singh(2013), Principles of Administrative Law , LexisNexis.
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Marcel Dekker. Second Administrative Reforms Commission, 1 and 2nd Reports
Sharma , Manoj (2004), Indian administrative law, Anmol Publisher, New Delhi.
Wade William and Christopher Forsyth (2009) Administrative Law, Oxford University Press.

Course Title: LAW, ETHICS & GOVERNANCE (ELECTIVE)

Course Code: PGPPA3E001T

Course Outcome-

- The students came to know about the key concepts and debates associated with the law. ethics and governance in the contemporary world.

- Understand the concepts of integrity, ethics and law. including how they overlap and how they are different.

- Understand and analyses a problem involving integrity, ethics and law in the public domain and create and evaluate solutions

- Recognize the importance of governance, ethics, and law in resolving challenges they will face in the future.

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Semester: III

Public

Course Title: ENGAGED POLICY AND GOVERNANCE

Course Code : PGPPA3E002T

Credit: 4

Course Objectives:

The forces of liberalization and globalization have increased uncertainties for governments and citizens leading to, in some cases, shrinkage of governments, which in turn has reduced the capacity of some governments to reach out to their citizens through normal bureaucratic channels. Though the direct representation through legislative level is very useful for those citizen capable of connecting with political spheres; many regard this system as not sufficient. The search is on as to how to compensate for these representational gaps. Questions are asked as to what indeed would be the best ways to mainstream citizens into government decision-making processes, more as a complement, rather than in contradiction, to existing democratic practices. Is it possible to devise some sort of framework for direct citizen-government dialoguing, an 'engaged governance' practice, as a means of mainstreaming citizens into the decision-making process, on an on-going basis. This course is aimed to examine the current initiatives in this discourse.

UNIT - I: Introduction
a) Participatory Governance: An Overview
b) The Rationale of Participation: Conceptual Issues
c) New Governance Paradigm: The Emerging Partnerships/Engagement Initiatives

UNIT - II: Democracy, Social Inclusion and Development
a) Democracy and Development
b) Political Regimes, Political Participation and Social Inclusion
c) Innovations and Pitfalls in Participatory Governance

UNIT - III: Engaged Governance
a) Government Transparency in Policy Decisions
b) Engaging the Community at Grassroots Level
c) Electronic Platforms for Receiving and Implementing Public Input

UNIT - IV: Participatory Local Governance
a) Participatory Governance Toolkits
b) Measuring Engagement or Participation
c) Issues in Engagement and Participation

UNIT - V: Case Studies
a) Kudumbashree in Kerala, India
b) Grameen Bank in Bangladesh
c) Participatory Budgeting, Brazil
d) Watershed Development Programme in Ralegansiddhi, India

Select References:

Alexander, Jeffrey C. 2006. The Civil Sphere. New York: Oxford University Press.
Baiocchi, G., P. Heller, et al. 2011. Bootstrapping Democracy: Transforming Local Governance and Civil Society in Brazil. Stanford; Stanford University Press.
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Course Title: ENGAGED POLICY AND GOVERNANCE (ELECTIVE)

Course Code: PGPPA3E002T

Course Outcome-

- To understand basic forms of Participatory Governance
- Case Studies of different states of India and also other nations

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Semester: III
Course Title: PUBLIC POLICY: CASE STUDIES

Course Code: PGPPA3E003T   Credit: 4

Course Objective:

Increasingly complex social, scientific and technological challenges call for carefully considered policy solutions underpinned by reliable knowledge and appropriate methods. Reducing poverty and accelerating development progress require improved policies. A better understanding of how research can contribute to pro-poor policies, and systems to put it into practice, could improve development outcomes. For this reason, the link between research and policy in development is of increasing interest, to both researchers and policy-makers. The presented case studies in this course provide an in-depth understanding of public policy making and implementation in India.

UNIT- I: Introduction
a) Importance of Case Studies in Public Policy
b) Case Study as a Representative Sample
c) Building Theory from Case Studies

UNIT- II: Education Policy
a) National Education Policy -1986
b) Public Expenditure on Education in India
c) Right to Education Act
d) Corporatization of Education System

UNIT- III: Economic Policy
a) New Economic Policy of 1991
b) Liberalization and Growth of Indian Economy
c) Mixed Economy to Globalization - Impact

UNIT- IV: Protective Discrimination
a) Democratization of Power: Reservations
b) Women Reservation's Bill
c) Reservations in Corporate Sector

UNIT- V: ICT and Cyber Security
a) National Policy on Information Technology 2012
b) National Cyber Security Policy 2013
c) Cyber Crime and Cyber Activism

Select References:

Agarwal, J. C. (2009), Education policy in India, Neha Publishers & Distributors.
Anne O. Krueger , (2002), Economic Policy Reforms and the Indian Economy (ed.), University of Chicago Press, Chicago. Bijoy Chandra Mohapatra (2013), Reservation Policy in India, Neha Publishers & Distributors.
Dev , Mahendra (2008), Inclusive Growth in India, Oxford Collected Essays.
Dube , Akhilesh (1997), Commercialization of education in India: Policy, law, and justice, A.P.H. Pub. Corp.
Esharenana E. Adomi, (2010), Frameworks for ICT Policy: Government, Social and Legal Issues, IGI Global Snippet. Government of India, National Cyber Security Policy, 2013.
Government of India, National Policy on Information and Communication Technology, 2012.
Kim J. Andreasson , (2011), Cybersecurity: Public Sector Threats and Responses, CRC Press, Taylor and Francis Group, Boca Raton. P. T. Bauer, (2011), Indian Economic Policy and Development, Routlidge, New York.
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S. K. Modi (2013), Discrimination Caste System And Reservation Policy of Modern India, Neha Publishers & Distributors Sen , Amartya (2000), Social Exclusion: Concept, Application and Scrutiny, Papers No.1. Asian Development Bank. Sharma Arvind (2005), Reservation and Affirmative Action: Models of Social Integration, Sage.
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Thorat, Sukhadeo and Umakant (2004), Caste, Race and Discrimination – Discourses in International Context, Indian Institute of Dalit Studies and Rawat Publishers, New Delhi and Jaipur.
Thorat, Sukhadeo, Aryama and Prashant Negi (Eds.) (2005), Reservation and Private Sector-Quest for Equal Opportunity and Growth, Rawat Publications , Jaipur.
Zeinab Karake-Shalhoub, Lubna Al Qasimi , (2010), Cyber Law and Cyber Security in Developing and Emerging Eonomies, Edward Elgar Publishing House, Cheltenham, UK.

Course Title: PUBLIC POLICY: CASE STUDIES (ELECTIVE)

Course Code: PGPPA3E003T

Course Outcome-

- It provides better understanding of how research can contribute to pro-poor policies, and systems to put it into practice which could improve development outcomes.

- The presented case studies in this course provide an in-depth understanding of public policy making and implementation process in India.

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Semester: IV
Course Title: PUBLIC POLICY ANALYSIS (Core Course)

Credit: 4

Course Code:PGPPA4C001T

Course Objective:
The course is designed to introduce students to the analysis of public policy with a comprehensive perspective on the field. It assesses key incentives and constraints that are inherent in the policy process and introduces models that seek to provide an analytical framework. It also presents an approach and fundamental techniques to perform policy analysis and enable students to decide on appropriate methods of policy analysis. The guiding theme throughout the course is running through the contemporary debates of the field.

UNIT- I: Theoretical Perspectives
a) Policy Cycle Framework
b) Policy Process Network
c) Political Feasibility

UNIT- II: Types of Policy Analysis
a) Empirical, Normative Policy Analysis
b) Retrospective/Prospective Analysis
c) Prescriptive and Descriptive Analysis

UNIT- III: Actors in Policy Analysis
a) Government Institutions
b) International Donor Agencies
c) Multinational and Transnational Agencies
d) Media and Civil Society

UNIT- IV: Constraints on Public Policy
a) Economic Constraints on Public Policy
b) Political Feasibility: Interests and Power
c) Institutional Constraints on Policy
d) Social and Cultural Factors: Constraining and Enabling Policy Reversals

Unit- V: Case Studies
a) Political based Case Studies
b) Economic based Case Studies
c) Institution based Case Studies

Select References
Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston, Houghton
Ashford, Doug (ed.), (1992), History and Context in Comparative Public Policy, Ithaca, NY: University of Pittsburgh Press.
Bardach, Eugene (1977), The Implementation Game: What Happens After a Bill Becomes a Law, Cambridge, MA: MIT
Barker, Anthony, and B. Guy Peters (eds.), (1993), The Politics of Expert Advice: Creating, Using, and Manipulating Scientific Knowledge for
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Bergerson, Peter J. (ed.), (1991), Teaching Public Policy: Theory, Research and Practice, Westport, RI: Greenwood Press Dye
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Jay M. Shafritz (ed) (1998), International Encyclopedia of Public Policy and Administration, Vestview Press
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C.E., and E.J., Woodhouse, (1993), The Policy making Process, 3rd ed., New Jersey., Prentice - Hall. McCool,
Daniel C. (ed.), (1995), Public Policy Theories, Models, and Concepts: An Anthology, NJ: Prentice-Hall. Michael
Howlett and M.Ramesh (2003), Studying Public Policy, (Ontario: Oxford University Press),
Moran Mitchel and Robert Goodin, (2006), The Oxford Handbook of Public Policy, Oxford University Press, New York.
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Xun Wu et.al (2013), The Public Policy Primer, Routledge, London

Course Title: PUBLIC POLICY ANALYSIS
Course Code: PGPPA4C001T

Course Outcome-

- The outcomes of the course are to inculcate the learning of the analysis of public policy with a comprehensive perspective on the field.
- It helps to learn about key incentives and constraints that are inherent in the policy process and introduces models that seek to provide an analytical framework.
- It provides comprehensive learning of approaches and fundamental techniques to perform policy analysis and enables students to decide on appropriate methods of policy analysis.
- Another outcome of the course is running students through the contemporary discourse and debates in the field.

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Semester: IV
Course Title: Innovation in Governance (Core Course)

Course Code: PGPPA4C003T

Credit: 4

Course Objective:
Public governance is one of the most important scorching topics in the world of administration. It depicts the profound changes both in government and public services caused by both external pressures and internal tensions. Administrative and bureaucratic hierarchies are being transformed into complex settings of public governance. The main objective of this course is - how these governance processes and structures should be changed in order to achieve better results from social, political and economic points of view. This course provides a contextual view for innovations in public governance in which the main purpose is to introduce innovations which make a real difference in public governance.

UNIT - I: Introduction
Innovations in Governance: Perspectives and Challenges
a) Characteristics and Patterns of Innovations
b) Institutional Framework for Promoting Innovations
c)

UNIT - II: Understanding Innovations
a) Public Governance and Innovations
b) Innovations in Public Services: An Historical Perspective
c) Innovation for Achieving a Quality of Life

UNIT - III: Innovations in Different Sectors
a) General Administration
b) Urban Administration
c) Health Administration

UNIT - IV: Transferability of Best Practices and Innovations
a) The Ombudsman against Corruption
b) Technology and Changing Nature of Organizations
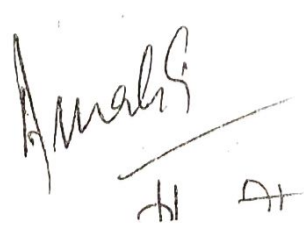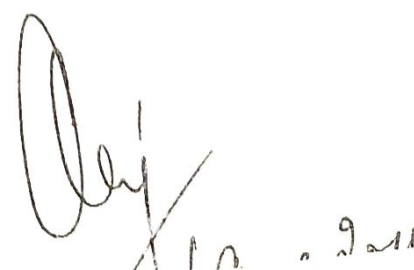c) Diffusion of Innovation in a Development Context

UNIT - V: Issue Areas
a) Originality and Replication of Innovations
b) Innovation with or without Improvement
c) Citizen Participation in Government Innovations

Select References:
Anttiroiko et.al. (Eds.) (2011), Innovations in Public Governance, IOS Press.
Bevir, Mark, ed. (2010) The Sage Handbook of Governance. Thousand Oaks, CA: Sage Publications.
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Innovations in Governance and Public Administration: Replicating what works, (2006) Department of Economic and Social Affairs, United Nations, New York
Jean Hartley (January 2005), Innovation in Governance and Public Services: Past and Present, *Public Money & Management*, pp.27-36. Newman, J., Raine, J. and Skelcher, C. (2000), Innovation in Local Government: A Good Practice Guide (DETR, London).
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Course Title: Innovation in Governance
Course Code: PGPPA4C003T

Course Outcome-

- The outcomes of innovation in governance are to present a beacon of knowledge about public governance as one of the most important scorching topics in the world of administration.
- It makes aware students of government and public services caused by both external pressures and internal tensions. And roles of administrative and bureaucratic hierarchies in the complex set of public governance.
- Another targeted outcome of course is to inculcate knowledge of governance processes and structures in order to achieve better results from social, political, and economic points of view.
- Another crucial outcome of course is to provide a contextual view for innovations in public governance in which the main purpose is to introduce innovations that make a real difference in public governance.

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Semester: IV
Course Title: E- Government
ELECTIVE COURSE (INTERDISCIPLINARY)

Course Code: PGPPA4E001T   Credit: 4

Course Objective:

Electronic government or "e-Government" is defined as the use of information and communication technologies (ICTs) in government to provide public services and to improve managerial effectiveness. Governments use ICTs for the exchange of information with citizens and businesses. E-Government utilizes technology to accomplish reform by fostering transparency, eliminating distance and other divides, and empowering people to participate in the political and administrative processes that affect their lives. The preliminary objective of this course is to introduce the technology of e-government with an in-depth examination of various government initiatives and train the student to develop the ability to discuss current electronic government issues and trends.

UNIT I: Introduction
a) Technology and Society
b) Changing nature of Public Service Delivery
c) The Second Administrative Reforms commission on e-Governance

UNIT II: e-Government
a) e-Government: Definition and Scope
b) e-Government in Developing Countries
c) Evolution of e-Government

UNIT III: Approaches and Impact
a) e-Democracy, e-Services and e-Learning
b) Transparency & Accountability
c) Time and Cost Benefits

UNIT IV: Future Challenges
a) e-Readiness
b) Digital Divide
c) Risk Management

UNIT V: Case Studies
a) Electronic Citizen Services (E-Seva) in Andhra Pradesh
b) Digitalization of Land Records in India- Case of Bhoomi in Karnataka
c) Social Empowerment through IT: Akshaya programme in Kerala
d) Common Service Centres in J&K: Khidmat Centres

Select References:

Anthony, Elias Tsougranis, (2001) 'Measuring Informatization: A Longitudinal Cross-national Exploration', Maxwell School, Syracuse University, New York

Bellamy, C and Taylor JA, (1998)Governing in the Information Age, Buckingham and Philadelphia, PA: Open University Press

Bhatnagar S.C, (2004), E-Government : From Vision to Implementation, Sage, New Delhi

Bhatnagar SC,(2003) E-Government: Transparency and Corruption – Does E-Government Help?, Commonwealth Human Rights Initiative Report for CHOGM

Gosling, P, (1997),Government in the Digital Age, London, Bowerdean

Heeks, Richard (1998), Information Systems for Public Management: Information Technology and Public Sector Corruption, Working Paper No. 4, Manchester: IDPM – University of Manchester

Kooiman, J, (ed.) (1993), Modern Governance: New Government – Society Interactions, London: Sage Publications

Layne, K and Lee J (2001), Developing Fully Functional e-Government: A Four Stage Model, Government Information Quarterly, Vol. 18, No. ER2

Pardhasaradhi, Y.,(2009) E-Governance and Indian Society, Kanishka, New Delhi

Satyanarayana. J(2006), E-Government, New Delhi, PHI

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Course Title- E-GOVERNMENT (INTERDISCIPLINARY)

Course Title- PGPPA4I001T

Course Outcome:

- To understand importance of e-Government
- Study various Central Government Schemes
- To study landmark initiative by Central and State Government

विभागाध्यक्ष/HEAD
लोक नीति एवं लोक प्रशासन/Public Policy and Public Administration
जम्मू केंद्रीय विश्वविद्यालय/Central University of Jammu

Department of Public Policy and Public Administration
Central University of Jammu, Jammu

Semester: IV
Course Title: MEASURING GOVERNANCE

Course Code: PGPPA4F001T

Course Objective

Credit: 4

The use of governance indicators, as applied to developing countries, has grown spectacularly in recent years. The governance indicators contribute to the growing empirical research of governance with advocacy tools for policy reform and monitoring. The indicators, and the underlying data behind them, are part of the current research and opinions that have reinforced the experiences and observations of reform-minded individuals in government, civil society, and the private sector. The main objective of this course is to present various methodologies of measuring governance and facilitate the students to have knowledge of the Human Development Indicators, Corruption perceptions Index with a comparative outlook of developing and developed countries.

UNIT - I: Introduction
a) Measuring Governance: Need and Significance
b) Measuring Governance: Methodological Plurality
c) Measuring Governance: Inadequacy of Existing Measurement

UNIT - II: World Wide Governance Indicators (WGI)
a) Political Stability and Absence of Violence
b) Government Effectiveness and Regulatory Quality
c) Rule of Law and Control of Corruption

UNIT - III: Models of Measuring Governance
a) Procedural Measure
b) Capacity Measure
c) Output Measure

UNIT - III: Measuring Governance Agencies
a) UNDP Human Development Report: Human Development Index
b) Transparency International: Corruption Perceptions Index
c) Global Integrity: Innovations for Transparency and Accountability

UNIT - V: Tools of Measuring Governance
a) Cost Benefit Analysis and MBO
b) CPM
c) PERT
d) Operations Research

Select Readings:

Ali Farazamand (2004), Sound Governance: Policy and Administrative Innovations, Praeger Publishers, West Port. Bevir, Mark, 2013, The Sage Handbook of Governance, Sage Publications Ltd, London.

Francis Fukuyama (2013), What is Governance?, Working Paper 314, Center for Global Development, NW, Washington, DC.

Kathe Callahan (2007), Elements of Effective Governance: Measurement, Accountability and Participation, CRC Press, Taylor and Francis Group, Boca Raton.

Katherine Berscha and Sandra Botero (2014), Measuring Governance: Implications of Conceptual Choices, European Journal of Development Research Vol. 26, pp.124-141

Kaufmann, Daniel, Frannie Leautier, and Massimo Mastruzzi. (2005), "Governance and the City: An Empirical Exploration into Global Determinants of Urban Performance." Policy Research Working Paper 3712. World Bank, Washington, D.C.

Kaufmann, Daniel, Kraay, Aart, and Mastruzzi, Massimo (2009), Governance Matters VIII : Aggregate and Individual Governance Indicators, Policy Research Working Paper: Washington DC, World Bank.

Shantayanan Devarajan (2008), Two Comments on "Governance Indicators: Where Are We, Where Should We Be Going?" by Daniel Kaufmann and Aart Kraay, The World Bank Research Observer, vol. 23, No. 1 (Spring), pp. 31-36. www.worldbank.org/index

www.globalintegrity.org

Administrative Officer

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Project Director
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परियोजना निदेशक
विश्वविद्यालय निकाय

Course Title: MEASURING GOVERNANCE (FOUNDATION COURSE)
Course Code: PGPPA4F001T

Course Outcome-

- The targeted outcome of this course is to develop an insight among learners about the use of governance indicators, as applied to developing countries, for a better application of governance practices and outcomes.
- Course helps to promote research practices among students and scholars by the application of governance indicators through empirical research of governance with advocacy tools for policy reform and monitoring.
- Another outcome is to present blended learning about the engagement of current research outcomes and opinions that have reinforced the experiences and observations of reform-minded individuals in government, civil society, and the private sector.
- The main outcome of this course is to present various methodologies of measuring governance and facilitate the students to have knowledge of the Human Development Indicators, and Corruption Perceptions Index with a comparative outlook of developing and developed countries.

विभागाध्यक्ष/HEAD
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SEMESTER – IV

Course Title: SOCIAL POLICY: STATE, MARKET AND SOCIETY

Course Code: PGPPA4C002T

Credit: 4

Course Objective:

Social Policy in a development context is the overarching framework of a wide-ranging inquiry into social policy that is developmental, democratic and socially inclusive. It is increasingly evident that social policy has a significance that goes beyond even the valid concerns about basic equity and minimal living standards, which form part of the social and economic rights of citizens. This course will explore the interplay between democracy and social policy from the perspective of state and market and civil society and focus on the role of democratic forces in the development of social policy.

UNIT- I: Introduction

a) State and Social Theory

b) Classical and Contemporary Perspectives

c) State, Government and Governance

UNIT- II: Social Justice

a) Social Justice & Inclusion: Concept and Philosophy

b) Exclusion and Denial: A Critical Inquiry

c) Equity and Inclusion

d) Affirmative Action and Inclusion: The Global Experience

UNIT- III: Social Development

a) Policy for Inclusive Development: Growth with Equity

b) Changing Norms of Social Equity and Participation

c) Social Participation: Issues of Gender, Weaker Sections and Environment

UNIT- IV: Social Policies at Global Level

a) SDGs and HDI: The Global Targets

b) Refugees and Migrants

c) Human Trafficking

UNIT- V: Emerging Trends

a) Growing Role of Civil Society Organizations

b) Democratic People's Struggles: Case Studies

c) Ethical Concerns in Social Policy Making

Select References:

Baldock John, et al, (2011), Social Policy, Oxford University Press. Bochel , Hugh and Guy Daly (2014), Social Policy, Routledge.

Dev , Mahendra (2008), Inclusive Growth in India, Oxford Collected Essays. Kennedy , Patricia (2013)Key Themes in Social Policy, Routledge.

Morales Daniel A. Gomez (1999), Transnational Social Policies, IDRC/CRDI Miller , David (1976), Social Justice, Clarendon Press ,Oxford

Naila, Kabeer (2006), Social Exclusion and the MDGs.The Challenge of 'Durable Inequalities' in the Asian Context, Institute of Development Stusdies and Overseas Development Studies Institute.

Sah , D.C. & Y. Sisodia (2004), Tribal Issues in India, Saujanya Books, Jaipur.

Sharma Arvind (2005),Reservation and Affirmative Action: Models of Social Integration in India and the United States, Sage. Sen , Amartya (2009), The Idea of Justice, Allen Lane & Harvard University Press.

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Thorat, Sukhadeo and Umakant (2004), Caste, Race and Discrimination – Discourses in International Context, Indian Institute of Dalit Studies and Rawat Publishers, New Delhi and Jaipur.

Thorat, Sukhadeo, Aryama and Prashant Negi (Eds.) (2005), Reservation and Private Sector-Quest for Equal Opportunity and Growth, Rawat Publications , Jaipur.

Yadav , Sushma, (2006) , Social Justice: Ambedkar's Vision, IIPA , New Delhi.

Valerian Rodrigues (Ed.)(2002), The Essential Writings of B.R. Ambedkar, Oxford University Press, New Delhi.

Yadav , Sushma (2010), Reservation and Inclusive Growth: Theme Paper for 54th Member's Annual Conference, IIPA, New Delhi.

Course Title: SOCIAL POLICY: STATE, MARKET, AND SOCIETY

Course Code: PGPPA4C002T

Course Outcome-

- The outcomes of the Social Policy provide learning of social policy in a development context within the overarching framework of a wide-ranging inquiry in a developmental, democratic, and socially inclusive context.

- It helps to understand the social policy from the perspective of equity and minimal living standards, which are part of the social and economic rights of citizens.

- This course helps learners to explore the interplay between democracy and social policy from the perspective of the state and market and civil society and focuses on the role of democratic forces in the development of social policy.

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