



**Central University of Jammu**  
**DEPARTMENT OF PUBLIC POLICY AND PUBLIC ADMINISTRATION**

**Minutes of the Eleventh Board of Studies (BoS) Meeting**

The Eleventh meeting of the Board of Studies (BoS) of the Department was held on 17th May 2022 at 2:30 PM. The following members were present in the meeting:

1. Dr. Rouchi Chaudhary	Chairman
2. Prof. Alka Dhameja	Subject Expert
3. Prof. L. R. Verma	Subject Expert
4. Prof. Anil Monga	Subject Expert
5. Dr. Yashwant Singh	Member
6. Dr. Mohit Sharma	Member
7. Dr. G. Durga Rao	Invitee
8. Dr. J.N. Baliya	Special Invitee

Following decisions were taken:

**Item No. 11.1** Confirmed the minutes of the 10<sup>th</sup> Board of Studies held on 4th March 2021.

**Item No. 11.2** Confirmed the minutes circulated and recommended by BoS members online through mail dated March 23, 2022 (Annexure I)

**Item No. 11.3** Considered and recommended the course matrix and syllabi for Master's degree Program in Public Policy and Public Administration as per NEP (Annexure - II)

**Item No. 11.4** Considered and recommended Ph.D course matrix and course syllabi (Batch - 2021) onwards (Annexure - III)

**Item No. 11.5** Considered the list of allied subjects for the purpose of faculty recruitment in the department of Public Policy and Public Administration, wherein all the experts unanimously recommended that candidates with M.A in Public Administration only are eligible for recruitment in the department of Public Policy and Public Administration.

**Item No. 11.6** Considered and recommended the list of allied subjects for Ph.D admission in the department of Public Policy and Public Administration (Annexure - IV)

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*G. Durga Rao*

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**Item No. 11.7** Considered and recommended for blanket approval of MOOC Courses in social sciences to be opted from SWAYAM and other E-Learning platforms for the M.A.program, 2022 batch onwards.

**Item No. 11.8** Considered and recommended the allotment of Supervisors to 2021 batch research scholars as per the vacancies available (Annexure - V)

**Item No. 11.9** Considered and recommended the allotment of Supervisors to 2022 batch research scholars as per the vacancies available (Annexure - VI)

**Item No. 11.10** Considered and recommended the extension of the Ph.D submission deadline in favour of Ms. Gulshan Bassan, (roll no. 0111015) 2015 batch research scholar of the department for a period of six months from 1<sup>st</sup> July, 2022 to 31<sup>st</sup> December, 2022.

#### Signatures

1. Dr. Rouchi Chaudhary



2. Prof. Alka Dhameja (Online Present)

3. Prof. L. R. Verma (Online Present)

4. Prof. Anil Monga (Online Present)

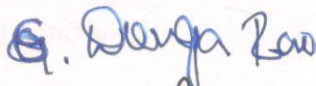
5. Dr. Yashwant Singh



6. Dr. Mohit Sharma



7. Dr. G. Durga Rao



8. Dr. J.N. Baliya

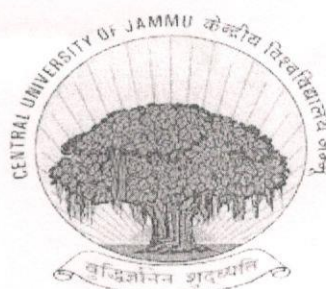




Department of Public Policy and Public Administration  
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PPPA  
Annexure - I

Department of Public Policy and Public Administration  
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March 21, 2022

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 2021 - 2022 onwards

Department of Public Policy and Public Administration  
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Course Matrix: Semester -I						
Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
	<b>CORE COURSES</b>					
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
	<b>ELECTIVE COURSES (ANY ONE)</b>					
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
	<b>FOUNDATION COMPULSORY (ABILITY ENRICHMENT)</b>					
PGPPA1F002T	Indian Constitution and Administration	4	25	25	50	100
<b>Total</b>		<b>20</b>				<b>500</b>

Course Matrix: Semester -II						
Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
	<b>CORE COURSES</b>					
PGPPA2C004T	Research Methodology	4	25	25	50	100
PGPPA2C005T	Public Policy - Concepts, Theories and Models	4	25	25	50	100
PGPPA2C006T	Governance - Concepts and Models	4	25	25	50	100
	<b>ELECTIVE COURSES (ANY ONE)</b>					
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
	<b>FOUNDATION ELECTIVE (SKILL BASED)</b>					
PGPPA2F002T	Administrative Thinkers	4	25	25	50	100
<b>Total</b>		<b>20</b>				<b>500</b>

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Course Matrix: Semester -III						
Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
	<b>CORE COURSES</b>					
PGPPA3C004T	Financial Administration	4	25	25	50	100
PGPPA3C005T	Public Policy Analysis	4	25	25	50	100
PGPPA3C006T	Governance issues in India	4	25	25	50	100
	<b>ELECTIVE COURSES (ANY ONE)</b>					
PGPPA3E003T	Urban Governance	4	25	25	50	100
PGPPA3E004T	Human Rights Administration in India	4	25	25	50	100
PGPPA3E005T	Public Sector Governance	4	25	25	50	100
	<b>ELECTIVE (INTERDISCIPLINARY)</b>					
PGPPA3I002T	Civil Services in India	4	25	25	50	100
	<b>FOUNDATION ELECTIVE (SKILL BASED)</b>					
PGPPA3F002T	Statistical Methods	4	25	25	50	100
<b>Total</b>		<b>24</b>				<b>600</b>

Course Matrix: Semester- IV						
Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
	<b>CORE COURSES</b>					
PGPPA4C004T	Public Personnel Administration	4	25	25	50	100
PGPPA4C005T	Comparative Public Administration	4	25	25	50	100
PGPPA4C006T	Social Policy: State, Market and Society	4	25	25	50	100
PGPPA4C001D	DISSERTATION	4				100
	<b>ELECTIVE COURSE (INTERDISCIPLINARY)</b>					
PGPPA4I002T	E-Government	4	25	25	50	100
	<b>FOUNDATION COMPULSORY (ABILITY ENRICHMENT)</b>					
PGPPA4F002T	Electronic Governance	4	25	25	50	100
<b>Total</b>		<b>24</b>				<b>600</b>

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

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**Department of Public Policy and Public Administration  
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**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 et al. (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 Denhardt (2007), The New Public Service, Serving, Not Steering, M.E.Sharpe, New York  
Miller, H and Fox, C.J (2007), Post Modern Public Administration, ME Sharp, New York  
Jay M Shafritz (2017), Introducing Public Administration, Routledge, Taylor and Francis Group, New York  
Sadhana and Sharma, (2018) Public Administration in Theory and Practice, PHI, New Delhi.

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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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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.

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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.
- 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.

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Department of Public Policy and Public Administration  
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Semester -I

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 Banarsai 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.
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- B.S. Khanna, (1999), Rural Local Government in India and South Asia, Deep and Deep Publication, New Delhi.
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- 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. Sivaramakrishnan, 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.
- Peter Oakley (1991), Projects with People: The Practice of Participation in Rural Development, I.L.O., Geneva.
- 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.

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

Semester: I

Course Title: Social Welfare Administration in India (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 in 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

**References**

- Surendra Kataria, Social Administration (Hindi), RBSA Publishers, SMS High Way, Jaipur, 2002.  
C.P. Barthwal (Ed.), Social Justice in India, Bharat Book Centre, 17, Ashok Marg, Lucknow, 1998.  
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V. Jaganadham: 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 Administration, 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, Delhi 1992.

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

Semester: I

Course Title: Organizational Behavior (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.  
Moorhead and Griffin, Organisational Behaviour, Jaico, 1999.  
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.

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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)

Course Cod: PGPPA1F002T

Credit: 4

**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 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) 73<sup>rd</sup> Constitutional Amendment Act
- d) 74<sup>th</sup> Constitutional Amendment Act

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

Semester: II

Course Title: Research Methodology (Core Course)

Course Code: PGPPA2C004T

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

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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: PGPPA2C005T

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. Kondon: 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  
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Department of Public Policy and Public Administration  
Central University of Jammu, Jammu  
Semester: II

**Course Title: Governance: Concepts and Models (Core Course)**

**Course Code: PGPPA2C006T**

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

**References**

- Shanker Sen: Indian Police Today, New Delhi, Ashish Publishing House, 1994.  
K.M.Mathur: Internal Security Challengers and Police in a Developing Society, RBSA, Jaipur, 1989.  
Charles D.Hale: Fundamentals of Police Administration, Boston, Helbrook Press, 1977.  
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N.S.Saksena: Law and Order in India, Abhinav Publications.  
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Department of Public Policy and Public Administration  
Central University of Jammu, Jammu  
Semester- II

Course Title: Office Organization and Management (Elective Course)

Course Cod: PGPPA2E005T

Credit: 4

**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**

- George R. Terry, (1966), Office Management and Control, Chicago Press, Chicago.
- J.C. Denyer (1980) Office Management, Macdonald and Evans.
- William Henry Leffingwell, Edwin M. Robinson. 1950, Textbook of Office Management. McGraw-Hill.
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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: PGPPA2F002T

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) Rensis Likert: 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  
David Jaffe (2001), Organisation Theory: Tension and Change, McGraw Hill Education, New York.  
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Department of Public Policy and Public Administration  
Central University of Jammu, Jammu

Semester: III

Course Title: Financial Administration (Foundation Course)

Course Code: PGPPA3C007T

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

Semester: III

Course Title: Public Policy Analysis (Core Course)

Course Code: PGPPA3C008T

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.
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- Howlett, Michael, and M. Ramesh, (1995), Studying Public Policy: Policy Cycles and Policy Subsystems, OUP, Toronto.
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- 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.
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Department of Public Policy and Public Administration  
Central University of Jammu, Jammu

Semester: III

Course Title: Governance issues in India (Core Course)

Course Code: PGPPA3C009T

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 Accountability 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:**

- Anttiroiko et 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
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- Subrata K. Mitra (2006), Puzzles of India's Governance, Routledge, London.
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Department of Public Policy and Public Administration  
Central University of Jammu, Jammu

Semester: III

Course Title: Urban Governance (Elective Course)

Course Code: PGPPA3E003T

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 Programmes
- 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,
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- Sivaramakrishnan K.C., et. al. (1993), Urbanisation in India: Basic Services

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

Course Title: Human Rights Administration in India (Elective Course)

Course Cod: PGPPA3E004T

Credit: 4

**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 Commission, 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 Livelihood, 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
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**Department of Public Policy and Public Administration**  
**Central University of Jammu, Jammu**  
**Semester: III**

**Course Title: Public Sector Governance (Elective Course)**

**Course Code: PGPPA3E005T**

**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 Macmillan, UK.
- Aras, G. & Crowther, (2010). *A Handbook of Corporate Governance and Social Responsibility*. Gower Publishing House, Ltd.
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- Arguden, Yilmaz (2011). *Keys to Governance: Strategic Leadership for Quality of Life*. Macmillan, Hampshire.
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Department of Public Policy and Public Administration  
Central University of Jammu, Jammu  
SEMESTER-III

Course Title: Civil Services in India  
(Interdisciplinary Course)

Course Code: PGPPA3I002T

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 Recommendations 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
- Farazmand, Ali (1994), Handbook of Bureaucracy, Taylor & Francis, New York.
- Flippo Edwin B., (1976), Principles of Personnel Management, McGraw-Hill
- Goel, S.L. & Rajneesh, Shalini (2003), Public Personnel Administration, Deep & Deep, New Delhi
- Government of India, Second ARC, Tenth Report on 'Refurbishing of Personnel Administration'
- Jack Robin, et al (eds) (1994), Handbook of Public Personnel Administration, Taylor & Francis, New York.
- Jain, R.B. (1994), Aspects of Personnel Administration, IIPA, New Delhi
- Maheswari Sriram (2005), Public Administration in India: The higher Civil Service, Oxford University Press, New Delhi
- Naff, Katherine C., Norma M. Riccucci, (2014), Personnel Management in Government: Politics and Process (Seventh Edition), CRC, Taylor & Francis, New York.
- Riccucci, Norma (2007), Public Personnel Administration and Labor Relations, M.E. Sharpe, New York.
- Shafritz, Jay M et.al. (2001), Personnel Management in Government, Marcel Dekker, New York.
- Stahl O. Glenn (1983), Public Personnel Administration, Harper & Row.
- Tead, Ordway (1920), Personnel Administration, University of California Libraries.

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

Course Title: Statistical Methods (Foundation Course)

Course Code: PGPPA3F002T

Credit: 4

**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: Characteristics of Normal and probability curve and deviation from normality (Skewness 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 Error

**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.

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.

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

Semester: IV

Course Title: Public Personnel Administration (Core Course)

Course Code: PGPPA4C004T

Credit: 4

**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) 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.
- Flippo Edwin B., (1976), Principles of Personnel Management, McGraw-Hill
- Goel, S.L. & Rajneesh, Shalini (2003), Public Personnel Administration, Deep & Deep, New Delhi
- Government of India, Second ARC, Tenth Report on 'Refurbishing of Personnel Administration'
- Jack Robin, et al (eds) (1994), Handbook of Public Personnel Administration, Taylor & Francis, New York.
- Jain, R.B. (1994), Aspects of Personnel Administration, IIPA, New Delhi
- Maheswari, Sriram (2005), Public Administration in India: The higher Civil Service, Oxford University Press, New Delhi
- Naff, Katherine C., Norma M. Riccucci, (2014), Personnel Management in Government: Politics and Process (Seventh Edition), CRC, Taylor & Francis, New York.
- Riccucci, Norma (2007), Public Personnel Administration and Labor Relations, M.E. Sharpe, New York.
- Shafritz, Jay M et.al. (2001), Personnel Management in Government, Marcel Dekker, New York.
- Stahl O. Glenn (1983), Public Personnel Administration, Harper & Row.
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Department of Public Policy and Public Administration  
Central University of Jammu, Jammu

**SEMESTER – IV**

**Course Title: Comparative Public Administration (Core Course)**

**Course Code: PGPPA4C005T**

**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) 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.
- 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.
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- Riggs, F. W. (1970). The ecology of administration. Bloomington: Indiana University.
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- Waldo, Dwight (1964). Comparative Public Administration: Prologue, Problems, and Promise. Chicago: Comparative Administration Group, American Society for Public Administration.
- Chandler J.A (2000), Comparative Public Administration, Routledge, 29 West 35th Street, New York
- Eric E. 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.

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Department of Public Policy and Public Administration

Central University of Jammu, Jammu

SEMESTER - IV

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

Course Code: PGPPA4C006T

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  
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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.  
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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.

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**Department of Public Policy and Public Administration**  
**Central University of Jammu, Jammu**  
**Semester - IV**  
**DISSERTATION**

**Course Code: PGPPA4C001D**

**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

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

Semester: IV

Course Title: E- Government  
(INTERDISCIPLINARY COURSE)

Course Code: PGPPA4I002T

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
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- Pardhasaradhi, Y., (2009) E-Governance and Indian Society, Kanishka, New Delhi
- Satyanarayana. J (2006), E-Government, New Delhi, PHI

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

Course Title: Electronic Governance (Foundation Course)

Course Code: PGPPA4F002T

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*, Routledge, 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.

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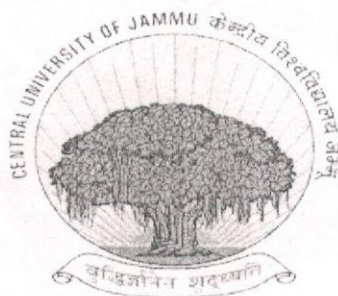


Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23

Annexure - II PPPA

Department of Public Policy and Public Administration

Central University of Jammu, Jammu



17 May, 2022

Proposed 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 2022 – 2023 onwards as per New Education Policy Learning Outcomes based Curriculum Framework (NEP - LOCF) for BoS approval



**Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23**

**Course Structure**

**Semester – I**

Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
<b>Core courses</b>						
MPPA1C001T	Introduction to Public Administration	4	25	25	50	100
MPPA1C002T	Administrative Thinkers	4	25	25	50	100
MPPA1C003T	Indian Administration	4	25	25	50	100
<b>Open Elective Courses</b>						
MPPA1O001T	Public Personnel Administration	4	25	25	50	100
MPPA1O002T	MOOCS	4	25	25	50	100
<b>Skill Enhancement / Value Additions Courses</b>						
MPPA1O003T	Microsoft Office	2	-	25	25	50
<b>Total</b>		<b>22</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>550</b>
<b>**MOOCS COURSE TO BE OPTED AS PER AVAILABILITY ON SWAYAM PLATFORM</b>						

**\*\*CREDIT TRANSFER UP TO 40% ALLOWED/AS PER UNIVERSITY POLICY**

**Semester – II**

Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
<b>Core courses</b>						
MPPA2C001T	Public Policy: Basic Concepts	4	25	25	50	100
MPPA2C002T	Governance: Basic Concepts	4	25	25	50	100
MPPA2C003T	Research Methodology	4	25	25	50	100
<b>Open Elective Courses</b>						
MPPA2O001T	Public Financial Administration	4	25	25	50	100
MPPA2O002T	MOOCS	4	25	25	50	100
<b>Skill Enhancement / Value Additions Courses</b>						
MPPA2O003T	Statistical Package for Social Sciences (SPSS)	2	-	25	25	50
<b>Total</b>		<b>22</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>550</b>
<b>**MOOCS COURSE TO BE OPTED AS PER AVAILABILITY ON SWAYAM PLATFORM</b>						

**\*\*CREDIT TRANSFER UP TO 40% ALLOWED/AS PER UNIVERSITY POLICY**

**NOTE:** Learners have an option to exit after one year with a Post Graduate Diploma in \_\_Name of the Programme\_\_

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Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23

**Semester – III**

Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
<b>Core courses</b>						
MPPA3C001T	Public Policy: Approaches and Theoretical Perspectives	4	25	25	50	100
MPPA3C002T	Governance: Approaches and Theoretical Perspectives	4	25	25	50	100
<b>Open Elective Courses</b>						
MPPA3O001T	Statistical Methods	4	25	25	50	100
MPPA3O002D	INTERNSHIP + DISSERTATION – I (2 Credits each)	4	25	25	50	100
MPPA3O003T	MOOCS	4	25	25	50	100
<b>Audit Courses</b>						
MPPA3O004T	Civil Services in India	0				
<b>Total</b>		<b>20</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500</b>
<b>**MOOCS COURSE TO BE OPTED AS PER AVAILABILITY ON SWAYAM PLATFORM</b>						

**\*\*CREDIT TRANSFER UP TO 40% ALLOWED/AS PER UNIVERSITY POLICY**

**Semester - IV**

Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
<b>Open Elective Courses</b>						
MPPA4O001T	Introduction to Policy Analysis	4	25	25	50	100
MPPA4O002T	Governance in India: Contemporary Issues	4	25	25	50	100
MPPA4O003T	Comparative Public Administration and Development Administration	4	25	25	50	100
MPPA4O004D	DISSERTATION – II	4	-	-	-	100
MPPA4O005T	MOOCS	4	25	25	50	100
<b>Audit Courses</b>						
MPPA4O006T	E-Governance	0				
<b>Total</b>		<b>20</b>				<b>500</b>
<b>**MOOCS COURSE TO BE OPTED AS PER AVAILABILITY ON SWAYAM PLATFORM</b>						

**\*\*CREDIT TRANSFER UP TO 40% ALLOWED/AS PER UNIVERSITY POLICY**

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**Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23**

**Semester I**

**Course Code: MPPA1C001T**

**Course Title: Introduction to Public Administration (Core Course)**

**Duration of Examination: 3 Hrs**

**Contact Hrs/Week: 4 Hrs**

**Credit: 4**

**Maximum Marks: 100**

**Course Objective(s):**

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 an 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 the globalized phenomenon.

**Course Learning Outcomes**

- It will help to appreciate the methodological pluralism and synthesizing nature of knowledge in Public Administration.
- Comprehending the changing paradigms of Public Administration.
- Usage and application of administrative theories and concepts in day to day activities
- Understanding of Public Administration from multidimensional perspectives.

**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 IV: Concepts**

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

**Unit V: Emerging Trends**

- a) Social Theory
- b) Post Modern Public Administration
- c) Globalization and Public Administration
- d) ICT applications in Public Administration

**Reference Books and Suggested Readings**

- 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 et al. (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

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**Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23**

**Semester I**

**Course Code: MPPA1C002T**

**Course Title: Administrative Thinkers (Core Course)**

**Duration of Examination: 3 Hrs**

**Contact Hrs/Week: 4 Hrs**

**Credit: 4**

**Maximum Marks: 100**

**Course Objective(s):**

The theory depends on its capacity to describe, explain and 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 help 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.

**Course Learning Outcomes**

- It will help the learners understand and synthesize the epistemology of organisational theory.
- Comprehend the theoretical differences between classical and behavioural approaches.
- Usage and application of administrative theories and concepts in day to day activities.
- Understanding of contribution of administrative thinkers from multidimensional perspectives.

**Unit I: Organisation 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) Rensis Likert: Systems Management
- c) Warren Bennis: Changing Organisations
- d) Peter Drucker: Knowledge-Based Organization

**Reference Books and Suggested Readings**

- Brian R Fry, (1989) Mastering Public Administration, Chatham House Publishers, New Jersey.  
Baker R J S (1972), Administrative Theory and Public Administration, Huthinson, London  
David Jaffe (2001), Organisation Theory: Tension and Change, McGraw Hill Education, New York.  
Dereck Pugh & David Hickson, (2007), Great Writers on Organisations, Ashgate Publishing Limited, England.  
Jay M. Shafritz and Steven Ott (2001), Classics of Organisation Theory, Harcourt College Publishers, Orlando.  
Barnard, Chester (1969), The Functions of Executive, Cambridge, Harvard University Press  
George H. Fredrickson (et al). (2003). The Public Administration Theory Primer, Westview Press  
Henry Fayol, (1957). General and Industrial Management, Issac Pitman, London.  
Luther Gulick & Lyndall Urwick (eds.)(1937). Papers on Science of Administration, NIPA. New York.  
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.  
Argyris, Chris (1957), Personality and Organization, Harper, New York  
Drucker, Peter (2012), Management Challenges for the 21<sup>st</sup> Century, Harper business.  
Herbert A. Simon (1965), Administrative Behavior, Free Press, New York.  
Likert, Rensis (1976), New Patterns of Management, 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  
Vroom, Victor H (1964), Work Motivation, John Wiely and Sons, New York

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**Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23**

**Semester I**

**Course Code: MPPA1C003T**

**Course Title: Indian Administration (Core Course)**

**Duration of Examination: 3 Hrs**

**Contact Hrs/Week: 4Hrs**

**Credit: 4**

**Maximum Marks: 100**

**Course Objective(s):**

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 the individual citizen and the state. It lays out certain ideals that form the basis of the kind of country that we as citizens aspire to live in. An in-depth analysis of various basic areas of the constitution is the main objective of this interdisciplinary course. This helps the students to strengthen their understanding of the Indian constitution and the functioning of government.

**Course Learning Outcomes**

1. Knowledge about the evolution and growth of Indian Administration
2. Familiarity with the constitutional framework on which Indian Administration is based.
3. Grasping the role of Union Executive
4. Understanding the in-built control mechanisms over constitutional bodies in particular and administration in general
5. Delineating the constitutional provisions and dynamics of union -state relationships

**Unit I: Indian Constitution**

- a) Nature of the Constitution: Salient features of the 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: Centre-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) 73<sup>rd</sup> Constitutional Amendment Act
- d) 74<sup>th</sup> Constitutional Amendment Act

**Reference Books and Suggested Readings**

- 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 Kashyap (1989), Indian Polity: Retrospect and Prospect, Allahabad University Alumni Assn, NPH
- Subash C. Kashyap (2010), Indian Constitution: Conflicts and Controversies, Vitasta. The Constitution of India, Government of India, 2009.
- 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. Sivaramakrishnan, et. al. (1993), Urbanisation in India: Basic Services and People's Participation, ISS.
- 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.

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**Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23**

**Semester I**

**Course Code: MPPA10001T**

**Course Title: Public Personnel Administration (Open Elective Course)**

**Duration of Examination: 3 Hrs**

**Contact Hrs/Week: 4 Hrs**

**Credit: 4**

**Maximum Marks:100**

**Course Objective(s):**

Human resource administration concerns human resource management as it applies specifically to the field of public administration. Human resources administration in public and non-profit 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 precepts of human resource administration.

**Course Learning Outcomes**

- Brief understanding of the personnel administration;
- Understanding of the various process, tools and techniques of personnel administration used for the selection and capacity development of the organisational personnel; and
- Understanding the contemporary trends in the public personnel administration.

**Unit I: Introduction**

- a) Public Personnel Administration: Meaning, Nature and Scope
- b) Concept of Human Resources
- c) Importance of Human Resource Development
- d) Public Service: Concept and Role in Modern State

**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 and Methods
- b) Training: Needs Assessment
- c) Performance Appraisal – Traditional and Modern methods
- d) Capacity Building

**Unit IV: Pay and Conditions of Services**

- a) Promotion – Objectives and Principles
- b) Discipline, Morale and Motivation
- c) Pay and Service Conditions
- d) Employer-Employee relations

**Unit V: Major Trends**

- a) Neutrality and Anonymity
- b) Integrity of Public Services
- c) Generalists and Specialists Controversy
- d) Civil Service Reforms (ARC Recommendations)

**Reference Books and Suggested Readings**

- 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.
- FlippoEdvin B., (1976), Principles of Personnel Management, McGraw-Hill
- Goel, S.L.&Rajneesh, Shalini (2003), Public Personnel Administration, Deep & Deep, New Delhi
- Government of India, Second ARC, Tenth Report on 'Refurbishing of Personnel Administration'
- Jack Robin, et al (eds) (1994), Handbook of Public Personnel Administration, Taylor & Francis, New York.
- Jain, R.B.(1994), Aspects of Personnel Administration, IIPA, New Delhi
- Maheswari, Sriram (2005), Public Administration in India: The higher Civil Service, Oxford University Press.
- Naff, Katherine C., Norma M. Riccucci, (2014) , Personnel Management in Government: Politics and Process (Seventh Edition), CRC, Taylor & Francis, New York.
- Riccucci, Norma(2007), Public Personnel Administration and Labor Relations, M.E. Sharpe, New York.
- Shafritz, Jay M et.al.(2001), Personnel Management in Government, Marcel Dekker, New York.
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Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23

Semester I

Course Code: MPPA1O002T

Course Title: MOOCS (Open Elective Course)

Duration of Examination: 3 Hrs

Contact Hrs/Week: 4 Hrs

Credit: 4

Maximum Marks: 100

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**Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23**

**Semester I**

**Course Code: MPPAIO003T**

**Course Title: Microsoft Office (Skill Enhancement Course)**

**Duration of Examination: 3 Hrs**

**Contact Hrs/Week: 4 Hrs**

**Credit: 2**

**Maximum Marks: 50**

**Course Objective(s):**

Microsoft Office, or simply Office, is a family of client software, server software, and services developed by Microsoft. Initially a marketing term for an office suite (bundled set of productivity applications), the first version of Office contained Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. The aim of this course is to make students learn various services of MS Office.

**Course Learning Outcomes**

1. Gaining theoretical understanding about the services of MS Office
2. Learning practical application of about the services of MS Office
3. Developing necessary skills to use and operate various services of MS Office

The students will be able learn about the following services

1. word processor (Word),
2. a spreadsheet program (Excel)
3. a presentation program (PowerPoint),
4. an email client (Outlook), a database management system (Access), and
5. a desktop publishing app (Publisher).

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**Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23**

**Semester II**

**Course Code: MPPA2C001T**

**Course Title: Public Policy: Basic Concepts (Core Course)**

**Duration of Examination: 3 Hrs**

**Contact Hrs/Week: 4 Hrs**

**Credit: 4**

**Maximum Marks: 100**

**Course Objective(s):**

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.

**Course Learning Outcomes**

1. Understanding the basic concepts such as public policy, policy analysis and public policy process
2. Knowledge of different stages of the Public policy process
3. A comprehensive idea of concepts of policy process with regard to each stage
4. Necessary competence to undertake policy analysis

**Unit I**

- a) Public Policy: Meaning, nature scope, types and significance of Public Policy
- b) Evolution of Public Policy and Policy Sciences
- c) Approaches to Public Policy

**Unit II**

- a) Introduction to Public Policy Making/ Policy Process
- b) Policy Environment
- c) Policy Instruments

**Unit III**

- a) Stage I of Policy Process - Problem Identification
- b) Stage II of Policy Process - Agenda Setting
- c) Stage III of Policy Process - Policy Formulation

**Unit IV**

- a) Stage IV of Policy Process - Policy Legitimation/Adoption/Public Policy Decision Making
- b) Stage V of Policy Process - Policy Implementation
- c) Stage VI of Policy Process - Policy Evaluation

**Unit V**

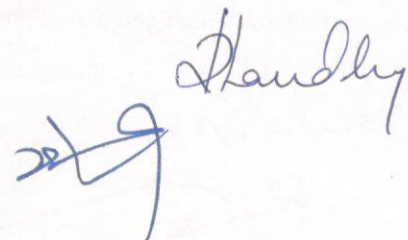
- a) Public Policy Analysis
- b) Globalization and Public Policy
- c) Public Policy in India

**Reference Books and Suggested Readings**

- 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  
Lindblom, C.E., and E.J., Woodhouse, (1993), The Policy making Process, 3rd ed., New Jersey., Prentice - Hall.  
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Kindon's J.W (1984), Agendas, Alternatives, and public policy, Harper Collians, New York.  
John, Peter, (2012), Analysing Public Policy, 2nd ed., Routledge, 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, Prentice-Hall.  
Wildwasky Aaron (1980), Speaking Truth to Power: The Art and Craft of Policy Analysis, Palgrave Macmillan  
Sapru RK. (2004), Public Policy: Formulation, Implementation and Evaluation, Sterling Publishers, New Delhi.  
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**Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23**

**Semester II**

**Course Code: MPPA2C002T**

**Course Title: Governance: Basic Concepts (Core Course)**

**Duration of Examination: 3 Hrs**

**Contact Hrs/Week: 4 Hrs**

**Credit: 4**

**Maximum Marks: 100**

**Course Objective(s):**

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.

**Course Learning Outcomes**

- Understanding the rationale for the shift of focus from Government to Governance
- Understanding the Contextual and Conceptual dimensions of Governance
- Contemporary Techniques and Trends in Governance
- Changing Dynamics of the relationship of citizens and the State in governance

**Unit I: Introduction**

- a) New Public Management
- b) Reinventing Government
- c) New Public Governance

**Unit II: Understanding Governance**

- a) Government to Governance Shift
- b) Governance as Theory
- c) Governance: Definitions and Concept

**Unit III: Understanding Good Governance**

- a) Good Governance: Concept and Principles
- b) Ancient discourse on Good Governance
- c) Good Governance: Critique

**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) Role of Market in Governance
- c) Role of Civil Society in Governance

**Reference Books and Suggested Readings**

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

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) Understanding Governance in the Network Society, 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, and Jon Pierre (1998) "Governance without Government?: Rethinking Public Administration." Journal of Public Administration Research and Theory 8 (2): 223-43.

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Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23

Semester II

Course Code: MPPA2C003T

Course Title: Research Methodology (Core Course)

Duration of Examination: 3 Hrs

Contact Hrs/Week: 4 Hrs

Credit: 4

Maximum Marks: 100

**Course Objective(s):**

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.

**Course Learning Outcomes**

- Understanding of research methods and its social utility.
- Able to comprehend the process of conducting scientific research
- To conduct and carry prescriptive study
- Awareness about ethics in academic research.

**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

**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

**Unit III: Methods of Research**

- a) Historical Method; Nature, Types and Steps, Interpretation of Results (Internal and External Criticism), Survey Method; Definition, characteristics, Types; cross-sectional studies and longitudinal studies
- b) 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.
- c) Qualitative approaches of Research: Meaning, nature; Brief description of approaches- 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, Non- Random Sampling Techniques: Concept, Types and Procedure
- c) 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) Writing a Research Proposal: Need, Characteristics and layouts, Research Report Writing / Research Paper: Concepts, Significance, and Characteristics
- d) Ethics and related issues in Research

**Reference Books and Suggested Readings**

- Cohen, L., Manion, & Morrison, (2011). *Research Methods in Education*. Routledge.
- Koul, L. (2009). *Methodology of Educational Research*. Vikas Publishing House Pvt Ltd.
- NY. Goode William J. and Paul K. Hatt (2006). *Methods in Social Research*. McGraw Hill, USA.
- Kothari, C.R. and Gaurav Garg (2014). *Research Methodology- Methods and Techniques*. New Age, ND.
- 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, ND.
- Singh, K. Y. (2006). *Fundamental of Research Methodology and Statistics*. New Age International Pvt Ltd.
- Kumar, R. (2010). *Research Methodology : A step by step guide for beginners*. Sage Publication Ltd.
- Gerber Eller (2013). *Public Administration Research Methods- Tools for Evaluation and Evidence based practices*. Routledge.
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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.

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**Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23**

**Semester II**

**Course Code: MPPA2O001T**

**Course Title: Public Financial Administration (Open Elective Course)**

**Duration of Examination: 3 Hrs**

**Contact Hrs/Week: 4 Hrs**

**Credit: 4**

**Maximum Marks: 100**

**Course Objective(s):**

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.

**Course Learning Outcomes**

1. Knowledge of various aspects of Public Financial Administration in general and in the Indian context in particular
2. Understanding Public budgeting, Public financial institutions and financial resource mobilization strategies in the Indian context
3. Comprehending the system and dynamics of Indian fiscal federalism
4. Deep understanding of the role of Comptroller and Auditor General in a public financial administration.

**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 Budgets: Line-Item Budget, Program Budget and Performance Budget
- d) Types of Budgets: 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

**Reference Books and Suggested Readings**

- 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
- Chelliah, Raja J (1970), Fiscal Policy in Underdeveloped Countries: Allen & Unwin
- Chen Greg G et. al (Eds) (2008), Budget Tools: Financial Methods in the Public Sector, CQ Press.
- Government of India, Second Administrative Reforms Commission, Fourteenth Report, Strengthening Financial Management, Systems, April 2009.
- Hillman (2003), Public Finance and Public Policy : Oxford University Press
- L.K.Jha (1986), Economic Administration in India – Retrospect's and Prospect, New Delhi: IIPA
- Lee Robert D. Jr., et al (Eds) (2007), Public Budgeting Systems, Jones & Bartlett Learning.
- Mahajan Sanjeev Kumar and Anupama Puri Mahajan (2014), Financial Administration in India, PHI Learning,
- Mikesell, John ( 2010), Fiscal Administration, Cengage Learning.
- Mugrave R A and P B Mugrave (2004), Public Finance in Theory and Practice: Tata Mc- Graw Hill
- Prest A.R (1975), Public Finance in Theory and Practice: Weidenfield and Nicolson
- R.K. Lekhi and Joginder Singh (2013), Public Finance, Kalyani Publishers, New Delhi.
- Rabin J, W. Bartlett H, Miller, G. J. (2006) Handbook of Public Financial Management, T&F Group.

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Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23

Semester II

Course Code: MPPA2O002T

Course Title: MOOCS (Open Elective Course)

Duration of Examination: 3 Hrs

Contact Hrs/Week: 4 Hrs

Credit: 4

Maximum Marks: 100

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Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23

Semester II

Course Code: MPPA2O003T

Course Title: Statistical Package for Social Sciences (SPSS)  
(Skill Enhancement Course)

Duration of Examination: 3 Hrs

Contact Hrs/Week: 4 Hrs

Credit: 2

Maximum Marks: 50

**Course Objective(s):**

SPSS Statistics is a statistical software suite developed by IBM for data management, advanced analytics, multivariate analysis, business intelligence, criminal investigation. The software name originally stood for Statistical Package for the Social Sciences (SPSS), reflecting the original market, then later changed to Statistical Product and Service Solutions. SPSS is a widely used program for statistical analysis in social science. It is also used by market researchers, health researchers, survey companies, government, education researchers, marketing organizations, data miners, and others. The aim of this course is to make students learn various services of SPSS.

**Course Learning Outcomes**

4. Gaining theoretical understanding about the services of SPSS
5. Learning practical application of about the services of SPSS
6. Developing necessary skills to use and operate various services of SPSS

The students will be able learn about the following

SPSS offers four programs that assist researchers with complex data analysis needs.

1. **Statistics Program:** SPSS's Statistics program provides a plethora of basic statistical functions, some of which include frequencies, cross-tabulation, and bivariate statistics.
2. **Modeler Program:** SPSS's Modeler program enables researchers to build and validate predictive models using advanced statistical procedures.
3. **Text Analytics for Surveys Program:** SPSS's Text Analytics for Surveys program helps survey administrators uncover powerful insights from responses to open-ended survey questions.
4. **Visualization Designer:** SPSS's Visualization Designer program allows researchers to use their data to create a wide variety of visuals like density charts and radial boxplots from their survey data with ease.

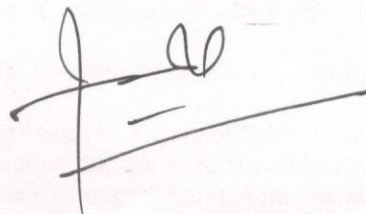
In addition to the four programs mentioned above, SPSS also provides solutions for data management, which allow researchers to perform case selection, create derived data, and perform file reshaping.

SPSS also offers data documentation, which allows researchers to store a metadata dictionary. This metadata dictionary acts as a centralized repository of information pertaining to the data, such as meaning, relationships to other data, origin, usage, and format.

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**Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23**

**Semester III**

**Course Code: MPPA3C001T**

**Course Title: Public Policy: Approaches and Theoretical Perspectives  
(Core Course)**

**Contact Hrs/Week: 4 Hrs**

**Duration of Examination: 3 Hrs**

**Credit: 4**

**Maximum Marks: 100**

**Course Objective(s):**

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 analyse our policy making process.

**Course Learning Outcomes**

1. Understanding the basic theories of Policy Making and their utility in simplifying the complexity of public policy
2. Knowledge of different theories of Policy Subsystem, Agenda Setting, Decision Making and Policy Implementation
3. Usage and application of public policy theories and concepts in day to day activities.

**Unit I: Theories of Policy Making - I**

- a) Process Theory
- b) Political Systems Theory (Black Box Model)
- c) Institutionalism

**Unit II: Theories of Policy Making - II**

- a) Group Theory and Elite Theory
- b) Public Choice Theory
- c) Game Theory

**Unit III: Theories of Policy Subsystem and Agenda Setting**

- a) Advocacy Coalition Model
- b) Kindon's Policy Windows model
- c) Punctuated Equilibrium Theory

**Unit IV: Theories of Decision Making**

- a) Rationalism
- b) Incrementalism
- c) Mixed Scanning Model and Garbage Can Model

**Unit V: Models of Policy Implementation**

- a) Top down model of policy implementation
- b) Bottom up model of policy implementation
- c) Hybrid model of policy implementation

**Reference Books and Suggested Readings**

- 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  
Dye Thomas (2008), Understanding Public Policy, Singapore, Pearson Education  
Kindon's J.W (1984), Agendas, Alternatives, and public policy, Harper Collins, Westview Press  
McCool, Daniel C. (ed.), (1995), Public Policy Theories, Models, and Concepts: An Anthology, Prentice-Hall.  
Kindon's J.W (1984), Agendas, Alternatives, and public policy, Harper Collians, New York.  
Michael Howlett and Ramesh, 2003, Studying Public Policy: Policy Cycles and Policy Subsystems, OUP.  
Paul Cairney (2012). Understanding Public Policy: Theories and Issues. Palgrave Macmillan.  
Paul Sabatier (2007). Theories of Policy Process, West View Press.  
Peters B.G. & Zittoun P. (2016). Contemporary Approaches to Public Policy Theories, Controversies and Perspectives, Palgrave Macmillan.  
Thomas R. Dye and Harmon Ziegler, L (2009). The Irony of Democracy: An Uncommon Introduction to American Politics, Cengage Learning.  
James M. Buchanan and Robert D. Tollison (1984). The Theory of Public Choice – II, Uni. of Michigan Press.  
David Easton (1981). Political System: An Enquiry into the State of Political Science, Uni. of Chicago Press.  
Lindblom C.E (1959). The Science of "Muddling Through", Public Administration Review, Vol. 19, No. 2.  
Lindblom C.E (1979). Still Muddling, Not Yet Through, Public Administration Review, Vol. 39, No. 6.  
Amitai Etzioni (1967). Mixed-Scanning: A "Third" Approach to Decision-Making, Public Administration Review, Vol. 27, No. 5.  
Michael D. Cohen, James G. March and Johan P. Olsen (1972). A Garbage Can Model of Organizational Choice, Administrative Science Quarterly, Vol. 17, No. 1.

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**Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23**

**Semester III**

**Course Code: MPPA3C002T**

**Course Title: Governance: Approaches and Theoretical Perspectives  
(Core Course)**

**Contact Hrs/Week: 4 Hrs**

**Duration of Examination: 3 Hrs**

**Credit: 4**

**Maximum Marks: 100**

**Course Objective(s):**

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.

**Course Learning Outcomes**

- Emerging Concepts in the Governance Discourse
- Understanding the Participatory Governance and its impact through the success stories of Participatory Governance
- Understanding the methods used for the measurement of quality of governance

**Unit I: Governance: Important Concepts**

- a) New Governance Paradigm
- b) Governance Networks
- c) Collaborative Governance
- d) Global Governance and UNSDGs

**Unit II: Participatory 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) Administrative Reform to Innovation Discourse

**Unit IV: Governance and Public Service Delivery**

- a) Public Service Delivery: Conceptual Framework
- b) Public Service Delivery: Scope and Significance
- c) Changing Nature of Public Service Delivery

**Unit V: Measuring Governance**

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

**Reference Books and Suggested Readings**

- 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.
- Francis Fukuyama (2013), What is Governance?, Working Paper 314, Center for Global Development, NW.
- 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, Kraay, Aart, and Mastruzzi, Massimo (2009). Governance Matters VIII : Aggregate and Individual Governance Indicators, Policy Research Working Paper: Washington DC, World Bank.
- Anttiroiko et.al. (Eds.) (2011), Innovations in Public Governance, IOS Press.
- 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.
- Sandford Borins, ed., (2008), Innovations in Government Research, Recognition, and Replication, Brookings Institution Press.

*G. Sangeeta Rao*      *22/9/2022*      *W. S. Srinivas*      *A. S. Srinivas*      *Shandilya*



**Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23**

**Semester III**

**Course Code: MPPA3O001T**

**Course Title: Statistical Methods (Open Elective Course)**

**Duration of Examination: 3 Hrs**

**Contact Hrs/Week: 4 Hrs**

**Credit: 4**

**Maximum Marks: 100**

**Course Objective(s):**

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.

**Course Learning Outcomes**

- It will help to manage, organise, and presentation of data.
- Learn how to use statistical models/methods to solve real-world problems.
- Would Perform statistical inference in a variety of situations and evaluate the results in a practical setting.

**Unit I**

- a) Meaning, Functions and Scope of Statistics
- b) Scales or level of Measurement, Variable and their Classification
- c) Organization and Classification of Data: Primary and Secondary data, Graphical representation of data (Histogram & Ogive).

**Unit II**

- a) Central Tendency: Mean Median and Mode.
- b) Measures of Variability: Average, Standard and Quartile deviation.
- c) Percentile and Percentile Rank

**Unit III**

- a) Standard score(z-score) And Normal distribution: Characteristics of Normal and probability curve and deviation from normality (Skewness and Kurtosis)
- b) Testing of hypotheses, Confidence interval, level of significance and hypotheses testing, one tailed and two tailed tests, Types I and Type II Error
- c) Significance of mean and other Statistics

**Unit IV**

- a) Significance of the Difference between means and other statistics: sampling distribution of differences, significance difference between two means, 'z' scores, and 't' test
- b) Estimate of Relation: Examining relationships by scatter plots.
- c) Types and methods correlation Analysis (Pearson Product Moment co-efficient of correlation & Rank Order co-efficient of correlation)..

**Unit V**

- a) Regression: Concept of Regression Lines and Regression Equations, Procedure for the use of Regression Lines.
- b) Analysis of Variance (ANOVA): Meaning, Need and procedure of Calculating the Analysis of Variance (One way)
- c) Non-Parametric Statistics: Parametric and Non-parametric Statistical Tests, Chi-square test and goodness of Fit, Sign Test and Wilcoxon Test.

**Reference Books and Suggested Readings**

- Conover, W.J. (1971). *Practical Non-Parametric Statistics*. New York: John Wiley & Sons Inc
- Gerber Eller (2013). *Public Administration Research Methods- Tools for Evaluation and Evidence based practices*, Routledge.
- Gupta S.P. (2011). *Statistical Methods*, Sultan Chand and Sons, New Delhi.
- Henry, G.T. (1995). *Graphing data: Techniques for Display and Analysis*. Thousand oaks', CA: Sage
- Howell, D.C. (1997). *Statistical Methods for Psychology*. Belmont, CA: Duxbury Press.
- Huck, S.W. (2007). *Reading Statistics and Research*. Boston: Allyn & Bacon.
- Pamela Maykut & Richard Morehouse (1994). *Beginning Qualitative Research- A Philosophic and Practical Guide*. The Falmer Press London. Washington D.C
- Kerlinger, F.N. (1986). *Foundations of Behavioural Research*. Delhi: Surjeet Publications.
- Koul, Lokesh (2011). *Methodology of Educational Research*. New Delhi: Vikas Publishing House
- Miles, M.B., & Huberman, A.M. (1994). *Qualitative Data Analysis: An expanded Sourcebook*. Thousand Oaks, CA: Sage.
- Pamela Maykut & Richard Morehouse (1994). *Beginning Qualitative Research- A Philosophic and Practical Guide*. The Falmer Press London. Washington D.C.

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Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23

Semester III

Course Code: MPPA3O002D

Course Title: INTERNSHIP + DISSERTATION – I

(Open Elective Course)

Contact Hrs/Week: 4 Hrs

Duration of Examination: -- 3 hours

Credit: 8  
Maximum Marks: 100

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.

Course Learning Outcomes

1. Help students to demonstrate their research skills learned in their previous semesters
2. Precisely guide students 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.
3. Also the dissertation introduces the students with first hand field experience through primary survey.

Internship - 2 credits (50 M)

1. There will be an internship for all the students who successfully completed their second semester during the summer break between 1st year and 11nd year of their Masters.
2. Supervisors will be allotted to students before the internship and the students will undergo internship under the guidance of their respective supervisors.
3. The period of internship is for one month and carries two credits (50 Marks)
4. The marks will be awarded to the students based on the internship report submitted by them followed by viva conducted on the same at the department level.
5. The main purpose of the internship is to prepare the student for future dissertation process.

Dissertation – I

1. The dissertation – I carries 2Credits and 50 marks
2. The students shall have to complete the process of dissertation – I by the completion of IIIrd semester.
3. Marks will be awarded to the students based on the following topics
  - A) Problem Identification and Review of Literature – 25 Marks
  - B) Research Proposal and Presentation – 25 Marks

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Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23

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Semester III

Course Code: MPPA3O003T  
Course Title: MOOCS (Open Elective Course)  
Duration of Examination: 3 Hrs

Contact Hrs/Week: 4 Hrs  
Credit: 4  
Maximum Marks: 100

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**Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23**

**Semester III**

**Course Code: MPPA3O004T**

**Course Title: Civil Services in India (Audit Course)**

**Duration of Examination: 3 Hrs**

**Contact Hrs/Week: 4 Hrs**

**Credit: 0**

**Maximum Marks: 50**

**Course Objectives**

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.

**Course Learning Outcomes**

- Brief understanding of the civil services in India;
- Understanding of the relationship of civil servants with politicians and citizens; and
- Understanding the contemporary issues of civil services of India.

**UNIT - I: Civil Services: Concept and Evolution**

- a) Meaning, Concept, Scope and Significance of Civil Services
- b) Evolution of Civil Services in India
- c) Classification of Civil Services (All India Services, Central Services, State Services and Local Services)

**UNIT - II: Agencies**

- a) Ministry of Personnel
- b) Union Public Service Commission
- c) Other Public Service Commissions

**UNIT III: Indian Civil Services: Major Issues**

- a) Corruption in Indian Civil Service
- b) Code of Conduct and Civil Service Rules
- c) Civil Service Activism and Criminalisation of Politics and Administration

**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.  
FlippoEdvin B., (1976), Principles of Personnel Management, McGraw-Hill  
Goel, S.L.&Rajneesh, Shalini(2003), Public Personnel Administration, Deep & Deep, New Delhi  
Government of India, Second ARC, Tenth Report on 'Refurbishing of Personnel Administration'  
Jack Robin, et al (eds) (1994), Handbook of Public Personnel Administration, Taylor & Francis, New York.  
Jain, R.B.(1994), Aspects of Personnel Administration, IIPA, New Delhi  
MaheswariSriram (2005), Public Administration in India: The higher Civil Service, Oxford University Press, New Delhi  
Naff, Katherine C., Norma M. Riccucci, (2014) ,Personnel Management in Government: Politics and Process( Seventh Edition), CRC, Taylor & Francis, New York.  
Riccucci ,Norma(2007), Public Personnel Administration and Labor Relations, M.E. Sharpe, New York.  
Shafritz, Jay M et.al.(2001), Personnel Management in Government, Marcel Dekker, New York.  
Stahl O. Glenn (1983), Public Personnel Administration, Harper & Row.  
Tead, Ordway (1920), Personnel Administration, University of California Libraries.

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**Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23**

**Semester IV**

**Course Code: MPPA40001T**

**Course Title: Introduction to Policy Analysis (Open Elective Course)**

**Duration of Examination: 3 Hrs**

**Course Objective(s):**

**Contact Hrs/Week: 4 Hrs**

**Credit: 4**

**Maximum Marks:**

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.

**Course Learning Outcomes**

- Understanding of the profession and craft of Policy Analysis and its social utility.
- Able to comprehend the process of conducting Professional Policy Analysis
- Able to make use of various techniques of policy analysis in practical situations
- Awareness about constraints of Policy Analysis and its process.

**UNIT- I: Introduction**

- a) Policy Analysis: Meaning and Evolution
- b) Policy Analysis as a Profession and Professional Ethics
- c) Policy Analysis as Craft

**UNIT- II: Forms of Policy Analysis**

- a) Retrospective/Prospective Analysis
- b) Descriptive and Normative Analysis
- c) Narrative Policy Analysis

**UNIT- III: Process of Policy Analysis**

- a) Process of Policy Analysis
- b) Developing Policy Arguments
- c) Communicating Policy Analysis

**UNIT- IV: Techniques Policy Analysis**

- a) Systems Analysis
- b) Operations Research
- c) Cost Benefit Analysis

**UNIT- V: Issues in Policy Analysis**

- a) Constraints on Policy Analysis (Socio-economic and institutional constraints)
- b) Political Feasibility
- c) Policy Analysis in India

**Reference Books and Suggested Readings**

- MacRae, Duncan and Whittington, Dale (1997) Expert Advice for Policy Choice: Analysis and Discourse American Governance and Public Policy, Georgetown University Press.
- Wil A. H. Thissen and Warren E. Walker (2013) Public Policy Analysis: New Developments, Springer.
- David L Weimer and Aidan R. Vining (2011). Policy Analysis, Longman Publications.
- Lee S. Friedman (2017). Does Policy Analysis Matter? Exploring its effectiveness in theory and practice, University of California Press.
- William N. Dunn (2018). Public Policy Analysis: An Integrated Approach (6<sup>th</sup> Edition), Routledge.
- Carl Patton David S. Sawicki and Jennifer J. Clark (2016). Basic Methods of Policy Analysis and Planning, Routledge.
- 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
- 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., Routledge, Taylor and Francis Group, London.
- Lindblom, C.E., and E.J., Woodhouse, (1993), The Policy making Process, 3rd ed., New Jersey., Prentice - Hall.
- Frank Fischer, Gerald J. Miller and Mara S. Sidney (2007). Handbook of Policy Analysis, CRC Press, T&F.
- Pal, Leslie A., (1992), Public Policy Analysis: An Introduction, 2nd ed. Toronto: Nelson.

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**Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23**

**Semester IV**

**Course Code: MPPA40002T**

**Course Title: Governance in India: Contemporary Issues  
(Open Elective Course)**

**Duration of Examination: 3 Hrs**

**Contact Hrs/Week: 4 Hrs**

**Credit: 4**

**Maximum Marks:**

**Course Objective(s):**

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 Accountability Reforms and Innovation in Administration.

**Course Learning Outcomes**

- Understanding the relevance of ethics in governance
- Understanding the tools and techniques for improving governance
- Gaining insight on the changing dynamics of the relationship of the citizens and the State

**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: 2nd ARC report on ethics

**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 and Mechanisms**

- a) Regulatory Authorities –Telecom Regulatory Authority of India (TRAI), University Grant Commission (UGC) and Central Pollution Control Board (CPCB)
- b) NITI Ayog
- c) Public Grievances Redressal Mechanism

**Unit V: Emerging Trends**

- a) New Technology and Public Service System
- b) Right to Public Service
- c) Doorstep Delivery of Public Services

**Reference Books and Suggested Readings**

- 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.

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**Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23**

**Semester IV**

**Course Code: MPPA40003T**

**Course Title: Comparative Public Administration and Development  
Administration (Open Elective Course)**

**Duration of Examination: 3 Hrs**

**Contact Hrs/Week: 4 Hrs**

**Credit: 4**

**Maximum Marks: 100**

**Course Objective(s):**

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.

**Course Learning Outcomes**

- Understanding of administrative systems of different countries
- Models and Approaches to analyse the institutional and developmental set-up of the countries
- Understanding the factors that influence the developmental model and administrative development of the countries

**Unit I: Introduction**

- a) Concept, Nature, Scope and Significance 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: Contribution of FW 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

**Unit V: Development Administration**

- a) Concept, Nature, Scope and Significance of Development Administration
- b) Goals and Challenges of Development Administration
- c) Models of Development Administration: Sustainable Development, Human Development and Inclusive Development

**Reference Books and Suggested Readings**

- Ali Farazmand, (2001) Handbook of Comparative & 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, NY: McGraw Hill.
- PaiPanandikar, V.A. (1964). Development administration: An approach. Indian Journal of Public Administration, 10(1), 34-44.
- Raphaelli, 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 Societies in Transition (1956), 70-80.
- Swerdlow, I. (1963). (Ed.) Development administration: concepts and problems. Syracuse, New York: Syracuse University Press.
- W.E. Weidner (1970). Development administration in Asia, Durham, North Carolina: Duke Uni. Press.
- Waldo, Dwight (1964). Comparative Public Administration: Prologue, Problems, and Promise. Chicago: Comparative Administration Group, American Society for Public Administration.
- Chandler J.A (2000). Comparative Public Administration, Routledge, 29 West 35th Street, New York
- Eric E. Otenyo and Nancy S. Lind, ed. () Comparative Public Administration: The Essential Readings, Oxford.

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**Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23**

**Semester IV**

**Course Code: MPPA40004D**

**Course Title: DISSERTATION - II (Open Elective Course)**

**Duration of Examination: --**

**Contact Hrs/Week: 4 Hrs**

**Credit: 4**

**Maximum Marks: 200**

**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.

**Course Learning Outcomes**

1. Help students to demonstrate their research skills learned in their previous semesters
2. Precisely guide students 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.
3. Also the dissertation introduces the students with first hand field experience through primary survey.

The dissertation – II carries 4 Credits and 100 marks. Marks will be awarded to the students based on the following topics.

- A) Data Collection, Analysis, Interpretation – 60 Marks
- B) Report Writing – 20 Marks
- C) Viva Voce (Mandatory) – 20 Marks

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Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23

Semester IV

Course Code: MPPA4O005T

Course Title: MOOCS (Open Elective Course)

Duration of Examination: 3 Hrs

Contact Hrs/Week: 4 Hrs


Credit: 4

Maximum Marks: 100

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Syllabus of M.A. in Public Policy and Public Administration  
for the academic year 2022-23

Semester IV

**Course Code: MPPA4O006T**

**Course Title: E-Governance (Audit Course)**

**Duration of Examination: 2 Hrs**

**Contact Hrs/Week: 4 Hrs**

**Credit: 0**

**Maximum Marks: 50**

**Course Objective(s):**

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.

**Course Learning Outcomes**

7. Gaining theoretical understanding about the concept, theory and models of E-Governance
8. Learning practical application of e-governance in different walks of life
9. Awareness of various e-governance initiatives undertaken to deliver Public services to the stakeholders
10. Developing necessary skills to use and operate e-governance or digital service delivery

**Unit I: Introduction to E- Governance**

- a) ICT and E-Governance
- b) Government Process Re-engineering
- c) E-Governance Policy Framework

**Unit II: 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 III: Challenges to E- Governance**

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

**Reference Books and Suggested Readings**

- 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*, Routledge, 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.

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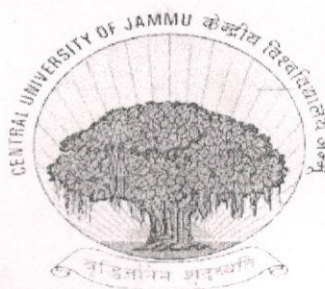
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Annexure III PPPA

Department of Public Policy and Public Administration

Central University of Jammu, Jammu



17 May, 2022

Proposed Course Matrix and Course Curriculum for the Ph.D coursework in Public Policy and Public Administration for the sessions 2022 – 2023 onwards for BoS approval



Course Matrix and Course Contents of Ph.D Course work Syllabus of department of Public Policy and Public Administration, 2022-23 batch onwards

Course Matrix

Sl. No	Course Title	Course No.	Course Credits	Marks
1	Research Methodology (Common Course for the students of School of Social Sciences and Humanities)		4	100
2	Introduction to Public Administration and Governance (Department specific paper)		4	100
3	MOOCS		2	50

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## Research Methodology

(Common Course for the students of School of Social Sciences and Humanities)

Course No: RPPPA1C002T

Course Title: Research Methodology

Credit: 4

Maximum Marks: 100

Day I: Introduction

1. Definition of Public Administration

2. Public Administration and Public Policy

3. Public Administration and the State

Day II: Approaches

1. Classical Theory

2. Modern Theory

3. Public Administration and the State

Day III: Emerging Trends

1. New Public Management

2. New Public Service

3. Public Administration and the State

Day IV: Governance

1. Governance - Concepts and Models

2. Good Governance

3. Corporate Governance & Corporate Social Responsibility

Select References

1. B. Guy Peters (2001) New Horizons of Public Administration, New York: Praeger.

2. Donald M. Stewart and Harvey Whitehead (2001) The Theory of Public Administration: The New and the Old, New York: Praeger.

3. Christopher Pollack (2001) The Theory of Public Administration: The New and the Old, New York: Praeger.

4. Henry Mintzberg (2001) Public Administration and Public Affairs: The New and the Old, New York: Praeger.

5. Robert A. Dahl (2001) The Theory of Public Administration: The New and the Old, New York: Praeger.

6. Robert A. Dahl (2001) The Theory of Public Administration: The New and the Old, New York: Praeger.

7. Robert A. Dahl (2001) The Theory of Public Administration: The New and the Old, New York: Praeger.

8. Robert A. Dahl (2001) The Theory of Public Administration: The New and the Old, New York: Praeger.

9. Robert A. Dahl (2001) The Theory of Public Administration: The New and the Old, New York: Praeger.

10. Robert A. Dahl (2001) The Theory of Public Administration: The New and the Old, New York: Praeger.

11. Robert A. Dahl (2001) The Theory of Public Administration: The New and the Old, New York: Praeger.

12. Robert A. Dahl (2001) The Theory of Public Administration: The New and the Old, New York: Praeger.

13. Robert A. Dahl (2001) The Theory of Public Administration: The New and the Old, New York: Praeger.

14. Robert A. Dahl (2001) The Theory of Public Administration: The New and the Old, New York: Praeger.

15. Robert A. Dahl (2001) The Theory of Public Administration: The New and the Old, New York: Praeger.

16. Robert A. Dahl (2001) The Theory of Public Administration: The New and the Old, New York: Praeger.

17. Robert A. Dahl (2001) The Theory of Public Administration: The New and the Old, New York: Praeger.

18. Robert A. Dahl (2001) The Theory of Public Administration: The New and the Old, New York: Praeger.

19. Robert A. Dahl (2001) The Theory of Public Administration: The New and the Old, New York: Praeger.

20. Robert A. Dahl (2001) The Theory of Public Administration: The New and the Old, New York: Praeger.



## INTRODUCTION TO PUBLIC ADMINISTRATION AND GOVERNANCE

(Department specific course)

Course Code: RPPPA1C002T

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) Evolution of Public Administration and present status
- b) Globalization and Public Administration
- c) Minnowbrook – I, II & III

### Unit II: Approaches

- a) Critical Theory
- b) Public Choice Approach
- c) Public Policy Approach

### Unit III: Emerging Trends

- a) New Public Management
- b) New Public Service
- c) Post-Modern Public Administration

### Unit IV: Governance

- a) Governance – Concept and Indicators
- b) Good Governance
- c) Corporate Governance & Corporate Social Responsibility

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G. Durga Rao

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MOOCS

Course No. --

Course Title: Ethics and Plagiarism (MOOCS course available on SWAYAM)

Credit: 2

Maximum Marks: 50

1. Political Science
2. Management
3. Economics
4. Sociology
5. Psychology

G. Sengupta Rao

Indira

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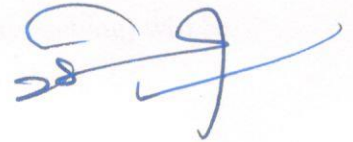
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**Item No. 11.6** Considered and recommended the list of allied subjects for Ph.D admission in the department of Public Policy and Public Administration

The following list of allied subjects were approved for admissions in Ph.D programme of the department

1. Political Science
2. Management
3. Economics
4. Sociology
5. Psychology



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Annexure - V - PPA

**Item No. 11.8** Considered and recommended the allotment of Supervisors to 2021 batch research scholars as per the vacancies available

Sl.No	Name of the Scholar	Roll No	Name of the Supervisor
1	Shailendra Slathia	0151020	Dr. Mohit Sharma
2	Rahul Kumar	0651020	Dr. Mohit Sharma
3	Anu Bagul	0251020	Dr. G. Durga Rao

- Note:** 1. Allotment of Supervisor to Siddharth Mahajan (who has backlog) will be done once his course work result will be declared passed.
2. Allotment of Supervisor to Shivendra Shandilya (who has backlog) will be done once his course work result will be declared passed.

G. Durga Rao





Shandilya



Annexure VI -PPPA

Item No. 11.9 Considered and recommended the allotment of Supervisors to 2022 batch research scholars as per the vacancies available

Sl.No	Name of the Scholar	Roll No	Name of the Supervisor
1	Ikhalq Ahmed	21PPA01	Dr. G. Durga Rao
2	Shubham Sharma	21PPA02	Dr. Mohit Sharma
3	Sindhu Bharti	21PPA03	Dr. Mohit Sharma

G. Durga Rao

Mohit

Shandhy