



Central University of Jammu

DEPARTMENT OF PUBLIC POLICY AND PUBLIC ADMINISTRATION

Minutes of the 9th BoS Meeting

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

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

The following resolutions were made:

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

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

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

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

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

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

1. Prof. Deepak Pathania

Deepak Pathania

Signature

2. Prof. Ajmer Singh Mallik

Ajmer Singh Mallik
17/5/2019

3. Prof. Muhammad Tajuddin

Muhammad Tajuddin

G. Durga Rao

4. Dr. G. Durga Rao

5. Dr. Rouchi Chaudhary

Rouchi Chaudhary

6. Dr. Govind K. Inakhiya

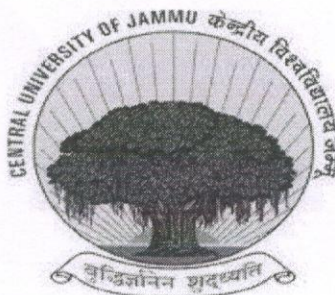
Govind K. Inakhiya
17/5/19

7. Dr. Mohit Sharma

Mohit Sharma
17/5/19

Department of Public Policy and Public Administration

Central University of Jammu, Jammu



May 17, 2019

**Board of Studies Approved Course Matrix and Course Curriculum for the
Masters in Public Policy and Public Administration for the session 2018 - 20
(Semesters - III and IV)**

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

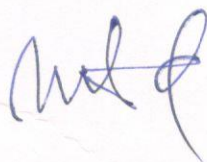
Course Matrix: Semester -III

Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
	CORE COURSES					
PGPPA3C001T	Comparative Public Administration	4	25	25	50	100
PGPPA3C002T	Research Methods and Statistical Applications	4	25	25	50	100
PGPPA3C003T	Human Resource Administration	4	25	25	50	100
	ELECTIVE (INTERDISCIPLINARY)					
PGPPA3I001T	Local Governance in India	4	25	25	50	100
	FOUNDATION ELECTIVE (SKILL BASED)					
PGPPA3F001T	Financial Administration	4	25	25	50	100
	ELECTIVE (IN PLACE OF DISSERTATION)					
PGPPA3E001T	Law, Ethics and Governance	4	25	25	50	100
PGPPA3E002T	Engaged Public Policy and Governance	4	25	25	50	100
PGPPA3E003T	Public Policy: Case Studies	4	25	25	50	100
	MOOCS	2/4	--	--	--	--
Total		24				600

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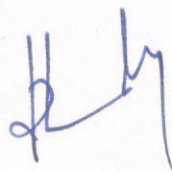
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Course Matrix: Semester- IV

Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
	CORE COURSES					
PGPPA4C001T	Public Policy Analysis	4	25	25	50	100
PGPPA4C002T	Social Policy: State, Market and Society	4	25	25	50	100
PGPPA4C003T	Innovations in Governance	4	25	25	50	100
PGPPA4C004D	DISSERTATION	4				1000
	ELECTIVE COURSE (INTERDISCIPLINARY)					
PGPPA4I001T	E-Government	4	25	25	50	100
	FOUNDATION COMPULSORY (ABILITY ENRICHMENT)					
PGPPA4F001T	Measuring Governance	4	25	25	50	100
	MOOCS	2/4	--	--	--	--
Total		24				600

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Department of Public Policy and Public Administration

Central University of Jammu, Jammu

SEMESTER - III

Course Title: Comparative Public Administration (Core Course)

Course Code: PGPPA3C001T

Credit : 4

Course Objective

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

UNIT I: Introduction:

- a) Nature, Scope, Characteristics and Importance of Comparative Public Administration
- b) Evolution of Comparative Public Administration
- c) Critique of Comparative Public Administration

UNIT II: Approaches

- a) Bureaucratic Approach
- b) General Systems Approach
- c) Decision Making Approach

UNIT III: CPA: Contributions of F. W. Riggs

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

UNIT IV: Comparative Administrative Systems

- a) Classical Administrative System - France
- b) Developing Administrative System - India
- c) Developed Administrative Systems - USA and UK
- d) Modern Administrative Systems - Japan and Korea

UNIT V: Development Administration

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

References:

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

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

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

Heady, F (1996). Public administration: A comparative perspective (5th ed.). New York:

Marcel Dekker Heaphey, J. (1968). Comparative public administration: Comments on current characteristics. Public Administration Review, 28(3), 242-249.

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

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

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

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

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

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

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

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

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

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

Course Title: Research Methods and Statistical Applications

Course Code: PGPPA3C002T

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. In fact, research is an art of scientific investigation. Research Methods for Social Science explains different research methods used today for conducting research in particular with public administration, governance and public policy. This course is intended as a sound introduction to study the research methods with an objective of understanding the difference between qualitative and quantitative research and able to use appropriate tools and techniques for problem solving. Statistical methods are very useful instrument for the quality social science research. Objective of this course is to enhance the knowledge about statistical methods and among the students of Public Policy and Public Administration.

UNIT - I

- a) Meaning and characteristics of Science and Scientific method
- b) Meaning, Objectives, Scope and Importance of Research in Social Science
- c) Types of Research: Basic, Applied and Action - concept and characteristics.
- d) Research Needs in Social Science: Priority Research Areas in Social Science, Ethical and Legal Issues

UNIT - II

- a) Review of Literature: Purpose and importance; Locating of relevant literature; Reliability and authenticity of the source.
- b) Selection of Research Problem: Definition and Statement of the Problem.
- c) Identification of Variables and Formulation of Hypotheses: Sources of deriving hypotheses, characteristics of a good hypotheses, criteria for accepting or rejecting hypothesis
- d) Formulating a Research Proposal: Characteristics and Lay out

UNIT - III

- a) Historical Method, Survey Method and Experimental Method: Concept and implications.
- b) Qualitative approaches of Research: Phenomenology, Ethnography, Case studies, Grounded theory and Content Analysis: Concept and implications.
- c) Sampling Procedures: Concept, types, procedures and constraints.
- d) Construction of Tool: Observation, Interview, Questionnaire, Schedule, Rating Scale and Socio-metric Techniques

UNIT - IV

- a) Meaning, importance and Scope of Statistics and Measurement theory
- b) Organization of Data: Statistical tables, Rank Order, Frequency Distribution; Graphical representation of data (Pie Chart, Bar Chart, Histogram, Frequency Polygon and Curve (Cumulative Frequency Curve or Ogive)
- c) Measures of Central Tendency, Measure of Relative Position and Measure of Variability: Concept, computations and uses.
- d) Skewness and Kurtosis Concept and application

UNIT - V

- a) Measure of Relationship: Examining relationships by Scatter plots, Product Moment, Rank Correlation and regression (regression equation and Prediction from regression)
- b) Testing of Hypotheses: Confidence interval, level of significance, Setting up level of significance or confidence, One tailed and two tailed tests of significance, Standard Error, Types I and Type II Error
- c) Parametric tests: Critical ratio, Analysis of Variance (ANOVA)-One way, and Non-Parametric tests: (Computing of Chi-square, Chi-square as Test of 'Goodness of Fit')
- d) Research Report Writing and Methods of Dissemination

Suggested Readings :

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.
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, Delhi.
Cohen, L., Manion, & Morrison, (2011). Research Methods in Education. Routledge.
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, Gupta S.P. (2011). Statistical Methods. Sultan Chand and Sons, New Delhi.
Kothari, C.R. and Gaurav Garg (2014), Research Methodology- Methods and Techniques. New Age, New Delhi. Koul, L. (2009). Methodology of Educational Research. Vikas Publishing House Pvt Ltd.
Kumar, R. (2010). Research Methodology: A step by step guide for beginners. Sage Publication Ltd.
Locke, L. F., et.al (2007). Proposals that Work: A Guide for Planning Dissertations and Grant Proposals. New Delhi.
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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**Department of Public Policy and Public Administration
Central University of Jammu, Jammu**

Semester: III

Course Title: HUMAN RESOURCE ADMINISTRATION (Core Course)

Course Code: PGPPA3C003T

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) Human Resource Administration: Meaning and Scope
- b) Principles and Significance
- c) Evolution of Human Resource Administration

UNIT- II: Classification and Recruitment

- a) Human Resource Planning: Meaning and Importance
- b) Job Analysis and Job Design
- c) Recruitment: Principles, Methods and Selection Process

UNIT- III: Training and Development

- a) Training: Objectives, Types and Methods
- b) Training Needs Assessment
- c) Performance Appraisal: Meaning and Methods

UNIT -IV: Promotion and Conditions of Services

- a) Promotion: Principles and Practices
- b) Pay and Agencies for Pay Determination
- c) Conduct, Discipline and Grievances

UNIT -V: Concepts and Emerging Trends

- a) Neutrality, Anonymity and Integrity
- b) Out Sourcing, Downsizing and Talent Management
- c) Human Resource Audit

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.
Teard, 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: Local Governance in India
Elective Course (INTERDISCIPLINARY)

Course Code: PGPPA31001T

Credit: 4

Course Objective

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

UNIT - I: Introduction:

- a) Nature, Scope and Definitions of Local Government
- b) Philosophy and Significance of Local Government
- c) Historical Developments and Land Marks in the growth of Local Government

UNIT - II: Decentralisation and Development

- a) Socio, economic and political dimensions
- b) Elements of Decentralization and Democratic Development
- c) Hurdles for Decentralization and trends of Recentralization

UNIT - III: Organization Structure:

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

UNIT - IV: Accountability and Control

- a) Executive Control, Legislative Control and Financial Control
- b) State and Local Government Relations
- c) Human Resource Management at Local level
- d) Policy Analysis at Local level

UNIT - V: Issue Areas

- a) Functional and Financial Imbalance
- b) Official and Non-Official Relationship
- c) Reforms Process: Retrospect and Prospect
- d) Local Governments in the context of Globalization

References:

- A.S. Altekar (1958), State and Government in Ancient India, Motilal Banarsi Dass, Delhi.
Abdul Aziz (ed.), (1996), Decentralised Governance in Asian Countries, Sage Publications, New Delhi.
B.D.S. Bhadouria and V.P. Dubey (1989), Panchayati Raj and Rural Development, Commonwealth Publishers, New Delhi. B.S. Khanna, (1992), Rural Development in South Asia Deep and Deep, New Delhi.
B.S. Khanna, (1999), Rural Local Government in India and South Asia, Deep and Deep Publication, New Delhi. Danny Burns, et. al. (1994), The Politics of Decentralisation: Revitalising Local Democracy, Macmillan, London. George Mathew (1994), Panchayati Raj in India: From Legislation to Movement, ISS, New Delhi.
Jain L.C, et.al (1986), Grass without Roots; Rural Development Under Government Auspices, Sage, New Delhi
K.C. 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.
Report of the National Commission on Urbanization (1988) Ministry of Urban Development, GOI, New Delhi.
S.N. Mathur (1997), Nyaya Panchayats as Instruments of Justice, ISS, New Delhi.
S.N. Mishra (1996), New Panchayati Raj in Action, Mittal Publication, 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: III

Course Title: Financial Administration (Foundation Course)

Course Code: PGPPA3F001T

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, Performance Budget, PPBS and Zero -Based Budgeting
- d) Gender Budget, Green Budget and Sun Set Legislation

UNIT- IV: Financial Administration in India

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

UNIT- V: Control over Finances

- a) Accounting system in India
- b) Audit - Types of Audit and Audit Reforms in India
- c) Comptroller & Auditor General of India
- d) Parliamentary Financial Committees

Select References:

Agarwal Pratibha (2012), Fiscal Federalism in India : New Century Publications
Brigham Eugene F. (2011), Financial Management : Theory and Practice, Cengage Learning India.
Carlos , Santiso(2009) The Political Economy of Government Auditing, Taylor and Francis
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
Pritchard W (2010) Taxation and state building: Towards a governance focused tax reform agenda. IDS Working Paper
R.K. Lekhi and Joginder Singh (2013), Public Finance, Kalyani Publishers, New Delhi.
Rabin Jack, W. Bartley Hildreth, Gerald J. Miller (2006) Handbook of Public Financial Management, Taylor & Francis Group.

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

Semester: III

Course Title: LAW, ETHICS & GOVERNANCE

Course Code : PGPPA3E001T

Credit: 4

Course Objectives

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

UNIT -I: Legal Foundations

- a) Fundamentals of Administrative Law
- b) Relationship between Law and Administration
- c) Governance as Execution of Law – Values and Context of Legal and Administrative Process
- d) Constitution, Rule of Law and Administrative Law – French, British

UNIT - II: Law and Governance

- a) Concepts relating to administrative law- Rule of Law, Doctrine of Separation of Powers, Principles of Checks and Balances, Doctrine of Ultra-vires
- b) Delegated Legislation, Principles of Natural Justice.
- c) Administrative Adjudication, Review of Administrative acts and redress of grievances – Vigilance and Control

UNIT - III: Governance and Ethics

- a) Ethical foundations of Governance
- b) Codes and Norms of Ethics in India: Public Service and Business Organizations
- c) Constitutional Values and its relationship with ethics
- d) Family, Society, Education and Ethics

UNIT - IV: Quasi-Judicial Governance

- a) Administrative Tribunals
- b) National Water Tribunal
- c) National Green Tribunal

UNIT - V: Emerging Trends

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

Select References:

Appleby Paul H(1952), Morality and Administration in Democratic Government, Baton Rouge, Louisiana State University Press

Aradhe, Alok and G P Singh(2013), Principles of Administrative Law , LexisNexis.

Barnwal SP(1993), Ethics in work in India-Tradition in relation to Man and society, IIPA, New Delhi

Bentham Jeremy(1948), Introduction to Principles of morals and legislation, New York

Boulding Kenneth E (1968), Beyond Economics-- essays in society, religion and ethics,

Ann Arbor Cane, Peter (2011) , Administrative Law, Oxford University Press, New York.

Chapman Richard (Ed)(2000), Ethics in Public Service for the New Millennium, Aldershot, Ashgate

Chkrabarty S K (1998), Values and ethics for organization- Theory and practice – OUP, New Delhi

Fredrickson H G and Ghare R K (Ed) (1999), Ethics in Public Management, New York, ME Sharp

Friedmans (2010), Administrative Law, Harcourt Professional Publishing.

Goodnow, Frank Johnson (2013), Comparative Administrative Law an Analysis of the Administrative Systems National and Local, of the United States, England, France and Germany, Making Of Modern Law, Gale.

Krishnaswamy, Sudhir (2011) , Democracy and Constitutionalism in India: A Study of the Basic Structure

Doctrine, OUP McGarry , John (2013), Constitutional and Administrative Law, Routledge

Rosenbloom, David., etal(ed).(1977), Public Administration and Law,

Marcel Dekker. Second Administrative Reforms Commission, 1 and 2nd Reports

Sharma , Manoj (2004), Indian administrative law, Anmol Publisher, New Delhi.

Wade William and Christopher Forsyth (2009) Administrative Law, Oxford University Press.

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

Semester: III

Course Title: ENGAGED POLICY AND GOVERNANCE

Course Code : PGPPA3E002T

Credit: 4

Course Objectives:

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

UNIT - I: Introduction

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

UNIT - II: Democracy, Social Inclusion and Development

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

UNIT - III: Engaged Governance

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

UNIT - IV: Participatory Local Governance

- a) Participatory Governance Toolkits
- b) Measuring Engagement or Participation
- c) Issues in Engagement and Participation

UNIT - V: Case Studies

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

Select References:

- Alexander, Jeffrey C. 2006. The Civil Sphere. New York: Oxford University Press.
- Baiocchi, G., P. Heller, et al. 2011. Bootstrapping Democracy: Transforming Local Governance and Civil Society in Brazil. Stanford; Stanford University Press.
- Barber, Benjamin. 1984. Strong Democracy: Participatory Politics for a New Age. Berkeley: University of California Press.
- Boulding, C. and B. Wampler 2010. "Voice, Votes, and Resources: Evaluating the Effect of Participatory Democracy on Well-being." World Development 38(1): 125-135.
- Bowler, S. and T. Donovan 2002. "Democracy, Institutions and Attitudes About Citizen Influence on Government." British Journal of Political Science 32(02): 371-390.
- Diamond, L. J. 1999. Developing Democracy: Toward Consolidation. Baltimore, MD: Johns Hopkins University Press.
- Fung A., E. Wright, et al. 2003. Deepening Democracy: Institutional Innovations in Empowered Participatory Governance. London: Verso Books.
- Grindle, Merilee, 2007, Going Local: Decentralization, Participation, and the Promise of Good Governance. Princeton University Press.
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Department of Public Policy and Public Administration
Central University of Jammu, Jammu

Semester: III

Course Title: PUBLIC POLICY: CASE STUDIES

Course Code: PGPPA3E003T

Credit: 4

Course Objective:

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

UNIT- I: Introduction

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

UNIT- II: Education Policy

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

UNIT- III: Economic Policy

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

UNIT- IV: Protective Discrimination

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

UNIT- V: ICT and Cyber Security

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

Select References:

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- Anne O. Krueger, (2002), Economic Policy Reforms and the Indian Economy (ed.), University of Chicago Press, Chicago.
- Bijoy Chandra Mohapatra (2013), Reservation Policy in India, Neha Publishers & Distributors.
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- Ram Ayodhya Singh (2012), Caste Based Reservation Policy and Human Development in India, Globus Press.
- S. K. Modi (2013), Discrimination Caste System And Reservation Policy of Modern India, Neha Publishers & Distributors
- Sen, Amartya (2000), Social Exclusion: Concept, Application and Scrutiny, Papers No.1. Asian Development Bank.
- Sharma Arvind (2005), Reservation and Affirmative Action: Models of Social Integration, Sage.
- Siddheswar Prasad (1993), New Economic Policy: Reforms and Development, Mittal Publications, New Delhi.
- Thorat, Sukhadeo and Umakant (2004), Caste, Race and Discrimination – Discourses in International Context, Indian Institute of Dalit Studies and Rawat Publishers, New Delhi and Jaipur.
- Thorat, Sukhadeo, Aryama and Prashant Negi (Eds.) (2005), Reservation and Private Sector-Quest for Equal Opportunity and Growth, Rawat Publications, Jaipur.
- Zeinab Karake-Shalhoub, Lubna Al Qasimi, (2010), Cyber Law and Cyber Security in Developing and Emerging Economies, Edward Elgar Publishing House, Cheltenham, UK.

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

Semester: IV

Course Title: PUBLIC POLICY ANALYSIS (Core Course)

Course Code: PGPPA4C001T

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: Theoretical Perspectives

- a) Policy Cycle Framework
- b) Policy Process Network
- c) Political Feasibility

UNIT- II: Types of Policy Analysis

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

UNIT- III: Actors in Policy Analysis

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

UNIT- IV: Constraints on Public Policy

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

Unit- V: Case Studies

- a) Political based Case Studies
- b) Economic based Case Studies
- c) Institution based Case Studies

Select References

- Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston, Houghton
- Ashford, Doug (ed.), (1992), History and Context in Comparative Public Policy, Ithaca, NY: University of Pittsburgh Press.
- Bardach, Eugene (1977), The Implementation Game: What Happens After a Bill Becomes a Law, Cambridge, MA: MIT
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- Bergerson, Peter J. (ed.), (1991), Teaching Public Policy: Theory, Research and Practice, Westport, RI: Greenwood Press
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- Howlett, Michael, and M. Ramesh, (1995), Studying Public Policy: Policy Cycles and Policy Subsystems, OUP, Toronto.
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- 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.
- McCool, Daniel C. (ed.), (1995), Public Policy Theories, Models, and Concepts: An Anthology, NJ: Prentice-Hall.
- Michael Howlett and M. Ramesh (2003), Studying Public Policy, (Ontario: Oxford University Press),
- Moran Mitchel and Robert Goodin, (2006), The Oxford Handbook of Public Policy, Oxford University Press, New York.
- Pal, Leslie A., (1992), Public Policy Analysis: An Introduction, 2nd ed. Toronto: Nelson.
- Xun Wu et.al (2013), The Public Policy Primer, Routledge, London

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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

Course Code: PGPPA4C002T

Credit: 4

Course Objective:

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

UNIT- I: Introduction

- a) State and Social Theory
- b) Classical and Contemporary Perspectives
- c) State, Government and Governance

UNIT- II: Social Justice

- a) Social Justice & Inclusion: Concept and Philosophy
- b) Exclusion and Denial: A Critical Inquiry
- c) Equity and Inclusion
- d) Affirmative Action and Inclusion: The Global Experience

UNIT- III: Social Development

- a) Policy for Inclusive Development: Growth with Equity
- b) Changing Norms of Social Equity and Participation
- c) Social Participation: Issues of Gender, Weaker Sections and Environment

UNIT- IV: Social Policies at Global Level

- a) SDGs and HDI: The Global Targets
- b) Refugees and Migrants
- c) Human Trafficking

UNIT- V: Emerging Trends

- a) Growing Role of Civil Society Organizations
- b) Democratic People's Struggles: Case Studies
- c) Ethical Concerns in Social Policy Making

Select References:

Baldock John, et al, (2011), Social Policy, Oxford University Press. Bochel, Hugh and Guy Daly (2014), Social Policy, Routledge.
Dev, Mahendra (2008), Inclusive Growth in India, Oxford Collected Essays. Kennedy, Patricia (2013) Key Themes in Social Policy, Routledge.
Morales Daniel A. Gomez (1999), Transnational Social Policies, IDRC/CRDI Miller, David (1976), Social Justice, Clarendon Press, Oxford
Naila, Kabeer (2006), Social Exclusion and the MDGs. The Challenge of 'Durable Inequalities' in the Asian Context, Institute of Development Studies and Overseas Development Studies Institute.
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Sharma Arvind (2005), Reservation and Affirmative Action: Models of Social Integration in India and the United States, Sage. Sen, Amartya (2009), The Idea of Justice, Allen Lane & Harvard University Press.
Sen, Amartya (2000), Social Exclusion: Concept, Application and Scrutiny, Social Development Papers No.1. Asian Development Bank. Thorat, Sukhadeo & Narendra, Kumar (2008), In Search of Inclusive Policy: Addressing Graded Inequality, Rawat Publications, New Delhi & Jaipur.
Thorat, Sukhadeo and Umakant (2004), Caste, Race and Discrimination – Discourses in International Context, Indian Institute of Dalit Studies and Rawat Publishers, New Delhi and Jaipur.
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Yadav, Sushma, (2006), Social Justice: Ambedkar's Vision, IIPA, New Delhi.
Valerian Rodrigues (Ed.) (2002), The Essential Writings of B.R. Ambedkar, Oxford University Press, New Delhi.
Yadav, Sushma (2010), Reservation and Inclusive Growth: Theme Paper for 54th Member's Annual Conference, IIPA, New Delhi.

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

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

Course Code: PGPPA4C003T

Credit: 4

Course Objective:

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

UNIT - I: Introduction

- a) Innovations in Governance: Perspectives and Challenges
- b) Characteristics and Patterns of Innovations
- c) Institutional Framework for Promoting Innovations
- d) Public Governance and Innovations: Administrative Reform to Innovation Discourse

UNIT - II: Understanding Innovations

- a) Innovation for Achieving a Quality of Life
- b) Methodological Approach for studying best Practices
- c) Capacities for Innovation and Best Practices

UNIT - III: Innovations in Governance and Public Services

- a) Innovations in Public Services: An Historical Perspective
- b) Innovation Capacity in Organizations
- c) Leadership and Innovation
- d) Innovations in different sectors - General Administration, Urban Administration, Health Administration, Private Sector, Agriculture, etc

UNIT - IV: Transferability of Best Practices and Innovations

- a) The Ombudsman against Corruption
- b) Technology and Changing Nature of Organizations
- c) Best Practices of Knowledge Management Framework
- d) Diffusion of Innovation in a Development Context

UNIT - V: Issue Areas

- a) Originality and Replication of Innovations
- b) Innovation with or Without Improvement
- c) Citizen Participation in Government Innovations
- d) Research in Innovative Governance

Select References:

Anttiroiko et.al. (Eds.) (2011), Innovations in Public Governance, IOS Press.
Bevir, Mark, ed. (2010) The Sage Handbook of Governance. Thousand Oaks, CA: Sage Publications.
Borins, S. (2001), The Challenge of Innovating in Government (PricewaterhouseCoopers Endowment for the Business of Government.) Governance Innovators Network, <http://www.innovations.harvard.edu/>
Innovations in Governance and Public Administration: Replicating what works, (2006) Department of Economic and Social Affairs, United Nations, New York
Jean Hartley (January 2005), Innovation in Governance and Public Services: Past and Present, *Public Money & Management*, pp.27-36. Newman, J., Raine, J. and Skelcher, C. (2000), Innovation in Local Government: A Good Practice Guide (DETR, London).
Peters, B. Guy (1996) The Future of Governance: Four Emerging Models, pp. 1-20.
Pollitt, C. and Bouckaert, G. (2000), Public Management Reform: A Comparative Analysis (Oxford University Press, Oxford).
Sandford Borins, ed., (2008), Innovations in Government Research, Recognition, and Replication, Brookings Institution Press.
Stephen P. Osborne, Ed., (2001), The New Public Governance? Emerging Perspectives on the Theory and Practice of Public Governance. London: Routledge

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

Semester - IV
DISSERTATION

Course Code: PGPPA4C004D

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: PGPPA4E001T

Credit: 4

Course Objective:

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

UNIT I: Introduction

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

UNIT II: e-Government

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

UNIT III: Approaches and Impact

- a) e-Democracy, e-Services and e-Learning
- b) Transparency & Accountability
- c) Time and Cost Benefits

UNIT IV: Future Challenges

- a) e-Readiness
- b) Digital Divide
- c) Risk Management

UNIT V: Case Studies

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

Select References:

- Anthony, Elias Tsougranis, (2001) 'Measuring Informatization: A Longitudinal Cross-national Exploration', Maxwell School, Syracuse University, New York
- Bellamy, C and Taylor JA, (1998) Governing in the Information Age, Buckingham and Philadelphia, PA: Open University Press
- Bhatnagar S.C, (2004), E-Government : From Vision to Implementation, Sage, New Delhi
- Bhatnagar SC, (2003) E-Government: Transparency and Corruption – Does E-Government Help?, Commonwealth Human Rights Initiative Report for CHOGM
- Gosling, P, (1997), Government in the Digital Age, London, Bowerdean
- Heeks, Richard (1998), Information Systems for Public Management: Information Technology and Public Sector Corruption, Working Paper No. 4, Manchester: IDPM – University of Manchester
- Kooiman, J, (ed.) (1993), Modern Governance: New Government – Society Interactions, London: Sage Publications
- Layne, K and Lee J (2001), Developing Fully Functional e-Government: A Four Stage Model, Government Information Quarterly, Vol. 18, No. ER2
- Pardhasaradhi, Y., (2009) E-Governance and Indian Society, Kanishka, New Delhi
- Satyanarayana. J (2006), E-Government, New Delhi, PHI

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

Semester: IV

Course Title: Measuring Governance (Foundation Course)

Course Code: PGPPA4F001T

Credit: 4

Course Objective

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

UNIT - I: Introduction

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

UNIT - II: World Wide Governance Indicators (WGI)

- a) Voice and Accountability
- b) Political Stability and Absence of Violence
- c) Government Effectiveness and Regulatory Quality
- d) Rule of Law and Control of Corruption

UNIT - III: Models of Measuring Governance

- a) Procedural Measure
- b) Capacity Measure
- c) Output Measure
- d) Autonomy Measure

UNIT - III: Measuring Governance Agencies

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

UNIT - V: Tools of Measurement

- a) Cost Benefit Analysis & MBO
- b) CPM
- c) PERT
- d) Operations Research

Select Readings:

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

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

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

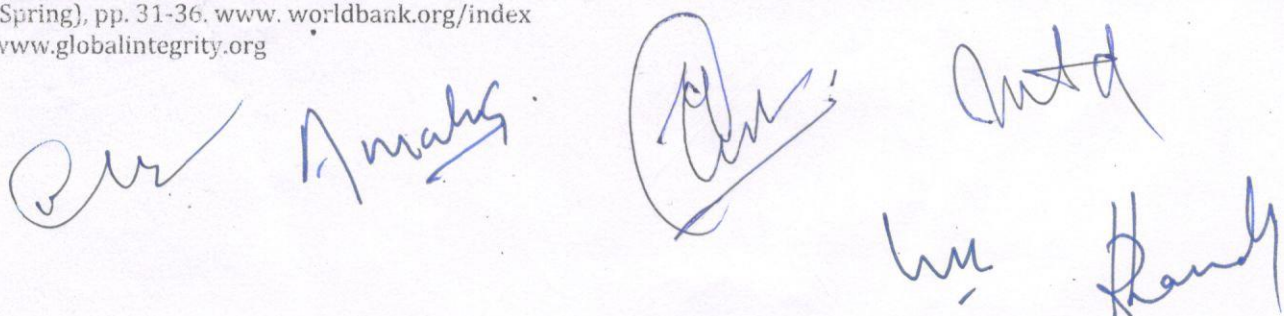
Katherine Berscha and Sandra Botero (2014), Measuring Governance: Implications of Conceptual Choices, *European Journal of Development Research* Vol. 26, pp.124-141

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

Shantayanan Devarajan (2008), Two Comments on "Governance Indicators: Where Are We, Where Should We Be Going?" by Daniel Kaufmann and Aart Kraay, *The World Bank Research Observer*, vol. 23, No. 1

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www.globalintegrity.org

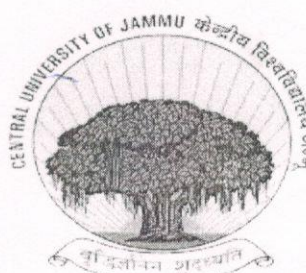


Department of Public Policy and Public Administration
Central University of Jammu, Jammu

Annexure - IV

Department of Public Policy and Public Administration

Central University of Jammu, Jammu



May 17, 2019

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

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Course Matrix: Semester -I						
Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
	CORE COURSES					
PGPPA1C001T	Introduction to Public Administration	4	25	25	50	100
PGPPA1C002T	Introduction to Public Policy	4	25	25	50	100
PGPPA1C003T	Introduction to Governance	4	25	25	50	100
	ELECTIVE COURSES (ANY ONE)					
PGPPA1E001T	Local Governance in India	4	25	25	50	100
PGPPA1E002T	Social Welfare Administration in India	4	25	25	50	100
PGPPA1E003T	Organizational Behavior	4	25	25	50	100
	FOUNDATION COMPULSORY (ABILITY ENRICHMENT)					
PGPPA1F001T	Indian Constitution and Administration	4	25	25	50	100
	MOOCS	2/4	--	--	--	--
Total		20				500

Course Matrix: Semester -II						
Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
	CORE COURSES					
PGPPA2C001T	Administrative Thinkers	4	25	25	50	100
PGPPA2C002T	Comparative Public Administration	4	25	25	50	100
PGPPA2C003T	Research Methodology	4	25	25	50	100
	ELECTIVE COURSES (ANY ONE)					
PGPPA2E001T	Rural Governance	4	25	25	50	100
PGPPA2E002T	Law and Order Administration in India	4	25	25	50	100
PGPPA2E003T	Office Organization and Management	4	25	25	50	100
	FOUNDATION ELECTIVE (SKILL BASED)					
PGPPA2F001T	Financial Administration	4	25	25	50	100
	MOOCS	2/4	--	--	--	--
Total		20				500

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Course Matrix: Semester -III						
Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
	CORE COURSES					
PGPPA3C001T	Public Personnel Administration	4	25	25	50	100
PGPPA3C002T	Public Policy - Concepts, Theories and Models	4	25	25	50	100
PGPPA3C003T	Governance - Concepts and Models	4	25	25	50	100
PGPPA3C004D	DISSERTATION	4				100
	ELECTIVE (INTERDISCIPLINARY)					
PGPPA3I001T	Civil Services in India	4	25	25	50	100
	FOUNDATION ELECTIVE (SKILL BASED)					
PGPPA3F001T	Statistical Methods	4	25	25	50	100
	MOOCS	2/4	--	--	--	--
Total		24				600

Course Matrix: Semester- IV						
Course Code	Course Title	Credit	CIA	MSE	ESE	Total Marks
	CORE COURSES					
PGPPA4C001T	Public Policy Analysis	4	25	25	50	100
PGPPA4C002T	Social Policy: State, Market and Society	4	25	25	50	100
PGPPA4C003T	Governance issues in India	4	25	25	50	100
	ELECTIVE COURSES (ANY ONE)					
PGPPA4E001T	Urban Governance	4	25	25	50	100
PGPPA4E002T	Human Rights Administration in India	4	25	25	50	100
PGPPA4E003T	Public Sector Governance	4	25	25	50	100
	ELECTIVE COURSE (INTERDISCIPLINARY)					
PGPPA4I001T	E-Government	4	25	25	50	100
	FOUNDATION COMPULSORY (ABILITY ENRICHMENT)					
PGPPA4F001T	Electronic Governance	4	25	25	50	100
	MOOCS	2/4	--	--	--	--
Total		24				600

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

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

Semester: I

Course Title: Introduction to Public Administration (Core Course)

Course Cod: PGPPA1C001T

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
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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: PGPPA1C002T

Credit: 4

Course Objective:

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

UNIT- I: Introduction 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

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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: PGPPA1C003T

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

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

Course Title: Local Governance in India (Elective Course)

Course Code: PGPPA1E001T

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:

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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: I

Course Title: Social Welfare Administration (Elective Course)

Course Code: PGPPA1E002T

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

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

Semester: I

Course Title: Organizational Behaviour (Elective Course)

Course Code: PGPPA1E003T

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

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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: PGPPA1F001T

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 a citizens aspire to live in. An in-depth analysis of various basic areas of constitution is the main objective of this inter disciplinary course. This helps the students to strengthen their understanding of Indian constitution and functioning of government.

UNIT I: Indian Constitution:

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

UNIT II: Central Government

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

UNIT III: Central -State Relations

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

UNIT IV: State Government

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

UNIT V: Local Government

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

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