

DEPARTMENT OF PUBLIC ADMINISTRATION PANJAB UNIVERSITY CHANDIGARH
M.P. in Public Administration

Outlines of tests syllabus and courses of reading for M.P. Course in Public Administration for the session

First semester			
Paper	Title	Credits	Marks
Paper-I	Administrative Theories and Thinkers	3	75
Paper-II	Advanced Research Methodology and Research in Public Administration	4	100
Paper -III	Public Policy	3	75

Second semester			
Paper	Title	Credits	Marks
Paper-IV	Dynamics of Indian Administration	3	75
<u>Any one of the following</u>			
Paper - V(a)	Local Governance in India	3	75
Paper - V(b)	Economic Administration and Public Enterprise Management	3	75
Paper - V(c)	Dynamics of Social Administration	3	75
Paper-VI	Dissertation	8	200

A minimum of 5 students will be required to run an option

Note

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DEPARTMENT OF PUBLIC ADMINISTRATION PANJAB UNIVERSITY CHANDIGARH
M.P. in Public Administration

M.P. in Public Administration
Semester I

Paper I Administrative Theories and Thinkers

Credits
Maximum Marks 50
Theory 60
Paper 5
Time Hours

Note There shall be questions in a theoretical candidate is required to attempt any questions from each unit. All questions carry equal marks.

Objective of the Course: The objective of this paper is to make the students understand from a critical point of view the theoretical perspective of Public Administration by introducing students to a comprehensive set of concepts and approaches in Public Administration. The attempt would also be to discuss the contribution of administrative thinkers in the field of Public Administration.

Pedagogy Class Room Teaching, Paper/Assignment, Presentations, Book Reviews & Seminars

Unit I

Paradigms of Public Administration
Globalization and Public Administration
New Public Management and New Public Service

Unit II

Selected readings

- Afridi, Farzana. (2017). *Governance and Public Service Delivery in India*. Synthesis Paper. International Growth Centre.
- Box, Richard C. (2004). *Critical Social Theory in Public Administration*. Routledge: London.
- Dimock, M.E. (1958). *A Philosophy of Administration*, New York: Harper and Row.
- Farazmand, Ali and Jack Pinkowski. (2007). *Handbook of Globalisation, Governance and Public Administration*.

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Rabin, Jack *et. al.* (Eds.) (2007). *Handbook of Public Administration.* (3rd edition). New York: Marcel Dekker Inc.

Rosenbloom, David, Kravchuk, Robert & Clerkin, Richard (2015)/ Rosenbloom, David H. (1989). *Public Administration: Understanding Management, Politics and Law in Public Sector.* (8th/2nd edition). New York: McGraw Hill.

Sappington, D., Stiglitz, J. E., & Bailey, E. (Eds.). (1987). Information and Regulation. In *Public Regulation, New Perspectives on Institutions and Policies.* Cambridge: MIT Press.

Shafritz, Jay M. & Russell, E.W. (1997). *Introducing Public Administration.* (2nd edition). New York: Longman.

Shafritz, Jay M., Russell, E.W. & Borick, Christopher P. (2016). *Introducing Public Administration.* (8th edition). New York: Routledge.

Silverman, David. (1971). *The Theory of Organisations.* London: Heinemann.

Singh, R.N. (2002). *Management Thought & Thinker.* (2nd edition). New Delhi: S.Chand & Sons.

Stillman II, Richard, J. (2010/1996). *Public Administration: Concepts and Cases.* (9th / 6th edition). Boston: Houghton Mifflin Company.

Tullock, G. (1965). *The Politics of Bureaucracy.* Washington D.C: Public Affairs Press.

Urges Jr, Joseph A. (Ed.) (1996). *Public Administration History and Theory in Contemporary Perspective.* New York: Marcel Dekker Inc.

Vickers, J. & Yarrow, George K. (1997). *Privatisation: An Economic Analysis.* Cambridge: MIT Press.

Waldo, Dwight. (2006). *The Administrative State.* New York: Transaction Publishers.

Wren, Daniel A. & Bedeian, Arthur G. (2008)/ Wren, Danniell A. (1993). *The Evolution of Management Thought* (6th/4th edition). New York: John Wiley.

Paper II Advanced Research Methodology and Research in Public Administration

Theory	Credits
1	3
Paper	Max Marks
1	100
Hours	3

Note There shall be questions on a theoretical candidate is required to attempt any questions from each unit. All questions carry equal marks.

Objective of the Course The objectives of this paper are (i) to acquaint the students with the advances in the field of Research Methodology; and (ii) develop research methodological skills for undertaking research in public administration.

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Unit I

Philosophy of Social Science
Approaches to Social Science Research: Quantitative & Qualitative
Inter-disciplinary Research in Social Sciences: Rationale and Approaches

Unit II

Selection and Formulation of Research Problem
Research Proposal: Concept, Format and Writing
Trends in Research in Public Administration

Unit III

Descriptive Statistics A Conceptual Overview

Frequencies, percentages and Proportions

Measures of Central Tendency

Standard Deviation; Shapes of Frequency Distributions

Frequency

Frequency Distribution

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- Miller, Delbert C. (2002). *Handbook of Research Design and Social Measurement*.(6th Edition). London: Sage Publications, London.
- Nachmias, David & Nachmias, Chava.(2008). *Research Methods in the Social Sciences*.(7th edition). New York: St. Martin's Press Inc.
- PaiPanandikar, V.A. (Ed.). (1997). *A Survey of Research in Public Administration 1980-1990*. Delhi: Konark Publishers Pvt. Ltd.
- Scott, A. (2000). The Power of Ideas: Effective Research for Decision Making: How Can Researchers Most Effectively Link with Decision-Makers.*Global Development Network*. 2.
- Seale, Clive, Gobo, Giampietro, Jaber F. Gubrium & David Silverman(eds.). (2004). *Qualitative Research Practice*. New Delhi: Sage Publications.
- Singleton Jr, Royce A. & Straits, Bruce C. (1999). *Approaches to Social Science Research*, Oxford: Oxford University Press.
- Tim, Davies, Zainab & Ashraf Bawa. (2012). The Promises and Perils of Open Government Data. *The Journal of Community Informatics*, 8 (2).
- UK Commission on Social Sciences. (2004). *Great Expectations: The Social Sciences in Britain*. London: Transaction Publishers.
- White, Jay D. & Adams, Guy B. (Eds.).(1994). *Research in Public Administration Reflection on Theory and Practices*. London: Sage Publications.
- Young, Pauline V. (2008). *Scientific Social Surveys and Research*.(4th Edition). New Delhi: PHI Learning.

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Unit I

Policy Sciences: A Historical Progression
Policy Making Models: Incrementalist Models; Rationalist Models

Unit II

Policy Environment in a Democratic Society
Agenda Setting; Globalization of Policy Agendas

Unit III

Policy Making: Approaches and Processes
Policy Implementation: Approaches and Processes
Policy Evaluation: Approaches and Processes

Unit I

Policy Analysis – Case Studies from India:

- i) The New Economic Policy 1991
- ii) National Policy on the Voluntary Sector 2007
- iii) National Policy on Education 1986
- iv) National Food Security Act, 2013

Suggested Readings

- Anderson, James E. (2005). *Public Policy Making*. (6th Edition). New York : Houghton Mifflin Co.
- Anderson, James E. (2010). *Public Policy Making*. (7th Edition). Boston : Wadsworth.
- Ayyar, Vaidyanathan R.V. (2009). *Public Policy Making in India*. New Delhi: Pearson.
- Basu, D.D. (2012). *Constitution of India*. (20th Edition). New Delhi: Prentice Hall of India.
- Dolowitz, David P. & Marsh, D. (2000). Learning from Abroad: The Role of Policy Transfer in Contemporary Policy-Making. In *Governance: An International Journal of Policy and Administration*, 13(1).

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- Lester, James P. & Stewart, Joseph (2000). *Public Policy: An Evolutionary Approach*. (Second Edition). Belmont: Wadsworth Thomson Learning.
- Malhotra, Rajeev. (2006). *Indian Public Policy Report 2014: Tackling Poverty, Hunger and Malnutrition*. New Delhi: Oxford University Press.
- Mathew, C.K. (2015). Food Security Act in Sleep Mode. *Economic and Political Weekly*, 49(05).
- Mishra, Prachi. (2013). *National Food Security Act: Financial and Distributional Implications of the Food Security Law*. *Economic and Political Weekly*, 48(39).
- Moran, Michael, Rein, Martin & Goodin, Robert E. (2006). *The Oxford Handbook of Public Policy*. New York: Oxford University Press.
- Munger, Michael C. (2000). *Analysing Policy: Choices, Conflicts and Practices*. New York: W.W. Norton & Company.
- Nagel, Stuart S. (1991). *Public Policy: Goals, Means and Methods*. New York: St. Martin Press.
- Narayanan, Sudha. (2014). The National Food Security Act vis-à-vis the WTO Agreement on Agriculture. *Economic and Political Weekly*, 49 (05).
- Parsons, Wayne. (1996). *Public Policy: An Introduction to the Theory and Practice of Policy Analysis*. London: Edward Elgar Publishing Limited.
- Peters, B. Guy & Pierre, Jon (2006). *Handbook of Public Policy*. London: Sage Publications
- Peters, B. Guy, Frans, K.M. & Van Nispen (Ed.). (1998). *Public Policy Instruments: valuating the Tools of Public Administration*. London: Edward Elgan Publishing Limited.
- Rabin, J., W Hildreth & Miller, G. (2007). *Handbook of Public Administration*. (3rd Edition). Florida: Taylor & Francis Group.
- Rist, Ray C. (ed.). (1995). *Policy Evaluation – Linking Theory to Practice*. Washington: The George Washington University.
- Rose, R. (1993). *Lesson-Drawing in Public Policy: A Guide to Learning Across Time and Space*. New Jersey: Chatham House.
- Sinha, Dipa (2013). Cost of Implementing the National Food Security Act. *Economic and Political Weekly*, 48(39).
- Spicker, Paul. (2010). *Social Policy: Themes and Approaches*. (Revised Second Edition). New Delhi: Rawat Publications.
- Stewart, Joseph Jr., Hedge, David M. & Lester. (2008). *Public Policy: An Evolutionary Approach*. (Third Edition). Boston: Wadsworth Cengage Learning.
- UK Cabinet Office. (1999). *Professional Policy Making for the Twenty-first Century*. London: Cabinet office Strategic Policy Making Team.
- Websites of Ministries of Government of India and NitiAayog and erstwhile Planning Commission
- Weimer, David L. and Aidan R. Vining. 2017. *Public Policy Analysis: Concept and Practice*, Routledge Publications: New York.

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Semester II

Paper I Dynamics of Indian Administration

Credits

Theory 6
Max Marks 50
Per Paper 50
Time Hours

Note There shall be questions in a 100 marks paper. The candidate is required to attempt any questions from each part. All questions carry equal marks.

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- Arora, Ramesh K. &Batra, Satish K. (2011).*Governance and Development*. Jaipur: Management Development Academy.
- Arora, Ramesh K. &Goyal ,Rajni. (1995). *Indian Public Administration*, New Delhi :VishwaPrakashan.
- Arora, Ramesh K. &Sogani, Meena. (2011). *Governance in India: Paradigms and Practices*. Jaipur: Aalekh publishers.
- Basu, D. D. Reprint 2011). *Introduction to the Constitution of India*, 20th Edition, 2009.
- Bhambri, C.P. (1997). *The Indian State: Fifty Years*. Delhi: Sahara Publications.
- Chakrabarty, Bidyut. (2007). *Reinventing Public Administration: The Indian Experience*. New Delhi: Orient Longman.
- Chakrabarty, Bidyut. (2012). *Public Administration in a Globalizing World: Theories and Practices*. New Delhi: SagePublications.
- Chatterjee, Sibranjana. (1997). *Restructuring Centre-State Relation: The Sarkaria Commission and Beyond*. Calcutta: Minerva Associates.
- Chaturvedi, T.N. (Ed.). (1999). *Towards Good Governance*. New Delhi: Indian Institute of Public Administration.
- French, Patrick. (2012). *India: A Portrait*. New Delhi: Allen Lane. (An imprint of Penguin- India).
- Ghuman, B. S., Monga, Anil &Johal, Ramanjit K. (Eds.).(2012). *Corruption and Quality of Governance*. Jaipur: Aalekh Publishers.
- Government of India, Cabinet SecretariatPerformance Management, <http://performance.gov.in/RFD.html> Government of India, PlanningCommission<http://planningcommission.nic.in/>
- Indian Journal of Public Administration (July-September, 1997). Special Number Fifty Years of Indian Administration.
- Indian Journal of Public Administration (July-September, 1998).Special Number on Towards Good Governance.
- Kalekar, Hiranmay. (ed.). (1999). *Independent India: The First Fifty Years*. New Delhi: Oxford University Press.
- Kashyap, Subash C. (1999). *Coalition Government and Politics in India*

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M.P. Syllabus Public Administration

Second Administrative Reforms Commission <http://arc.gov.in/>

Websites of Ministries of Government of India and Niti Aayog and erstwhile Planning Commission

Paper on Local Governance in India

Credits
Theory 6
Max Marks 50
Per Paper 5
Time Hours

Note: There shall be 10 questions in a 1-hour candidate is required to attempt any 8 questions from each part. All questions carry equal marks.
Objectives of the Course

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- Colquhoun, Ian. (1995). *Urban Regeneration: An International Perspective*. London: B.T. Batsford.
- Dahiwal, S.M. (1997). *Rural Poverty and Slums*. Jaipur: Rawat Publications.
- Das, D.K. (1999). *Rural Sector and Development: Experience and Challenges*. New Delhi: Deep and Deep.
- Diddee, Jayamala & Rangaswamy, Vimla (Eds.). (1993). *Urbanisation: Trends, Perspectives and Challenges*. Jaipur: Rawat Publications.
- Echeverri, John. (1995). *State and the Poor: Public Policy and Political Development in India and United States*. New Delhi: Vistar Publications.
- Govt. of India. (2011). Report of the Working Group on Urban Strategic Planning: 12th Five Year Plan (Steering Committee on Urban Development and Management).
- Govt. of India. (2005). Ministry of Personnel, Public Grievances & Pensions, 6th Report, Local Governance.
- Govt. of India. (2008). Ministry of Personnel, Public Grievances & Pensions.(15th Report).State and District Administration.
- Gupta, D.N. (2004). *Decentralization – Need for Reforms*. New Delhi: Concept.
- Jayal, NirajaGopal ,Prakash, Amit& Sharma, Pradeep K. (2007). *Local Governance in India: Decentralisation and Beyond*. UK: Oxford University Press.
- Jha, S.N. &Mathur, P.C. (1999).*Decentralization and Local Politics*. New Delhi: Sage.
- Jumani, Usha. (1991). *Dealing with Poverty: Self Employment for Poor Rural Women*. New Delhi: Sage Publications.
- Ministry of Rural Development. 2016. *Report of the First Review Commission*.
- Mishra B., B.N. Singh, H.B. Singh and KusumLata. 2016. *Indian Urbanisation and Sustainable Development*. IIPA: New Delhi.
- Mukherjee, Amitav& Chambers, Roberts. (2004). *Participatory Rural Appraisal: Methods and Applications in Rural Planning*. New Delhi: Concept Publishing Company.
- Nageshwara, M. (1985).*Urban Policy in India*. New Delhi: Allied Publishing House.
- Oommen, M.A. (Ed.). (2008).*Fiscal Decentralization to Local Govt. in India*. UK: Cambridge Scholars Publishing.
- Pandey, KK. 2018. Discussion Paper on *Municipal Finance in India*. Available on: <http://unhabitat.org/ir/wp-content/uploads/2018/09/Municipal-Finance-in-India.pdf>
- Raghunandan T.R. (2012). *Decentralisation and Local Governments: The Indian Experience*, New Delhi: Orient BlackSwan.
- Rao, PSN (2006). *Urban Governance and Management*. New Delhi: IIPA and Kanishka Publications
- Singh, Katar. (2001). *Rural Development*. New Delhi: Sage.

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Selected readings

Bacchetta, Marc & Jansen, Marion Jansen. (2011). *Making Globalization Socially Sustainable*. Switzerland: International Labour Organization and World Trade Organization.
https://www.wto.org/english/res_e/booksp_e/glob_soc_sus_e.pdf

Ghuman, B.S. (2010). Social Audit of Privatization in India. In R.S. Ghuman, Surjit Singh and J. S. Brar (ed.), *Globalization and Change*, Jaipur: Rawat Publications.

Government of India. (2002). *Study Group on Reforms in State Public Sector Undertakings*. New Delhi: Planning Commission.
http://planningcommission.nic.in/aboutus/committee/psu_voll.pdf

Greater London Authority. (2006). *The Rationale for Public Sector Intervention in the Economy*. London: Greater London Authority.
https://www.london.gov.uk/sites/default/files/gla_migrate_files_destination/rationale_for_public_sector_intervention.pdf

Kaur, Simrit. (2003). *Privatization and Public Regulation: The India Experience*. New Delhi: Macmillan.

Klynveld Peat Marwick Goerdeler (KPMG). (2011). *India Public Sector Enterprises: Transformation, Competitiveness & Sustainability*, India: KPMG.
<http://www.kpmg.com/IN/en/IssuesAndInsights/ThoughtLeadership/Public-Sector-Enterprises.pdf>

Mathur, B.L. (2007). *Economic Policy and Administration*. Rajasthan: RBSA Publishers.

Office of Fair Trading. (2009). *Government in Markets: Why competition matters – a guide for policy makers*. UK: Office of Fair Trading.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/284451/OFT1113.pdf

Parker, David & Saal, David.(2003). *International Handbook on Privatization*.U.K.: Edward Elgar.

Robbins, Donijo. (ed.). (2005). *Handbook of Public Sector Economics*. New York: Taylor and Francis.
<http://www.untag-smd.ac.id/files/>

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https://publicadministration.un.org/publications/content/PDFs/E-Library%20Archives/2005%20EGM%20Public%20Enterprises_Unresolved%20Challenges%20and%20New%20Opportunities.pdf

World Trade Organization. (2008). *How Can the WTO Help Harness Globalization?*. Switzerland: World Trade Organization, Switzerland. https://www.wto.org/english/res_e/booksp_e/public_forum07_e.pdf

Journals

Baldwin, Robert, Cave, Martin & Lodge, Martin. (2012). *Understanding Regulation: Theory,*

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Richard, C.K. Burdekin, Banaian, King, Hallerberg, Mark and Siklos, Pierre L. (2011). Fiscal and monetary institutions and policies: onward and upward? *Journal of Financial Economic Policy*, 3(4).
http://www.cgu.edu/PDFFiles/SPE/CIEP%20working%20paper/Fiscal_mon_institutions_BurdekinEtal.pdf

Stiglitz, Joseph. (2009). *Globalisation and its Discontents*. New Delhi: Penguin India.

Paper 5: Dynamics of Social Administration

Credits

Theory 6
Max. Marks 50
Per Paper 5
Time Hours

Note: There shall be questions in a 100 marks paper. The candidates are required to attempt any questions from each unit. All questions carry equal marks.

Objective of the Course This paper attempts to familiarize the students with various important aspects of social administration in India particularly social welfare and social change. The role of Non Governmental Organisations in these areas will also be discussed.

Unit I

Social Development and Social Change: A theoretical perspective
Social Policy: A Theoretical Perspective
Role of Non-Governmental Organisations in Social Administration and Development
Human Development in India: Health, Education and Gender Inequalities

Unit II

Welfare State: Concept and Philosophy
Impact of Globalisation on Welfare State with Special Reference to Developing Countries
Gender Budgeting

Unit III

Public Resource Allocation for Women & Child Welfare in India
Women and Child Development: Policies and Programmes
Integrated Child Development Services (ICDS)
National Health Mission (NHM)

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MP Studyabus Public Administration

- Ministry of Women and Child Development (www.wcd.nic.in)
- United Nations Development Programme (www.in.undp.org; www.hdr.undp.org)

Research reports

UNDP. (2016). HIV and the Law in India: A Scan of Laws that