PANJAB UNIVERSITY CHANDIGARH M.Phil. Syllabus Public Administration 2021-22

Outlines of tests, syllabi and courses of reading for M.Phil. Course in Public Administration for the session 2021-22

First Semester			
Paper	Title	Credits	Marks
Paper-I			
Paper-II			
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Dopor III			

Paper –III Paper – IV(a) Semester-I

Paper-I: Administrative Theories and Thinkers

Credits 3 Max. Marks: 75 (Theory: 60 – Term Paper: 15) Time: 3 Hours

- 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, Danniel A. (1993).*The Evolution of Management Thought* (6th/4th edition). New York: John Wiley.

Paper-II: Advanced Research Methodology and Research in Public Administration

Credits 4 Max. Marks: 100 (Theory: 80 – Term Paper: 20) Time: 3 Hours

Note: There shall be 8 questions in all. The candidate is required to attempt any 4 questions, 1 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 social sciences in general and in a discipline in particular.

Pedagogy:Class Room Teaching, Presentations, Assignments, Discussions, Book Reviews and Workshops.

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 Global Trends in Public Administration Teaching and Research (with special reference to India)

Descriptive Statistics: A Conceptual Overview

Frequencies, percentages and Proportions Measures of Central Tendency Standard Deviation; Shapes of Distributions Correlation Analysis Regression Analysis

Inferential Statistics: A Conceptual Overview

Sample Size Standard Error of Mean Null Hypothesis; Interpreting the t-Test ANOVA; Chi-Square

Unit – IV

Methods of Primary Data Collection: Observation, Questionnaire, Interview, Focus Group Discussion

Secondary Data: Big Data and Open Data; Content Analysis

Triangulation and Meta Analysis: Concept, Rationale and Process Processing Software: Using 'R'

Selected Readings

- Amanda, Clarke, & Helen, Margetts. (2014). Governments and Citizens Getting to Know Each Other? Open, Closed, and Big Data in Public Management Reform. *Policy & Internet*, 6 (4).
- Bachner, Jennifer, Ginsberg, Benjamin, and Hill, Kathryn Wagner (2017), *Analytics, Policy and Governance* (Ed.) Yale University Press, Connecticut, US.
- Bailey, Daniel E. (Ed.). (1978). *Computer Science in Social and Behavioural Science Education*. New Jersey: Education Technology Publishers.
- Brent Jr., Edward E. & Anderson, Ronal E. (1990). Computer Applications in the Social Sciences. New York: McGraw-Hill.
- Burton, Dawn (Eds.). (2000). Research Training for Social Scientists. New Delhi: Sage Publications.
- Creswell, John W. (1994). Research Design: Qualitative, Quantitative and Mixed Methods: Approaches. London: Sage Publications.
- Davenport, Thomas H. and Jarvenpaa, Sirkka L. (2008), *Strategic Use of Analytics in Government*, IBM Centre for the Business of Government, Washington DC,US.
- Denzin, Norman K. & Lincoln, Yvonna S. (Eds.).(2005). *Handbook of Qualitative Research*. New Delhi: Sage Publications.
- Denzin, Norman K. &Lincoln, YvonnaS. (Eds.). (1998). The Landscape of Qualitative Research. New Delhi: Sage Publications.
- European Commission (2015). Creating Value through Open Data, Brussels: European Commission.
- Garson, G. David. (1999). IT and Computer Applications in Public Administration. Idea Group Inc.
- Goode, William J. &Hatt, Paul K. (2006). *Methods in Social Research*. USA: McGraw Hill Book Company, 1st Indian Reprint.

Gupta, S.P. (2011). *Statistical Methods*.(4th Edition). New Delhi: Sultan Chand and Sons. Guthrie, Gerard (2010).

Paper-III: Public Policy

Credits 3

Max. Marks: 75 (Theory: 60 – Term Paper: 15) Time: 3 Hours

Note: There shall be 8 questions in all. The candidate is required to attempt any 4 questions, 1 from each Unit. All questions carry equal marks.

Objective of the Paper: This course seeks to update the scholars on the state of policy sciences, the emerging policy concerns and their global dimensions, reinforce the understanding of the working of the public policy processes and the environment with special reference to India. Policy analysis will be understood as a tool of research and evaluation with the help of assignment work. The pedagogy will include seminars, in the flipped classroom mode, through which the scholars will share their conceptual understanding and experiences from the field, learn from and help each other.

Pedagogy:Class Room Teaching, Presentations, Assignments, Policy Briefs, Case Studies, Discussions, Writing of Response Papers and Book Reviews.

Unit – I

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

Unit – II

Policy Environment in a Democratic Society Approaches to Policy Analysis; Agenda Setting; Policy Design

Unit – III

Policy Implementation: Theories, Models and Modes Policy Monitoring: Role, Approaches and Techniques Policy Evaluation: Approaches and Techniques

Unit – IV

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 2020
- iv) National Food Security Act, 2013

Selected 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).
- Fischer, Frank, Miller, Gerald J. & Sidney, Mara S. (2007).*Handbook of Public Policy Analysis: Theory, Politics, and Methods*, USA: Taylor and Francis Group.

Rabin, J., W Hildreth& Miller, G. (2007). Handbook of Public Administration

Unit-I

Ethics and Scientific Conduct Introduction to Ethics: Concept, philosophy, nature and scope

Semester-II

Paper-IV(b): Research and Publication Ethics

Credits: 1

Max. Marks: 25 (Theory: 10 Internal Assessment: 15) Time: 2 Hours

Note: There shall be 10 questions in all carrying 2 marks each i.e. 5 questions in each unit. The candidate is required to attempt any 5 questions covering at least 2 from each unit.

Objective of the Paper:This course aims to develop an understanding of ethical issues related to research and publication. The students will acquire skills to write research papers/thesis following publication ethics. Workshops have been designed to internalize ethical issues through in-depth discussion in order to identify research misconduct and predatory publications. Indexing and citation databases, open access publications, research metrics (citations, h-index, Impact Factor, etc.) and plagiarism tools will be introduced in this course. Continuous assessment will be done through tutorials, written assignments, presentations and participation in workshops.

Pedagogy: Class Room Teaching, Paper/Assignment, Presentations, Book Reviews &Workshops.

Unit-III

Publication Ethics and Misconduct

Publication Ethics: Definition and Importance.

Publication Misconduct: Definition, Concept, Problems that Lead to Unethical Behaviour and Vice Versa.

Violation of Publication Ethics: Redundant Publications (Duplicate and Overlapping

Publications); Conflict of Interest; Predatory Publishers and Journals.

Identification of Publication Misconduct, Complaints and Appeals.

Standard Setting Initiatives and Guidelines: COPE, WAME, etc.

Unit-IV

Online Publication Tools

OpenAccessPublicationsandInitiatives Like Sherpa Romeo

(OnlineResourcetoCheckPublisherCopyright&Self-ArchivingPolicies).

JournalFinder/JournalSuggestionToolsViz.JANE,ElsevierJournalFinder,SpringerJournalSuggest er,Etc.

- ImpactFactor of JournalAsPerJournalCitationReport,SNIP,SJR,IPP,CiteScoremetrics:H-Index,GIndex, ilOIndex,Altmetrics
- Best Practices

References:

Bird, A. (2006). Philosophy of Science. Routledge

Israel, M. and I.Hay (2006). Research Ethics in Social Sciences. Sage

Macintyre, Alasdair (1967) A Short History of Ethics. London.

- P.Chaddah,(2018)EthicsinCompetitiveResearch:Donotgetscooped;donotgetplagiarized,ISBN:978-9387480865
- NationalAcademyofSciences,NationalAcademyofEngineeringandInstituteofMedicine.(2009).O nBeingaScientist:AGuidetoResponsible ThirdEdition.NationalAcademiesPress.
- Resnik,D.B.(2011). Whatise thics in research & why is it important. *National Institute of Environmenta lHealthSciences*, 1-10. Retrieved from https://www.niehs.nih.gov/research/resources/bioethics/whatis/index.cfm

Beall, J. (2012). Predatory publishers are corrupting openaccess. Nature, 489 (7415), 179-179.

IndianNationalScienceAcademy(INSA), EthicsinScienceEducation,ResearchandGovernance (2019),ISBN:978-81-939482-1-7.<u>https://www.insaindia.res.in/pdf/Ethics</u>

Paper-V: Dynamics of Indian Administration

Credits 3

Max. Marks: 75 (Theory: 60 – Term Paper:15) Time: 3 Hours

Note: There shall be 8 questions in all. The candidate is required to attempt any 4 questions, 1 from each Unit. All questions carry equal marks.

Objective of the Paper: The attempt of this paper is to make the students understand the current issues and problems confronting the administration in India in the context of the nature and working of the Indian political and administrative system.

Pedagogy: Class Room Teaching, Presentations, Assignments, Discussions and Book Reviews.

Unit – I

Indian Political System: Parliamentary Democracy: Centre-State Relations Role of Judiciary, Judicial Accountability, Judicial Activism

Unit – II

Indian Administrative System; Administrative Reforms in India Rights Based Approach to Service Delivery: Right to Information; Right to Education; Right to Service

Unit – III

Good Governance Initiatives: Citizen Charter; Social Audit; E-Governance: Concept, Practices and Challenges; Results-Framework Document (RFD) Select Issues in Indian Administration: Administrative Ethics; Integrity; Anti-Corruption initiatives; NGO-Government Interface

Unit – IV

Role of Administration inImplementation of developmentprogrammes at grassroots level in the following areas:

- i) Health
- ii) Education
- iii) Poverty Alleviation
- iv) Skill Development and Entrepreneurship
- v) Sustainable Livelihood

Selected Readings

- 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, Sibranjan. (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*. New Delhi: Uppal Publishing House.
- Khilnanai, Sunil. (Reprint 2004). The Idea of India. New Delhi: Penguin Books.
- Maheshwari, S. R. (2000). *Indian Public Administration*. (6th Edition). New Delhi : Orient Longman.

Mathur, Kuldeep. 2019. Recasting Public Administration in India: Reform, Rhetoric and Neoliberalism. OUP:

Sastry, R. Gangadhara. (1994). Federalism in India in the Context of Administrative Relations between Centre and State. Hyderabad: Sailatha Book House.

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

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

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Unit-I

Local Governance – Significance, Evolution and Constitutional FrameworkDemocratic Decentralization – Concept and Rationale in the current scenario of Globalization and changing role of State; Role of Civil Society

Unit-II

Political and Administrative Structure for Local Governance Issues relating to Autonomy vs. Control, Personnel, Finances and Local Planning

Unit-III

Rural Problems, Challenges to Rural Development Major Programmes for Rural Development

Unit-IV

Urban Problems, Challenges and Urban Planning and Management Urban Growth and Major Programmes for Urban Development

Selected Readings

Ahluwalia, Ishar Judge, Kapur ,Ravi&Mohanty, P.K. (Eds.). (2014). Urbanization in India – Challenges, Opportunities and the Way Forward. New Delhi: Sage India

- Baviskar, BS and Attwood, DW. 2014. Inside- Outside: Two Views of Social Change in Rural India. New Delhi: Sage.
- 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

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

Unit-III

Public Enterprise Management – Organisation, Forms, Governing Boards, Parliamentary and Government Control over Public Enterprises

Unit-IV

Public Enterprise Performance in India Public Enterprise Reforms Privatisation: Theory, Policy and Practice Regulation: Rationale, Significance and Theory

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_vol1.pdf)

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

- Kaur, Simrit. (2003). *Privatization and Public Regulation: The India Experience*. New Delhi: Macmillan.
- Klynveld Peat Marwick Goerdeler (KPMG). (2011). India Public Sector Enterprises:

United Nations. (2008). Public Enterprises: Unresolved Challenges and New Opportunities. New York: United Nations. <u>https://publicadministration.un.org/publications/content/PDFs/E-</u> <u>Library%20Archives/2005%20EGM%20Public%20Enterprises_Unresolved%20Challenge</u> <u>s%20and%20New%20Opportunities.pdf</u>)

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

Journal

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

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). <u>http://www.cgu.edu/PDFFiles/SPE/CIEP%20working%20paper/Fiscal & mon_institutions_BurdekinEtal.pdf)</u>

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

Paper-VI(c): Dynamics of Social Administration

Credits 3

Max. Marks: 75 (Theory: 60 – Term Paper: 15) Time: 3 Hours

Note: There shall be 8 questions in all. The candidate is required to attempt any 4 questions, 1 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.

Pedagogy: Class Room Teaching, Presentations, Assignments, Discussions and Book Reviews.

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)

Unit-IV

National Rural Livelihood Mission (NRLM), Jan DhanYojana Mahatma Gandhi National Rural Employment Guarantee (MNREGA)

Selected Readings

Books

- Basu, D.D. (2015). Introduction to the Constitution of India. (22nd ed). Gurgaon: LexisNexis.
- Bava, N. (2008). Non Governmental Organization in Development: Theory and Practice. New Delhi: Kanishka.
- Baxi, U & Parekh, B. (1995). Crisis and Change in Contemporary India. New Delhi: Sage Publications.
- Doornbos, M & Kaviraj, S. (eds.). (1997). *Dynamics of State Formation*. New Delhi: Sage Publications.
- Ghai, D. (2000). Social Development and Public Policy: A Study of Some Successful Experience. New York:Macmillan Press.
- Indian Institute of Banking and Finance (2017). *Micro-Finance: Perspective and Operations* (2nd Edition). Mumbai: Macmillan Publishers India Private Limited
- Lavalette, M & Pratt, A (eds.). (2006). Social Policy: Theories, Concepts & Issues. London: Sage Publications.
- Lavalette, Michael & Pratt, Alan. (2001). Social Policy: A Conceptual and Theoretical Framework. London: Sage Publications.
- Sangwan, Sher Singh & Gagan Deep (eds.) (2017). *Efficacy of Financial Inclusion Policies and* way Ahead. Chandigarh, CRRID
- Sen, Amartya&Dreze, Jean. (2013). An Uncertain Glory: India and Its Contradictions. London:Allen Lane.
- Shah, Ghanshyam. (2004). Social Movements in India: A Review of the Literature. (2nd Ed). New Delhi: Sage Publications.
- Spicker, Paul. (1988). Principles of Social welfare: An Introduction to Thinking about the Welfare State. USA: Routledge.
- Spicker, Paul. (2010). *Social Policy: Themes and Approaches*. (Revised 2nd ed). Jaipur: Rawat Publications.

Websites

Ministry of Health and Family Welfare (www.mohfw.nic.in)

Ministry of Social Justice and Empowerment (www.socialjustice.nic.in)

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 Create the Framework.(www.in.undp.org/content/india/en/home/library/health/hiv-and-the-law.html)
- UNDP. (2014). HIV-related Stigma Research in India: Current Knowledge, Gaps, and Recommendations. (www.in.undp.org/content/india/en/home/library/health/reasearch-

UNDP. (2012-2014). MGNREGA Sameeksha II: An Anthology of Research Studies. (www.in.undp.org/content/india/en/home/library/poverty/mgnrega-sameeksha-ii--an-anthology-of-research-studies-2012-2014.html)

Paper-VII (Compulsory): Dissertation

Credits 6 Max. Marks: 150

The Dissertation division of marks shall be as under:

- 1. Research Design Preparation and Presentation
- 2. Dissertation
- 3. Viva-Voce

25 Marks 100 Marks 25 Marks