Course Code: PHPA101CCT

Course Title

Semester

Research Methodology

1

Scheme of Instruction

Total Duration : 60 Hrs Periods / Week : 4 Scheme of Examination
Maximum Marks : 100
Internal Evaluation : 30

Credits

4

End Semester:

: 70

Instruction Mode Lecture

Exam Duration: 3

3 Hrs

Course Objectives:

1. To create research orientation and scientific temperament among the students.

2. To make the students comprehend the things in the scientific manner.

3. To make the students learn different methods of research and sources of research.

Course Outcomes:

On successful completion of the course,

- 1. The students will be able to excel in understanding different phenomena of the life.
- 2. The students will be able to examine the phenomenon in the scientific manner.
- 3. The students will be able to collect the material and examine it in the scientific manner.

Unit	Course Content	Instruction Hours
	1. 1.The Philosophy of Social Sciences	
1	2. Theories of Knowledge	
1	3. Problems of Social Sciences	15
	4. 4. Objectives in Social Sciences	
	 Research- Meaning, Objectives and Types 	
	2. Selection of Research Problems	
11	3. Hypothesis-Meaning, Importance and	
	formulation	15
	4. Review of Literature	
	1. Research Design	
	2. Sources of Data Collection: Primary and	
	Secondary sources	15
III	3. Statistical tool of data collection-Sampling	The state of the s
	methods and scales of measurement	
	4. Classification of data, tabulation and	
	presentation	45.56

IV	 I. Data analysis- Application, use of relevant computer programme and quantitative tools Report writing Social Science research- Relevance and problems Research in Public Administration-Problems and Perspectives
	Exam and Evaluations Pattern
	The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks for attendance. The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions. The student need to score 40 per cent marks in internal as well as external exams to clear the paper.
c.	aggested Deedings

Suggested Readings:

- 1. Blackie Norman, 2000, Designing Social Research, Cambridge, Polity Press.
- 2. Chatterji Rakahari, 1979, *Methods of Political Inquiry*, Calcutta, The World Press.
- 3. Cole Richard, 1980, Introduction to Political Inquiry, New York, Macmillan.
- 4. Johnson Janet and Richard Joslyn, 1987, *Political Science Research Methods*, New Delhi, Prentice Hall of India.
- 5. Manheim J. B. and Rich R. C., 1981, *Empirical Political Analysis*, Englewood Cliffs, Prentice-Hall.
- 6. Neuman Lawrence W., 1997, Social Research Methods: Qualitative and Quantitative Approaches, Boston, Allyn and Bacon.
- 7. Shively P. W., 1980, *The Craft of Political Research*, Englewood Cliffs, Prentice- Hall.
- 8. Trigg Roger, 2001, Understanding Social Research, Oxford, Blackwell.
- 9. Vedung Evert, 1982, Political Reasoning, Beverly Hills, Sage.



Course Code:

Total Duration

Periods / Week

Course Title

Semester

PHPA102CCT

Advance Theories of Public Administration

1

Scheme of Instruction

60 Hrs

Scheme of Examination

Maximum Marks : 100

Internal Evaluation :

30

Credits

End Semester:

70

Instruction

Lecture

Exam Duration : 3

Hrs

Mode

Course Objectives:

To develop an in-depth understanding of theoretical base of advanced theories in Public administration

To familiarize the students with the changing perspectives of Public administration. To develop analytical abilities to understand the paradigm shift in public administration.

Course Outcomes:

On successful completion of the course,

The students will be able to understand the advanced theories of public administration. The students will develop and insight into the changing nature and perspectives of Public administration.

The students will be in a position to make critical analysis of advances theories.

Unit	Course Content Instruction Ho	
1	Advance Theory: Features State: Changing Nature- Political, Administrative, Bureaucratic and Cybernetics; Changing Perspectives- corporate State and Minimal state	15
11	Administrative Theory: A Critical Study Post Modernism- A discourse theory Charles J Fox and Hugh T. Miller	15
III	Critical Theory : Jurger Herberma, Robert B. Deahert and John	

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Public Choice Theory New-Public Management Perspective	15
e inche lecispective	A PARTY OF THE PAR
(Kenivening Public, Administration)	•
Osborne and Gaebler	15
Exam and Evaluations Pattern	and the second of the second o

The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks for attendance.

The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions.

The student need to score 40 per cent marks in internal as well as external exams to clear the paper.

Suggested Readings:

- 1. Fox. C. J. (1990), Implementation Research: Why and how to transcend positivist methodologies. In Palumbo, D. J. and Calista. D.J. (Eds) Implementation and the policy process: opening up the black box (pp.199-212)
- 2. Wamsley, G. L., Bacher, R. N. et.al (1990), Refounding the Public Administration, Newbury Partk, CA: Sage.
- 3. Habermas, J. (1992) In Calhoun, C. (Ed), Habermas and the Public Sphere, Cambridge, MIT Press.
- 4. David Osborme and Ted Gaebler, Reinventing Government 1992
- 5. Fox, C J, and Miller, HT (1996), Postmodern Public Administration: Toward Discourse, London: Sage
- 6. S. R. Maheshwari, An Introduction to the theory of Public Administration, Sterling Publishers, New Delhi 1998
- 7. Farmer, D. J. (1999), Public Administration Discourse: A matter or style? Administration and society, 31 (3) 299-320
- 8. Zwart, de. (2002), Administrative Practice and Traditional Inquiry in Postmodern Public Administration Theory. In Administration and Society, 37(5)
- 9. Dr. V Bhaskara Rao, Public Administration, Steel or Plastic Frame, Kalpaz Publications, Delhi 2008
- 10. R. N. Prasad, C Lalkima (Ed), New Public Management in India-Problems and Perspectives, Shipra, 2008.

Course Code PHPA101DST

Course Title

Administrative Theory

Semester 1

Scheme of Instruction

Total Duration 60 Hrs Periods / Week

Scheme of Examination Maximum Marks : 100

Internal Evaluation:

Credits

End Semester: 70

Instruction

Lecture

Mode

Exam Duration:

Hrs

Course Objectives:

1. To provide knowledge about the evolution and importance of administrative theory.

2. To develop an understanding of various theories in public administration.

3. To develop an understanding of emerging trends in the discipline of public administration. Course Outcomes:

On successful completion of the course, the student will be able to;

1. Explain the evolution and importance of administrative theory.

2. Understand the various theories and their applications

3. Understand various trends in the discipline of public administration.

Unit	Course Content	Instruction Hours
1	Classical Approach 1.F W Taylor 2.Henri Fayol 3.Gullick & Urwick 4.Max Weber	15
Ш	Behavioural Approach 1.George Eiton Mayo 2.Chester I Barnard 3.Herbert Simon 4.Abraham Maslow	15
III	Socio-Psychological Approach 1.Rensis Likert 2.Herzberg 3.Macgregor 4.Chris Argyris	15
IV	Modern approaches & emerging trends in	

3. Changing scenario of Public Administration after LPG 4.III Minnowbrook Conference		5
Exam and Evaluations Pattern		
	4.III Minnowbrook Conference Exam and Evaluations Pattern	4.III Minnowbrook Conference

The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks

The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions. The student need to score 40 per cent marks in internal as well as external exams to

clear the paper.

References:

Barnard, Chester (1969), the Functions of Executive, Cambridge, Harvard-University

Donald Menzel and Harvey White (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunity. New York: M. E. Sharpe.

Henry Fayol, (1957). General and Industrial Management, Issac Pitman, London. Luther Gulick & Lyndall Urwick (eds.)(1937), Papers on Science of Administration, New

York Institution of Public Administration, New York.

Lyndall Urwick & EFL Brech (1955), The Making of Scientific Management, Issac

Lyndall Urwick (1947), The Elements of Administration, Issac Pitman & Sons, London Martin Albro, Bureaucracy (1970), MacMillan, London Prasad, Ravindra. D (et al) eds (2013). Administrative Thinkers , Sterling Publishers,

Waldo, Dwight (1968), The Study of Public Administration, Random house, New York White, Jay D. and Guy B. Adams (1994), Research in Public Administration: Reflections on theory and Practice, Sage.

Argyris, Chris (1957), Personality and Organization, Harper, New York Donald Menzel et.al (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunity. M. E. Sharpe.

Drucker, Peter (2012), Management Challenges for the 21st Century, Harper business. Fox, Richard C (2005). Critical Social Theory in Public Administration, PHI, New Delhi George Frederickson (2008), The Public Administration Primer, Westview Press.

Herbert A. Simon (1965), Administrative Behavior: A Study of Decision-making Process in Administrative Organizations, Free Press, New York.

Janet V. Denhardt and Robert B. Denhard (2007), The New Public Service, Serving, Not Steering, M.E.Sharpe, New York

Likert, Rensis (1976), New Patterns of Management, McGraw-Hill, New York Luthans, Fred, (2005) Organizational Behaviour, McGraw-Hill, New York Maslow, Abraham (1954), Motivation and Personality, Harper & Row, NY McGregor, Douglas (1960), The Human Side of Enterprise, McGraw-Hill, New York Miller, H and Fox.CJ (2007), Post Modern Public Administration, ME Sharp, New York

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Course Code Course Title PHPA102DST Semester Human Resources Management Scheme of Instruction Total Duration Scheme of Examination 60 Hrs Periods / Week Maximum Marks : 100 Internal Evaluation: 30 Credits End Semester: 70

Course Objectives:

Instruction

Mode

To provide knowledge about the evolution and importance of human resources

To develop an understanding of various techniques in HRM.

To develop an understanding of emerging trends in the discipline of HRM.

Course Outcomes:

On successful completion of the course, the student will be able to;

Explain the evolution and importance of HRM.

Lecture

Understand the methods of HR developments.

Understand various challenges of HRM in the changing perspective.

Unit	Course Content	Instruction Hours
I	Introduction to Human Resource Management 1.Meaning, .Nature, Scope, Significance & Evolution 2.HR Functions – Managerial & Operative 3.Human Resource Planning- Objectives, Importance & Process 4.Challenges to HRM	15
IJ	Acquisition of Human Resource & Performance Appraisal 1.Recruitment- Methods, Process and Importance 2.Performance Appraisal- Importance & Methods 3. Total Quality Management 4. Ethical Management	15
Ш	Human Resource Development 1.HRD- Meaning, Scope & Importance 2. Policies and Institutional Responses to HRD	

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Exam Duration:

3

Hrs

	3.Methods of Training- Types 4. 2 nd ARC Recommendation with special focus on HRD			
IV	Recent & Emerging Trends in HRM 1.Green HRM 2.HRM and Gender Perspective 3.HRM and Wellness Management 4.HRM and MNCs	15		
	Exam and Evaluations Pattern			
	The paper will be evaluated for 100 marks. The internal assessment will be of 3 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 mark for attendance.			
	The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions. The student need to score 40 per cent marks in internal as well as external exams to			
	clear the paper.	and the second		

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Course Code			Course Title		S	emester	
			Indian Administration			I	
Scheme of Instr Total Duration Periods / Week	:	60 Hrs 4		Scheme of Exa Maximum Marks Internal Evaluation	:	100	
Credits	:	4		End Semester	:	70	
Instruction Mode	:: 1	Lecture		Exam Duration		3 Hrs	

Course Objectives:

Provide knowledge about the evolution and constitutional framework of Indian Administration.

Provide information about the structural and working of administration at different levels Develop understanding of the emerging trends and issues in Indian administration

Course Outcomes:

On successful completion of the course, the student will be able to;

explain the evolution and constitutional framework of Indian Administration. analyse the structural and working of administration at different levels articulate the emerging trends and issues in Indian Administration

Unit	• Course Content • •	Instructi on Hours
	Evolution of Indian Administration	15
	1. Indian Administration – Ancient	
I	2. Indian Administration- Medieval	
	3. Colonial Administration – Continuity and Change	
	4. Constitutional framework of Indian Administration	
	Government and Administration – Central and State levels	15
II	Central Secretariat, Cabinet Secretariat and Prime Minister's Office	
	2. Planning Process and Machinery at National level-NITI Ayog	
	3. State Secretariat, Chief Secretary, Secretariat and Directorate	

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	relations – GAD	
	4. Reorganization of District Administrations with reference to Telangana state.	
	Issues in Indian Administration	15
	1. Center – State Administrative relations	
111	2. All India Services – Importance and changing role	
	3. Administrative Reforms	
	4. Administrative Accountability	,
	Emerging Trends in Indian Administration	15
	Redressal of Citizens Grievances-Citizens Charter & Good Governance- E-Governance	
IV	2. RTI & Corruption	- 1
	3. Impact of Social Media on Indian Administration	
	4. GOI Programmes: Swach Bharat Abhiyan, Digital India, Cashless India and Start – UP India	
	Examination and Evaluation	Pattern:

Examination and Evaluation Pattern: |.

The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks for attendance. The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions.

The student need to score 40 per cent marks in internal as well as external exams to clear the paper.

References:

- 1. P.R. Dubashi, Essay in Indian Administration, Concept Publishing House, New Delhi, 1984.
- 2. S.R. Maheshwari: Indian Administration, Orient Longmen, New Delhi, 1968.
- 3. Avasthi and Maheshwari: Indian Administration, Laxmi Narayan Agarwal, Agra.
- 4. Ramesh. K. Arora and Rajnan Gopal: Indian Public Administration; Institutions

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- 5. Hoshair Singh and Mohinder Singh, Public Administration; in India Theory and practice, Sterling Publishers, New Delhi, 1990.
- Krishna, K. Thummala, Public Administration in India, Academic Press, Singapore, 1994.
- 7. S.R. Maheshwari, Public Administration in India.
- 8. A.D. Gorwala: Report on Indian Administration.
- 9. Paul H. Apple by Survey of Indian Administration.
- 10. India, Administrative Reforms commission, Report of the Study Team on the Machinery of Govt. of India and procedure of work.
- 11. Sarkaria Commission Report on Centre State Relations.
- 12. S.S. Khera: District Administration in India. (Second Revised Edition)
- 13. A.K. Chanda Indian Administration Allen & Unwin, London.
- 14. Quayum, Abdul; Hindustan Ka Nazm-o-Nasq; Nisaab Publishers, Hyd 2007.
- 15. Quayum, Abdul; Hindustan Ki Hukumat aur Siyasat; Nisaab Publishers, Hyd 2007.

• Course Code	+1	Course Title	Semeste r
M.Phil/PhD Paper 3		Public Policy	1
Scheme of Instr	uction		Scheme of Examination
Total Duration	: 60 Hrs		Maximum Marks : 100
	: 4		Internal Evaluation: 30
Credits	: 4		End Semester: 70
Instruction Mode	: Lecture		Exam Duration : 3 Hrs

Course Objectives:

- 1. Provide knowledge about the evolution and importance of Public Policy.
- 2. Develop understanding of theories of Public Policy and thier implications.
- 3. Develop understanding of various stages of public policy.

Course Outcomes:

On successful completion of the course, the student will be able to; Explain the evolution and importance of Public Policy. .1 Understand theories of Public Policy and their implications. .2 Understand various stages of the policy process. .3

Unit	Course Content	Instructio n Hours
1	Introduction 1. Meaning, Scope and Importance of Public Policy 2. Evolution of Public Policy 3. Concept of Policy Sciences 4. Context of Public Policy-Social, Economic and Political	15
II	Approaches to the Study of Public Policy 1. Institutional Approach 3. Systems Analysis 4. Elite Theory 5. Group Theory 6. Rationalist Theory 7. Game Theory 8. Public Choice Theory	15

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ļļ c	Policy Process 1. Policy Formulation 2. Policy Implementation 3. Policy Evaluation 4. Policy Analysis	15
	Case Studies 1. Education Policy 2. Health Policy	15
IV	3. Environment Policy4. Reservation Policy	

Examination and Evaluation Pattern:

The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks for attendance. The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions.

The student need to score 40 per cent marks in internal as well as external exams to clear the paper.

Text Books and References:

MAULANA AZAD NATIONAL URDU UNIVERSITY

Department of Public Administration

Thrust Areas of M. Phil. & Ph.D. of Public Administration

Welfare Administration

M. Phil & Ph.D. Paper 3 (Public Administration 2017

Course Code PHPA105DST Course Title

Semester

Welfare Administration

1

				Scheme of Ex	amination
Scheme of Instru Total Duration Periods Credits Instruction Mode	: : :	60 hrs 4 4 Lecture	I E	Maximum Marks Internal Evaluation End Semester	: 100

Course Objective:

- 1. To understand conceptual aspect and principles welfare administration.
- 2. To study the legal aspects of welfare administration.
- 3. To create awareness about the welfare policies and issues of disadvantages groups implemented by State and Central Government.
- 4. To study the Role of NGOs and Welfare Administration

The paper seeks to enlighten the students on conceptual, legal and practical aspects of welfare administration. The paper also seeks to create awareness about policies, programmes, issues and role NGOs in welfare administration.

Unit

Course Content Conceptual Aspects of Welfare Administration

Instruction of Hours 15hrs

- 1. Welfare Administration: Concept, Scope and Importance
- 2. Principles of Welfare Administration

- Evolution of Welfare Administration
- 3. Welfare Administration. Policy and Planning*

Legal Aspects of Welfare Administration

- Social Welfare Legislation: Meaning, Nature and Scope
- 2. b. Legislation for welfare of target groups- SCs, STs, OBCs, Minorities, Physically Challenged, Women and Children
- 3 9. Welfare Oriented Provisions of the Indian Constitution
- Legal Advocacy, PIL, Legal Literacy, Free Legal Aid and RTI

UNIT - Welfare Machinery at Union, State Level & Local Level

15hrs

III

11

- 1. National Commissions for SCs, STs, BCs Minorities, Women and Children
- 2. Social Welfare Administration at the Union Level: Administrative Structure, Activities and Schemes for welfare
- 3. Social Welfare Administration at State and District levels. Administrative Structure, Activities and Schemes
- 4. Role of NGOs in Social Welfare

Social Welfare and Disadvantaged Groups UNIT -

15hrs

IV

- 1. Welfare Programmes and Policies for Women, Minorities, SC, ST, Children and Bonded Labour
- 2. Welfare Programmes and Policies for Youth, Old Age, Physically/ Mentally Challenged People
- 3. Welfare Programmes and Policies for SCs, STs and Other Backward Classes

Examination and Evaluation Pattern:

Course Code PHPA106DST

Course Title

Semester

Good Governance

1

Scheme of Instruction

Total Duration

60 Hrs

periods / Week

Instruction

Credits

Mode

Lecture

Internal Evaluation:

End Semester: 70

Exam Duration:

Scheme of Examination

Maximum Marks : 100

Hrs

Course Objectives:

Provide knowledge about the Meaning, importance and evolution of Good Governance

Provide information about Good Governance and Bureaucracy

Develop an understanding of the emerging trends and issues of Good Governance

Course Outcomes:

On successful completion of the course, the student will be able to;

Explain the evolution and constitutional framework of Good Governance

Examine the Conceptual frame work of Good Governance.

Articulate the emerging trends and issues in Good Governance

Unit	Course Content	Instructi on Hours
I	Unit-1: Basic Concepts (A). Good Governance: Meaning, Nature, Scope, Importance and Evolution (B) Good Governance: Conceptual Frame Work	15
Π	(C) Good Governance in India Unit-II: Principles of Good Governance (A) Simple (B) Moral (C) Accountable	15
111	 (D)Responsive (E) Transparency Unit-III Instruments of Good Governance (a) E-Governance (b) Citizen Charter (c) Right to Information Act (d) Limitations of Good Governance 	15

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•	Unit-IV: Good Governance initiatives in India (a). Good Governance initiatives in Andhra/Telangana (b). Good Governance initiatives in Karnataka	15
IV	(c) Good Governance initiatives in Kerala (d). Good Governance initiatives in Madhya Pradesh/Chattisgarh	

Examination and Evaluation Pattern:

The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks for attendance. The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions. The student needs to score 40 per cent marks in internal as well as external exams to clear the

References:

- 1. Tandon, B.B; V.K. Agnihotri and H. Ramachandran, Globalization and decentralization: Emerging issues from the Indian experience, International Review of Administrative Sciences, Vol.67, No.3, Sage Publications, New Delhi, 2001.
- 2. Bhattachrya, M., New Horizons of Publicadminisrtration, Jawaharlal Publishers, New Delhi, 1998.
- 3. Mukhopadhya, A., Reinventing government for good governance, The Indian Journal of Publicadminisration, IIPA, Vol.XLIV, No.3, July-sept., NewDelhi, 1998.
- 4. Human Development Report in South Asia, The crisis of governance, Human Development centre, OUP, 1999, Karachi, Pakistan.
- 5. Hye Has ant Abdul , Governance , South Asian Perspective , Manohar Publishers, NewDelhi, 2001.
- 6. Minocha, O.P., Good Governance: Concept and operational issues, Management in Government, 29(3), Oct-Dec, 1997.
- 7. Riccucci Norma M. The old public management versus the 'new 'public management : Where does Public Administration fit in? Public Administration Review, Vol. 61, March-April2001.

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1. Written Examination at the End of Semester 70 Marks

2. Internal Evaluation (Internal Test/Seminar or Assignment) 25 Marks

3. Attendance 5 Marks

References:

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- 2. Alt (1960) Residential Treatment for the disturbed child, New York: International University Press, Inc. 1960.
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- 17. Choudhari, D. Paul, Child Welfare Development, Atma Ram & Sons, Delhi, 1980.
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- 25. Dubey S.N., Administration of Social Welfare Programmes in India, Somaiya Publications, Bombay, 1967.
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- 31. Gurpeet Mahajan, Democracy, Difference and Social Justice in India, Oxford University Press, Delhi, 1998.
- 32. Jaganslianker. Social Problems and Welfare in India, Ashish Publishing House, New Delhi. 1992.
- 33. Jaswal S.S. and Mehta P.L., Child Labour and Law- Myth and Reality of Child Welfare, Deep & Deep Publications, New Delhi, 2002.
- 34. Jaiswal Ss, Reservation Policy and Law: Myth and Reality, Deep and Deep, New Delhi, 2002.
- 35. Jenks, W. Social Policy in a Changing World, Geneva: ILO, 1976.
- 36. Jones, K. Et. Al, Issues in Social Policy, Routledge & Kopan Paul, London, 1983.
- 37. Julie Fisher, Governments, NGOs and the Political Development of the Third World, Jaipur: Rawat Publications, 2003.
- 38.K.C. Yadav and Rabeer Singh., India's Unequal Citizens: A Study of Other Backward Classes. Manohar Publisher, New Delhi, 1994
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- 58 Mohapatra, A.R, Public Interest Litigation and Human Rights in India. Radha Publication, New Delhi, 2001.
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