Ph.D. Course Work – Public Administration

w.e.f. the Session 2015-16

Scheme of Examination - Ph.D. Course Work

Outline of the test

	Theory	Internal Assessment	M.M.	Time
Paper-I Issues in Public Administration Part-I	80	20	100	3 hrs.
Paper-II Policy Analysis Part-I	80	20	100	3 hrs.
Paper-III Research Methods-I	80	20	100	3 hrs
Paper-IV Computer Fundamentals & MS Office	80	20	100	3 hrs.

Head
Dept. of Public Admn.

Paper-I

Theory   80
Internal Assessment: 20
Time: 3 hours

ISSUES IN PUBLIC ADMINISTRATION (PART-I)

Unit-I

Concept of Public Administration, Evolutionary Phases of Public Administration with Special Reference to Politics-Administration Dichotomy, Role of Public Administration in Developing Societies, Private Administration; Public Private Partnership (PPP)

Unit-II

Approaches to the Study of Public Administration: Classical, Neo Classical/Human Relation Approach, Decision-Making Approach.

Unit-III

Bureaucracy; its Types, Waber's Model, Characteristics and Role, Ideal Bureaucracy, Leadership Theories.

Unit-IV

Administrative Improvement: Meaning and Strategies; Contribution of O & M. Organizational Development: Meaning, Goals Organisation Change.

Note: The question paper shall have four units. Each unit will contain two questions and the students shall be asked to attempt one question from each unit .

Books Recommended:

1.   Nigro, F.A. and G.N. Nigro   Modern Public Administration, New York, Harper and Row, 1980.
2.   Henry, Nicholas   Public Administration and Public Affairs, Englewood Cliffs, N.J. Prentice Hall, 1980.
3.   Golembiewski   Public Administration as a Developing Discipline, New York, Marcel Dekker,1977.
4.   Rowat, Donald C.(ed.)   Basic Issues in Public Administration, New York, Mermilan, 1967.
5.   Chahar, S.S.   Lok Prasashan Ke Sidhant, Haryana Sahitya Academy.

Paper-II   **Ist Semester (w.e.f. 2015-16)**

Theory   : 80
Internal Assessment: 20
Time   : 3 hrs.

POLICY ANALYSIS (PART-I)
UNIT-I
Public Policy: Meaning, Nature, Scope and Importance
Types of Public Policy
Policy Cycle

UNIT-II
Emerging Discipline of Policy Science;
Meaning, Nature and Importance of Policy Science,
Views of David Easton, Harold Lasswell and Yehezkhel Dror

UNIT-III
Policy Making: Contextual Setting, Constraints in Policy Making and Need for Effective Policy
Process, Policy Making Models.

UNIT-IV
Role of Legislature, Executive and Judiciary in Policy Making & Interaction Among Them;
Policy Making and Bureaucracy. Determinents of Policy Making; Political Parties, Pressure
Groups, Interest Groups, Public Opinion and Mass Media;

NOTE: The question paper shall have four units. Each unit will contain two questions
and the   students shall be asked to attempt one question from each unit.

Books Recommended:

- Williamn N Dunn, Public Policy Analysis: An Introduction, Library of Congress Cataloging in Publication, 1981.
- Michael Hill, The Policy Process in the Modern State, Prentice Hall Englewood Cliffs, New Jersey, 1984.
- Ann Majchrzak, Methods for Policy Research, Sage Publication, New Delhi, 1984.
- Brian W. Hogwood, Policy Analysis for the Real World, Oxford University Press Published, New York, 1984.
- R.S. Gunpaphty, Public-Policy and Policy Analysis in India, Sage Publications, New Delhi, 1985.
- M. Kistaiah, Public Policy and Administration, Sterling Publishers Private Ltd, New Delhi, 1986.
- Pradeep K. Saxena, Comparative Public-Policy, Rawat Publications, Delhi, 1993.
- Pradeep Saxena, Neeti Vigyan evam Lok Prashashan, R.B. S.A. Publishers, Jaipur, 1993.
- Thomas R. Dye, Understanding Public-Policy, Prentice Hall, Englewood Cliffs, New Jersey, 1995.
- Devika Paul, Public-Policy: Formulation and Implementation in India, Devika Publications, Delhi, 1995.
- Prashant K. Mathur, Public Administration Policy and Planning, Kanishka Publisher, Distributers, New Delhi, 1996.
- Manoj Sinha, Prashashan evam Lok Neeti, Oriental Black Swan Prakashan, New Delhi, 2010.

- Michael Howlett, Designing Public Policies: Principles and Instrument, Routledge Taylor Francis Group Publications, London, New York, 2011.
- R.K. Sapru, Public Policy Art and Craft of Policy Analysis Second Edition PHI Learning Private Limited, New Delhi, 2011.
- Peter Huge, Public Policy, Sage Publications, New Delhi, 2012.
- Kuldeep Mathur, Public Policy and Politics in India, Oxford University Press Publications, New Delhi, 2013.
- Charles O. Jones, An Introduction to the Study of Public Administration Poicy Book Cale Pub. Co., Monterey California (3rd ed.)
- Pardeep Sahni, Public Policy Conceptual Dimension Allahabad: Kitab Mahal, 1987.
- George A. Stenier, Top Management Planning, Macmillan
- James F. Anderson, Public Policy Making, New York: Oreagetm 1979.
- Paul H. Appley, Policy and Administraion, The University of Albama Press, 1949.
- E. Jacole Charles, Policy and Bureaucracy, D. Van Nostrand Co. 1970.

Paper-III

Theory   80
Internal Assessment: 20
Time: 3 hrs.

Research Methods

Unit-I

Social Science Research : Meaning, Nature,Objectives, Importance and Types with Special Reference to Pure and Applied. Research Process, Selection & formulation of a Research Problem- Meaning, Sources, Criteria, Steps of its formulation; Problem of Objectivity in Social Research. Importance of Ethics in Social Reserch.

Unit-II

Basic Elements of Social Research: Theory-Concept & Variable, Theory building process; Hypothesis- Meaning, Types, Sources and Importance; Research Design- Meaning, Characteristics, Types & Importance.

Unit-III

Sampling: Meanaing, Basis, Types-Probability and Non-Probability, Procedure of Selecting a Representative Sample, Testing the Reliability of a Sample; Data: Types, Importance, Sources and Characteristics; Graphic Representation of Data: Graphs & Diagrams.

Unit-IV

Project Formulation on Issues Concerning: Women, Children, Aged, Poverty Allevation Programmes, Human Resource Development schemes, Non-Governmental Organisation, Local Government-Urban and Rural.

Note: The question paper shall have four units. Each unit will contain two questions and the students shall be asked to attempt one question from each unit.

Books Recommended:

1.   C.K. Sharma & M.K. Sharma, Research Methodology, Shree publishers & Distributors, New Delhi.
2.   David Nachmias and Chava Nachmias, Research Methodology in the social Sciences, St. Martin Press, Inc 1976.
3.   Davendra Thakur, Research Methodology in Social Sciences, Deep and Deep Publications Pvt. Ltd, New Delhi; 2003
4.   P. Sarvanand, Research Methodology, Kitab Mahal Allahabad, 1992

5.   Abdel Baset I.M. Hasouneh, Research Methodology, Sublime Publication, Jaipur, 2003.
6.   D.K. Lal Das, Designs of Social Research, Rawat Publication, New Delhi 2005
7.   S.R. Bajpai: Methods of social survey and research Kigtab Ghar, Kanpur, 1990.
8.   Ram Ahuja, Research Methods, Rawat Publications, Jaipur, 2001.
9.   Jhon Galtung: Theory and Methods of Social Research, New York, Columbia University, 1967.
10.   Shukla and Trtivedi: Research Methodology, College Book Depot., Jaipur.
11.   David Nachmias and Nachmias: Research Methods in Social Sciences New York, St. Murthin :Press, 1981.
12.   Kerlinger: Foundation of Behavioural Research, New York, Hold Rinehart And Winston.
13.   Virender Prakash Sharma, Research Methodology Jaipur: Panchsil Prakashan, 2001 (Hindi Medium).

Ph.D. Course Work – Public Administration
(w.e.f. 2015-16)
Paper- IV Computer Fundamentals & MS Office

Theory:	80
Internal Assessment	20
Time :	3 hours

Unit-1

Introduction : Historical Evolution of Computers, Classification of Computers, Block Diagram along its Components and Characteristics, Limitations of Computers, Human being Vs Computer, Applications of Computers including Public Administration & Research, Introduction to Internet: Concepts of Internet, WWW, e-mail and Applications of Internet.

Unit-2

Input/Output Devices: Keyboards, mouse, joysticks, trackballs, digitizer, voice-recognition, optical-recognition, scanners. Hard-copy devices: Impact printers - DMPs, Daisy-wheel printers, Line-printers. Non-impact printers - Inkjet, Laser, Thermal, LED; Plotters. Soft-copy devices: Monitors, video-standards (VGA and SVGA). Languages like Assembly, Machine, and High-Level Languages, Computer Viruses.

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Unit-3

Memory & Mass Storage Devices: Characteristics of memory systems, types of memory, RAM, ROM, magnetic disks - floppy disk, hard-disk; optical disks - CD, CD-I, CD-ROM; Magnetic tapes; Concepts of Virtual and Cache memory. *Computer Network and Their Applications:* Types of Computer Networks, Local Area Networking (LAN) and wide Area Networks (WAN).

Unit-4

MS-OFFICE:MS-Word :- Creating a document, font operation, bullet and numbering, find & replace, mathematical operation, Create table. **MS-PowerPoint** :- Creating single and multiple slide, Animation, manual and automatic slide show, hyper linking. **MS-Excel**:- Create sheet and rename sheet, table and operation, cells operation, hyper linking, Function(mathematic, logical), sort and data tools, protection(sheet, workbook).

Note: **The question paper shall have four units. Each unit will contain two questions and the students shall be asked to attempt one question from each unit.**

Books
Recommended

1. Gill, Nasib S.: Essentials of Computer and Network Technology, Khanna Book Publishing Co., New Delhi.
2. Gill Nasib Singh: Computing Fundamentals and Programming in C, Khanna Books Publishing Co., New Delhi.
3. Chhillar, Rajender S.: Application of IT in Business, Ramesh Publishers, Jaipur.
4. Sinha, P.K. & Sinha, Priti, Computer Fundamentals, BPB
5. Balagurusamy E, Computing Fundamentals and C Programming, Tata McGraw Hill.
6. Norton, Peter, Introduction to Computer, McGraw-Hill