

ANN ADARSH COLLEGE FOR WOMEN

PG & RESEARCH DEPARTMENT OF PUBLIC ADMINISTRATION

M.PHIL PUBLIC ADMINISTRATION

ELIGIBILITY & DURATION

PG Degree in

- a) M.A. Public Administration
- b) M.A. Public Management
- c) M.A. Political Philosophy

Full Time – 1 Year

PAPER I - RESEARCH METHODOLOGY

SUBJECT CODE: NKA01

LEARNING OBJECTIVES

- Students should understand research design.
- Students can differentiate the difference between quantitative research and qualitative research.
- Students can distinguish a purpose statement, a research question or hypothesis and a research objective.
- Students can identify the suitable statistical tool needed for the study.
- Students can able to write structured research report.

SYLLABUS

UNIT – I

1. Meaning, Objectives and Significance of Social Science Research.
2. Types of Research.
3. Research Approaches.
4. Research Methods and Methodology.

UNIT – II

5. Formulation of Research Problem
6. Research Design and Process
7. Hypothesis

UNIT – III

8. Data Collection
9. Pilot Study
10. Data Preparation and Data Analysis

Unit – IV

11. Testing of Hypothesis

12. Report Writing

UNIT – V

13. Statistical Application in Social Science Research

14. Role of Computers in Research

COURSE OUTCOME

Students who successfully complete this course will be able to:

- Explain key research concepts and issues.
- Discuss different methodologies and techniques used in research work.
- Assess the basic function and working of analytical instruments used in research.
- Propose the required numerical skills necessary to carry out research.
- Read, comprehend, and explain research articles in their academic discipline.

Eligibility & Duration

PG Degree in

d) M.A. Public Administration

e) M.A. Public Management

f) M.A. Political Philosophy

Full Time – 1 Year

SUBJECT CODE: NKA02

LEARNING OBJECTIVES

- Understand Public Administration theory and concepts from multiple perspectives;
- Acquaint with India's development experience and changing role of administration;
- Understand the interface of theory and practice in public administration;
- Understand the world of public administration from the public perspective and provide further studies in Public Administration

Unit I

1. Evolution of Public Administration
2. Meaning, Nature and Scope of Public Administration
3. Public Administration and other Social Sciences
4. Approaches to Public Administration

Unit II

5. Principles of Public Administration
6. Theories of Public Administration
7. New Public Administration
8. Public Choice Theory

Unit III

9. Constitutional Framework of Indian Administration
10. Constitutional Authorities
11. Centre-State Relations
12. Generalist Vs Specialist
13. Corruption in Administration

Unit IV

14. Civil Services in India
15. District Administration
16. Local Administration
17. Administration and Judiciary

Unit V

18. Citizen's Charter
19. Mobility between Government and Other Sectors
20. E-Governance
21. Good Governance
22. Globalisation, Liberalisation and Privatisation
23. Role of NGOs in Public Administration
24. Recent trends in Public Administration

COURSE OUTCOME

- Demonstrate knowledge of the core mechanism of Public Administration.
- Ability to demonstrate the core mechanism of public management.
- Ability to understand and apply the decision making, leadership and other professional skill.

REFERENCE BOOKS:

1. Dr.Hans Raj, Indian Administration, Surjit Publications, New Delhi, 1994.
2. Jain R.B., Public Administration in India – 21st Century Challenges for Good Governance, Deep and Deep Publications, New Delhi, 2001.
3. Ramesh K. Arora, Public Administration in India – Tradition, Trends and Transformation, Paragon International Publishers, New Delhi, 2006.
4. Shriram Maheshwari, Administrative Theory – An Introduction, Macmillan India, New Delhi, 2003.
5. Vasu Deva, E-governance in India – A Reality, Commonwealth Publishers, New Delhi, 2005.

SUBJECT CODE: NKA03

LEARNING OBJECTIVES

- To enable the students to understand the HR Management and system at various levels in general and in certain specific industries or organizations.
- To help the students focus on and analyse the issues and strategies required to select and develop manpower resources.
- To develop the relevant skills necessary for application in HR related issues.
- To enable the students to integrate the understanding of various HR concepts along with the domain concept in order to take correct business decisions.

SYLLABUS

UNIT - I

1. Meaning, Nature and Importance of Human Resource
2. Management Scope and Objectives of Human Resource
3. Management approaches of Human Resource Management

UNIT- II

4. Meaning and Significance of Human Resource Development
5. Techniques off Human Resource Development
6. Designing and Implementing Human Resource Management
7. Manpower Planning

Unit- III

8. Organisational Design
9. Central Personnel Agency
10. Human resource Department
11. Job Design, job Analysis and Job Evaluation

UNIT- IV

12. Recruitment and Placement
13. Training and Development
14. Promotion
15. Compensation
16. Motivation and Morale
17. Performance Appraisal
18. Maintenance and Retention
19. Retirement

UNIT - V

20. Participative Management

21. Discipline
22. Grievance
23. Stress Management
24. Counselling
25. Career Planning and Development
26. Control
27. Emerging Trends in Human Resource Management

COURSE OUTCOME

On completion of this course, the students will be able

- To develop and understanding of the concept of Human Resource Management and to understand its relevance in organization.
- To develop necessary skills set for application of various HR issues.
- To analyse the strategic issues and strategies required to select and develop manpower.
- To integrate the knowledge of HR concepts to take correct business decisions.

REFERENCE BOOKS

1. Aswathappa K – Human Resource and Personnel management, Tata McGraw Hill Publishing Co Ltd, New Delhi, 2004.
2. Jain N.C & Saakshi – Personnel Management and Human Resources, A.I.T.B.S Publication, Delhi, 2005.
3. Reeta Mathur – Human Resource and Personnel Management, Wide Vision, Jaipur, 2007.
4. Santhosh Gupta and Sachin Gupta – Human Resource Development _ Concepts and Practices, Deep and Deep Publication, New Delhi, 2005.
5. Subha Rao – Personnel and Human Resource Development, Himalaya Publishing house, Delhi, 2005.