

**ANNA ADARSH COLLEGE FOR WOMEN**  
**POST GRADUATE AND RESEARCH DEPARTMENT OF PUBLIC**  
**ADMINISTRATION**

**COURSE HANDOUT – M.Phil ( PUBLIC ADMINISTRATION )**

**LIST OF FACULTY:**

<b>S.NO</b>	<b>NAME OF THE STAFF</b>	<b>DESIGNATION</b>
1.	Dr.S.Marceline Pushpa	HOD and Associate Professor
2.	Dr.R.Asha	Assistant Professor
3.	Dr.A.Amudha	Assistant Professor
4.	Dr.S.Kavitha,	Assistant Professor

**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.

**REFERENCE BOOKS:**

1. Bhattacharyya D.K., Research Methodology, Excel Books, New Delhi, 2005.
2. Devendra Thakar, Research Methodology in Social Sciences, Deep and Deep Publications Pvt. Ltd., New Delhi, 2003.
3. Dipk Kumar Bhattacharyya, Research Methodology, Excel Books, New Delhi, 2006.
4. Koli L.N., Research Methodology Y.K.Publishers, Agra, 2006.
5. S.Sebastian Periannan, Social Research Methodology – An Introduction, Department of Christian Studies, University of Madras, Chennai,2006.

## **PAPER-II PERSPECTIVES ON PUBLIC ADMINISTRATION**

**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 – 21 st 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.

## **PAPER III - HUMAN RESOURCES MANAGEMENT**

**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.

## **EVALUATION AND ASSESSMENT METHODS, MINIMUM STANDARDS / CREDITS FORAWARD OF THE DEGREE, ETC.**

- The overall minimum credit requirement, including credit for the course work, for the award of M.Phil degree shall not be less than 24 credits.
- Upon satisfactory completion of course work, and obtaining the marks/grade prescribed in sub-clauses 6.7 as the case may be, the M.Phil scholar shall be required to undertake research work and produce a draft dissertation/thesis within a reasonable time, as stipulated by the Institution concerned based on these Regulations.
- Prior to the submission of the dissertation/thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee of the Institution concerned which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the Research Advisory Committee.
- M. Phil scholars shall present at least one (1) research paper in a conference/seminar before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
- The Academic Council (or its equivalent body) of the Institution shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.
- The M.Phil dissertation submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least one external examiner who is not in the employment of the Institution/College. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by both of them together, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/ researchers.
- The public viva-voce of the research scholar to defend the dissertation /thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination. If the evaluation report of the external examiner in case of M.Phil dissertation is unsatisfactory and does not recommend



viva-voce, the Institution shall send the dissertation/ thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/ thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

- The Institutions shall develop appropriate methods so as to complete the entire process of evaluation of M.Phil dissertation / thesis within a period of six months from the date of submission of the dissertation /thesis.

## **GRADING SYSTEM**

The process of evaluation, examination, grading, etc for the M.Phil. programme shall be the same as for Master programme except for the dissertation; However,final semester students of the M.Phil.should be allowed to appear for examinations in any arrear papers in the month of September/October each year.

*S. Marudhai.*

**HOD**

*R. Shankar*

**PRINCIPAL**