UTKAL UNIVERSITY

P.G. DEPARTMENT OF PUBLIC ADMINISTRATION
M. PHIL.
COURSES OF STUDIES

The course of M. Phil will be based on semester system in each semester there will be three papers in semester-I all the papers are compulsory. In semester –II one paper would be optional and other will be compulsory. The details are follows:

Semester-I

Paper Code	Course Name	Marks
M-11	Research Methodology	100
M-12	Administrative Theory	100
M-13	Term Paper (Preparation + Presentation)	100

Paper- M11
Research Methodology

Objectives: This paper makes the student familiar with basic of research and research process, types and methods. Student will be able to develop a theoretical knowledge on formulating research questions, hypothesis and its application in conducting research work. This paper also enabling student to know about various methods of data collection and Report writing skills in research work.

Unit-I: Research: Objectives, types, hypothesis: purpose and types

Unit-II: Research Design: meaning and purpose, Type, sampling

Unit-III Methods of data collections: Survey, Observation Questionnaire and Interview, case study

Unit-IV: Data analysis: Measurement scale, types of scales, frequency Distribution

Unit-V: Chi-Square Test and Z Test, computer application in social science research.

Outcomes: Student would be able to know the application of research methodology and concepts in social science research. Student will be identify appropriate research topics, research problem and can formulate a good research design. Finally student can learn technology usages in research work.

Essential Readings:

1. Garg, B.L., Karadia, R., Agarwal, F. and Agarwal, U.K., 2002. An introduction to Research Methodology, RBSA Publishers.
2. Kothari, C.R., 1990. Research Methodology: Methods and Techniques. New Age International. 418p.
3. Sinha, S.C. and Dhiman, A.K., 2002. Research Methodology, Ess Ess Publications. 2 volumes.
4. Trochim, W.M.K., 2005. Research Methods: the concise knowledge base, Atomic Dog Publishing. 270p.
5. Wadehra, B.L. 2000. Law relating to patents, trade marks, copyright designs and geographical indications. Universal Law Publishing.

Paper -M 12
Administrative Theory

Objectives: This paper aims to provide the theoretical understanding on public administration and how to apply it towards expansion of research in the concerned discipline. Indeed, the discipline itself attracts multidisciplinary theoretical contexts. While recognizing the above context, this paper has attempted to set the disciplinary boundary through various approaches and paradigms.

Unit-I: Approaches in Public Administration: Classical, modern, and post modern

Unit-II: New Public Administration, New public management and new public service.

Unit-III: Concepts: Good governance, Regulatory Governance, E- Governance, Citizen Charter, Time Bound Act.

Unit-IV: Corporate social responsibility, public private partnership, civil society

Unit-V: Accountability and control: New mechanisms

Outcomes: Students would be able to identify the specific theoretical thrust while initiating research in public administration.

Essential Readings:

1. Avasthi and Maheswari, "Public Administration", Agra, Laxmi Narayan Agarwal,1988.
2. Mohit Bhattacharya "Public Administration", World Press (Second Edition, 1991)
3. B.L. Fadia and Kuldeep Fadia, "Public Administration: Administrative Theories andConcepts", Agra, Sahitya Bhawan, 2014.
4. Rumki Basu, "Public Administration: Concepts and Theories" New Delhi, SterlingPublishers, 2011.
5. O.P Dwivedi- Development administration.

Paper-M 13

Term Paper (Preparation 75 marks + Presentation 25 marks)

Semester-II

Paper Code	Course Name	Marks
M-21	Human Resource Management OR Local Governance	100
M-22	Book Review (Preparation + presentation)	100
M-23	Dissertation(Presentation + presentation)	100

Paper M 21
Human Resource Management   100 marks

Objectives: This paper aims to provide a comprehensive knowledge on administration of human resources in organizations. It has been designed to take into account both human and productive aspects which are considered to be critical towards efficiency on the organization. In this process, issues of complexity with regard to availability of resources, staff performance and their stress management have given utmost attention.

Unit-I: Human Resource Management: Conceptual analysis, Function and New Trends

Unit-II: Human Resource Planning: Job analysis, Work Design, Recruitment, Promotion and transfer

Unit-III: Human Resource development: Training and career planning and management development

Unit-IV: Performance Appraisal, Compensation, Employment retaliations, collective bargaining.

Unit-V: HRIS, Human resource Audit, E HRM, Future of HRM, Stress Management

Outcomes: The students would be able to understand both the conceptual and recent trends in human resource management. It would also provide them the skill to deal with complex issues on human resource management.

Essential Readings:
1. Niranjan Pani, "Management Concepts, Organisational Behaviour, Human Resource Management", New Delhi, Kunal Books, 2009.
2. T.N. Chhabra, "Human Resource Management; Concepts and Issues", Delhi, Dhanpatiraoand Co. 2012.
3. P. Subba Rao, "Essentials of Human Resource Management and Industrial Relations",Himalaya Publishers, Mumbai, 2010.
4. K.B. Aswathappa, "Personnel and Human Resource Management," Tata Mc. Graw Publishing House, 20

OR

Local Governance

Objectives: Local governance as theme for higher study got its popularity due to the expansion of democratic decentralization. However, its political dimension has got more visibility in comparison to the administrative one. In this context, this paper aims to provide the understanding that the process of Local governance invites different stakeholders to coordinate among themselves to act for a common purpose. In this process, it is relevant to understand how administrative structures, agencies and processes facilitate the above coordination needs to be studied and this paper is an attempt towards the above gap.

Unit- I: Evolution of Rural Local Governance in India, 73th Constitutional Amendment Act, PESA, Decentralized planning for Local Development and Social Justice.

Unit-II: Panchayati Raj Institution, Zilla Parishad, Panchayat   samitee, Gram Panchayat: composition.functons, finance

Unit-III: Urban government: 74th Amendment Act, Municipal Corporation, Municipality, Notified area council: structure, function, finance

Unit-IV: Localization, New localism, state control over local bodies.

Unit-V: Urban development programmes , JNNRN, Urban poverty alleviation, slum Management , Rural employment through MNREGS, Rural development programmes.

Outcomes: Students would be able to understand how public administration has become the facilitator in fulfilling the agenda of local governance across the societies including in India. It would also enhance their skill to be a community organizer in their locality in monitoring different local development programmes.

Essential Readings:

1. Bidyut Chakravarty, "Public Administration: in a Globalized world", New Delhi, Sage, 2014

2. Bijoyini Mohanty, "Glimpses of Local Governance", New Delhi, Kunal Books, 2012.

3. Anirban Kashyap, "Panchayati Raj, Views of Founding Fathers and Recommendations ofdifferent committees, Lancer Books, 1989.

4. M. Venkatrangaya and M. Pattabhiram, "Local Government in India", New Delhi, AlliedPublishers, 1969.

5. S.R. Maheswari, "Local Government in India", Agra, Lakshmi Narain Agarwal, 1984.

6. A.R.Desai, 'Rural Sociology'

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Paper-M 22   100 marks
Book Review (Preparation 75 marks + Presentation 25 marks)

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Objectives: This paper will help to increase research writing skill of student in picking out useful pieces of information from a longer text and student can enhance own critical evaluation and discussion on a topic.

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Paper – M23   100 marks
Dissertation (Preparation 75 marks + Presentation 25 marks)

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 Objectives: This paper will provide an opportunity to the student to apply their theoretical knowledge on research work and enhance critical thinking and evaluation on a particular topic.

Regulation of M. Phil. -2013 onwards
1. There shall be final examination at the end of each semester
2. There shall be total six papers. Each semester each semester will have three papers
3. Each papers shall carry 100 marks and Pass mark in each paper each 50% and total Mark in M. Phil is 600.
4. The Details of term paper shall be preparation 75 Marks in presentation 25 Marks.
5. The Dissertation carries 100 Marks out of which preparation is 75 Marks and Viva is 25 Mark.
6. The Valuation of answer script including Dissertation and Viva shall be conducted by the faculty of the Department only.
7. The duration of Examination shall be 3 hours and the regulation is as per University Examination Rule.