HIMACHAL PRADESH UNIVERSITY,
(NAAC Accredited "A" Grade University),
DEPARTMENT OF PUBLIC ADMINISTRATION,
SHIMLA-171005.

COURSE WORK FOR PH.D
IN
PUBLIC ADMINISTRATION

w.e.f session 2024-25

Syllabus of Course Work for Ph.D in Public Administration
H.P.University, Shimla-05.

Approved in

PG BOS meeting held on : 18.02.2025 .

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Department of Public Administration
Course Work for Doctor of Philosophy in Public Administration w.e.f Academic session 2024-25 as per CBCS norms.
Approved in PG Board of Studies held on 18.02.2025

The following Credit Based Course Work for Ph. D in Public Administration w.e.f. academic session 2024-25 onwards. There shall be three DSC courses of the study and one Thesis.

The Course work is:

i) In addition to the thesis which every Ph.D student is required to complete under the supervision of a thesis supervisor allotted for the purpose.

ii) Compulsory for all students who are admitted to the Ph. D Programme after MA Public Administration

iii) Not applicable to students who have successfully completed M. Phil in Public Administration.

The scheme is placed before the Board of Studies.

Course Divisions (L) for COURSE : I

Sr.No.	Divisions (L)	Credits
1.	Theory (2 hours per week per course)	2
2.	Total Credits	2

Course Divisions (L) For COURSE II & III

Sr.No.	Divisions (L)	Credits
1.	Theory (5 hours per week per course)	5
2.	Total Credits	5

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List of Courses

Courses with Codes, Credits, Contact Hours and Marks Scheme

Course work Ph.D Public Administration under CBCS

Sr.No	DSCs	COURSE CODE	TITLE OF PAPER	Theory Lectures	Credits	Maximum Marks Scheme	Minimum Pass Marks
1.	COURSE:I Common for all Ph.D Students	RPE-Ph.D-1	Research and Publication Ethics	2 (L-2 hrs per week)	2	50	25
2.	COURSE:II Discipline-Wise Compulsory paper	PD PUB-2	Research Methodology	5 (L-5 hrs per week)	5	100	50
3.	COURSE:III Discipline Specific Research Oriented Elective Course	PD PUB-3	Advanced Public Administration	5 (L-5 hrs per week)	5	100	50
			Total	12	12	250	*138

*Note :-

The Passing marks for Ph.D course work will be 55% aggregate, with minimum 50% in each individual course (all three courses) vide Dean of Studies notification no :- 1-60/2024-HPU(DS) dated 15th February, 2025.

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PUBLIC ADMINISTRATION
Ph.D COURSE WORK
(2024-25) Onwards

1. **Ph.D course work will consist of Three course (12 Credits) :-**

    I   **Course-1 :** Research and Publication Ethics, RPE (common for all HPU's Ph.D Programme) with a Credit weightage of 2.

    II   **Course-2 :** Research Methodology (Discipline-wise) with a credit weightage of 5. The course will consist of five modules/Units.

    III   **Course-3 :** Discipline-specific research-oriented Elective course with a credit weightage of 5. The course will consist of five modules/Units.

Evaluation Scheme :- At the end of the course, a final written examination of 100 Marks will be conducted :-

    (a)   Students with atleast 75% attendance will be eligible for the final written examination.

    (b)   The exam will be conducted for 3 Hrs durations.

Notes :-

    (a)   * The Course and scheme for Course-1 Research and Publication Ethics has been notified vide Notification No-7-1/2024-HPU(Acad) dated 03rd February, 2025.

    (b)   These guidelines will be applicable from session 2024-25 onwards (beginning from the batch in November-December, 2024.

    (c)   Theses guidelines are issued w.r.t notification no 7-1/2024-HPU(Acad) dated 03rd February, 2025.

    (d)   The Passing marks for Ph.D course work will be 55% aggregate, with minimum 50% in each individual course (all three courses) has been notified vide Dean of Studies notification no 1-60/2024-HPU(DS) dated 15th February, 2025.

    (e)   The Students can opt for (MOOCs-SWAYAM and other accredited on line platforms course, with prior approval of relevant bodies.

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PUBLIC ADMINISTRATION
Ph.D COURSE WORK
COURSE – I
COURSE NAME : RESEARCH & PUBLICATION ETHICS
(Common for all Ph.D Students)
COURSE CODE : RPE-Ph.D-1

Credit Weightage : 2
Maximum marks: 50.

The course & Scheme for Course-1: Research and Publication Ethics has been notified vide Notification No. 7-1/2024-HPU(Acad.) dated 03rd February, 2025.

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Research and Publication Ethics
Course Code: RPE-PhD
(Common for all PhD students)

Credit weightage: 2
Max. Marks: 50

Course description

This course has a total of 6 units focusing on the basics of philosophy of science and ethics, research integrity, and publication ethics. Hands-on sessions are designed to identify research misconduct and predatory publications. Indexing and citation databases, open-access publications, research metrics (citations, h-index, Impact Factor, etc.), and plagiarism tools will be discussed in this course.

Objectives

a. Promote the importance of research integrity.
b. Discuss the principles of publication ethics.
c. Educate on identifying research misconduct and predatory publishing.
d. Discuss indexing and citation databases.
e. Provide information on open-access publications and research metrics.
f. Introduce various plagiarism detection tools.

Evaluation

Continuous assessment will be conducted through tutorials, assignments, quizzes, and group discussions. At the end of the course, a final written examination of 50 Marks will be conducted.

1. Students who have at least 75% attendance in classes will be considered eligible for the final written examination.
2. The exam will be conducted for a three-hour duration.

Note for Paper Setting

There will be 7 questions covering all the units. The first six questions (1, 2, 3, 4, 5 & 6) of 6 marks each will consist of one question from each unit, with internal choice provided, meaning there will be two questions from each unit. The 7th question will consist of 10 short answer type questions using Roman numerals (i, ii, iii.... x) each with 2 marks. There will be at least one question from each unit, and students will be required to attempt any seven questions out of ten.

Unit 01: Philosophy and Ethics

1. Introduction to philosophy: definition, nature and scope, concept, branches
2. Ethics: definition, moral philosophy, nature of moral judgments and reactions

Unit 02: Scientific Conduct

1. Ethics with respect to science and research
2. Intellectual honesty and research integrity
3. Scientific misconducts: Falsification, Fabrication, and Plagiarism (FFP)
4. Redundant publications: duplicate and overlapping publications, salami slicing
5. Selective reporting and misrepresentation of data

Unit 03: Publication Ethics

1. Publication ethics: definition, introduction, and importance
2. Best practices/standards setting initiatives and guidelines: COPE, WAME, etc.
3. Conflicts of interest
4. Publication misconduct: definition, concept, problems that lead to unethical behavior and vice versa, types
5. Violation of publication ethics, authorship and contributorship
6. Identification of publication misconduct, complaints and appeals

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7. Predatory publishers and journals

Unit 04: Open Access Publishing

1. Open-access publications and initiatives
2. SHERPA/ROMEO online resource to check publisher copyright & self-archiving policies
3. Software tool to identify predatory publications developed by SPPU
4. Journal finder/journal suggestion tools viz.JANE, Elsevier Journal Finder, Springer Journal, etc.

Unit 05: Publication Misconduct

A. Group Discussions

1. Subject-specific ethical issues, FFP, authorship
2. Conflicts of interest
3. Complaints and appeals: examples and fraud from India and abroad

B. Software tools

Use of plagiarism software like Turnitin, Urkund, and other open-source software tools.

Unit 06: Databases and Research Metrics

A. Databases

1. Indexing databases
2. Citation databases: Web of Science, Scopus, etc.

B. Research Metrics

1. Impact Factor of journal as per Journal Citation Report, SNIP, SJR, IPP, Cite Score
2. Metrics: h-index, g index, i10 index, altmetrics

Suggested Readings

- Beall, J. (2012). Predatory publishers are corrupting open access. *Nature*, Vol. 489(7415), 179. https://doi.org/10.1038/489 1 79a.
- Bird, A. (2006). *Philosophy of Science*. Routledge.
- Bretag, Tracey (2016). *The Handbook of Academic Integrity*. Springer.
- Chaddah., P. (2018). *Ethics in Competitive Research: Do not get scooped; do not get Plagiarized*. ISBN:978- 9387480865.
- Grudniewicz, Agnes, D. Moher, Kelly D. Cobey+32 authors (2019). Predatory journals: no definition, no defense. *Nature*, Vol. 576.
- Indian National Science Academy (2019). *Ethics in Science Education, Research and Governance* (2019). ISBN:978-81-939482-I- 7. http://www.insaindia.res.in/pdf/Ethics_Book.pdf
- Israel, Mark, Iain Hay (2006). *Research Ethics for Social Scientists*. London.
- Lang, James M. (2013). *Cheating Lessons: Learning from Academic Dishonesty*. Harvard University Press.
- MacIntyre, Alasdair (1967). *A Short History of Ethics*. London.
- National Academy of Sciences, National Academy of Engineering and Institute of Medicine. (2009). *On Being a Scientist: A Guide to Responsible Conduct in Research*. Third Edition. National Academies Press.
- Resnik, D. B. (2011). *What is ethics in research & why is it important*. National Institute of Environmental Health Sciences, 1-10. https://www.niehs.nih.gov/research/resources/bioethics/whatis /index.cfrn
- Whitley Jr., Bernard E. & Patricia Keith-Spiegel (2001). *Academic Dishonesty: An Educator's Guide*. Psychology Press.

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PUBLIC ADMINISTRATION
Ph.D COURSE WORK
COURSE -II
COURSE NAME : RESEARCH METHODOLOGY
(Discipline-wise Compulsory course)
COURSE CODE : PD PUB-2

Credit Weightage : 5.
Maximum Marks: 100.

Objective of the Course: The objectives of this paper is to acquaint the students with the advances in the field of Research Methodology; and develop research methodological skills for undertaking research in social sciences in general and in a discipline in particular.

Pedagogy: Class Room Teaching, Presentations, Assignments, Discussions, Book Reviews and Workshops.

UNIT-I

Rationale of Scientific Research, Meaning, Nature, Ethical concern in Social Science Research.
Research: Basic Elements of Research, Research Problem, Concept and objectives
Types of Research, Descriptive vs. Analytical, Applied vs. Fundamental,
Quantitative and Qualitative Research.

UNIT-II
Research Design: Types of Research Design.
Applied Research Design and Evaluative Research Design.
Hypothesis formulation
Hypothesis testing.

UNIT-III
Methods of Data Collection (Observation, Interview, Questionnaire)
Sampling and Sampling Design
Data Processing, analysis and interpretation.
Report and Thesis Writing. Use of Computers in Social Sciences Research, especially SPSS.

UNIT-IV
Citation of the Sources in main text, References, Endnotes and Bibliography.
Different Citation Styles, like APA, MLA, Chicago Style
Protocols of Report / Thesis Writing.
Public Administration Research Ethics in the context of recent UGC Regulations

UNIT-V
Plagiarism -definition, Plagiarism types.
Avoiding Plagiarism through referencing and writing skills.
UGC Policy for Academic Integrity and prevention of Plagiarism.
Plagiarism detection Tools and techniques.

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Note for Paper Setteing : There will be 11 questions covering all the units. The first 10 Questions of explanatory answers (1,2,3,....... 10) of 12 marks each will consist of one question from each unit, with internal choice provided, meaning there will be two question from each unit (5x2=10). The students will be required to attempt one question from each unit. The 11th Question will consist of 10 short answer type question using Roman numerals (i,ii,iii......x) each with 5 marks, covering all the units. The students will be required to attempt any eight question out of ten.

Evaluation Scheme :- At the end of the course, a final written examination of 100 Marks will be conducted :-

(a) Students with at least 75% attendance will be eligible for the final written examination.

(b) The exam will be conducted for 3 Hrs durations.

Selected Readings:

1. V.A. Pai Panandikar (Ed.): A Survey of Research in Public Administration 1980-90, Delhi, Konark Publishers Pvt. Ltd. 1997
2. Johan W. Creswell Research Design Qualitative & Qualitative Approaches, London, Sage Publications, 1990.
3. Kuldeep Mathur (Ed.): Survey of Research in Public Administration 1970-79, New Delhi, Concept Publishers, 1986.
4. Kalpan Abraham: The Conduct of Equiry Chandler, 1960.
5. Sapna K Sharma , Contemporary Research in Social Sciences, Kindle Direct Publishing, 2019.
6. Young PV: Scientific Social Survey and Research New York, Prentice Hall, 1960.
7. S. Eckhardt, K.V. and E Lrmann M. David: Social Research Methods, Random House, New York, 1997.
8. W.J. Goode and P.K. Hatte: Methods in Social Research, New York, Mc Graw Hill, Internal Edition, 1931.
9. B. N. Ghosh: Scientific Methods and Social Research New Delhi, Sterling Public Pvt. Ltd.
10. M.H. Gopal: An Introduction to Research Procedure in Social Sciences, Asia Publishing House, Delhi, 1970.
11. Moser C.S: Survey Methods in Social Investigation Heinemann, 1961.
12. Lokesh Kaul: Research Methodology of Educational Research, Vikas Publication, New Delhi, 2008.
13. Professor R.K.: Public Administration Research Survey & Trends Arun Publishers 2005, Chandigarh.

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PUBLIC ADMINISTRATION
Ph.D COURSE WORK
COURSE-III
COURSE NAME : ADVANCED PUBLIC ADMINISTRATION
(Discipline Specific Research-Oriented Elective Course)
COURSE CODE : PD PUB- 3

Credit Weightage : 5.
Maximum Marks : 100.

Objectives of the paper: Syllabus of this paper has been designed to impart knowledge about various contemporary issues and concerns in the field of Public Administration. The focus of this course is to make students aware and understand the issues pertaining to the field of Public Administration.

Course Outcomes: This course will play instrumental goal in enriching the students with real time situations. Holistic skills and knowledge of Public Administration can be imparted through this course. This course will also help in promoting deep insights into the functioning of Public Administration.

ADVANCED PUBLIC ADMINISTRATION

UNIT –I
Concept of Inclusive Development.
Good Governance: Definition, elements, Indicators Characteristics, Reforms for Good governance
Bureaucracy & Good governance in Indian context. Globalization and Good governance.

UNIT -II
E-Government and & E-Governance, E-governance initiative at centre and state level
Innovations in Governance : Changing face of Governance through innovations
Use of Digital governance in 21st century
Use of Artificial intelligence, Blockchain technology & Data Science in Governance

UNIT-III
Ethics in Public Administration: Ethical concerns in Public Administration
Role of Ethics in Administration,
Challenges of ethical deficit in Indian Public Services
Right to Information Act. 2005.

UNIT -IV
Challenges and Crisis Management in 21st Century
New Public Management and New Public Services
Accountability and Responsibility of Public Services in 21st Century
Second Administrative Reforms Commission & its Recommendations.

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UNIT –V
Disaster Management Prevention, Preparedness and Mitigation, Role and Responsibilities of
Central, State, District and Local Administration in Disaster Management.
Disaster Management Act. 2005. Disaster Management in Covid Pandemic
New Public Administration-Characteristics, Elements, Goals of New Public Management, Public Choice
Approach & New Taylorism, Impact of Globalization on Public Administration.
Criminalisation of Politics and Administration, Civil service activism, Mission Karmyogi.

Note for Paper Setteing : There will be 11 questions covering all the units. The first 10 Questions of
explanatory answers (1,2,3,……. 10) of 12 marks each will consist of one question from each unit, with
internal choice provided, meaning there will be two question from each unit (5x2=10). The students will
be required to attempt one question from each unit. The 11th Question will consist of 10 short answer type
question using Roman numerals (i,ii,iii……x) each with 5 marks, covering all the units. The students will
be required to attempt any eight question out of ten.

Evaluation Scheme :- At the end of the course, a final written examination of 100 Marks will be
conducted :-

   (a) Students with at least 75% attendance will be eligible for the final written examination.
   (b) The exam will be conducted for 3 Hrs durations.

Bibliography:

1. Alka Dhameja: Contemporary Debates in Public Administration.
2. C.P. Bharwal& Kumkum Kishore: Public Administration in India Current Perspective, A.P.H. Publishing Corporation.
3. R.B. Jain: Globalization & good governance pressure for constructive reforms.
4. Indian Journal of Public Administration: Special Issue of IInd Administrative Reform Commission, IIPA, Nov. 2007.
5. S.L. Goel: Advanced Public Administration, Deep & Deep Publications Pvt. Ltd. New Delhi.
6. B.H. Jajoo: Nirnay, special issue on E-governance Sardar Patel Institute of Public Administration, Ahmedabad.
7. E-Governance Compendiums,2007 of Information Technology Govt. Of Madhya Pradesh.
8. M.P. Gupta, Prabhat K, Jaijit Bhattacharya: Government online, Tata Mc Graw Hill Publishing Company Limited, New Delhi, 2004.
9. E-Vayunandan, Dolly Mathew: Good Governance initiatives in India, Prentice Hall of India Pvt. Ltd. New Delhi, 2003.
10. S.L. Goel: Right to Information and Good Governance Deep & Deep Publication Pvt. Ltd. New Delhi, 2007
11. M. G. Ramakant Rao: Good Governance Modern Global and Regional perspective Kanishka Publishers & Distributors New Delhi, 2008
12. R.B. Jain: Public Administration in India, 21st Century Challenges for Good Governance, Deep & Deep Publications, New Delhi, 2001.
13. S.L.Goel: Encyclopedia of Disaster Management.
14. W.Nick Carter: Disaster Management-A Disaster Manager's Handbook.

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