

Mphil Entrance Test को
ब्राह्मि पाठ्यक्रम - 2019

MPA First Semester

MPA 501: Fundamentals of Public Administration

Credit Hours: 3

Lecture Hours: 48

Course Objective

The purpose of this course is to provide a basic foundational knowledge of public administration and management. The course intends aiming to familiarize the students with the concepts, theories and emerging trends of public administration and management. It also aims at encouraging the students to apply the methods used by the administrator/managers in the changed context.

Course Contents

Unit 1: Introduction to Public Administration

LH 16

- Evolution, concept and scope of public administration
- Politics and administration: Politics – administration dichotomy, representative government and bureaucracy, bureaucratizing democracy
- Public administration as a multi-disciplinary approaches: political, managerial and legal approaches to public administration
- Principles of public administration
- New public administration
- New public management (NPM)
- Governance
- Postmodern in public administration

Unit 2: Management and Organization Theory

LH 10

- The origins of public management
- Organization Theory: Classical approaches (scientific management, organization and management; and bureaucratic theory), neo-classical approach (human relations and behavioral approach, structural organization theory) and system theory
- Techniques in public administration (decision making cycle and process, coordination in organization)

Unit 3: Intergovernmental Relations

LH 8

- The evolution of federalism
- The structure of intergovernmental relations and management
- Dynamism federalism

Unit 4: Machinery of Government

LH 6

- Concept of machinery of government
- Federal, sub-national (state) and local government machinery

Unit 5: Administration in Comparative Perspective

LH 8

- Political culture and public administration
- Personnel practice in comparative perspective
- Budget practice in comparative perspective
- Policy making in comparative perspective

References

- Arora, R. K. & Goyal, R. (2007). *Indian Public Administration: Institution and Issues*. New Delhi: Wishwa Prakashan.
- Arora, R. (1990). *Comparative Public Administration: An Ecological Perspective*. New Delhi: Associated Publishing House.
- Basu, R. (1992). *Public Administration Concept and Theory*. New Delhi: Sterling Publishers Pvt. Ltd.
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MPA 507: Public Policy-I

Credit Hours: 3

Lecture Hours: 48

Course Objective

The objective of this course is to provide basic knowledge about the conceptual foundations and principles relating to the analytical and interdisciplinary field of public policy. The course intends to make the students to conceptualize policy making and public policy-decision making.

Course Contents

Unit 1: Basic Foundations **LH 14**

- Concept of public policy and policy analysis
- Nature and scope of public policy
- Typology of public policy
- Scope of public policy
- Analytical approaches to policy study
- Importance of policy study
- Limits of public policy

Unit 2: Policy Philosophies and Public Interest **LH 10**

- Forms of policy philosophies: protectorism, rationalism, brokerism, pragmatism, transferalism, egoism
- The concept of public interest: Public/collective goods and private goods

Unit 3: Theoretical Approaches to Policy Making **LH 10**

- Political systems theory
- Elite theory
- Group theory
- Institutionalism
- Two way communication theory

Unit 4: Public Policy Decision Making **LH 10**

- Rational decision making
- Disjointed incrementalism
- Mixed scanning

- Public opinion model
- Concept of bounded rationality

Unit 5: Constraints on Decision Making

LH 4

- Economic constraints
- Political constraints
- Social constraints

References

- Anderson, J. E. (1979). *Public Policy Making* (2nd ed.). New York: Holt, Rinehart & Winston.
- Cochran, C. L. & Malone, E. F. (2007). *Public Policy: Perspectives and Choices*. New Delhi: Viva Books Pvt. Ltd.
- Devkota, S. C. (2060). *Public Policy Analysis*. Kathmandu: Ratna Pustak Bhandar.
- Edward III, George C., & Sharkansky, I. (1978). *The Policy Predicament*, San Francisco: W.H. Freeman Publishers.
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- Reejal, P. R. (2003). *Fundamental of Public Policy Analysis*. Kathmandu: Pairabi Prakashan.
- Sahni, P. (1987). *Public Policy: Conceptual Dimension*. New Delhi: Kitab Mahal.

MPA Third Semester

MPA 511: Public Policy-II

Credit Hours: 3

Lecture Hours: 48

Course Objective

The objective of this course is to provide knowledge about the conceptual base and practice relating to policy process, actors, institutions and policy delivery analysis. The course intends to impart analytical knowledge, principles and techniques underlying policy delivery analysis and policy learning dynamics.

Course Contents

Unit 1: Policy Process, Actors and Institutions

LH 12

- Policy problems, issues and agenda, agenda setting
- Role of governmental and nongovernmental actors and policy perspective
- Factors affecting policy-making

Unit 2: Analytical Approaches to Decision Problem

LH 10

- Concept of operations research (OR)
- Operations research techniques: linear programming, scheduling, inventory method, simulation method, PERT, CPM, (concepts and use in policy decision making)

Unit 3: Policy Implementation

LH 10

- Concept and approaches to policy implementation: top-down, bottom-up and hybrid perspectives and policy action

Unit 4: Policy Monitoring and Evaluation

LH 10

- Concept of monitoring and its approaches
- Concept of evaluation and its criteria
- Types of evaluation
- Constraints on evaluation

Unit 5: Policy Impact and Change

LH 6

- Concept and dimensions of policy impact
- Issues relating to policy impact
- Policy transfer and lesson-drawing: concept and forms; actors, objects and degrees

• Issues and barriers

References

- Anderson, J. E. (1979). *Public Policy Making* (2nd ed.). New York: Holt, Rinehart & Winston.
- Cochran, C. L. & Malone, E. F. (2007). *Public Policy: Perspectives and Choices*. New Delhi: Viva Books Pvt. Ltd.
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- Edward, III, George, C., & Sharkansky, I. (1978). *The Policy Predicament*. San Francisco: W.H. Freeman.
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- Saxena, P. K. (1993). *Comparative Public Policy*. New Delhi: Rawat Publications.

MPA Fourth Semester

MPA 516: Research Methods in Public Administration

Credit Hours: 3

Lecture Hours: 48

Course Objective

The aim of this course is to provide students with detail knowledge on research methods in public administration so as to make the students able to write a thesis by choosing appropriate research designs, methods, techniques, tools and procedures for both the qualitative and quantitative studies.

Course Contents

Unit 1: Basic Concepts

- Nature of social and behavioral sciences **LH 12**
- Concept, types and process of social research
- Research problem and hypothesis
- Sources of data (primary and secondary)
- Variables and their relationships
- Measurement and scaling; reliability and validity of measuring instruments
- Ethics and value judgment in social research

Unit 2: Literature Review

- Concept, process and purpose of literature review **LH 8**
- Citation systems: APA and others

Unit 3: Sampling and Research Designs

- Sampling: basic concept **LH 10**
- Probability and non-probability sampling methods and their techniques
- Research designs: concept, purpose and quality of research designs
- Types of research designs: quantitative, qualitative, mixed methods and experimental designs

Unit 4: Data Collection Methods

- Survey method: questionnaire construction and structured interview **LH 10**
- Unstructured interviews, observation, content analysis, and document study

- Participatory approaches: RRA and PRA

Unit 5: Data Analysis and Report Writing

- Data processing: editing, coding and tabulation
- Use of computer software for data analysis
- Data presentation, interpretation and generalization
- Structure and process of writing a thesis
- Qualities of a good research proposal and report

References

- Adhikari, G. P. (2003). *Social Research for Thesis Writing*. Kathmandu: Investigation Nepal.
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