

Fourth Semester

MPA 516 Research Methods in Public Administration

Course Objective

The aim of this course is to provide students 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 the qualitative and quantitative studies.

Contents

1. Introduction: Sources of knowledge; Nature of social and behavioral sciences; Concept and process of social research; Variables and their relationships; Research problem and hypothesis; Primary and secondary data; Measurement and scaling; Reliability and Validity; Types and approaches to social research; Ethics and value judgment in social research.
2. Sampling Method
3. Literature Review and Research Design: Concept and Process of Literature Review; Citation Systems: Footnote, MLA, APA and Harvard Systems; Research Design: Meaning, Purpose and Quality; Qualitative, Quantitative and Mixed Research Designs; Experimental Design; Practice of Writing a research proposal
4. Data Collection Methods: Survey Methods: Questionnaire Construction; Interview Methods; Observation Methods; Content Analysis; Document Study; Participatory approaches: RRA and PRA; Techniques and instruments of data collection; Preferred methods in Public Administration
5. Data Analysis and Report Writing: Data Processing (Editing, Coding and Tabulation) Use of SPSS Package for Data Analysis; Data Presentation, Interpretation and generalization; Structure of a thesis and other research papers; Process of writing a thesis; Qualities of a good research report.

Reference:

Acharya, Balaram (2064) *Anusandhan Paddhati Tatha Pratibedan Lekhan*. Kathmandu: National Book Center.

Adhikari, Ganesh Prashad (2003) *Social Research for Thesis writing*. Kathmandu: Investigation Nepal.

Baskota, Suman (2061) *Research Methodology*. Kathmandu: New Hira Books Enterprise.

Bhandari, Dila Ram (2012) *Research Methodology*. Kathmandu: Dhaulagiri Books and Stationery.

Creswell, John W. (2009) *Research Design: Qualitative, Quantitative and Mixed Methods Approaches*. New Delhi: Sage Publications Pvt. Ltd.

Joshi, Puspa Raj (2003) *Research Methodology*. Kathmandu: Buddha Academic Publishers and Distributors Pvt. Ltd.

Joshi, Puspa Raj (2064) *Anushandhan Paddhati*. Kathmandu: Buddha Academic Publishers and Distributors Pvt. Ltd.

Kerlinger, Fred N. (2000) *Foundations of Behavioral Research*. Delhi: Surjeet Publications

Khati, Radhabar D (2006) *Introduction to Research Methods*. Kathmandu: ThirdEye Publishers

Kothari, C.R. (2010) *Research Methodology: Methods and Techniques*. New Delhi: New Age International Private Limited Publishers

Kuhn, Thomas S. (1970) *The Structure of Scientific Revolutions*. America: International Encyclopedia of Unified Science

Pant, Prem Raj. (2016) *Social Science Research and Thesis Writing*. Kathmandu: Buddha Publication.

Sharma, Puspa Raj (2064) *Research Methodology with SPSS: Useful Thesis, Project Work and Report Writing*.

Sharma, BAV/Prashad, Rabindra/P. Shatyanarayan. (1989) *Research Methodology*. New Delhi: Sterling Publishers Pvt. Ltd.

Young, Pauline V. (1982) *Scientific Social Survey and Research*. New Delhi: Prentice Hall of India Pvt. Ltd.

Specialization

Development Management Areas

DM 631 Rural/Urban Development

Course Objective

The objective of the course is to familiarize the students with the objective and strategies and methods and actions of local development and acquaint them with the local development process and pattern in Nepal

Content

1. Concept, approaches and characteristics of local development
2. Policies for Local Development—Rural development, community development community engagement, rural urban partnership; Strategies, operational modalities and actions, e.g. Decentralization, Community development, Integrated development, small farmers development, employment through entrepreneurship; empowerment, capacity building
3. Institutional mechanism to deliver policy and strategies, e.g. Sectorial engagement, employers engagement, trade unions, I/NGOs, Cooperatives, and People organizations
4. Recent Trends: Response to change on economic, social, institutional and political pressure; Identifying methods that are suited to emerging conditions, indigenous development; global local linkages through trade flow, investment, technology, sustainability, integration of policy and funding streams; partnership, cooperation and participation; decentralization, de-concentration and accountability.
5. Identifying and best practices and success stories by field work

Reference

Acharya, Balaram (2062). *Rural Development: Theories and Approaches*. Kathmandu: national Book Center.

Adhikary, Shyam Prasad (2038) *Rural Development in Nepal Problems and Prospects*. Kathmandu: Lalitpur Sajha Prakashan

AZIZ Sartaj (1978). *Rural Development*. London: The Macmillan Press Ltd.

Chambers, Robert (2004). *Rural Development: Putting the Last First*. Delhi: Pearson Education

Das, Prabhakar Lal (2054). *Sociology of Rural Society*. Kathmandu: Rekha Rani Prakashan.

Hada, Gambhir Bahadur (2062). *Rural Economics of Nepal*. Kathmandu: Dikshanta Pustak Bhandar

Hada, Gambhir Bahadur (2063). *Rural Resources, Environment and management*. Kathmandu: Gyankunja Pustak Bhandar

Singh, Katar (1999). *Rural Development: Principles, Policies and Management*. New Delhi: sage Publication

DM 632 Planning and Project Management

Course Objective

The objective of this course is to provide knowledge to the students on basic problems and techniques in development planning including socio-cultural and economic conditions required for development, different stages of plan formulation and quantitative planning techniques. It also provides knowledge to the students on basic concepts, theories and analytical techniques of Project management. It enables the students to be familiar with the techniques and methods in the preparation, implementation and evaluation of development projects in the Nepalese context.

Contents

1. Project and Project Management: Concept of plan, program and project; Concept of Project Management; Relations between Plan and Project
2. Project Planning: Project Identification: Problem Tree and Objective Tree; Project Planning; Aspects of Project; Project Cycle; Proposal Writing; Report Writing
3. Project Appraisal: Concept of Project Appraisal; Cash Flow Analysis; Discounting and Non-Discounting Technique; Economic and Social Cost Benefit Analysis, Risk, Uncertainty and Sensitivity Analysis; Environmental Analysis
4. Project Implementation: Project organization; Network Analysis: PERT and CPM; Project Control: Budgeting, Financial management, Inventory Management; Project Management Information System (PMIS)
5. Monitoring and Evaluation: Need for Monitoring and Evaluation of project; Logical Framework Approach; Project Monitoring and Evaluation System adopted by National Planning Commission; Evaluation approaches adopted by International Organization (UNIDO and World Bank), Case Study.

Reference

- Agrawal, Govinda Ram (2014) *Project Management*. Kathmandu: M.K. Publishers and Distributor
- Chandan Prasanna (1999) *Projects: Planning Analysis, Selection, Implementation and Review*. New Delhi: Tata McGraw-Hill Publishing Company Ltd.
- CHaudhary, S. (2001) *Project Management*. New Delhi: Tata McGraw Hill Publishing Company Ltd.

Joy, P.K. (1999) *Total Project Management: The Indian Context*. Delhi: Macmillan India Ltd.

Karki, Rajendra (2063) *Project Management*. Kathmandu: M.K. Publishers and Distributors.

Kerzner, Harold (2004) *Project Management: A Systems Approach to Planning, Scheduling and Controlling*.

Little, IMD and Mirrless, J.A. (1974) *Project Appraisal and Planning for Developing Countries*. New Delhi: Oxford and IBH Publishers Company.

Meredith, Jack/Mantel, Samuel J. (1989) *Project Management*. New York: John Wiley and Sons, Inc.

RIjal, Puskar Raj (2059) *Essentials of Project Appraisal and Management*. Kathmandu: Kastamandap Academic Enterprise

Sharma, Bhakti P. (2006) *Project management: Planning, Analysis and Control*. Kathmandu: Ekta Books.

Specialization

Human Resource Management

HRM 641 Comparative Personnel Administration of SAARC Countries

Course Objectives

The Objective of this course is to acquaint students on administrative and civil service system of SAARC countries. Eventually, they can learn the policies, programs and practices of SAARC Countries.

Content

1. Comparative administrative system in SAARC Countries: Overview of Administrative System; Central Government-Structure, roles and functions.
2. Administration of sub-national in SAARC Countries
3. Human Resource Development in SAARC Countries: Training and Development
4. Comparative Civil Service System in SAARC Countries: Brief overview of the civil service system; Selection of civil servants: Testing and selection procedures; Benefits, Compensation and Retirement Benefits; Placement and Transfer; Career Development and Promotion System; Civil Service Ethics and Code of Conduct; Professional Neutrality; Role of recruiting agency, e.g. The Public Service Commission.
5. Administrative and Civil Service Reform Initiatives in SAARC Countries: Administrative culture of civil service; Administrative reform initiatives; Issues and Challenges of administrative system.

Reference

Jamil, I., Dhakal, TN & Paudel, NR (2017) *Public Sector Human Resource Management* (Proposed)

HRM 642 Human Resource Development (HRD)

Course Objective

The main objective of this course is to make student aware of the concepts, techniques and practices of human resource development. This course is intended to make students capable of applying the principles and techniques as professional for developing human resource in an organization. At the end of the course the students should be able to identify the implications and consequences of HRD efforts in organizations.

Contents

1. Introduction to Human Resource Development: Concept of HRD, HRD Structure and function; Role and competencies of HRD Professional; Challenges to HRD Professionals.
2. HRD Process: Assessing need for HRD; Implementing HRD programs; Evaluating effectiveness of HRD Programs; HRD Audit.
3. Development, Utilization and Maintenance of Human Resources: Building a strategy of HRD (Steps & Processes); Utilization and Maintenance of HR in the economic development of underdeveloped countries; Training and Development of HR in changing Technology; Human Resource Information System (HRSI).
4. Problems of Human Resource in Public Sector: HRD Problems at Macro & Micro Level; Problems related to labor force distribution and Migration; Problems related to acquisition of skilled labor in rural areas; Issues related to foreign jobs and work safety.
5. HRD Applications and Trends: Career management and development; Integrating HRD with Technology

Reference

- Agrawal, Govinda Ram (2013) *Human Resource Development in Nepal*. Kathmandu: M.K. Publishers and Distributors.
- Ed. Pandey, Sriram Raj/Tropp, Shawjna/Sharma, Bikas/Khatiwada, Yub Raj (2006) *Nepal Reading in Human Development*. Kathmandu: United Nations Development Program (UNDP)
- Jayaa Gopla, R. (1993) *Human Resource Development: Conceptual Analysis and Strategies*. New Delhi: Sterling Publishers Pvt. Ltd.
- Rao, T.V. (2001) *Reading in Human Resource Development*. New Delhi: Oxford IBH Publishing Co. Pvt. Ltd.

Specialization

Public Policy Area

PP 661 Public Policy Analysis-I

Course Objective

The objective of this course is to orient students about the emerging concepts and issues of public policy globally. At the end of the course, the students will be able to understand and analyze the issues of public policy with new perspectives

Contents

1. Understanding Public Policy: Approaches to public policy analysis; Positivism and post positivism; Approaches to public policy studies; multi-level, multi-disciplinary.
2. Emerging concept of public policy: Policy making in the liberal democratic state; The state globalization
3. Public Policy: Policy subsystem and Policy regimes; Bureaucracy and Policy making; Organizations and accountability; Corporate lobby groups in the process
4. Constraints on public policy: Economic constraints on public policy; Institutional constraints on Policy; Social and cultural constraints
5. Case Study/Project Report

Reference

- Adhikari, Dhurba (2061) *Public Policy Analysis*. Kathmandu: Pairabi Prakashan
- Anderson, James E (...) *Public Policy Making*
- Cochran, Charles L/Malone, Eloise F. (2007) *Public Policy: Perspectives and Choices*. New Delhi: Viva Books Pvt. Ltd.
- Devkota, Stish, Chandra (2060) *Public Policy Analysis*. Kathmandu: Ratna Pustak Bhandar.
- Ed. Saxena, Pradeep K. (1993) *Comparative Public Policy*. Delhi: Rawat Publications
- Edwards, George/Sharkansky (...) *The Policy Predicament*
- Farohock, Fread M. (1979) *Public Policy: Scope and Logic*. New Jersey: Prentice-Hall INC Englewood Cliffs.
- Frohlich, Norman/Oppenhemer (...) *Modern Political Economy*

Hill, Michael/Hupe, Peters (2006) *Implementing Public Policy: Governance in Theory and Practice*. New Delhi: Sage Publications.

Howlett, Michael/M Ramesh (2003) *Studying Public Policy: Policy Cycles and Policy Sub Systems*. New York: Oxford University.

Joshi, Shyam (2062) *Economic Policy Analysis*. Kathmandu: Taleju Prakashan.

King, Gary/Keohane, Robert O/Verba, Sidney (1994) *Designing Social Inquiry: Research*. New Jersey: Princeton University Press.

Layder, Derek (2005) *Sociological Practice: Linking Theory and Social Research*. New Delhi: Sage Publications.

Pandey, Yubraj (2069) *Public Policy Formulation, Implementation, Monitoring, Evaluation and Analysis of Public Policy*. Kathmandu: Vidyarthi Pustak Bhandar

Paul, Devik (1995) *Public Policy Formulation and Implementation in India*. Delhi: Devika Publications.

Rana, Rajib Bickram (2014) *Aspects of Public Policy*. Kathmandu: Kantipur College of Public Management.

Reeja, Pushkar Raj (2003) *Fundamental of Public Policy Analysis*. Kathmandu: Pairabi Prakashan.

Sahni, Pradeep (1987) *Public Policy: Conceptual Dimension*. India: Kitab Mahal.

Sapru, R.K. (2011) *Public Policy: Art and Craft of Policy Analysis*. New Delhi: PHI learning Pvt. Ltd.

Sapru, R.K. (2014) *Public Policy: Formulation, Implementation and Evaluation*. New Delhi: Sterling Publishing Private Limited.

PP 662 Public Policy Analysis-II

Course Objective

The objective of this course is to orient students about the political analysis; policy instruments and policy network theory that will enable to analyze policy issues to develop considering a broad perspective.

Content

1. Issues to the Study of Public Policy: Understanding, Informing, and Appraising Public Policy; Studying Public Policy; Reframing Public Policy
2. Power Models and the Policy Process: Political power, elitism, pluralism, Corporatism, Marxism, Professionalism, Technocracy; Relationships between power, authority and legitimacy
3. Policy Development: Participants and Goals; Problems and Solutions (tools); Political Feasibility and Explaining Policy Development
4. Implementation of Sectorial Policy: Health Policy; Education Policy; Social Welfare Policy; Energy Policy; Economic Policy
5. Case Study/Field Report on Planning and Implementation of a Development Policy

Reference

- Adhikari, Dhurba (2061) *Public Policy Analysis*. Kathmandu: Pairabi Prakashan
- Anderson, James E (...) *Public Policy Making*
- Cochran, Charles L/Malone, Eloise F. (2007) *Public Policy: Perspectives and Choices*. New Delhi: Viva Books Pvt. Ltd.
- Devkota, Stish, Chandra (2060) *Public Policy Analysis*. Kathmandu: Ratna Pustak Bhandar.
- Ed. Saxena, Pradeep K. (1993) *Comparative Public Policy*. Delhi: Rawat Publications
- Edwards, George/Sharkansky (...) *The Policy Predicament*
- Farohock, Fread M. (1979) *Public Policy: Scope and Logic*. New Jersey: Prentice-Hall INC Englewood Cliffs.
- Frohlich, Norman/Oppenhemer (...) *Modern Political Economy*
- Hill, Michael/Hupe, Peters (2006) *Implementing Public Policy: Governance in Theory and Practice*. New Delhi: Sage Publications.
- Howlett, Michael/M Ramesh (2003) *Studying Public Policy: Policy Cycles and Policy Sub Systems*. New York: Oxford University.
- Joshi, Shyam (2062) *Economic Policy Analysis*. Kathmandu: Taleju Prakashan.

King, Gary/Keohane, Robert O/Verba, Sidney (1994) *Designing Social Inquiry: Research*. New Jersey: Princeton University Press.

Layder, Derek (2005) *Sociological Practice: Linking Theory and Social Research*. New Delhi: Sage Publications.

Pandey, Yubraj (2069) *Public Policy Formulation, Implementation, Monitoring, Evaluation and Analysis of Public Policy*. Kathmandu: Vidyarthi Pustak Bhandar

Paul, Devik (1995) *Public Policy Formulation and Implementation in India*. Delhi: Devika Publications.

Rana, Rajib Bickram (2014) *Aspects of Public Policy*. Kathmandu: Kantipur College of Public Management.

Reejal, Pushkar Raj (2003) *Fundamental of Public Policy Analysis*. Kathmandu: Pairabi Prakashan.

Sahni, Pradeep (1987) *Public Policy: Conceptual Dimension*. India: Kitab Mahal.

Sapru, R.K. (2011) *Public Policy: Art and Craft of Policy Analysis*. New Delhi: PHI learning Pvt. Ltd.

Sapru, R.K. (2014) *Public Policy: Formulation, Implementation and Evaluation*. New Delhi: Sterling Publishing Private Limited.