

ISLAMIC UNIVERSITY, BANGLADESH
 Department of Public Administration
 THE DEGREE OF MASTER OF PHILOSOPHY (M.Phil.)
 Session (2018-19)

A study fellow admitted into the M. Phil. programme shall be required to complete his/her course works of 21 (twenty one) credits out of which 18 credits will be for theoretical courses and 3 credits for viva-voce by the end of the first year. Each theoretical course /viva-voce shall be of 3 credits and the examination of each theoretical course shall be of four-hour duration. Out of 18 credits there shall be compulsory nine credits (designed by the University) on:

Research Methodology,
 Bangladesh and Global Studies
 Computer Literature/ICT

and courses for the remaining nine credits shall be designed by the Academic Committee of the relevant Department.

Type of Course	No of courses	Credits of each Courses	Marks for each course	Total Marks	Credits of each category	Total Credits
Compulsory	Three (3):	3.0	100	300	3*3=9	21
Departmental	Three (3):	3.0	100	300	3*3=9	
Viva-Voce		3.0	100	100	1*3=3	

Each theoretical course shall be evaluated as follows:

Internal Evaluation of each theoretical course:

(i) Tutorial/ Assignment = 10 marks

(ii) Class Attendance = 10 marks

Year-end final examination = 80 marks

The examination of this theoretical course shall be of 4(four) hours duration and students have to answer 5 questions out of 8 and each question will carry 16 marks.

The pass marks for theoretical courses and oral examination shall be letter grade C+ (GP 2.5) or 50%. If any student fails to get 40% (qualifying) marks in any theoretical course and oral examination, the marks for that course/examination will not be added while averaging the

marks. Theory papers shall be examined by third examiners, if marks vary 20% and above. The third examiner will be appointed by the Vice-Chancellor on recommendation of the Examination Committee.

A student who fails to obtain qualifying marks (40%) in any course/examination shall be given one opportunity to improve that course/examination within six months after the publication of the results of course work examination.

The gradation of marks for class attendance of theoretical courses will be as follows:

Attendance Marks

95% and above ----	10
90% to 94% -----	9
85% to 89% -----	8
80% to 84% -----	7
75% to 79% -----	6
70% to 74% -----	5
65% to 69% -----	4
60% to 64% -----	3

List of Courses for M.Phil Programme in Public Administration

Session: 2018-2019

Course No	Course Title	Remarks	Marks	Credit
MPPA:6101	Research Methodology	Compulsory Course (Designed by the University)	100	3
MPPA:6102	Computer Literature	Compulsory Course (Designed by the University)	100	3
MPPA:6103	Bangladesh and Global Studies	Compulsory Course (Designed by the University)	100	3
MPPA: 6104	Understanding Public Administration	Departmental Course (Compulsory)	100	3
MPPA: 6105	Development Theories and Administration	Departmental Course (Compulsory)	100	3
MPPA: 6106	Public Policy Analysis	Departmental Course (Compulsory)	100	3
MPPA:6107	Viva-Voce		100	3
	TOTAL		700	21

Course Code & Title

MPPA: 6101: Research Methodology

(Designed by the University)

Full Marks: 100 Credit Hours: 03

Course Contents

1. Foundations of Research: Meaning of research, Objectives of research, Motivation in research, Types of research, Research approaches, Significance of research, Research methods versus Methodology, Utility, Concept of theory, Empiricism, Deductive and inductive theory, Characteristics of scientific method , Understanding the language of research, Concept, Construct, Definition , Variable, Research process, Problem Identification and Formulation : Research question, Investigation question, Measurement issues, Hypothesis, Qualities of a good hypothesis, Null hypothesis and Alternative hypothesis, Hypothesis testing, Logic and Performance.
2. Design and Qualitative and Quantative Research: Meaning of research design, Need for research design, Features of a good design, Important concepts relating to research design, Different research design, Basic principles of experimental designs, Concepts and importance in research, Features of a good research design, , Exploratory research design, concept, types and uses. Descriptive research designs, concept, types and uses. Experimental design; Concept of independent and dependent variables, Qualatative research, Concept of measurement , causality , generalization , replication , merging the two approaches.
3. Measurement : Concept of measurement , what is measured / Problems in measurement in research, Validity and reliability, Levels of measurement , Nominal, Ordinal, Interval, Ratio.
4. Sampling and Data Analysis: Concepts of statistical population, Sample, Sampling frame , Sampling error, Sample size, Non response, Characteristics of good sample, Probability sample, Simple random sample, Systematic sample, Stratified random sample, and Multi stage sampling, Determining size of the sample, Practical considerations in sampling and sample size, Data Analysis : Data preparation, Univariate analysis(frequency tables , bar

charts, pie charts , percentages), Bivariate analysis, Cross tabulations and Chi –square test including testing hypothesis of association.

5. Interpretation of Data, Report Writing and Uses of Different Research Tools: Significance of report writing, Different steps in writing report, Layout of the research report, Types of research reports, Oral presentation mechanics of writing a research report, Precautions for writing research reports, Layout of a research paper, Journals in computer science. Impact factor of journals, When and where to publish? Ethical issues related to publishing, Plagiarism and Self-Plagiarism , Use of Encyclopedias: Research guides , Handbook etc. Academic databases for Computer Science , Discipline, Use of Tools/ Techniques for Research: methods to search required information effectively , Reference management Software like Zotero/ Mendeley, Software for paper formatting like LaTeX/ MS Office , Software for detection of Plagiarism.

Books Recommended:

Donald Cooper & Pamela Schindler	:Business Research Methods- TMGH, 9 th edition
Alan Bryman & Emma Bell	:Business Research Methods, Oxford University Press
C.R.Kothari	Research Methodology Methods and Techniques
Dr. Rajammal & P.Devadas	: A Handbook on Methodology of Research

Course Code & Title

MPPA: 6102: Computer Literature

(Designed by the University)

Full Marks: 100 Credit Hours: 03

Course Contents

1. Introductions to Computers: History and classification of computers, Examples of computers: personal computers (desktops, laptops, pocket PCs/ handheld computers) and mainframe computers systems., Brief history of computers with timeline, Input devices of computer: (examples: mouse, keyboard, scanner, joystick, webcam, digital camera, bar-code reader, digital voice recorder etc) ; knowing the mouse and keyboard, The

computer, using the mouse and keyboard, practicing to input data using a mouse (left-click, right-click, move, drag, track ball, double-click, etc) ,Use of computer in daily life; in the workplace, in the community, for communication , for education, research and literacy , for entertainment .

2. Learning about Different Parts: Hardware of computer accessories, Output devices(examples : printer, speaker, projector etc), Storage devices (hard disk, USB, flash disk, CDs/ DVDs, memory card etc), Understanding of central processing unit (CPU) , Howdo computers work ? Computer software; Operating system software introduction, Application software: Usage and types of some common software (Word Processing, spreadsheets, multimedia etc)
3. Interfacing with Computer: Hands-on activities regarding user window, minimizing , maximizing and choosing a window; menu; status and other bars; etc., Working with the operating system: Start/ shut down (menu, purpose etc). User window (minimizing, maximizing and closing a window ; menu; status and other bars; etc). Basic concepts of desktop, icons, shortcuts, etc., Control panel, Using ‘Help’, Selecting a printer, changing a default printer, checking the status of a printer, Concept of files and folders (types of files and extensions). File and folder properties, renaming a folder etc. (practicing to input data using a key board, Types of storage devices, Practically knowing and accessing storage devices/ drives, Data transfer between different storage devices, (example to/ from USB flash disk to hard disk etc).
4. Internet basics: Introduction to Internet and the World Wide Web (www) , Internet-browsing applications (examples : Internet, Explorer, Mozilla Firefox, Apple Safari etc). Web addresses and links, interfacing with the Internet –browser window. (browser menu bar, buttons, scrolling, clicking on links etc.). Search engines, Using specialized websites (see reference Web links). Searching for information (search tips etc).
5. Networking and Protection of Computer : Different types of networks (LAN/WAN, wireless), Local area networks(LAN) sharing on a LAN , wide area networks (WAN) wireless Networks, Sharing on networks and network related security issues, Firewalls , Security ;(identity and virus protection) , Protection against virus and spam emails, Defining ‘hacking’ and protecting against it. Troubleshooting , Software installation and Protection ; Software installation (example installing an electronic dictionary), Utilities: What is file compression and why is it needed ? File- compression applications (WinZip, other programs), Learning to compress files and folders using , Window default options (zip,rar)

Books Recommended:

V.Rajaraman	:Fundamentals of Computers
S.Jain	:Introduction to Computer Science Vol.1
Jha Mahanti, Sahoo Mukharjee	: Elements of Computer science
Dr Mohammad Lutfor Rahman	:Adhunic Computer Biggan
Md Alamgir Kabir	
P.K.Sinha	:Computer Fundamentals

Course Code & Title

MPPA:6103: Bangladesh and Global Studies

(Designed by the University)

Full Marks: 100 Credit Hours: 03

Course Contents

1. Colonial Age and the Liberation War of Bengal, Liberation War of Bangladesh:

Bangladesh under foreign rulers, The beginning of taking away money from Bengal. Emergence of European Power . The arrival of European traders/ merchants in Bengal, Exploitation and torture faced by the people, Cause of victory of colonial powers in Bengal. The rise of British power in Bengal, The company rule in Bengal, The British rule in Bengal (1858-1947 A.D), Renaissance in Bengal, Final result of anti -British Movement.

2. Liberation War of Bangladesh:

Background of liberation war, The conspiracy of Pakistan and the preparation of Bangladesh, Features of 7th March Speech. Importance and effects of 7th March speech, Preparation for genocide, Operation Search Light, Genocide by operation search light, Declaration of Independence by Bangabandhu , Mujibnagar Government, Activities of Mujibnagar Govt., Formation of Mujib Bahinee and its activities, Activities and role of people who were against the liberation war, Peace committee, Rajakar, Al-Badr, Al-Shams, Dr. Malik Cabinet, The role of Bangalees living abroad, Role of outside world in liberation war, Final war under the command of Joint force, Surrender of Pakistani forces.

3. Art, Culture and Socio-economic Development in Bangladesh:

Visual art, literature, Musical Art, Archaeological Description of Colonial age, The role of different institutions in socialization. The roles of information and communication technology, and media in individual's socialization. Bangladesh Economy, Production and aim of increasing income, Contribution of different sectors to the National income of Bangladesh. Development of Human Resource. Overseas / foreign employment and remittance.

4. State and Government system in Bangladesh:

Types of Government, Classification of government , The main characteristics of Bangladesh Constitution, Fundamental States policy of Bangladesh, Different organs of the government of Bangladesh. Functions of the various organs of the Government, Functions of Local Government

5. Disasters in Bangladesh, Population and Development in Bangladesh:

The reasons of global warming, The concept and kinds of disaster, different kinds of natural disasters tumble Tsunami, Landslide or landfall , Deforestation, Filling water basins, Fire, Duties and responsibilities during natural disasters, Population Policy of Bangladesh: Government initiative for controlling population, Non-govt initiative to control population , To Convert population into human resource, Social problems of Bangladesh: The idea and the cause of juvenile delinquency (offence) The effect and the prevention of juvenile offence, The effect and prevention of juvenile offence.

6. Minority Ethnic Groups of Bangladesh:

Geographical location of Bangladeshi minority ethnic groups, Different minority ethnic group living in Bangladesh, Social, Economic, Religious and cultural life of major minority ethnic group living in Bangladesh.

7. Resources of Bangladesh, Bangladesh and some International Organization:

Different Natural Resources in Bangladesh, Role of Natural Resources in Socio-economic development , Bio-diversity in Bangladesh, Main industries in Bangladesh; jute, Textile, Garments, Sugar, Paper, fertilizer, cement ,drug, leather and tea industry. The impact of industrial development in Bangladesh, Some international organizations : The United Nations Organization, role of development activities of UNESCO,FAO,WHO,UNFPA in Bangladesh, Other international organizations : Non Aligned Movement (NAM), and OIC, European Union (EU), Africa Union and ASEAN.

Course Code & Title

MPPA-6104: Understanding Public Administration

Full Marks: 100 Credit Hours: 03

Course Contents:

Part-One:

Concept of Public Administration: Definition, Nature, Scope and Importance

Evolution: Paradigm of Public Administration

Basic Principles of Public Administration: Coordination, Planning, Hierarchy, Delegation of Power, Span of Control, Specialization, Control, Unity of Command, Centralization, Decentralization, Coordination, Control and Accountability

Theories of Public Administration : Classical, Neo-Classical and Modern theory of Public Administration

Functional Issues of Administration: Leadership, Decision Making, Motivation

Part-Two:

Historical Background of Public Administration in Bangladesh: The Structure & Organization of Public Administration in British India, Structure of Public Administration in United Pakistan.

Constitution of Bangladesh: Philosophy of Constitution, Provisions related to Public Administration

Organs of Government: Executive, Legislative, Judiciary and interrelationships of Three Organs.

Role of Central Personnel Agency: The Ministry of Public Administration, Public Service Commission

Central and Field Administration: a) Concept of Government Structure, Secretariat Set Up, Ministry, Divisions, Department, Autonomous and Semi Autonomous Bodies, Agencies-Structure, Functions, Interrelationships. b) Field Administration: District Administration, Upazilla Administration, Union Parishad Structure, Functions, Control, Coordination.

Issues and Problems of Bangladesh Public Administration: a) Parliamentary Committees; b) Politics Administration Dichotomy; c) Generalist Specialist Controversy; d) Accountability in Public Administration; and d) Administrative Corruption

Course Code & Title

MPPA- 6105: Development Theories and Administration

Full Marks: 100 Credit Hours: 03

Course Contents

Concept of Development and Sustainable Development

Structure, Models and Theories of Development Administration

Role of Development Administrators in Bangladesh

Dynamics of Change and Development. The Major factors / Determinants of Development

Models of Society – Traditional and Transitional Societies

Modernization: Development and other Related Concepts

Development is a Multi-Dimensional Concept

Societies as system. Nature and Aspects of Social Change and Modernization in Bangladesh: and Historical Perspective.

Development Planning and Project Management. The Organization of Planning Plan, Programme and Projects Formulation. Social Appraisal of Projects. The Implementation of Plan.

Elites and Development

Course Code & Title
MPPA- 6106: Public Policy Analysis

Full Marks: 100 Credit Hours: 03

Course Contents

Relevance of Public Policy Study in Political Science

Models of Policy-Making: Institutionalism, Group Theory, Elite Model, Systems and Game Theories, Incrementalism, Rational Paradigm & Cost - Benefit Analysis

Policy Regimes and Policy Change, Policy Making Process

Complexities of Policy Process, Political Context of Policy Making, Social and Economic Constraints

Factors Influencing Public Policy: Role of Pressure Groups (Press, Business Community, Peasantry, Multinational Corporations, International Donors and Aid Agencies), Parliament, Cabinet, Civil & Military Bureaucracy

Problems of Implementation and Mechanisms of Policy Monitoring and Evaluation
Implementation Model of Van Horn & Von Meter, Thomas & Grindle

Policy Making in Bangladesh: Institutional Inputs of Policy Making Ministries and Attached Offices, Planning Commission and Development Policies and Strategies; Priority Areas of Public Policy, Agriculture and Population; Industry and Energy Resources, Social Development and Education; Policies towards Women and Women Development

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 Session (2018-19)

A study fellow admitted to the Ph. D. programme shall be required to complete his/her course works of 12 (twelve) credits of which 9 credits will be for theoretical courses and 3 (three) credits for viva-voce by the end of the first year. Each theoretical/viva-voce course shall be of 3 (three) credits and the examination of each theoretical course shall be of four-hour duration. Out of 9 (nine) credits there shall be compulsory 3 credits (designed by the University) on Bangladesh and Global Studies and courses for the remaining nine credits shall be designed by the Academic Committee of the relevant Department.

In theoretical courses, one class hour per week for a period of 13 weeks shall be considered as one credit. The credits and weights are shown in the following table:

Type of Course	No of courses	Credits of each Courses	Marks for each course	Total Marks	Credits of each category	Total Credits
Compulsory	One (1)	3.0	100	100	1*3=3	12
Departmental	Two(2)	3.0	100	200	2*3=6	
Viva-Voce	1	3.0	100	100	1*3=3	

Each theoretical course shall be evaluated as follows:

Internal evaluation of each theoretical course:

(i) Tutorial/ Assignment = 10 marks

(ii) Class Attendance = 10 marks

Year-end final examination = 80 marks

The examination of this theoretical course shall be of 4(four) hours duration and students have to answer 5 questions out of 8 and each question will carry 16 marks.

The pass marks for theoretical courses and oral examination shall be letter grade C+ (GP 2.5) or 50%. If any student fails to get 40% (qualifying) marks in any theoretical course and oral examination, the marks for that course/examination will not be added while averaging the marks. Theory papers shall be examined by third examiners, if marks vary 20% and above. The third examiner will be appointed by the Vice-Chancellor on recommendation of the Examination Committee.

A student who fails to obtain qualifying marks (40%) in any course/examination shall be given one opportunity to improve that course/examination within six months after the publication of the results of course work examination.

The gradation of marks for class attendance of theoretical courses will be as follows:

<u>Attendance</u>	<u>Marks</u>
95% and above ----	-10
90% to 94% -----	9
85% to 89% -----	8
80% to 84% -----	7
75% to 79% -----	6
70% to 74% -----	5
65% to 69% -----	4
60% to 64% -----	3
Less than 60% -----	0

List of Courses for Ph.D Programme in Public Administration

Session: 2018-2019

Course No	Course Title	Remarks	Marks	Credit
DPPA: 7101	Understanding Public Administration	Departmental Course (Compulsory)	100	3
DPPA: 7102	Advanced Social Research Methodology	Departmental Course (Compulsory)	100	3
DPPA: 7103	Bangladesh and Global Studies	Compulsory Course (Designed by the University)	100	3
DPPA:7104	Viva-Voce		100	3
	TOTAL		400	12

Course Code & Title

DPPA-7101: Public Administration: Global and Regional Perspective

Full Marks: 100 Credit Hours: 03

Course Contents:

Part-One

Public Administration as a Discipline: Definition, nature, scope and importance of Public Administration. Paradigm of Public Administration.

Theories of Public Administration: Classical, Neo-classical and Modern Theory. New Public Administration (NPM), New Public Management (NPM).

Basic Principles of Public Administration: Coordination, Planning, Hierarchy, Delegation of Power, Span of Control, Specialization, Control, Unity of Command, Centralization, Decentralization, Coordination, Control and Accountability.

Functional Issues of Management: Leadership, Decision Making, Motivation.

Globalization and Public Sector Reforms of Developing Countries (Administrative Reform).

Public Bureaucracy

Part-Two

Bangladesh Public Administration: The Structure & Organization of Public Administration in British India, Structure of Public Administration in United Pakistan.

Organs of Government: Executive, Legislative, Judiciary. Interrelationships of three Organs.

Central and Field Administration: a) Concept of Government Structure, Secretariat Set Up, Ministry, Divisions, Department, Autonomous and Semi-Autonomous Bodies, Agencies-Structure, Functions, Interrelationships. b) Field Administration: District, Upazilla Administration Structure, Functions, Control, Coordination.

Urban Administration: City corporation and Municipality

Issues and Problems of Bangladesh Public Administration: a) Parliamentary Committees b) Politics Administration Dichotomy c) Generalist Specialist Conflict d) Accountability in Public Administration d) Administrative Corruption

Course Code & Title

DPPA-7102:Advanced Social Research Methodology

Full Marks: 100 Credit Hours: 03

Course Contents:

Knowledge , Science , Research and Social Research, the Creation of Social Science Theory, Deductive and Inductive Theory Construction, The Link between Theory and Research.

Purpose of Research and its various forms, Social Context and Social Indicators of Research Designing Research Project, Steps in a Research

Research Methods : Content Analysis, Observation, Case Study, Survey.

Conceptualization, Nominal Definition, Operational Definition, Theoretical Framework.

Population and Sampling, Elements and Units of Analysis , Universe Population, Survey Population

Sampling Method.

Questionnaires Construction and Interview, Surveys.

Field Research, Sampling in Field Research

Evaluation Research, Topics for Evaluation Research, Formulating the Research Problem, Analysis of Data

Tools of Data Analysis; Central Tendency, Measurement of Dispersion, Correlation, Regression Analysis, Chi-Square test, Statistical Package for Social Science (SPSS)

The Ethics and Politics of Social Research, Important Ethical Issues in Social Research, The Politics of Social Research

Course Code & Title

DPPA:7103: Bangladesh and Global Studies

(Designed by the University)

Full Marks: 100 Credit Hours: 03

Course Contents

1. Colonial Age and the Liberation War of Bengal, Liberation War of Bangladesh:

Bangladesh under foreign rulers, The beginning of taking away money from Bengal. Emergence of European Power . The arrival of European traders/ merchants in Bengal, Exploitation and torture faced by the people, Cause of victory of colonial powers in Bengal. The rise of British power in Bengal, The company rule in Bengal, The British rule in Bengal (1858-1947 A.D), Renaissance in Bengal, Final result of anti -British Movement.

2. Liberation War of Bangladesh:

Background of liberation war, The conspiracy of Pakistan and the preparation of Bangladesh, Features of 7th March Speech. Importance and effects of 7th March speech, Preparation for genocide, Operation Search Light, Genocide by operation search light, Declaration of Independence by Bangabandhu , Mujibnagar Government, Activities of Mujibnagar Govt., Formation of Mujib Bahinee and its activities, Activities and role of people who were against the liberation war, Peace committee, Rajakar, Al-Badr, Al-Shams, Dr. Malik Cabinet, The role of

Bangalees living abroad, Role of outside world in liberation war, Final war under the command of Joint force, Surrender of Pakistani forces.

3. Art, Culture and Socio-economic Development in Bangladesh:

Visual art, literature, Musical Art, Archaeological Description of Colonial age, The role of different institutions in socialization. The roles of information and communication technology, and media in individual's socialization. Bangladesh Economy, Production and aim of increasing income, Contribution of different sectors to the National income of Bangladesh. Development of Human Resource. Overseas / foreign employment and remittance.

4. State and Government system in Bangladesh:

Types of Government, Classification of government , The main characteristics of Bangladesh Constitution, Fundamental States policy of Bangladesh, Different organs of the government of Bangladesh. Functions of the various organs of the Government, Functions of Local Government

5. Disasters in Bangladesh, Population and Development in Bangladesh:

The reasons of global warming, The concept and kinds of disaster, different kinds of natural disasters include Tsunami, Landslide or landfall , Deforestation, Filling water basins, Fire, Duties and responsibilities during natural disasters, Population Policy of Bangladesh: Government initiative for controlling population, Non-govt initiative to control population , To Convert population into human resource, Social problems of Bangladesh: The idea and the cause of juvenile delinquency (offence) The effect and the prevention of juvenile offence, The effect and prevention of juvenile offence.

6. Minority Ethnic Groups of Bangladesh:

Geographical location of Bangladeshi minority ethnic groups, Different minority ethnic group living in Bangladesh, Social, Economic, Religious and cultural life of major minority ethnic group living in Bangladesh.

7. Resources of Bangladesh, Bangladesh and some International Organization:

Different Natural Resources in Bangladesh, Role of Natural Resources in Socio-economic development , Bio-diversity in Bangladesh, Main industries in Bangladesh; jute, Textile, Garments, Sugar, Paper, fertilizer, cement ,drug, leather and tea industry. The impact of industrial development in Bangladesh, Some international organizations : The United Nations Organization, role of development activities of UNESCO,FAO,WHO,UNFPA in Bangladesh, Other international organizations : Non Aligned Movement (NAM), and OIC, European Union (EU), Africa Union and ASEAN.

(Professor Dr. Mohammad Zulfiquar Hossain)

Chairman

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Kushtia, Bangladesh