



Syllabus

First Semester Courses in MA

Public Policy

(June 2023 onwards)

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Semester 1 Syllabus for Research Methods & On-Job Training
Syllabus for Courses:

- PAPPY6001RM1 – Introduction to Research Methodology
- PAPPY6001OJ1 – On-Job Training

- Evaluation and Assessment Guidelines

APPROVED SYLLABUS



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M.A. I Public Policy.

Course Code: PAPPY6001RM1

Course Title: INTRODUCTION TO RESEARCH METHODOLOGY

Learning Objectives:

1. To introduce students to research methodology and equip them with the necessary perspective and tools to conduct meaningful research in the field of public policy.
2. To provide students with a set of tools for research and then critically engage with fundamental research questions.
3. To contextualize statistical analysis into the framework of research methodology so that students begin to act like public policy researchers.

Number of lectures: 60

Cognitive Levels are as per Bloom Taxonomy: U = Understanding, R = Remembering, Ap = Application, An = Analysis, E = Evaluation, C = Creating

Course Code: PAPPY6001 RM1	Course Title: INTRODUCTION TO RESEARCH METHODOLOGY	PSO Addressed	Cognitive Level
Course Outcome No.	Course Outcomes		
CO 1	Develop The Knowledge And Understanding Of The Various Schools Of Thought Connected To Social Research	PSO1	U
CO 2	Learn How To Create An Appropriate Questionnaire To Collect And Collate The Relevant Data	PSO2	Ap, E
CO 3	Acquire The Skills With Respect To The Basic Statistical Tools Required By Any Researcher.	PO2	Ap, An
CO 4	Learn The Art Of Writing An Academic Paper, Based On Scientifically Collected Data.	PSO6	C

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Unit 1

(15 lectures)

Philosophy of Social Research

Ontology, Epistemology and the Scientific Method;
Introduction to Formal Logic;
Theories, Hypotheses, Concepts, Data and Measurements;
The Research Process; Choice of Research Design;
Research Ethics.

Unit 2

(15 lectures)

Data Collection Methods

Data Collection Methods;
Survey Method; Questionnaire Design;
Field Research: Observation, Participant Observation and Ethnography.

Unit 3

(15 lectures)

Basic Statistical Concepts

Introduction to Statistics and Data analysis: Averaging versus Variation, Modern Statistics as Data Science, Frequency Distribution, Tabulation and Diagrammatic and Graphical Presentation of Data;
Basic Descriptive Statistics: Different Central Tendencies – Mean, Median & Mode, Different Methods for Mean - Arithmetic, Harmonic and Geometric.
Measures of Dispersion: Inter-Quartile Range, Variance, Standard Deviation, Coefficient of Variation, Skewness and Kurtosis.

Unit 4

(15 lectures)

Workshop on Academic Writing

Developing the Art of Thinking, Reading and Writing like a Researcher;
How to write a Research Proposal and a Research Report.

List of Recommended Reference Books

Note: The classroom lectures will be supplemented with discussions over articles of contemporary policy relevance published in national journals such as EPW, along with various government and non-government databases including NSSO, Census, IHDS, NFHS, etc.

1. Berg, Bruce L, (2001), Writing Research Papers: Sorting the Noodles from the Soup, in Qualitative Research Methods for the Social Sciences, Allyn and Bacon, Boston.
2. Beteille, Andre, (1972), The Tribulations of Fieldwork, Economic and Political Weekly, 7 (31/33), pp.1509-1516.
3. Dreze, Jean, (2002), On Research and Action, Economic and Political Weekly, 37 (9), pp. 817-819.
4. Gupta, S.P., (2014), Statistical Methods, Sultan Publication
5. Hatekar, N., (2010), Principles of Econometrics: An Introduction (Using R), Sage Publications.
6. Omvedt, Gail, (1979), The Downtrodden among the Downtrodden: An Interview with a Dalit Agricultural Labourer. Signs, 4 (4), The Labor of Women: Work and Family (Summer, 1979), pp. 763-774.



7. Popper, Karl, (1963), *Conjectures and Refutations: The Growth of Scientific Knowledge*. Routledge and Kegan Paul, London.
8. Ruane J.M., (2005), *Essentials of Research Methods: A Guide to Social Science Research*.
9. Srinivas, M. N. (1975), Village Studies, Participant Observation and Social Science Research in India. *Economic and Political Weekly*, 10 (33/35), pp.1387-1394.
10. Weiss, Neil, (2010), *Introductory Statistics*, Pearson

Evaluation and Assessment: PAPPY6001RM1

Evaluation (Theory): Total marks per course - 100.

CIA- 40 marks

CIA 1: Written test -20 marks

CIA 2: Written Test / Assignment / Presentation / Field Trip & Report -20 marks

End Semester Examination – 60 marks

One question from each unit for 15 marks, with internal choice. Total marks per question with choice -20 to 25.

Template for PAPPY6001RM1 Research Methodology End Semester Examination in the 1st Semester

UNITS	KNOWLEDGE	UNDERSTANDING	APPLICATION and ANALYSES	TOTAL MARKS- Per unit
1	5	5	5	15
2	5	5	5	15
3	5	5	5	15
4	5	5	5	15
-TOTAL - Per objective	20	20	20	60
% WEIGHTAGE	33.33	33.33	33.33	100%

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M.A. I Public Policy.**Course Code: PAPPY6001OJ1****Course Title: ON-JOB TRAINING****Learning Objectives:**

- 1) To understand the fundamentals of policy making and analysis in the real world
- 2) To understand the challenges that policy engagement encounters in the real world

Number of hours: 60

Cognitive Levels are as per Bloom Taxonomy: U = Understanding, R = Remembering, Ap = Application, An = Analysis, E = Evaluation, C = Creating

Sr. No.	On completing the course, the student will be able to:	PSOs addressed	Cognitive levels
CO1	Understand the fundamentals of public policy curation	1, 2, 3, 4	U, An, E, Ap
CO2	Become better informed about the skills required for public policy engagement	2, 6	An, Ap
CO3	Internalise the time management and portfolio requirement in the sphere of public policy	1, 3, 4, 5	An, Ap
CO4	Articulate through report writing and relevant interpretation the outcomes of public policy interventions	2, 3, 6	U, E, C

Outcomes of On-Job Training:

There are many careers possible for a Public Policy student. There is also a lot of theory that is learnt in a class room context. The idea of this on-job training is to match both these – the student learns of the career prospects of the course and at the same time learns to work in a real-world context. In working for an NGO, a Policy Think Tank, a government department, or any other related organization, the student gets a first-hand feel of how policies arise, are forged and evaluated. In interacting with persons at the office the student learns to work in a collaborative way, to communicate, to do research, to construct and modify real life policies. At the same time the student learns soft skills of getting along in a team, of articulating ideas clearly, of curating policies, of convincing others of the workability of an idea, of handling one's emotions, of sticking to deadlines, showing commitment to one's work. The on-job training is thus aimed at introducing students to the real world of policy making.

List of Recommended Reference Books

1. Anderson, J.E., (2014), *Public Policy Making*, Cengage Learning.
2. Ayyar, R. V. V.,(2009), *Public Policymaking in India*, Pearson.
3. Bardach, Eugene, (2011), *A Practical Guide for Policy Analysis: The Eightfold Path to More Effective Problem Solving*, CQ Press College.
4. Cornia, Giovanni Andrea (2004). *Inequality, Growth, and Poverty in an Era of Liberalization and Globalization*. Oxford: OUP.
5. DeLeon, Peter & Linda DeLeon, (2002), What Ever Happened to Policy Implementation? An Alternative Approach, *Journal of Public Administration Research and Theory*, 12 (4), pp. 467-492.



6. Ghosh, Jayati, (2005), *Trade Liberalization in Agriculture: An Examination of Impact and Policy Strategies with Special Reference to India*, Occasional Paper, Human Development Report Office.
7. Lipsky, Michael, (2010), *Street Level Bureaucracy: Dilemma of the Individual in Public Services*, Russell Sage Foundation.
8. Narian, U. & Bell, R.G., (2006), Who changed Delhi's Air? *Economic and Political Weekly*, pp.1584-88.
9. Sengupta, M., (2008), 'How the State changed its Mind: Power, Politics and the Origins of India's Market Reforms', *Economic and Political Weekly*, pp.35-42.
10. Shailaja Fennell, John Holmes, Bernie Jones, 'Smart Cities Need Smart Villages,' MARCH 24, 2018 vol LLII no 12 EPW Economic & Political Weekly.
- 11, Stillman Richard, (N.D.), *Public Administration: Concepts and Cases*, Wadsworth, Cengage Learning, Ninth Edition
12. Stone, Deborah, (2012), *Policy Paradox: The Art of Political Decision Making*, Norton & Co., 3rd ed.

Evaluation and Assessment: PAPPY6001OJ1

Evaluation: Total Marks 100

Comments entered: Unsatisfactory (below 40%), Satisfactory (41-70%) , Very Good (71-100%)

Criteria	Operationalization	Weightage (Total 100%)
Weekly Professionalism	<ol style="list-style-type: none"> 1. Behaviour/Attitude 2. Regular participation 	20%
Assignments	<ol style="list-style-type: none"> 1. Unit Activities, Individual & Group Presentations 2. Employment Portfolio 	30%
Work Hours	<ol style="list-style-type: none"> 1. Weekly/ Monthly attendance report from the employer on the company letterhead 2. Work for a minimum of 10 hours/month 	20%
Employer Evaluation	<ol style="list-style-type: none"> 1. Employer Performance Evaluations 2. Self-Performance Evaluations 	30%



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Evaluation and Assessment Guidelines for Research Methods course of the 1st Semester

St. Xavier's College, Mumbai.

ASSESSMENT OF WRITTEN ASSIGNMENT- TYPE - I

Dept. of Public Policy; Course Code _____ Date _____ UID No _____

Name of Student: _____ Marks _____ / 20

Title of Assignment: _____

Assessment Grid: Place one tick in each appropriate row. Overall mark should reflect the positions of ticks in the individual rows. In boxes that have more than one set of marks, cancel out the marks that are not applicable and circle the correct marks.

Assessment of Written Assignment: 20 Marks

100%	ASSIGNMENT	80-100% (17-20 Marks)	60-80% (13-16 Marks)	40- 60% (9-12 Marks)	20-40% (5-8 Marks)	0-20% (0-4 Marks)
60 %	Content Impression of wide reading (research), good knowledge and comprehensive understanding. Evidence of thoughtful input. Ability to critique, Bibliography mentioned ----- Marks -----	Excellent 12 / 11 / 10	Good 9 / 8	Satisfactory 7 / 6	Poor 5 / 4	Very Poor 3 / 2 / 1
30 %	Organization Effective presentation, logical format, clear statement of ideas, relevant details, sequence of information and ideas could be easily followed, references / footnotes / endnotes ----- Marks -----	Effective organization 6	Few problems 5	Many problems 4	Inadequate presentation. Ineffective format, communication of ideas, lack of relevant details – but an attempt 3	No attempt to organize 2
5%	Vocabulary ----- Marks -----	Richness of vocabulary 1	Very good range of vocabulary with some errors 1	Good range of vocabulary with some errors 0.5	Small range of vocabulary with errors 0.5	Little of no effort to demonstrate vocabulary knowledge 0
5%	Grammar, spellings, mechanics ----- Marks -----	Grammar, spellings punctuations correct 1	Very few errors 1	Some errors 0.5	Many errors 0.5	No effort 0

Comments:

Name and Signature of Faculty _____



St. Xavier's College, Mumbai.
ASSESSMENT OF WRITTEN ASSIGNMENT- TYPE - II

Dept. of Public Policy; Course Code _____ Date _____ UID No _____

Name of Student: _____ Marks _____ / 20

Title of Assignment: _____

Assessment Grid: Place one tick in each appropriate row. Overall mark should reflect the positions of ticks in the individual rows. In boxes that have more than one set of marks, cancel out the marks that are not applicable and circle the correct marks.

Assessment of Written Assignment: 20 Marks

100%	ASSIGNMENT	80-100% (17-20 Marks)	60-80% (13-16 Marks)	40- 60% (9-12 Marks)	20-40% (5-8 Marks)	0-20% (0-4 Marks)
50 %	Content Impression of wide reading (research), good knowledge and comprehensive understanding. Evidence of thoughtful input. Ability to critique, Bibliography mentioned _____ Marks _____	Excellent 10 / 9	Good 8 / 7	Satisfactory 6 / 5	Poor 4 / 3	Very Poor 2 / 1
10						
30 %	Organization Effective presentation, logical format, clear statement of ideas, relevant details, sequence of information and ideas could be easily followed, references / footnotes / endnotes _____ Marks _____	Effective organization 6 / 5	Few problems 4	Many problems 3	Inadequate presentation. Ineffective format, communication of ideas, lack of relevant details – but an attempt	No attempt to organize 1
06						
10%	Vocabulary _____ Marks _____	Richness of vocabulary 2	Very good range of vocabulary with some errors 1.5	Good range of vocabulary with some errors 1	Small range of vocabulary with errors 1	Little of no effort to demonstrate vocabulary knowledge 0.5
02						
10%	Grammar, spellings, mechanics _____ Marks _____	Grammar, spellings punctuations correct 2	Very few errors 1.5	Some errors 1	Many errors 1	No effort 0.5
02						

Comments:

Name and Signature of Faculty _____



St. Xavier's College, Mumbai.
ASSESSMENT OF INDIVIDUAL ORAL PRESENTATION -A

Dept. of Public Policy; Course Code _____ Date _____ UID No _____

Name of Student: _____ Marks _____ / 20

Title of Assignment: _____

Assessment Grid: Place one tick in each appropriate row. Overall mark should reflect the positions of ticks in the individual rows

Presentation: 30 % (06 marks)

30%	PRESENTATION	80-100%	60-80%	40- 60%	20-40%	0-20%
10 %	Presentation skills	Varied rate of delivery, Changed pitch for emphasis, No distracting mannerisms, good eye contact, Confident body language, Connected with audience	Good but a few weaknesses	Good but a few weaknesses with one pronounced weakness	Several Weaknesses	No speech variation, distracting mannerisms, no eye contact, dull, and reading from notes/visual aids
2.0	----- Marks -----	2.0	1.5	1.0	1.0	0.5
10 %	Use of Visuals (Efforts to Aid Presentation)	Very good, relevant visuals, good font size/ image size, Appropriate number of words and images per slide, good color schemes	Good but a few weaknesses	Good but a few weaknesses with one pronounced weakness	Several Weaknesses	Very poor visuals, visuals did not contribute to the presentation
2.0	----- Marks -----	2.0	1.5	1.0	1.0	0.5
5%	Timing and Pace of Talk	Right length and well-paced	Right Length but too slow or too rushed	Long or short and too slow or too rushed	Too long or too short	Had to be stopped or less than 50% of the allocated time
01	----- Marks -----	1.0	0.5	0.5	0	0
5%	Audibility and Comprehensibility	Very clear and very precise	Clear, quite precise	Almost inaudible and difficult to understand	Almost inaudible or very difficult to understand	Inaudible or completely incomprehensible
01	----- Marks -----	1.0	1.0	0.5	0.5	0

Total marks for presentation: _____ out of 06 marks.



Content: 70% (14 Marks)

70%	CONTENT	80-100%	60-80%	40- 60%	20-40%	0-20%
35%	Knowledge and Understanding Innovation Impression of wide reading, good knowledge and complete understanding 07 ----- Marks -----	Excellent 7.0	Good 6.0 / 5.0	Satisfactory 4.0 / 3.0	Poor 2.0	Very Poor 1.0
10%	Structure of Presentation Logical Structure, Clear Introduction, Body and Relevant Conclusion, sequence of information and ideas could be easily followed, Citation of source material 02 ----- Marks -----	Excellent 2.0	Good 2.0	Satisfactory 1.0	Poor 0.5	Very Poor 0.5
5%	Key Points/ Themes Identified Key Points, Kept to the points throughout the presentation- did not wander 01 ----- Marks -----	Excellent 1.0	Good 1.0	Satisfactory 0.5	Poor 0.5	Very Poor 0
10%	Ability to answer Questions Answers accurate and full of confidence 02 ----- Marks -----	Excellent 2.0	Good 1.5	Satisfactory 1.0	Poor 0.5	Very Poor 0
10%	Creation of Interest/ Audience Participation Created interest in the topic 02 ----- Marks -----	Excellent 2.0	Good 1.5	Satisfactory 1.0	Poor 1.0	Very Poor 0.5

Total for content: _____ out of 14; Total marks for oral presentation: _____ out of 20

Comments:

Name of the Faculty _____.

Signature of the Faculty _____

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St. Xavier's College, Mumbai.
ASSESSMENT OF INDIVIDUAL ORAL PRESENTATION -B

Dept. of Public Policy; Course Code _____ Date _____ UID No _____

Name of Student: _____ Marks _____ / 20

Title of Assignment: _____

Assessment Grid: Place one tick in each appropriate row. Overall mark should reflect the positions of ticks in the individual rows

Presentation: 40 % (8 marks)

40%	PRESENTATION	80-100%	60-80%	40- 60%	20-40%	0-20%
15 %	Presentation skills	Varied rate of delivery, Changed pitch for emphasis, No distracting mannerisms, good eye contact, Confident body language, Connected with audience	Good but a few weaknesses	Good but a few weaknesses with one pronounced weakness	Several Weaknesses	No speech variation, distracting mannerisms, no eye contact, dull, and reading from notes/visual aids
03	----- Marks -----	3.0	2.5	2.0	1.5	1.0
15 %	Use of Visuals (Efforts to Aid Presentation)	Very good, relevant visuals, good font size/ image size, Appropriate number of words and images per slide, good color schemes	Good but a few weaknesses	Good but a few weaknesses with one pronounced weakness	Several Weaknesses	Very poor visuals, visuals did not contribute to the presentation
03	----- Marks -----	3.0	2.5	2.0	1.5	1.0
5%	Timing and Pace of Talk	Right length and well-paced	Right Length but too slow or too rushed	Long or short and too slow or too rushed	Too long or too short	Had to be stopped or less than 50% of the allocated time
01	----- Marks -----	1.0	1.0	0.5	0.5	0
5%	Audibility and Comprehensibility	Very clear and very precise	Clear, quite precise	Almost inaudible and difficult to understand	Almost inaudible or very difficult to understand	Inaudible or completely incomprehensible
01	----- Marks -----	1.0	1.0	0.5	0.5	0

Total marks for presentation: _____ out of 08 marks.



Content: 60% (12 Marks)

60%	CONTENT	80-100%	60-80%	40- 60%	20-40%	0-20%
25%	Knowledge and Understanding Innovation Impression of wide reading, good knowledge and complete understanding 05 ----- Marks -----	Excellent 5.0	Good 4.0	Satisfactory 3.0	Poor 2.0	Very Poor 1.0
10%	Structure of Presentation Logical Structure, Clear Introduction, Body and Relevant Conclusion, sequence of information and ideas could be easily followed, Citation of source material 02 ----- Marks -----	Excellent 2.0	Good 1.5	Satisfactory 1.0	Poor 0.5	Very Poor 0.5
5%	Key Points/ Themes Identified Key Points, Kept to the points throughout the presentation- did not wander. 01 ----- Marks -----	Excellent 1.0	Good 1.0	Satisfactory 0.5	Poor 0.5	Very Poor 0
10%	Ability to answer Questions Answers accurate and full of confidence 02 ----- Marks -----	Excellent 2.0	Good 1.5	Satisfactory 1.0	Poor 0.5	Very Poor 0
10%	Creation of Interest/ Audience Participation Created interest in the topic. 02 ----- Marks -----	Excellent 2.0	Good 1.5	Satisfactory 1.0	Poor 0.5	Very Poor 0

Total for content: _____ out of 12; Total marks for oral presentation: _____ out of 20

Comments:

Name of the Faculty _____

Signature of the Faculty _____

