

Programme Project Report (PPR)

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| 5. | Master of Arts in Public Administration | |
| A. | Name of the Programme | Master of Arts in Public Administration (M.A. Public Administration) |
| B. | Programme Mission and Objectives | <p>Mission : To develop a knowledgeable, transparent and committed workforce for good governance in the nation building.</p> <p>Objectives</p> <ul style="list-style-type: none"> ☐ To prepare pre- and in-service learners for a variety of Public Sector roles, provide knowledge and skills about the public management policies and systems, and thus build capacity to integrate theory and practice of public administration. ☐ To inculcate constitutional and democratic values and contribute in building harmonious society, and to sensitize the leadership so that they would have an informed intervention in the governance. ☐ To inculcate administrative ethics and prepare responsible civil servants who would be aware of the issues and concerns of the public thus help reduce corruption in the administration. |
| C. | Relevance of the programme with HEI's Mission and Goals : | <p>The M. A. in Public Administration Programme is relevant to the following objectives of the university.</p> <p>Through this Programme, the university provides vertical mobility to the students pursuing higher education. The university believes that the professional and social experience of the learners can be utilized in an effective way to advance learning at the postgraduate level. The university aims at providing quality education at an affordable cost, and the postgraduate study in the respective subjects would prove useful in turning trained manpower for the development of the state and in turn the development of the nation.</p> <p>The implementation of the proposed programme would fulfill the Objects of the YCMOU (as per the YCMOU Act) -</p> <p>(a) To provide through instruction, teaching and training and other educational opportunities, access to larger and larger segment of population, and in particular to the disadvantaged groups such as those living in remote and rural areas including working people, housewives and other adults who wish to upgrade or acquire knowledge through studies in various fields; [1(a)]</p> <p>(b) To strengthen and diversify the degrees, diploma and certificate courses at various educational levels, to fulfil the knowledge, skills and development needs of the individuals, institutions and society in general, by relating, particularly, the courses, to the needs of the</p> |

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| | | <p>employment and economic development of the state on the basis of its natural and human resources; [1(b)]</p> <p>(c) To promote acquisition of knowledge in a rapidly developing and changing society and to continually offer opportunity of upgrading knowledge, training and skills in the context of innovations, research and discovery in all field of human endeavour by developing educational network with the use of modern communication media and technologies appropriate for a learning society; [1(c)]</p> <p>(d) To provide an innovative system of University level education, flexible and open, in regard to the methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examinations and operation of the program, with a review to promote learning and encourage excellence in all fields of knowledge; [1(d)]</p> <p>(e) To contribute to the improvement of the education system in the state by providing a non-formal channel complementary to the formal system and encouraging transfer of credits and exchange of teaching staff by making a wide use of text and other software developed by the University; [1(e)]</p> <p>(f) To develop innovative, need based Vocational courses and establish industry, institution linkage for developing the society; [1(f)]</p> <p>(g) To provide through incidental and non-formal means, for continuing and extension of education in various cultural forms, arts, crafts and skills of the country, raising their quality and improving their availability to the people; [1(g)]</p> <p>(h) To provide for the counselling and guidance to its students; [1(j)]</p> <p>(i) To provide a major part of its resources and direct efforts in designing, developing and offering need-based and relevant vocational courses. [1(l)]</p> |
| D. | Prospective target group of learners : | The learners with an undergraduate degree in any discipline with an interest in, and ready to explore career opportunities in the field of administration. |
| E. | Appropriateness of program to be conducted in open and distance learning mode to acquire specific skill and competence : | The theoretical nature of the program makes it appropriate for study in Open and Distance Learning (ODL) mode. |
| F. | Instructional design | <p>Semester Pattern: This program is of total 4 semesters; each semester consists of four theory courses of 4 credits.</p> <p>Minimum program duration : 2 year</p> |

| | | <p>Minimum number of face to face counselling session : 12 (For each course of 4 credits duration of each counselling session shall be of 01 Clock Hour)</p> <p>Total Courses And Credits of Programme : Total 16 Courses of 4 Credits each, 4 x 16 = 64 credits</p> <p>04 Courses of 04 Credits in each semester</p> <p>First Year – 8 courses of 32 Credits.</p> <p>Second Year - 8 courses of 32 Credits.</p> <p>Medium : Marathi</p> <p>Attendance to the weekly counselling sessions would be expected.</p> <p>Course Pattern Semester pattern</p> | | | | | | | | | | | | |
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| G. | Procedure for admissions, curriculum transaction and evaluation: | <p>Admissions Procedure : a customized online Annual Admission system made available at DU portal http://ycmou.digitaluniveristy.ac</p> <p>Online payment facilities are made available using a credit card or debit card or internet banking.</p> <p>Admission Eligibility: Any Graduate</p> <p>Total Programme Fee: Total ₹ 10,000, which is duly approved by the university authorities.</p> <p>Curriculum Transaction:</p> <ul style="list-style-type: none"> ● 04 SLM Books for each course. ● Total 12 Face-To-Face counselling sessions, each of 60 Minutes duration, will be conducted at the respective study centre, for each course. ● Curriculum updation will be after every 05 years <p>Evaluation:</p> <table border="1"> <thead> <tr> <th></th> <th>Yes or No</th> <th>Weightage in overall assessment</th> </tr> </thead> <tbody> <tr> <td>Assignments</td> <td>Yes</td> <td>20 %</td> </tr> <tr> <td>Term End Exam</td> <td>Yes</td> <td>80 %</td> </tr> <tr> <td>Passing Percentage</td> <td>Yes</td> <td>40%</td> </tr> </tbody> </table> <p>Reporting Semesters for certification: All the best performances of Semester 01 to 04 would be reported in the transcript or the Statement of Marks, separately for each semester, and at the successful completion of the programme in a consolidated one.</p> | | Yes or No | Weightage in overall assessment | Assignments | Yes | 20 % | Term End Exam | Yes | 80 % | Passing Percentage | Yes | 40% |
| | Yes or No | Weightage in overall assessment | | | | | | | | | | | | |
| Assignments | Yes | 20 % | | | | | | | | | | | | |
| Term End Exam | Yes | 80 % | | | | | | | | | | | | |
| Passing Percentage | Yes | 40% | | | | | | | | | | | | |
| H. | Requirement of the laboratory support and library resources: | <p>Laboratory requirement - NO</p> <p>Library Resources – YES</p> <p>Institutes/Colleges affiliated with conventional universities offering Public Administration or Political Science Courses/Programmes will be recognized as a Study centres of this university for this programme. So, the requirement of library resources will be automatically ensured.</p> | | | | | | | | | | | | |

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| <p>I.</p> | <p>Cost estimate of the program and the provisions:</p> | <p>Course Development (Meeting, writer's and editor's remuneration): 55,00,000/- for 04 Semesters DTP and Printing: 5,00,000/- Total: 60,00,000/- The development of 08 Courses of Semester 01 & 02 is complete. The budget provision for the development of 08 courses of semester 03 & 04 is available.</p> |
| <p>J.</p> | <p>Quality assurance mechanism and expected program outcomes</p> | <p>The University through the following measures ensure quality in the delivery of the program and its outcomes.</p> <ol style="list-style-type: none"> 1. Monitoring of study centres to ensure that counselling is provided to students as per the schedule. 2. Students' feedback for effective dissemination of the content through SLMs, and online resource materials. 3. Continuous Assessment for students progression 4. Inviting students' feedback, responses through letters/ mails. 5. Examination and Results within the stipulated time. <p>The following key result areas will be closely monitored.</p> <ol style="list-style-type: none"> i. Enrolment of student (Equated Access) ii. Equal weightage for each credit in student evaluation iii. Demonstrate in-depth knowledge of the subject, both in theory and application. iv. Placements/satisfaction of passing out students v. Administrative/stakeholder feedback <p>Expected Outcomes:</p> <p>The learners would ready for the variety of public sector roles, have thorough knowledge and skills about the public management policies and systems, and thus have capacity to integrate theory and practice of public administration. He would have understanding and knowledge of constitutional and democratic values and would contribute in building harmonious society. He would be sensitive to perform leadership roles, and have an informed intervention in the governance. He would be equipped with administrative ethics and would be future responsible civil servant, and would be aware of the issues and concerns of the public thus help reduce corruption in the administration.</p> |