

## Programme Project Report (PPR)

[M. A. Public Administration]

A.	Name of the Programme	Master of Arts (M. A.) in Public Administration
B.	Programme Mission and Objectives	<p><b>Mission :</b>  <b>To develop a knowledgeable, transparent and committed workforce for good governance in the nation building.</b></p> <p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ To enhance analytical skills and research capabilities to conduct independent and collaborative studies on socio-political issues and public policy.</li> <li>➤ Expose the learners to the current trends in research, and identify possible research areas in the specific domain and thus develop research perspective.</li> </ul>
C.	Relevance of the programme with HEI's Mission and Goals :	<p><b>M. A. Public Administration program is relevant with the following objectives of the university:</b>  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><b>The implementation of the proposed programme would fulfil the Objectives of the YCMOU (as per the YCMOU Act)</b></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 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 fields 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>
<b>D.</b>	<b>Prospective target group of learners :</b>	The learners with an undergraduate degree in any discipline with an interest in, and ready to explore career opportunities in the field of administration.
<b>E.</b>	<b>Appropriateness of program to be conducted in open and distance learning mode to acquire specific skill and competence :</b>	The theoretical nature of the program makes it appropriate for study in Open and Distance Learning (ODL) mode.
<b>F.</b>	<b>Instructional design</b>	<p><b>Semester pattern:</b> Having 04 semesters.</p> <p><b>Minimum Program Duration: 02 Years</b></p> <p>Maximum Program Duration : 04 Years</p> <p><b>Minimum number of face-to-face counselling sessions: 04 Per credit</b></p> <p>(Duration of each counselling session shall be of 01 Clock Hour)</p>

		<p><b>Total Courses and Credits of Programme :</b>  Total Courses: 23 / Total Credits: 88  Semester_I_06,  Semester_II_06,  Semester_III_06,  Semester_IV_05</p> <p><b>Course Pattern:</b> 19 Courses of 04 Credits each, 03 Courses of 2 credits each, and 01 Course of 06 Credits (Research Project)</p> <p><b>Required study efforts:</b>  Total 16 weeks per Semester for Teaching-Learning are planned during each semester.  Thus, total 352 Hours study efforts (including face to face Teaching-Learning support and Self-Study) during each semester.</p> <p><b>Medium of Instruction: Marathi</b>  <b>Attendance:</b> attendance for weekly counselling sessions is expected</p>												
G.	<p><b>Procedure for admissions, curriculum transaction and evaluation:</b></p>	<p><b>Admissions procedure:</b> A customized “Online Annual Admission system” available at DU portal <a href="http://ycmou.digitaluniveristy.ac">http://ycmou.digitaluniveristy.ac</a>  Online payment facility is made available using a credit card or debit card or internet banking or Unified Payment Interface (UPI) payment modes.  <b>Admission Eligibility:</b> Any Graduate of any recognized university.  <b>Total Program Fee:</b>  FYMA/ Semester I &amp; II : 8446/- and  SYMA/ Semester III &amp; IV: 8468/-  Total ₹ 16,914/- for all 04 Semesters, which is duly approved by the university authorities.</p> <p><b>Curriculum Transaction:</b></p> <ul style="list-style-type: none"> <li>• 2-4 SLM Books are developed for each course.</li> <li>• Total 04 Face-To-Face Counselling sessions per credit, each of 60 Minutes Duration, will be provided at respective study Centers.</li> <li>• Curriculum update will be after every 5 years</li> </ul> <p><b>Evaluation:</b></p> <table border="1" data-bbox="639 1562 1341 1684"> <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>30 %</td> </tr> <tr> <td>Term End Exam</td> <td>Yes</td> <td>70 %</td> </tr> <tr> <td>Passing Percentage</td> <td>Yes</td> <td>40%</td> </tr> </tbody> </table> <p><b>Reporting Semesters for certification:</b> 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 Program in a consolidated one</p>		Yes or No	Weightage in overall assessment	Assignments	Yes	30 %	Term End Exam	Yes	70 %	Passing Percentage	Yes	40%
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H.	<b>Requirement of the laboratory support and library resources:</b>	Laboratory requirement - NO Library Resources – YES Institutes/Colleges affiliated with conventional universities offering Public Administration or Political Science Courses/Programs will be recognized as a Study centres of this university for this programme. So, the requirement of library resources will be automatically ensured.
I.	<b>Cost estimate of the program and the provisions:</b>	Estimated development cost for 27 courses having 93 SLM books is about ₹ <b>60, 00, 000/- (Sixty Lakhs only)</b> The required budgetary provision for this development of SLM was made available and the development has been completed.
J.	<b>Quality assurance mechanism and expected program outcomes</b>	<p>The University through the following measures ensures quality in the delivery of the program and its outcomes.</p> <ol style="list-style-type: none"> <li>1. Monitoring of study centres to ensure that counselling is provided to students as per the schedule.</li> <li>2. Students’ feedback for effective dissemination of the content through SLMs, and online resource materials.</li> <li>3. Continuous Assessment for student’s progression.</li> <li>4. Inviting students’ feedback, responses through letters/ mails.</li> <li>5. Examination is held and Result is declared within the stipulated time.</li> </ol> <p>The following key result areas will be closely monitored.</p> <ol style="list-style-type: none"> <li>i. Enrolment of student (Equated Access)</li> <li>ii. Equal weightage for each credit in student evaluation</li> <li>iii. Demonstrate in-depth knowledge of the subject, both in theory and application.</li> <li>iv. Placements/satisfaction of passing out students</li> <li>v. Administrative/stakeholder feedback</li> </ol> <p><b>Expected Outcomes:</b></p> <ul style="list-style-type: none"> <li>➤ The learners would be 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.</li> <li>➤ They would have understanding and knowledge of constitutional and democratic values and would contribute in building harmonious society.</li> <li>➤ They would be sensitive to perform leadership roles, and have an informed intervention in the governance.</li> <li>➤ They would be equipped with administrative ethics and would be future responsible civil servants, and would be aware of the issues and concerns of the public thus help reduce corruption in the administration.</li> </ul>