

Subject : M.A Public Administration

a) Mission, Objectives and Relevance of the Programme:

1. To create an awareness of the environment and For acquisition of specialized knowledge in the field of administration with special emphasis on governmental and public sector.
2. Equipping the students for career in various related vocations and services and participating in social activities/NGOs, adorning the role of social activist.
3. Equipping the students for conducting research in governance / administration, public policy and related academic field and taking assignments in other research organizations.
4. Preparing the students for undertaking examinations held for I.A.S., other Allied Services , State and district level civil services and other related posts and services.
5. Enabling the candidates for manning various positions in corporate / private sector as well in the field of HRM/HRD and planning development and R&D.

b) Nature of Prospective Target Group of Learners:

- Those who belong to the rural and semi-urban areas.
- Those who belong to disadvantaged sections of the society, handicapped, blind, transgenders, imprisoned criminals / undergoing trials.
- Those who cannot afford regular education in terms of time or money, especially the female students who are desirous of obtaining higher education but cannot do so due to personal or family reasons.
- Those who are employed at remote places, especially the army and para-military personnel as well those who have long gap in their studies.
- For promotion at work place.
- Those who are preparing for competitive examinations like Civil and Administrative Services, SLET/NET and also aspiring to join private sector/industry in various decision making positions etc.

c) Appropriateness of the Programme to be Conducted in Open and Distance Learning Mode to Acquire Specific Skills and Competence:

- Master of Arts in Public Administration can be acquired through Open and Distance Learning mode as SLM, eContent and other related study material can be provided to the students through websites, teleconferencing, web conferencing, email, whatsapp groups and other means of social media.
- Links to important Governmental websites, data based sites etc. can be easily browsed at comfort and convenience by the students sitting at his home/work place.



- This programme through ODL mode will be highly beneficial to the students who are already employed and aspired further promotions, or desirous of upgradation of their academic qualifications.

d) Instructional Design:

- The two-year programme has four semesters.
- Counselling is undertaken in two phases – one i.e. Admission related which is general in nature (through radio, emails, whatsapp, teleconferencing mode etc.) Second phase is subject based .
Induction sessions are held where interactive sessions are held regarding course content , Self Learning Study Material , supplementary study material, pattern of examination, dos and don'ts while attempting the examination etc .
- Personal Contract Programmes (PCPs) are held for 10 to 12 days during each Semester. In addition to the formal lectures, consultation on one to one basis is provided to the learners during the PCPs.
- Print/Online lessons are provided to the learners. Along with English medium, Learning material is also made available in the vernacular language (Punjabi, in our case).
- Faculty is available in accordance to the prescribed UGC norms. Research fellows in the department also extend support in teaching in case of a need. Services of teachers from regular departments are sought and provided whenever required.
- Audio lectures and Video lessons on several topics of the syllabi have been prepared.

e) Procedure for Admission, Curriculum, Transaction and Evaluation:

- Anyone with a score of 35% at under-graduate level (from any discipline, e.g. Humanities, Social Sciences, Sciences, Engineering, Medical Science etc. can seek admission to the course.
- Curriculum is at par with the Course offered through conventional mode on Campus.
- Faculty is available round the clock to the students through various means of social media and telephone facility and mobile, dissemination of important information through website and SMS.
- With regard to continuous assesment, 30 marks out of 100 marks have been assigned- students are made to prepare and submit assignments and take tests (Offline/Online). Throughout the Session, quiz tests in the form of google form

test are conducted. Each SLM lesson contains self- check exercises, expected long answer questions and also the guidelines regarding methodology to be adopted for writing answers.

- Attendance during the PCPs (mandatory) is taken into account while preparing Internal Assessment.

Teachers are accessible in person on all working days. They can also be contacted on phone or through email.

f) Requirement of Laboratory Support and Library Sources:

- No laboratory required.
- Library is rich in Text Books, Research Books, newspapers, magazines and Journals of Social Sciences. eResources, relevant governmental websites links are also shared with the candidates.

g) Cost Estimate of the Programme & the Provisions:

As per norms of the University. Detailed fee structure has been mentioned in the Prospectus of the Centre

h) Quality Assurance Mechanism and Expected Programme Outcomes:

With regard to quality assurance, mechanism involves –

Introducing new papers, regular updating of the syllabi during the meetings of the concerned Board of Studies following the UGC guidelines for curriculum and approved by Concerned Faculty. The Syllabi of the ODL is at par with that of Course offered through Conventional mode by the Regular Department. This enables bringing uniformity, maintaining quality standards and inter-alia sharing of resources. This also raises and boost the morale of the learners through distance mode that they are none the less. It also facilitates shifting of any candidate from conventional to distance mode or vice-versa.

- SLM is prepared by the panel of qualified academicians having ample expertise in the field . Input from eminent administrators manning governmental positions at various levels are also often sought i.e. from IAS to local level governance.
- SLMs are regularly updated.

Expected Programme Outcomes- Course is so designed keeping in view the requirements of all stakeholders.

Course is updated from time to time on the basis of Feedback received from the students, prospective candidates and other relevant stakeholders. Course is designed keeping the job opportunities, job requirements, knowledge and skill enhancement for those seeking promotions; also provides opportunity of improving their academic qualification to those who fail to join course in conventional mode like Army personnel posted at faroff / border areas, handicapped, already employed and house wives.

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