

UNIVERSITY OF KERALA
School of Distance Education
Master of Arts (Public Administration)
PROGRAMME PROJECT REPORT

(i) Programme's Mission & Objectives

(i) Mission

In keeping with the overall mission of the School of Distance Education, University of Kerala, to ensure accessibility of quality higher education to all, the programme MA Public Administration was started in 1996 at School of Distance Education. The course aims to create awareness on how government functions and creating awareness about the citizens' duties and responsibilities in nation building. The Programme M A in Public Administration provides a wide understanding and knowledge in the field of Administration. It will help them to become administrators, scholars, teachers and public servants.

(ii) Objectives

- i. To enable learners to form a foundation in Indian Administration.
- ii. To understand the administrative systems of other nations.
- iii. To develop administrative and executive skills.
- iv. To mould the civil service aspirants.

(ii) Relevance of the Program with HEI's Mission and Goals

Offered in the distance mode, MA Public Administration will be closely aligned with the vision and mission of the University of Kerala, in vowing to ensure knowledge based, student focussed, quality and cost conscious but socially responsible education.

MA Public Administration in the distance mode will be a feeder programme for civil service and other administrative positions in both Public and Private Organisations. It follows the same syllabus and curriculum of the programme offered in the regular mode through the affiliated colleges of the University of Kerala.

(iii) Nature of Prospective Target Group of Learners

An MA programme in Public Administration has wide demand, and only a small percentage of the students are being accommodated in the regular mode through colleges since it is offered only limited colleges in Kerala. This will join the attempt to democratising higher education to large segments of the population, providing an innovative system of university level education that is flexible and open in terms of methods, pace of learning, eligibility for enrolment and age of entry.

Understanding the needs of the learners we have structured our learning material and induction programmes to lead the fresh learners through the threshold of higher education, and lead them through the course of the programme and the final evaluation.

(iv) Appropriateness of Programme to Be Conducted in Open and Distance Learning Mode to Acquire Specific Skills and Competence

The MA Public Administration programme will see to ensure the following skills and competences in the learners.

1. Administrative Skills: Careful understanding of different functions of management and administration like Human Resource Management, Labour Legislature and Administration, Financial Management, Disaster management, Public Personnel Administration, Environment Management, their administrative efficiency will improve.
2. Theoretical Skill: By learning theories of Public Administration, Essentials of Business Management, and Indian Administration they will be able to develop a strong theoretical backup.
3. Nation Building: By learning Human Rights, Development Administration, Public Policy Analysis, and Indian Government, they can take part in the process of nation building.
4. Doing Research: understand and use basic research tools, develop questions and topics worth researching, incorporate research in relevant field.

(v) Instructional Design

(i) Programme Details

**MA Public Administration Course Structure & Marks
Distribution**

Semester I	Core/ Elective	Course code	Name of paper	Maximum marks		
				CA	ESA	Total
Paper I	Core	PADC 001	Theories and Concepts of Public Administration	25	75	100
Paper2	Core	PADC002	Indian Government and Politics	25	75	100
paper3	Core	PADC003	Human Resource Management	25	75	100
paper4	elective	PADE001	Human Rights and Administration	25	75	100
Semester2						
paper5	Core	PADC004	Development Administration and Decentralised Government in India	25	75	100
paper6	Core	PADC005	Public Personnel Administration	25	75	100
paper7	Core	PADC006	Public Policy Analysis	25	75	100
paper8	elective	PADE002	Public Sector Management	25	75	100
Semester3						
Paper9	Core	PADC007	Indian Administration	25	75	100
Paper10	Core	PADC008	Research Methodology	25	75	100
Paper11	Core	PADC009	Financial Administration	25	75	100

Paper12	elective	PADE003	Essentials of Business Management	25	75	100
Semester4						
Paper13	Core	PADC010	Environmental Management	25	75	100
Paper14	Core	PADC011	Labour Legislation and Administration	25	75	100
Paper15	Core	PADC012	International Organisation and Administration	25	75	100
Paper16	elective	PADE004	Disaster Management	25	75	100
Paper17	Dissertation+viva or Essay	PADC013			80+20 or 100	100 100
Paper18	Comprehensive viva	PADC014			100	
	Grand Total				1800	

(ii) Duration of the Programme

4 Semesters, two years.

(iii) Faculty and Support Staff requirement

The course is coordinated by a full time regular faculty member of Public Administration. In addition, service of faculty members from related disciplines like Management and Political Science can also be used. There is sufficient staff support from the SDE office for processing administrative work. The service of qualified guest teachers and experts from panels approved by the Vice Chancellor are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

(iv) Instructional Delivery mechanisms

In addition to providing Self Learning Material, students are offered 90 contact hours each semester, conducted over 15 days during the weekend. Classes are taken with the help of Audio Visual Aids.

(vi) Procedure for Admissions, Curriculum Transaction and Evaluation

(i) Admission

Application for admissions is received online. Eligibility for admission to MA Public Administration is a Bachelor's Degree in any branch of Science, Social Science or Bachelor's Degree (Irrespective of faculty) recognised by the University of Kerala/ BA Communicative English (Vocational). The minimum grade point for admission to MA Public Administration is 4.5 CCPA(S) out of 10 as that of all other subjects under the faculty of Social Sciences or 45% for the annual scheme mode.

(ii) Curriculum Transaction

Curriculum is transacted in the Distance Mode with the help of Self Learning Material and Personal Contact Classes.

The use of web-based tools is not in place yet, but steps are being initiated.

(iii) Evaluation

Evaluation is continuous and end semester. Continuous Evaluation requires the submission of one assignment for 15 marks and one Test Paper/Case Analysis for each course carrying 10 marks carrying a total of 25 marks.

End Semester Examinations are conducted by the Controller of Examinations, University of Kerala. The written exams carry 75 marks per paper.

(iv) Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III & IV Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
III and IV Semester	First week of April	
I and II Semester	Second and Third week of April	

(v) Fee Structure

The total fee of MA Public Administration is Rs.10,305/- (Rupees Ten thousand three hundred and five only).

(vi) Financial Assistance

Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed from SC/ST department as per the rules laid down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

Requirement of the Laboratory Support and Library Resources

Laboratory hours are not mandatory for MA Public Administration, but students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

The SDE has a separate Library with more than 28,000 books. Library automation is done using LibSoft software which facilitates all in- house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 525/- has to be remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

(vii) Cost Estimate of the Programme and the Provisions

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for MA Public Administration programme (250 students)
01	Pay and Allowance	435.00	834782
02	Contact classes and evaluation	80.00	61569
03	Course materials	100.00	76962
04	Advertisement charges	25.00	19240
05	Postage and telephone	7.4	5695
06	Books and Periodicals	3.5	2694
07	Miscellaneous	9.95	7657
	Total	660.85	1008599
	Provisions (6%)		60515
	Total		1069114
			Cost per student/ year=Rs.4276

(viii) Quality Assurance Mechanism and Expected Programme Outcomes

1. Quality Assurance Mechanism

The Board of Studies of the University for Public Administration approves and reviews the syllabus, course content, and the Self Learning Material of MA Public Administration offered in the distance mode too.

The quality of the programme will be closely monitored by the Centre for Internal Quality Assurance for the Distance Education Programmes of the University.

2. Expected Programme Outcomes

Towards the end of the programme, students will be able to:

- (i) Develop an ability to teach Public Administration for UG and PG programmes in Colleges and Universities or undertake research leading to MPhil or PhD in Public Administration.
- (ii) Write competitive examinations for securing lucrative jobs as teachers, managers, administrators in government or other public/ private sectors etc.
- (iii) Appreciate importance of working independently and in a team

- (iv) Prepare business plans and projects effectively using quantitative and statistical techniques.
- (v) Develop an understanding of various forms of administration such as finance, HR, project preparation, and management of Local Self Governments, environment, NGOs etc.
- (vi) Develop self-confidence and awareness of general issues prevailing in the society.

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.


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**REGISTRAR
IN-CHARGE**

