Program Project Report for
M.A. Program in Public Administration

I. About the Department

The Department of Public Administration in the Directorate of Distance Education of Madurai Kamaraj University is one of the oldest departments in the Directorate started in late 1975s. The department currently offers both P.G. and U.G programs in Public Administration.

II. Program Overview

The M.A. program in Public Administration at the Directorate is a conventional program focusing on Public Administration, Politics and International Relations. It stresses the development of applied analytic tool skills, advanced cognitive abilities, and topical specialties allowing students to tailor the program to their interest.

III. Objectives of the Program

Graduates are expected to advance in knowledge thereby contributing to society through the application of their academic training.

IV. Program Target Groups

The Program may be structured in a way to attract aspirants of civil services, academia, policy analysis, program evaluation, policy development, decision-making in the public, private, and non-profit sectors at the local, state, national and international levels.

V. Program Requirements

1. Educational Qualification

Any Under-Graduate degree – regular or Distant Education mode, from any recognised university / institutions.

2. Marks required

A student must have passed in his/her Under-Graduate degree.

VI. Degree Overview

The M.A. program intends to be inter/multi-disciplinary scope and content. The various disciplinary background and expertise of faculty of the department would

lend weight to structure the program in inter/multi-disciplinary canvas. This program is driven by three core areas:

1. **Public Administration**
2. **Policy Analysis**
3. **International Relations Region-Specific Research**

VII. Degree Title

M.A. in Public Administration

VIII. Duration of the Program

All students must complete the program within two years. The program is dedicated to maintaining a full year-round program with four semesters. In all the four semester the students may be engaged in mandatory core and optional courses;

IX. Program Structure

The M. A. Program in Public Administration is designed as core and elective course papers; for each semester there may be 3 core papers and one elective paper. There may not be any practical or project preparation as part of this program.

Summary Description

I. First Semester

Course Title	Nature	Credit
Administrative Organisation and Management	core	4
Administrative Thinkers	core	4
Indian Administrative System	core	4
Indian Political Thought	Elective	4

II. Second Semester

Course Title	Nature	Credit
Comparative Public Administration	core	4
Modern Western Governments	core	4
Public Policy Analysis	core	4
Indian Constitution	Elective	4

III. Third Semester

Course Title	Nature	Credit
Public Personnel and Financial Administration	core	4
Development Administration in India	core	4
Global Governance	core	4
Political Ideologies	Elective	4

IV. Fourth Semester

Course Title	Nature	Credit
Local Self Government in India	core	4
International Organizations	core	4
Research Methodology	core	4
Disaster Risk Governance in India	Elective	4

X. Details of Syllabi

Each course has a detailed syllabus structured in terms of Units. The detailed syllabus for all core and optional courses has been attached in the Annexure I.

XI. Time Table for Contact Class & Counseling

The ODL Regulations insists of minimum 60 hours per semester of which 48 hours are for contact class and 12 hours for counseling purpose. The following table demonstrates the time allotment for both contact and counseling totaling 12hours per week; for a semester there may be available 5 months and one round of contact/counseling class per month is enough to achieve the required hours.

Per Week	9.00 – 10.30	10.30 – 12.00	1.00 – 2.30	2.30 – 4.00
Day 1	C1	C2 / Discussion Forum	C3	E1
Day 2	C1	C2 / Discussion Forum	C3	E1

XII. Evaluation Procedures

1. Principles of Evaluation
The rubrics of evaluation of the program will be based on the following principles:

- ➤ Proof of Initiative, Active immersion, Interaction;
- ➤ Use of DIE - Describe, Interpret, Evaluate;
- ➤ Utilizing variety of sources;
- ➤ Analytical Approach.

2. Methods of Evaluation

The students will be assessed by two pronged evaluation methods: (a) Continuous Internal Evaluation; (b) End-of-semester evaluation.

(a) Continuous Internal Evaluation

Aiming to assess values, skills and knowledge imbibed by students, internal assessment is to be done by the concerned faculty-member. It would comprise the following steps:

- ➤ There may be three different modes of continuous internal assessment:

    1. Book Review (BKR)

    2. Preparing Bibliography (BIB)

    3. Writing Assignment (WRA)

- ➤ Components for internal evaluation are to have a time-frame for completion (by students), and concurrent and continuous evaluation (by faculty-members).

- ➤ The evaluation outcome may be expressed either by pre-determined marks

- ➤ The evaluation reports submitted by all the faculty-members are to be reviewed, from time to time, by the Examination Committee under the chairmanship of Director in order to ensure transparency, fair-play and accountability.

- ➤ Following the review by the Examination Committee, the outcome of internal evaluation will be announced or displayed on the Notice Board and / or web-site as per the timeframe or academic calendar.

(b) End-of-semester evaluation

This is to be carried out at the end of first semester, and will aim to assess skills and knowledge acquired by students through class-room interaction. The evaluation can be in the form of written examination, or term paper assignment. Evaluation process should be verifiable and transparent.

Towards this end, the following steps have been adopted:

- ➤ All the students pursuing this program have to undergo external evaluation at the end of first semester as per syllabi;

- ➤ With regard to written examination the internal faculty may associate themselves with the external examiners in the examination process.

- In the case of written examination, the format of question paper is attached in annexure could be moderated by the Examination Committee.
- Answer-books or –sheets are to be 'encoded' (before being passed on to examiner / evaluator, and decoded (before tabulation).

(c) Integration of Continuous and End-of-semester evaluation

The following points have been incorporated for effecting the integration of continuous and end-of-semester evaluation:

- Relational weightage assigned to internal evaluation is 40 percent.
- Relational weightage assigned to end of semester evaluation is 60 percent.
- Following the integration of internal and external evaluations, the results may be expressed in marks
- As soon as the integration of internal and external evaluations has been completed, the results should be announced, in keeping with the academic calendar, to facilitate students' academic or occupational pursuits.

3. Description of Evaluation

This table lists all the assessment components that make up the course assessment, their weightings and the dates at which coursework are due. The table in the module specification indicates the week in which coursework should be submitted but the exact day may be decided by the concerned course instructor. The column headed Qual Mark indicates the particular assignment has to be passed.

Course Title	Marks		
	Internal	External	Total
Core Paper I	25	75	100
Core Paper II	25	75	100
Core Paper III	25	75	100
Optional Paper I	25	75	100
Total Marks			**400**

Assessment type	Description of Program Evaluation	% Weighting	Qual Mark	Week due
CWK	Book Review, Bibliography & Writing Assignment	40%	50%	6-18
EXU	3 hour unseen examination	60%	50%	24

Assessment Type	Description of Internal Evaluation	% Weighting	Qual Mark	Qual Set	Week due
BKR	Book Review	15%	50%		6
BIB	Bibliography	15%	50%		12
WRA	Assignment	10%	50%		18

4. Model Question Paper for End-semester Exam

There will be a 3 hour unseen end-semester examination. The question paper for this exam will be set by the respective course coordinator for core courses and by respective course instructor for optional courses. A model question paper has been attached in Annexure II.

5. Examination Committee

The Director may constitute a Examination Committee consisting of at least two members from the faculty. The Committee will look after the proper and timely completion of internal evaluation and conducting end semester examinations; integrating internal evaluation and end semester evaluation with respective weightage and then final marks.

XII. Program Facilities

1. Library & Documentation Unit

The Directorate has a full-fledged state of the art reference library of standard text and reference books and research journals and well established documentation unit having NSS, NFHS and Census data.

2. Career Development Committee

The Director may constitute a Career Development Committee consisting of at least three faculty members of the Directorate to look after the career opportunities of the students of the program. This Committee may undertake necessary initiatives in enhancing capabilities and skills such as English Language proficiency, computer and documentation skills, and competency in project writing; it may organise, if possible, campus recruitment in collaboration with NGO sector and print and visual media.