

संलग्नक - ५

PROGRAMME PROJECT REPORT



**Master of Arts in Public Administration
(2 Year Programme in Accordance with NEP-2020)**



School of Social Sciences

U. P. Rajarshi Tandon Open University, Prayagraj

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1. Programme's Mission and Objectives

Mission:

The Department of Public Administration aims to emerge as a centre of excellence in the study of administration and governance by generating knowledge relevant to national and global administrative challenges. The programme seeks to equip learners with professional competence, ethical orientation, and research skills, while promoting interdisciplinary and applied research in the field of Public Administration.

Objectives

- To provide comprehensive knowledge of the discipline of Public Administration, including its nature, scope, evolution, theories, concepts, and administrative thought.
- To familiarize students with the structure and functioning of public organizations, administrative systems, and governance institutions at the national, state, and local levels.
- To impart in-depth understanding of Indian Administration, including constitutional provisions, civil services, administrative reforms, and public service delivery mechanisms.
- To develop analytical understanding of public policy formulation, implementation, monitoring, and evaluation in the context of socio-economic development.
- To enhance knowledge of contemporary issues in Public Administration such as good governance, e-governance, decentralization, public accountability, transparency, and administrative ethics.
- To promote research orientation in areas of contemporary relevance including administration, social inclusion, environment and sustainable development, human resource management, and public sector reforms.
- To equip learners with skills and values necessary for careers in public services, academics, research, civil society organizations, and development administration.

2. Relevance of the programme with HEI 'S mission and goals:

U.P. Rajarshi Tandon Open University was established in 1999, this university has a distinctive academic profile that blends itself to rural ethos and modern spirit. It has 24 PG Programmes and 17 U.G. Programmes running under the different Schools in the various faculties ie. Arts, Science, Commerce, Education. University has 12 Regional Centres and also 1509 Study Centres in different Districts of U.P.



M.A. in Public Administration is a two-year postgraduate programme designed with the objective of equipping learners to understand and respond effectively to emerging trends, challenges, and complexities in governance and administration. In congruence with the goals of the University, the programme focuses on developing skilled and competent human resources capable of meeting the administrative and governance needs of society in a globalized environment.

The programme is structured in such a manner that a successful learner is well prepared to pursue higher studies, research, and professional careers, as well as to join executive services, public sector organizations, development agencies, and academia. The course provides ample employment opportunities in various government and non-government organizations, public enterprises, local bodies, policy think tanks, civil society organizations, and international development institutions.

3. NATURE AND PROSPECTIVE TARGET GROUP OF LEARNERS:

Master of Arts in Public Administration Programme is targeted at individuals seeking to obtain a postgraduate degree for employment, higher education, career advancement, and professional development. The programme is designed with the objective of preparing learners to become competent faculty members in higher education institutions, effective government administrators, public officers, and skilled professionals in the field of governance and administration. The programme also aims to develop in future practitioners an in-depth understanding of administrative ethics, public responsibility, and professional values, along with strong analytical and critical thinking abilities required to examine administrative problems and express solutions effectively in practice.

4. APPROPRIATENESS OF PROGRAMME TO BE CONDUCTED IN OPEN AND DISTANCE LEARNING MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE:

Learning Outcomes	Elements of Descriptors	Level 9 (Master of Arts in Public Administration)
LO1	Knowledge and understanding	Advanced knowledge about a specialized field of enquiry with a critical understanding of the emerging developments and issues relating to one or more fields of learning.
LO2	Skills required to perform and accomplish tasks	advanced cognitive and technical skills required for performing and accomplishing complex tasks related to the Public Administration.
LO3	Application of knowledge and skills	Apply the acquired advanced theoretical and/or technical knowledge about a specialized field of

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		enquiry or professional practice and a range of cognitive and practical skills to identify and analyse problems and issues, including real-life problems, associated with the Public Administration .
LO4	Generic learning outcomes	Listen carefully, read texts and research papers analytically and present complex information in a clear and concise manner to different groups/audiences.
LO5	Constitutional, humanistic, ethical and moral values	embrace and practice constitutional, humanistic, ethical and moral values in one's life, adopt objective and unbiased actions in all aspects of work related to the chosen fields/subfields of study and professional practice.
LO6	Employment ready skills, and entrepreneurship skills and mindset	adapting to the future of work and responding to the demands of the fast pace of technological developments and innovations that drive shift in employers' demands for skills, particularly with respect to transition towards more technology-assisted work involving the creation of new forms of work and rapidly changing work and production processes.

5. Instructional Design:

- **2-Year M.A. in Public Administration Programme Structure**

The University follows the credit system in all its programmes. One credit is equal to 30 hours of learner's study time which is equivalent to 15 lectures in conventional system. To earn a Master's Degree; a learner has to earn 80 credits in minimum four semesters (two years) with 20 credits per semester. For earning 80 credits, a learner has to go through the following Programme Structure.

Programme Structure of M.A in Public Administration under NHEQF

Level	Year	Sem.	Core Course-1	Core Course-2	Core Course-3	Core Course-4	Viva-Voce/ Research Project/ Dissertation	Total Credit
8	1	First	4	4	4	4	4	20
		Second	4	4	4	4	4	20
9	2	Third	4	4	4	4	4	20
		Fourth	4	4	4	4	4	20

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Total Credit	16	16	16	16	16	80
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- **Explanation of terms used for categorization of courses:**
 - A. **Course 1 to 4:** A course, which should compulsorily be studied by a learner as a core requirement is termed as a Core course.
 - B. **Dissertation:** A course designed to acquire special/advanced knowledge, such as supplement study/support study to a dissertation, and a learner studies such a course on his own with an advisory support by a counsellor/faculty member.
- **Course curriculum:** The details of syllabus are given in Appendix-I
- **Language of Instruction:** Hindi/English. However, learner can write assignment and give Term End Examination (TEE) either in Hindi or English.
- **Duration of the Programme:**

Minimum duration in years: 02 Maximum duration in years: 04
- **Faculty & Support Staff:** Director (1), Assistant Professor Contratual (3) and support staff (2)

6. Procedure for admissions, curriculum transaction and evaluation

1. Admission Procedure

- (a) the detailed information regarding admission will be given on the UPRTOU website and on the admission portal. Learners seeking admission shall apply online.
- (b) Direct admission to 2-year M.A. (Public Administration) program is offered to the interested candidates.
- (c) **Eligibility:** Bachelor degree in any stream.
- (d) **Medium of Instruction:** Hindi/English.

2. **Programme Fee:** Rs. 8000/- per year. The fee is deposited through online admission portal only.

3. Evaluation

The evaluation consists of two components: (1) continuous evaluation through assignments, and (2) term-end examination. Learner must pass both in continuous evaluation as well as in the term-end examination of a course to earn the credits assigned to that course. For each course there shall be one written Terminal Examination. The evaluation of every course shall be in two parts that is 30% internal weightage through assignments and 70% external weightage through terminal exams.

a) Theory course Max. Marks

Terminal Examination- 70
Assignment - 30
Total 100

292

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(b) Practical course: Max. Marks

Terminal Practical Examination 100

The following 10-Point Grading System for evaluating learners' achievement is used for CBCS programmes:

10-Point Grading System in the light of UGC-CBCS Guidelines

Letter Grade	Grade Point	% Range
O (Outstanding) 100- 91	10	
A+ (Excellent)	9	91-100
A (Very Good)	8	81-90
B+ (Good)	7	71-80
B (Above Average)	6	61-70
C (Average)	5	51-60
P (Pass)	4	41-50
NC (Not Completed)	0	36-40
Ab (Absent)	0	0-35
Q	Qualified	----
NQ	Not Qualified	Applicable only for Non-Credit courses

Learner is required to score at least a 'P' grade (36% marks) in both the continuous evaluation (assignments) as well as the term-end examination. In the overall computation also, learner must get at least a 'P' grade in each course to be eligible for the M.A. degree.

Computation of CGPA and SGPA

(a) Following formula shall be used for calculation of CGPA and SGPA

For jth semester $SGPA (S_j) = \frac{\sum (C_i * G_i)}{\sum C_i}$	where, C_i = number of credits of the i th course in j th semester G_i = grade point scored by the learner in the i th course in j th semester.
$CGPA = \frac{\sum (C_j * S_j)}{\sum C_j}$	where, S_j = SGPA of the j th semester C_j = total number of credits in the j th semester

The CGPA and SGPA shall be rounded off up to the two decimal points. (For e.g., if a learner obtained 7.2345, then it will be written as 7.23 or if s(he) obtained 7.23675 then it will be written as 7.24) CGPA will be converted into percentage according to the following formula Equivalent Percentage = $9.5 * CGPA$.

(b) Award of Division

The learner will be awarded division according to the following table:

Division	Classification
1st Division	6.31 or more and less than 10 CGPA
2nd Division	4.73 or more and less than 6.31 CGPA
3rd Division	3.78 or more and less than 4.73 CGPA

7. Requirement of the laboratory support and Library Resources:

The practical sessions are held in the science laboratories of the Study Centre. In these labs, the learner will have the facility to use the equipment and consumables relevant to the syllabus. The SLM, supplementary text audio and video material of the various courses of the program is available through the online study portal of the University. The University also has a subscription



of National Digital Library to provide the learners with the ability to enhance access to information and knowledge of various courses of the programme.

8. Cost estimate of the programme and the provisions:

2-year M.A. programme consists of 19 theory courses and 01 research activity. Each course is of 4 credits, comprising approximately 15 units. Out of 19 theory courses, Self Learning Material (SLM) of 3 theory courses is already developed. The total approximated expenditure on the development of remaining 16 courses is:

S.N.	Item	Cost per Unit (writing & Editing)	Total Cost (Rs)
1	Total Units of 16 papers=240 units	As per University rules 5000/-per unit	1200000/-
2	Editing per unit 2500/--Total 240 unit	As per University rules 2500 per unit	600000/-
Total			1800000/-

9. Quality assurance mechanism and expected programme outcomes

(a) **Quality assurance mechanism:** The program structure is developed under the guidance of the Board of studies/Expert Committee comprising external expert members of the concerned subjects followed by the School board. The program structure and syllabus is approved by the Academic Council of the University. The course structure and syllabus is reviewed time to time according to the feedback received from the stakeholders and societal needs. The Centre for Internal Quality Assurance will monitor, improve and enhance effectiveness of the program through the following:
Annual academic audit

- ✓ Feedback analysis for quality improvement
- ✓ Regular faculty development programs
- ✓ Standardization of learning resources
- ✓ Periodic revision of program depending upon the changing trends by communicating to the concerned school

(b) Expected programme outcomes (POs)

Knowledge and understanding	PO1	Demonstrate a fundamental/coherent understanding of the academic in all disciplines of Public Administration , its different learning areas and applications, and its linkages with related disciplinary areas/subjects
Skills related to specialization	PO2	Employ critical thinking and the scientific knowledge to design, carry out, record and analyze the results of Public Administration experiments
Application of knowledge and skills	PO3	Identify and apply appropriate principles and methodologies to solve different types of problems with well-defined solutions.

AC

CB

B

ESM

Q

	PO4	Equip learners to face the employment challenges and build confidence to turn into entrepreneur and also step into research career.
Generic learning outcomes	PO5	Generation of new scientific insights or to the innovation of new applications of Public Administration research
	PO6	The learners will improve their competencies on par with their counterparts in premier institutions across the nation.

Newly Introduced programme: Yes	
Programme:	Master of Arts in Public Administration
Year:	First Introduction year: 2026



U.P. Rajarshi Tandon Open University, Prayagraj

Detailed Programme structure & syllabus
Proposed Course Structure

APPENDIX-I

M.A. Programme: Subject Name: Public Administration

Semester/ Year	Paper code	Paper Name	Credit
First semester / 1st Year	MAPA-101	आधुनिक शासन: सिद्धांत एवं व्यवहार (Modern Government: Theories & Practices)	4
	MAPA-102	लोक प्रशासन के सिद्धांत एवं उपागन (Public Administration Principles and Approaches)	4
	MAPA-103	प्रशासनिक विचारक (Administrative Thinkers)	4
	MAPA-104	भारतीय प्रशासन - I (Indian Administration - I)	4
	MAPA-105	शोध प्रविधि (Research Methodology)	4
Second Semester/ 1st Year	MAPA-106	मानव ससाधन प्रबंधन (Human Resource Management)	4
	MAPA-107	सार्वजनिक वित्तीय प्रबंधन (Public Financial Management)	4
	MAPA-108	भारतीय प्रशासन-II (Indian Administration - II)	4
	MAPA-109	लोक नीति (Public Policy)	4
	MAPA-110	राजनीतिक विचार एवं संस्थाएँ (Political Ideas and Institutions)	4
Third Semester/ 2nd Year	MAPA-111	कार्मिक प्रशासन (Personnel Administration)	4
	MAPA-112	तुलनात्मक और विकास प्रशासन (Comparative and Development Administration)	4
	MAPA-113	समाज कल्याण प्रशासन (Social Welfare Administration)	4
	MAPA-114	भारत में स्थानीय शासन (Local Governance in India)	4
	MAPA-115	मानवाधिकार (Human Rights)	4
Fourth Semester/ 2nd Year	MAPA-116	सुशासन में मुद्दे (Issues in Good Governance)	4
	MAPA-117	प्रशासनिक कानून (Administrative Law)	4
	MAPA-118	आपदा प्रबंधन एवं सतत विकास (Disaster Management and Sustainable Development)	4
	MAPA-119	कॉर्पोरेट शासन (Corporate Governance)	4
	MAPA-120	शोध प्रबंध (Dissertation)	4
		Total Credit :	80

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