

M.A. in Public Administration
Semester System Based on CBCS Course
(Two Years Full Time Schedule)

COURSE CONTENTS

(Effective from the Academic Year 2017-18 onwards)



DEPARTMENT OF PUBLIC ADMINISTRATION

MOHANLAL SUKHADIA UNIVERSITY

UDAIPUR (RAJ.)

DEPARTMENT OF PUBLIC ADMINISTRATION

MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

M.A. - PUBLIC ADMINISTRATION (CBCS) 2017

- 1. Duration of the Course:** The Master of Arts (Public Administration) course will be of four semester and Choice Based Credit System Scheme in Masters Degree duration to be conducted in two years. Each semester will be of approximately five months (minimum 90 working days in a semester) duration.
- 2. Eligibility:** Candidates seeking admission to the first semester of Master of Arts in Public Administration must have a B.A. or an equivalent degree with 48% marks.
- 3. Admission:** Admission will be made on Merit Basis.
- 4. Course Structure: - see attached.**

Scheme of instruction:

Each semester will be of five months (90 working days) duration. Instruction in each paper is divided into Lectures and Tutorials.

5.1 Theory: Class room instructions as per lecture schedule announced at the beginning of the course.

5.2 Tutorials: Tutorials will be conducted for following.

- To give class room instructions in topics already covered in lectures but students require detailed explanation/examples;
- Working out problems, program etc. to make students understand the topics;
- Quiz to get feed back on understanding of the students in a topic.

5.3 Seminar: Students are required to give one seminar in each semester in each paper (10 to 15 minutes) using Audio visual aids. They will be required to submit detailed written work on the seminar topic. Each teacher giving instructions to the students will be giving one lecture each in each semester to provide latest developments, techniques etc. Attendance in all the seminars by

the students is compulsory. Marks proportionate to their absence will be deducted from seminar component of the internal marks.

5.4 Assignments: Teachers will give regular assignments to the students to assess their grasp of the topics. Students will be required to complete the same within the stipulated period.

5.5 Projects: Each student will be required to carry out a project in the last semester in lieu of a compulsory paper. Only the projects submitted by the candidates as per following guidelines will be evaluated.

- a) Project to be selected by the student at the end of third semester
- b) Progress report must be submitted through supervisor
- c) Project must be submitted before the prescribed last date.
- d) Candidates are required to make a presentation of their project work during their project examination
- e) Students whose projects are graded as unsatisfactory will be given one more chance to undertake another project under another supervisor,
- f) The project work of the candidates whose progress report is not submitted will be considered as incomplete and may be terminated within two weeks from the prescribed due date.
- g) Students will be allowed to undertake project works only at the *bonafide* organizations.
- h) Examination of the project work will be conducted by a committee consisting of one internal examiner and one external examiner.

5. ATTENDANCE:

Regular attendance of the student is an important factor in the semester system. No candidate will be allowed to appear in the End Semester Examination as a regular student unless he/she has attended the course regularly.

6.1 Regular 100% attendance is expected of all students for every course in theory and seminar. Hence attendance is compulsory and will be monitored in the semester and students will be informed at the end of the month and end of semester.

6.2 A maximum of 25% absence for the attendance may be condoned only on valid grounds such as illness, death in family or other emergency beyond students control and approved by the Head of the Department/Course Director. Sanctions are to be taken within a week after joining.

6.3 For students participating in Sports/Cultural event/NCC/NSS, etc. camps during a semester the maximum number of days of absence shall not exceed 8 days. Any waiver in this context shall be on the recommendation of the concerned authority and the student will be required to apply in advance for the leave to the Head/Course Director through Faculty Advisor/Course Co-coordinator.

6.4 If a candidate is absent from the semester classes for a period of more than one week without prior notice, admission of the candidate in the course will be terminated automatically. If a candidate is absent due to medical reason, the same must be intimated to the Head/Course Director well in time. However, he/she will not be entitled for any exemption from the attendance requirements of the semester

6.5 If attendance of a candidate in a paper is less than 75%, his/her internal assessment will be marked zero and a candidate may be allowed to appear in those papers in which his/her attendance is less than 75% subject to the condition that **NR** will be marked in these papers to indicate “attendance is short so declared as Not Regular”.

6. Examination scheme:

7.1 University shall conduct examinations only after completion of instructions as per course structure of each semester. External examination may be conducted on consecutive working days without any gap.

7.2 Each theory paper shall be of 100 marks (75 marks for written examination of 3-hrs duration and 25 marks for internal assessment).

7.3 The question paper for end semester examination shall consist of three parts. Part-A will be of 10 marks and will contain ten short answer type questions for which answer must be provided within 35 words for each. Each question will carry 1 mark. Part-B will be of 35 marks and consist of five questions (which requires answers in 250 words for each), one from each unit with internal choice. Each question will be of 7 marks. Part C will be of 30 marks and consist of four long answer type questions (500 words each) out of which candidates will be required to answer two. Each question will be of 15 marks.

7. Internal evaluation scheme to award internal marks

8.1 Assignments: 40% of the internal assessment marks for each theory paper will be awarded on the basis of the performance in the assignments regularly given to the students.

8.2 Internal examination: 40% of the total internal assessment marks for each theory paper will be awarded on the basis of the performance in two written examination conducted by the faculty, one at the end of every six weeks.

8.3 Seminar & Oral examination: 20% of the total internal assessment marks for each paper will be awarded on the basis of the performance in a seminar and Internal viva examination. This will be in addition o internal assessment as mentioned in para 8.1 At least one Internal Viva -Voice examination per paper will be conducted by a committee consisting of local examiners preferably during internal examination.

Note: Candidate who attends less than seventy five percent of the total classes conducted in a paper will not be permitted to appear in Internal Assessment.

8.4 Students are required to keep record of the assignments, Seminars and answer books of the internal examinations and present them at the end of the semester to the Advisory Board of the course. The attendance and performance sheet of each student will be examined by the Board. The internal marks awarded by the teacher will be moderated by the Board if necessary.

8.5 If a student has undertaken project work but failed to submit Project report before the prescribed date for submission, he/she shall be declared failed in IV semester. However he/she will be allowed to submit the same whenever next Semester examination is conducted and internal marks will be carried over.

8.6 If the project work of a student is found unsatisfactory or he/she is not carried out the project work he/she will be declared failed in the IV Semester examination and shall not be eligible for award of M.A. degree. Such students will be given one more chance within one year provided they undertake a fresh project work as per rules. Internal marks if any awarded shall be treated as cancelled and student will be required to undergo fresh internal examination as per rules

8. Minimum passing marks and criteria for promotion to next higher semester

9.1 The minimum marks for passing a semester shall be 36% in each paper and 48% marks in the aggregate.

9.2 A candidate may be promoted to the next semester if he or she has secured at least 36% marks in each paper but has failed to secure 48% marks in aggregate. He/she shall be required to appear in one or more of the papers as and when these papers are offered again by the University so as to satisfy the passing criteria laid in 9.1.

9.3 A candidate may be promoted to the next semester if he/she has secured at least 36% marks in four papers prescribed in the first semester, provided that aggregate of marks in all papers together is at least 48%. Such candidate shall be required to appear in papers in which he/she has secured less than 36% marks when these courses are offered again so as to satisfy the passing criteria laid down in 9.1

9.4 A candidate failing to satisfy the criteria 9.1, 9.2 and 9.3 for promotion to next higher semester shall be required to rejoin the semester in which he/she has failed to satisfy the above criteria, if otherwise eligible in accordance with the University regulations laid in this regard.

9.5 In case, result of a semester is not declared by the university, before the starting of the next higher semester, the students who have appeared in all the papers in the semester will be allowed to attend the class of the next higher semester at their own risk. Candidates who are not eligible to be promoted to the next higher semester will have to leave that semester.

9.6 If a candidate whose attendance is less than 75% in a paper is allowed to appear in the theory papers in the End Semester Examination, his or her Internal marks in the paper will be set to zero and "NR" will be marked against the paper in which his/her attendance is less than 75%.

9. RESULT

At the end of final examination the candidates eligible for the award of M.A. Degree in Political Science shall be classified on the basis of the marks obtained in the first, second, third and fourth semester examination taken together, as follows:

a) First Division with distinction:

75% or more marks in the aggregate provided the candidate has passed all the papers and examination in the first attempt.

b) First Division

60% or more marks but fails to satisfy criteria being classified as first division with distinction laid in 10 (a)

C) Second Division

All other than those included in 10 (a) and (b) above.

A candidate must pass the M.A. examination within three years of the initial admission to the first semester of the course.