

**HIMACHAL PRADESH UNIVERSITY**  
**(NAAC ACCREDITED "A" GRADE UNIVERSITY)**  
**DEPARTMENT OF PUBLIC ADMINISTRATION,**  
**SUMMER-HILL, SHIMLA-171005.**



**MASTER OF ARTS**  
**IN**  
**PUBLIC ADMINISTRATION**

**Revision of CBCS for M.A. Public Administration**  
**Syllabus as per Himachal Pradesh University**  
**Regulations-2022.**

### Annexure-I

**Himachal Pradesh University**  
(NAAC Accredited 'A' Grade University)

**Department of Public Administration**

**Norms, structure and programme content in Master of Arts (Public Administration) w.e.f  
Academic session 2022-23 as per CBCS norms and Himachal Pradesh University Regulations-2022  
Approved in PG Board of Studies held on 17<sup>th</sup> Nov. 2022**

M.A. Public Administration course consists of sixteen Courses (DSC-12, DSE-2 and GE-2. AEC (Non CGPA) The students have to qualify all the papers to complete the course in Public Administration.

#### Scheme of the Course Division

Semester	Subject Code	Type
Semester I	DSC-MPUB101 to 104	All Compulsory
Semester II	DSC- MPUB 201 to 203	All Compulsory
	GE- MPUB 204	Compulsory (Inter-departmental)
Semester III	DSC- MPUB 301 to 303	Compulsory
	DSE I- MPUB 304 to 306	Optional (students have to opt any one out of the three courses)
	AEC-MPUB 307	AEC (Ability Enhancement Course (Non CGPA)
Semester IV	DSC- MPUB 401 to 402	Compulsory
	DSE II- MPUB 403 to 405.	Optional (students have to opt any one out of the three options)
	GE- MPUB -406	Compulsory (Inter-departmental)

#### Note:

- MA in Public Administration shall comprise of total 92 credits (DSC-72 credits; DSE-12 credits & GE-8 credits).
- The DSE courses 304 to 306 (Semester III) and 403 to 406 (Semester IV) are internal choice based. The students have the choice to select any one of them respectively or opt for a Dissertation.
- Students are required to take two Courses (i.e. in II & IV semesters) offered by other Departments under the Scheme of Generic Elective (Interdisciplinary Choice Based Courses from other Departments). These courses shall be of 4 credits each.
- Students are required to pass AEC(Non CGPA ) in III sms and it shall have to be passed by all students,
- The **Marks Scheme** for each course: Total Marks-100 (Theory 80, Internal Assessment 20). The Internal Assessment for Department shall comprise of Assignment-5marks; Mid-term test -10 marks and Attendance-05 marks. The Internal Assessment for ICDEOL candidates shall comprise of 20 marks for assignment and will be assessed by teachers of the ICDEOL on the basis of assignment for each paper submitted by the candidate.
- The **Marks Scheme** for each course: Total Marks-100 (Theory 80, Internal Assessment 20).

- The Internal Assessment shall comprise of Continuous Comprehensive Assessment(CCA):20 marks and (Attendance-05 marks, Mid-termtests-10 marks and Seminar/Assignment-05 marks)
- A student shall have to secure at least 40 percent marks in each paper (theory as well as internal assessment) to qualify the examination.

**Course Evaluation (Evaluation of the Students)**

All courses (Core and Elective) involve an evaluation system of students that has the following two components:-

- a. **Continuous Comprehensive Assessment (CCA)** accounting for 20 percent of the final grade that a student gets in a course.
- b. **End-Semester Examination (ESE)** accounting for the remaining 80 percent of the final grade that the student gets in a course.
- (i) **Continuous Comprehensive Assessment(CCA)**:This would have the following components:
  - (a) **Classroom Attendance** – Each student will have to attend a minimum of 75% Lectures /Tutorials / Practicals. A student having less than 75% attendance will not be allowed to appear in the End-Semester Examination (ESE).
    - Provided that those having between 65% to 74% attendance will apply for exemption in a prescribed form accompanied by clear reason(s) for absence to the authorized functionaries.
    - Provided that those having between 50% and 64% attendance will apply for exemption in a prescribed form accompanied by a Medical Certificate from a Government Hospital.
    - Provided that exemption from 75% attendance will be given to those participating in prescribed co-curricular activities (e.g. NCC, NSS, Youth Festivals, Sports etc.) to the extent of 25% (making the necessary attendance as 50% in these cases). However, the claim for this exemption should be supported by authenticated certificate from the concerned college/ University authorities.
    - Provided further that those getting the exemptions, except for those getting exemptions for co-curricular activities will not be entitled for getting the CCA marks for classroom attendance as given below.

Those having greater than 75% attendance (for those participating in Co-curricular activities, 25% will be added to percent attendance) will be awarded CCA marks as follows:-

**Distribution of marks according to class Attendance**

Sr. No.	Percentage of Attendance	Marks
1.	75% to 80%	1
2.	80% to 85%	2
3.	85% to 90%	3
4.	90% to 95%	4
5.	>95%	5

**NOTE:** If a student is not permitted to appear in the ESE due to shortage of attendance beyond the exemption limit(i.e.<50% attendance),he /she shall be deemed to have ‘dropped’ the course. However, such candidate, on his/her written request to be made immediately, can be permitted to redo the missed

semester after completing the rest of the programme or whenever the course is offered subsequently. This redoing would mean complete course including CCA and ESE.

(b) **Mid-Term (Minor) Tests:** There will be at least one mid-term test to be conducted after the completion of at least 50% syllabus.

(c) **Seminar/Assignment–**

The student shall be asked to participate in seminars/prepare assignments/write term paper etc. that the course teacher gives to the students. At least one such seminar/assignment/term paper will have to be done for each course in a semester.

For the Correspondence Courses and Distance Education Courses (through the ICDEOL of HPU) it will be through assignment.

The division of marks for Continuous Comprehensive assessment (CCA) shall be as under:

a. Attendance	5 marks
b. Mid-term tests	10 marks
c. Seminar/Assignment	5 marks

(ii) **End-Semester Examination (ESE):** The 80 percent of the final grade of the student in a course will be on the basis of an end-semester examination (ESE) that will be of three hours duration and cover the whole syllabus of the course.

#### **Assignment for Regular Students**

The teacher can choose any options as assignment to achieve the course outcomes. The Choice of components and weightage assigned to each component must be communicated to students at the beginning of the semester. One of the component must have focus on critical analysis and application of concepts taught in the class.

Sr. No.	Component
1	Written Assignments
2	Case discussions
3	Term Papers
4	Viva voce
5	Student Seminar
6	Individual and group Presentation
7	Extempore
8	Group discussion
9	Quiz
10	Role Play
11	Surprise test
12	Test
13	Class participation & Conduct

- The Internal Assessment for ICDEOL candidates shall comprise of 20 marks for assignment and will be assessed by teachers of the ICDEOL on the basis of assignment for each paper submitted by the candidate.
- For Private students Total Marks-100

- A student shall have to secure at least 40 percent marks in each paper (32 marks in theory & 8 marks in internal assessment) to qualify the examination.

**Instructions for the Question Paper Setter:**

- (i) Evaluation of this course will be done through two stages. The first stage evaluation shall comprise of 20 marks (Internal Assessment) to be completed at the department level. At the second stage there will be annual examination of 80 marks. The theory paper shall consist of 80 marks.

**Note:** The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment/assignment of 20 marks for Regular & ICDEOL candidates respectively. For private candidates the question paper will be of 100 marks. The candidate shall attempt five questions in all (one compulsory & one each from four units). The compulsory question shall comprise of four short answer type questions (in the form of notes) covering the whole syllabus, to be answered in 200-250 words each. Each short answer type question shall carry 4 marks for Regular & ICDEOL candidates and 5 marks each for Private candidates. Rest of the paper shall contain four units, each unit having two questions out of which the candidate is required to attempt one question. Each question for the units will carry 16 marks for Regular & ICDEOL candidates and 20 marks for Private candidates. Time allowed will be 3 Hours.

**Scheme of Maximum Marks :-**

	Credits
<b><u>Theory</u></b> <b>Total Marks= 80(Regular &amp; ICDEOL students)</b> <b>Pass Marks= 32</b> <b>Total Marks = 100 ( Private Students)</b> <b>Pass Marks = 40</b>	5
<b><u>Tutorial</u></b>	1
<b><u>Total</u></b>	6
<b><u>Internal Assessment: for Regular Students.</u></b> <b>Total Marks = 20 Marks</b> <b>Pass Marks = 08 Marks</b> <b>Assignment = 05 Marks</b> <b>Attendance/Semina = 05 Marks</b> <b>Mid Term Test = 10 Marks</b> <b>Total = 20 Marks (for regular candidates.</b> <b><u>Internal Assessment : for ICDEOL Students :</u></b> <b>Total Marks = 20 Marks</b> <b>Pass Marks = 08 Marks</b> <b>Note: Candidates shall be assessed for 20 marks on the basis of assignment submitted by the candidates.</b>	

**Regular&ICDEOL Students:**Q. 5 x 16 = Theory : 80 marks + IA : 20 =100.

**Private Students:**Q. 5 x 20= Theory : 100 marks.

**Course Divisions (L+T)**

Sr.No.	Divisions (L+T)	Credits
1.	Theory (5 hours per week per course)	5
2.	Tutorials (1 hour per week) (Seminars/Presentations/Group Discussions/Quiz/Assignments)	1
3.	Total Credits	6

**M.A. Public Administration under CBCS : (SEMESTER-I)**

Sr. No.	Course Code	Title of the Paper	Credits	Theory Contact Hours (L-5 hrs./Tut.-1 hr. per week)		Marks Scheme	
	DSCs			Lectures (Credits)	Tutorial	Theory	Internal Assessment
1.	MPUB 101	Introduction to Public Administration	6	5	1	80	20
2.	MPUB 102	Administrative Thinkers	6	5	1	80	20
3.	MPUB 103	Indian Administration	6	5	1	80	20
4.	MPUB 104	Financial Administration	6	5	1	80	20
		Total	24	20	4	Total Marks - 100	

**SEMESTER-II**

Sr. No.	Course Code	Title of the Paper	Credits	Theory Contact Hours (L-5 hrs./Tut.-1 hr. per week)		Marks Scheme	
	DSCs			Lectures (Credits)	Tutorial	Theory	Internal Assessment
1.	MPUB 201	Sustainable Development Administration	6	5	1	80	20
2.	MPUB 202	Administrative & Constitutional Law	6	5	1	80	20
3.	MPUB 203	Personnel Administration & Human Resource Management	6	5	1	80	20
4.	MPUB204(GE-I)	Right to Information	4	4	-	80	20
		Total	22	19	3	Total Marks - 100	

**SEMESTER-III**

Sr. No.	Course Code	Title of the Paper	Credits	Theory Contact Hours (L-5 hrs./Tut.-1 hr. per week)		Marks Scheme	
	DSCs			Lectures (Credits)	Tutorials		
1.	MPUB 301	Digital Governance and Emerging issues in Public Administration	6	5	1	80	20
2.	MPUB 302	State & Local Governance	6	5	1	80	20
3.	MPUB 303	Research Methodology & Research Ethics	6	5	1	80	20
4.	MPUB 304-306 Any one from given three options <b>(DSE-I)</b>	304. International Administration 305. Public Sector Management & Administration 306. Industrial Relations & Labour laws	6	5	1	80	20
5.	MPUB 307 <b>AEC</b> (Ability Enhancement Course (Non CGPA))	307. Skills and Techniques of Administration.	4	4	-	80	20
		Total	24	20	4	Total Marks - 100	

**SEMESTER-IV**

Sr. No.	Course Code	Title of the Paper	Credits	Theory Contact Hours (L-5 hrs./Tut.-1 hr. per week)		Marks Scheme	
	DSCs			Lectures (Credits)	Tutorial	Theory	Internal Assessment
1.	MPUB 401	Public Policy & Governance	6	5	1	80	20
2.	MPUB 402	Ethics in Governance	6	5	1	80	20
3.	MPUB 403-405 Any one from given three options <b>(DSE-II)</b>	403. Disaster Management Techniques 404. Comparative public Administration 405. Dissertation/Field Based Project Report.	6	5	1	80	20
4.	MPUB -406 <b>(GE-II)</b>	Basics of Public Administration	4	4	-	80	20
		Total	22	19	3	Total Marks - 100	

**Total Courses:** 16 (DSC-12; DSE-2; GE-2; AEC Non CGPA).

**Total Credits:** 92 (DSC-72 credits; DSE-12 credits; GE-8 credits)

**Abbreviations Used:** C=Compulsory; L=Lectures; S=Semester; E=Elective; Tut.=Tutorials;  
MPUB=M.A. in Public Administration; Opt.=Open Choice/Optional Course; DSC=Discipline Specific Core/Compulsory; DSE=Discipline Specific Elective; GE=Generic Elective-open to students of other Discipline ; AEC=**Ability Enhancement Course (Non CGPA)**.