

Centre for Distance and Online Education

Jamia Millia Islamia

New Delhi-110025

Programme Project Report

MASTER OF ARTS (PUBLIC ADMINISTRATION)

1. Programme's Mission and objectives

Mission:

Centre for Distance and Online Education has introduced the M.A-Public Administration (distance and online mode) Programme, keeping in mind the heterogeneous nature and varied needs of that section of our society which for some reason or the other has missed or has not had the opportunity for further studies in conventional colleges or universities, or belong to far flung areas or to the deprived sections of the society. This Programme caters to develop human resource as well as enhance understanding and bring in self- enrichment. It aims at equipping students with the latest information on the scope and development of Public Administration. The aim of the Masters Programme is to provide a comprehensive knowledge about Public Administration.

Objectives:

- To provide foundational and advanced knowledge of public administration
- To develop critical thinking, analytical ability, and problem-solving skills.
- To prepare learners for administrative positions in corporate and public sectors.
- To enhance communication, leadership, teamwork, and decision-making skills.
- To promote employability and self-employment opportunities in diverse sectors.

- To align curriculum with industry requirements and global business standards.

2. Relevance of Programme with HEI Mission and Goals

The MA programme is strongly aligned with the mission of Jamia Millia Islamia, which emphasizes inclusive education, academic excellence, and nation-building.

- The programme expands access to higher education for diverse and underserved learners.
- It supports the vision of digital and flexible learning under ODL/Online mode.
- It contributes to skill development initiatives and employability enhancement.
- It strengthens the institution's commitment to lifelong learning and accessibility.
- It bridges the gap between academic knowledge and industry expectations.

3. Nature of Prospective Target Group of Learners

The programme is designed for a diverse group of learners including:

- Graduates seeking education in administration.
- Working professionals aiming for career advancement.
- Learners from rural and urban backgrounds.
- Women learners seeking flexible education opportunities.
- Economically weaker sections and marginalized groups.
- The programme ensures inclusivity, accessibility, and flexibility to support lifelong learning.

4. Appropriateness of Programme for ODL/Online Mode

The MA programme is highly suitable for ODL/Online delivery due to its conceptual and applied nature.

- Public Administration subjects can be effectively taught through digital

platforms and case studies.

- Flexible learning allows students to balance study with work and personal
- responsibilities.
- LMS-based delivery supports structured and interactive learning.
- Continuous assessment enhances learning outcomes.
- The programme focuses on practical skills such as communication, decision-making, and analysis of administrative work.
- It meets academic, professional, and industry standards required in modern
- business environments.

5. Instructional Design

The instructional design of the programme includes:

Curriculum Structure:

- The M.A. programme in Public Administration consist of 4 semesters over a period of 2 years with each semester consisting of 5 papers.
- Each semester will have 5 compulsory papers with a total of 20 papers being offered over 4 semesters.
- M.A. fourth semester consist of 4 compulsory papers and one Project and Viva-Voce exam.
- Each paper is divided into 3 units. Each theory paper carries 25 marks for the mid-semester internal assessment and 75 marks for the end of semester exam, which is subjective and of three hours' duration.
- An updated reading list is provided to the student by their respective subject teachers at the beginning of each semester.
- The first two semesters have CBCS papers and the last two semesters have CBCS along with Ability Enhancement and Skill Enhancement papers.

	FIRST SEMESTER					
S.NO	COURSE CODE	COURSE NAME	CRE DITS	THEORY	ASSIGNMENT	TOTAL
1	DMPAS- 101	Contemporary Political	4	75	25	100
2	DMPAS-102	Public Administration and Governance: Concepts and Theories	4	75	25	100
3	DMPAS-103	Administrative Thinker I	4	75	25	100
4	DMPAS- 104	Public Policy	4	75	25	100
5	DMPAX-1.1 (CBCS)	Ethics in Governance	4	75	25	100
	TOTAL		20	375	125	500
	SECOND SEMESTER					
S.NO	COURSE CODE	COURSE NAME	CRE DITS	THEORY	ASSIGNMENT	TOTAL
1	DMPAS-201	Indian Political System: Constitution and Institution	4	75	25	100
2	DMPAS-202	Personnel Administration with Special Reference to India	4	75	25	100
3	DMPAS-203	Administrative Thinker II	4	75	25	100
4	DMPAS- 204	Organizational Behaviour	4	75	25	100
5	DMPAX-201 (CBCS)	Comparative Public Administration	4	75	25	100
	TOTAL		20	375	125	500

	THIRD SEMESTER					
1	DMPAS-301	Indian Administration: Structure and Processes	4	75	25	100
2	DMPAS-302	Financial Administration in India	4	75	25	100
3	DMPAS-303	Rural and Urban Government in India	4	75	25	100
4	DMPAX- 304 (CBCS)	Disaster Management in India	4	75	25	100
5	DMPASX- 304 (AECC)	Office Management and Administrative Improvement	4	75	25	100
	TOTAL		20	375	125	500
	FORTH SEMESTER					
1	DMPAS-405	Corporate Governance	4	75	25	100
2	DMPAS-406	Development Administration in India	4	75	25	100
3	DMPAS- 408	Project and Viva Voice	4	75	25	100
4	DMPAX- 401	Political Economy of Development in India	4	75	25	100
5	DMPAS-407	Administrative Law	4	75	25	100
	TOTAL		20	375	125	500

Teaching-Learning Methods:

- Self-Learning Materials (SLMs)
- Online lectures and webinars
- Video tutorials and recorded lectures
- Case studies, assignments, and project work

Learning Management System (LMS):

- Google Classroom as a central platform for content delivery
- Student-teacher interaction
- Assignment submission and evaluation

Credit System:

- Credit-based curriculum aligned with UGC guidelines

Student Support:

- Academic counselling sessions
- Mentoring and doubt-clearing sessions
- Digital library and e-resources

6. Admission, Curriculum Transaction and Evaluation Admission Policy:

- Minimum eligibility: graduation or equivalent from a recognized board
- Merit-based admission as per university guidelines
- Reservation policy as per Government of India norms
- Transparent fee structure

Curriculum Transaction:

- Delivered through LMS, printed materials, and online sessions
- Academic calendar for structured learning
- Regular interaction between learners and faculty

Evaluation System:

- Internal Assessment: Assignments, quizzes, projects
- University Examination (UE)
- Practical/project evaluation where applicable
- Grading system as per university norms

7. Laboratory Support and Library Resources

- CDOE library (journals, books, case studies)
- Study materials in print and digital formats

8. Cost Estimate of the Programme

The financial structure of the programme includes:

- Curriculum and content development cost
- LMS development and maintenance cost
- Faculty and academic counsellor remuneration
- Student support service cost
- Examination and evaluation cost
- Administrative and operational expenses

The programme is designed to remain cost-effective while ensuring high-quality education delivery.

Programme Fee: Rs. 11000/ annum to be paid at the beginning of each academic year

9. Quality Assurance Mechanism and Expected Programme**Outcomes Quality Assurance Mechanism:**

- Monitoring by Internal Quality Assurance Cell (IQAC)
- Regular curriculum review and updates
- Feedback from learners, faculty, and industry experts

- Continuous improvement of learning materials and delivery methods
- Compliance with UGC-DEB regulations

Expected Programme Outcomes:

After completion, learners will be able to:

- Demonstrate strong understanding of Public Administration concepts
- Apply analytical and decision-making skills in real-world situations
- Exhibit leadership and administrative capabilities
- Communicate effectively in professional environments
- Adapt to dynamic administrative environments

