

**PROGRAMME PROJECT REPORT (PPR)**  
**OF**  
**MASTER OF ARTS (PUBLIC ADMINISTRATION)**



**ICDEOL, H.P. University, Shimla-5**

**PROGRAMME PROJECT REPORT (PPR)**  
**MASTER OF ARTS (PUBLIC ADMINISTRATION)**

**(i) Programme's Mission and Objectives**

To provide opportunities to access the higher education and develop skill up gradation among the rural and urban people who are unable to continue education on regular mode.

**Programme's Objectives**

- The program is designed to provide students with the highest quality education in preparation for careers in public, non-profit, environmental and healthcare organizations.
- The program familiarize with theoretical and practical knowledge of management of public organization including personnel and financial management which are necessary for public officials.
- The program is designed to expertise the students in communicating productively across academic discipline, public sector, public sectors undertakings, non-governmental organizations along with private institutions to build up a productive citizens.
- The program made the students familiar with the mechanisms operating the major political and administrative institutions and agencies for the creation and implementation of public policies.
- The program will enhanced the learning ability of the students about the predominant political, economic and social actors that actively engage in the administrative process including expert communities, interest groups, the media, bureaucrats and elected representatives.
- The program is also designed to upscale the incumbent's abilities for further teaching, learning and research process.

**(ii) Relevance of the Program with HEI's Mission and Goals:**

The prime objectives of the International Centre for Distance Education and Open Learning (ICDEOL), Himachal Pradesh University, Shimla – 171005, are to build up socially all-around empowered students. In this context, the syllabus and content of Public Administration relates to the socio-economic status of the country along with organizational management and development. This program has been designed to keep in mind of overall development of the students. Master's in Public Administration through a beam of light about the administrative and political process along with organizational and managerial compatibility. The learners are not abiding by pursuing any other courses or working with any organizations. Adequate counseling is done for the students to assist them to make an informed decision to choose from a range of varied programs offered by the university. The students' support services are taking timely feedback to ensure timely response and enhance overall quality standards. In all, the programs offered by International Centre for Distance Education and Open Learning (ICDEOL), Himachal Pradesh University, Shimla-171005 represents the needs of all class of learners. In all, the programs offered by International Centre for Distance Education and Open Learning (ICDEOL), Himachal Pradesh University, Shimla-171005 represents the needs of all class of learners with respect of HEI's mission and goals.

**(iii) Nature of Prospective Target Group of Learners:**

The target group of learners will be mixed in nature. Some may be employed and rest unemployed. Around one-third of the learners of post graduate are employed and the rest are unemployed. Some are aged and they want to continue their education for the love of learning some of the students have joined many years later then passing their graduation. Generally, they are motivated learners and rate of drop out is low. Based on the target group of the learners ICDEOL, HPU, Shimla consider diverse class of learners including a class having of low level of disposable income, rural dwellers, women, unskilled men, minorities etc.

Thus the main target group of learners are the working people in government and private sectors, students pursuing some other regular courses from any other university/colleges or any other person looking to enhance his/her professional qualification.

**(iv) Appropriateness of Programme to be Conducted in Open and Distance Learning and/or Online Mode to Acquire Specific Skills and Competence:**

It has been already stated that many of the learners are engaged somewhere in working process. They cannot attend regular classes. They also want to improve their academic qualifications for upgrading their carrier. Those who are graduate and employed in public or private sector want to upgrade their qualification for their carrier. Many of them are unemployed youth. They want to improve their academic carrier to get opportunity in the job market. A large number of the learners are women and girls. This course is being prepared to keep in mind of all the issues of such learners. They will benefited by this course conducted by ICDEOL, HP University, Shimla. The learning outcomes should incorporate generic transferable skills and competencies and make the learners socially and livelihood adjustable.

**(v) Instructional Design:**

It is different from the conventional mode of education as it is learner oriented system of education. Learner will be an active participant and most of instruction will be through distance rather face to face communication. The printed material of the program in the form of self learning material is provided to the student during their enrollment to the course. Virtual classes are organized in every years of the course for the benefit of students. Assignments are also prepared by the learner and after evaluating these are send back to the students with due remarks which are helpful for their further improvement.

- Curriculum Design**

**Semester wise- Scheme of M.A. Public Administration Course w.e.f. : 2013-2014**

<b>First Semester</b>		<b>Theory</b>	<b>Internal Assessment</b>
<b>Course – I</b>	<b>Administrative &amp; Management Thinkers</b>	<b>80</b>	<b>20</b>
<b>Course – II</b>	<b>Principles &amp; Theory of Public Administration</b>	<b>80</b>	<b>20</b>
<b>Course – III</b>	<b>Research Methods</b>	<b>80</b>	<b>20</b>

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- | Second Semester |                          | Theory | Internal Assessment |
|-----------------|--------------------------|--------|---------------------|
| Course – IV     | Organization Behaviours  | 80     | 20                  |
| Course – V      | Financial Administration | 80     | 20                  |
| Course – VI     | Indian Administration    | 80     | 20                  |

- | Third Semester |  | Theory | Internal Assessment |
|----------------|--|--------|---------------------|
| Course – VII   | Administrative Techniques                | 80     | 20                  |
| Course – VIII  | Personnel Administration in India and UK | 80     | 20                  |
| Course – IX    | Local Government in India                | 80     | 20                  |

- | Fourth Semester |  | Theory | Internal Assessment |
|-----------------|--|--------|---------------------|
| Course – X      | Development Administration                     | 80     | 20                  |
| Course – XI     | Public Policy                                  | 80     | 20                  |
| Course – XII    | Some Aspects of Public Administration in India | 80     | 20                  |

- Detailed Syllabi

**PUBLIC ADMINISTRATION**

**M.A. FIRST SEMESTER**

***COURSE – I (COMPULSORY)***

**COURSE NAME: - ADMINISTRATIVE AND MANAGEMENT THINKERS**

**Maximum marks: 80**

**UNIT – I**

1. Kaulitya
2. Mahatma Gandhi
3. FW Taylor
4. Henry Fayol

***UNIT – II***

5. Max Weber
6. M.P. Follet
7. Chester Bernard
8. Elton Mayo

### ***UNIT – III***

9. A.H. Maslow
10. Fredric Herzberg
11. McGregor
12. Herbert Simon

### ***UNIT – IV***

13. Fred.W. Riggs
14. Peter Drucker
15. Rensis Likert
16. Y. Dror

## **PUBLIC ADMINISTRATION**

### **M.A FIRST SEMESTER**

### **COURSE – II (COMPULSORY)**

### **COURSE NAME:- PRINCIPLES AND THEORY OF PUBLIC ADMINISTRATION**

**Maximum marks: 80**

### **UNIT – I**

1. Public Administration: Meaning Nature, Scope and Significance of Public Administration. Difference between Public and Private Administration. Administration as an Art or Science.
2. New Public Administration,
3. New Public Management.
4. E-Governance: Concept, Rationale and significance.

### ***UNIT – II***

5. Theories of Organization – Classical, Neo classical and Modern theory.
6. Approaches to the study of Public Administration: Structural – functional, systems approach, Behavioral approach.
7. Public Choice approach.

8. Bureaucracy: Meaning types and Weberian model of Bureaucracy.

### **UNIT - III**

9. Organization: formal and informal organizations.
10. Principles of organization – Hierarchy, Span of control, unity of command and Co- ordination.
11. Concepts of Public Administration: Power, Authority, and responsibility.
12. Decision Making: Meaning, Classification and Essentials of decision making. Process of Decision Making, Technique of Decision Making, Approaches to decision making

### **UNIT-IV**

13. Good Governance: Concepts, Characteristics, elements, issues and challenges.
14. Leadership: Development of Leadership, Qualities of Leadership
15. Accountability and Control: Executive, Legislative and Judicial.
16. Citizens and Administration: Issues and Problems, Methods to promote good relationship.

**PUBLIC ADMINISTRATION**  
**M.A FIRST SEMESTER**  
**COURSE – III (COMPULSORY)**  
**COURSE NAME: - RESEARCH METHODS**

**Maximum marks: 80**

### **UNIT – I**

1. Social Research : Nature , Scope and Objectives
2. Methods of Social Research
3. Nature of Science and Scientific Method.
4. Basic Elements of Research; –Research Problem , Selection and Formulation

### **UNIT – II**

5. Hypotheses: Definition , Features and Types and Testing Procedures.
6. Research Design: Definition, Contents and Types.
7. Survey Research and Case Study Method.
8. Sampling : Concept and Types.

### **UNIT – III**

9. Methods of Data Collection : Documents, Observation , Interview and Questionnaire
10. Data Processing: Editing, Coding and Tabulation.
11. Graphic Representation: Graphs of time series and Graphs of frequency distributions.

### **UNIT – IV**

12. Measures of Central Tendency: Mean Median and Mode.
13. Measures of Dispersion: Meaning , Objects and Methods  
Correlation Analysis: Linear and Rank Correlation.
14. Report Writing: Content & Style of Report writing.

**PUBLIC ADMINISTRATION  
SECOND SEMESTER  
COURSE – IV (COMPULSORY)  
COURSE NAME: - ORNISATIONAL BEHAVIOUR**

#### **UNIT-I**

1. Organization and its analysis: Concept of organization Typology of Organizations.
2. Organizational goals & individual goals, integration of goals.
3. Nature of Organization behavior (OB) : Concept of organization behavior, Nature of OB, Role of OB, OB knowledge and management practices.
4. Nature of Human Behaviour:-Individual differences, courses of individual differences, Models of man.

#### **UNIT-II**

5. Interpersonal behavior:- Interpersonal cooperative behavior , conflicting behavior Transactional analyses & its uses.
6. Social Factors & Behaviour:- Social factors , status system , status determinations , functions of status system, status determinations & problems of Status system.
7. Organisational Culture: Organizational Culture, components of culture, subculture concept of organizations. Culture as a liability.
8. Concept of organizational climate;- , factors affecting organizational climate, impact of organizational climate, Developing sound organizational climate.

#### **UNIT-III**

9. Group Dynamics and Behaviour: Types of groups, formal and informal groups,

- concept of group dynamics, group behavior, & group norms, group decision making.
10. Stress & behaviour:- Concept and features of stress; potential sources of stress; Effects of stress, coping strategies for stress.
  11. Organizational conflicts:- Functional & Dysfunctional aspects of conflicts . Types of conflicts conflict management.
  12. Attitude: Characteristics of Attitude, Components of an attitude, attitude and behaviour and measurement of attitudes.

#### **UNIT-IV**

13. Organizational Effectiveness: Concept of organisation effectiveness Approaches to the study of organizational effectiveness factors in organizational effectiveness.
14. Organizational Change:- Reasons for organizational change ; planned change, processes in planned change, Human reactions to change, overcoming resistance to change. Change agents and their role.
15. Organizational Development (OD):- Organizational Development. Need of OD, steps in OD. OD interventions:- sensitivity Training process consultation and team Development.
16. Personality: Meaning, Determinants of personality. Theories of personality: Trait theory, Social learning theory and self theory.

**PUBLIC ADMINISTRATION**  
**SECOND SEMESTER**  
**COURSE – V (COMPULSORY)**  
**COURSE NAME: - FINANCIAL ADMINISTRATION**

**Maximum marks: 80**

#### **UNIT-I**

1. Financial Administration: Meaning , Nature , Scope & Signification.
2. Principles of Financial Administration.
3. Centre State Financial Relations.
4. Ministry of Finance & Finance Commission.

#### **UNIT – II**

5. Budget: Meaning & principles.
6. Preparation and passage of budget.
7. Enactment and Execution of Budget.
8. Budget as instrument of Eco. Development & Management.

#### **UNIT – III**

9. Performance Budgeting.
10. Zero base Budgeting.



11. Programme Planning Budgeting System.
12. Sun Set Budgeting.

#### **UNIT-IV**

13. Tax Administration in India: Organizational structure and functions.
14. Monetary Control over Finance.
15. Parliamentary Financial Control.
16. Audit & CAG: Types of audit.

**PUBLIC ADMINISTRATION  
SECOND SEMESTER  
COURSE – VI (COMPULSORY)  
COURSE NAME: - INDIAN ADMINISTRATION**

**Maximum marks: 80**

#### **UNIT – I**

1. Evolution of Indian Administration: Kautilya, Mughal period and British period.
1. Environmental Setting of Indian Administration: Parliamentary Democracy, Unitary and Federal Features of the Indian Constitution.
2. Political Executive at the Union Level: President, Prime Minister, Council of Ministers,
3. Political Executive at the State Level: Governor, Chief Minister, Council of Ministers.

#### ***UNIT – II***

4. Central Secretariat and Cabinet Secretariat: Structure, Functions and Role.
5. Prime Minister Office: Significance, Functions and Role
6. Structure of State Administration: Chief Ministers Secretariat and Chief Secretary.

7. Centre- State Relations: Legislative & Administrative, Sarkaria Commission Report & Punchhi Commission Report on Central – State relations.

### **UNIT – III**

8. Machinery for Planning: National Development Council and Planning Commission: Plan formulation process.
9. Planning Machinery at the State Level: State Planning Board, Decentralized Planning at District level.
10. District Administration: Changing role of District collector at District level.
11. Administration of law and Order.

### **UNIT – IV**

12. Citizen Charter: An instrument of administrative accountability..
13. Public service delivery in Administration: Right to Service Act.
14. Transparency in Governance: Study of main provisions of Right to information Act 2005.
15. Accountability in Administration: Vision Mission, Objectives & functions of Result Framework Document.

**PUBLIC ADMINISTRATION**  
**M.A THIRD SEMESTER**  
**COURSE – VII (COMPULSORY)**  
**COURSE NAME: - ADMINISTRATIVE TECHNIQUES**

**Maximum marks: 80**

### **UNIT – I**

1. Work study: Meaning, objectives and functions.
2. Work Measurement: Meaning, Objectives, Essentials And Techniques of Work measurement.
3. Time Management: Techniques of effective time management, Strategies for effective time management
4. Stress Management: concept of stress, causes of Stress, Effect of Stress, Coping Strategies for Stress.

### **UNIT – II**

5. Quality circles: Introduction, benefits of quality circles, Problems in the implementation of quality circles,
6. Total Quality Management.; The concept, objectives, components, Significance & implementation of Total quality Management in India
7. Globalization: Issues and Challenges of Globalization on

administration, strategies to solve problems.

8. Management Information System its Objectives, Essentials of good information system, Functions, Role of MIS in Planning and control.

### **UNIT – III**

9. Administrative Improvement – O & M Approach. Objectives, functions of O&M, Functions, essentials of O&M Units.
10. O&M in India, Critical approach.
11. Ethical and Moral Techniques: Encouraging morality through ethics and moral techniques in administration.
12. Administrative Reforms in Indian Administration: Strategies and policies in administrative improvement.

### **UNIT – IV**

13. Management by Objective: Pre- requisites, Process, Benefits, Problems and limitations of MBO, its application in Public Administration
14. O.D. Techniques in Public Administration: Definition ,Characteristics, objectives, process, OD interventions
15. Job Analysis: Concept of Job analysis, objectives of job analysis & Process
16. Executive Development: Concept, process and Techniques of executive development.

### **M.A THIRD SEMESTER COURSE – VIII (COMPULSORY)**

### **COURSE NAME: - PERSONNEL ADMINISTRATION IN INDIA AND UNITED KINGDOM**

**Maximum marks: 80**

### **UNIT – I**

1. Personnel Administration: Definition Scope and Significance, Ecology of Personnel Administration.
2. Career Systems – Concept and Types
3. Position Classification – Concept and Bases
4. Human Resource Management and Development concept, elements and its application in Government.

### **UNIT – II**

5. Constitutional Provisions with regard to Civil Services in India
6. Recruitment : Concept, Policies and Methods of recruitment of All India Services, Recruitment procedure in U.K.
7. Recruitment agencies at Union and State level, Problems of recruitment.
8. Union Public Service Commission (UPSC): Role and Functions

### **UNIT – III**

- 9.
10. Promotion : Methods of promotion , Performance Appraisal , Promotion procedure for Civil Services in India, Reforms in promotion system, Promotion procedure for Civil Service in U.K.
11. Pay Commissions in India
12. Training: Objectives of training types of training, Training Methods Training Instituted in India ,
13. Training for Civil Services in India with special reference to all India Services, Training of Civil Services in U.K.

### **UNIT – IV**

14. Administrative Ethics; Code of Conduct
15. Disciplinary Action
16. Employer- employee Relations: Right to form association , Unions , Institutional arrangement for settlement of disputes in India and U.K.
17. Problems of Generalist and Specialists in India and U.K. Integrity in Civil Services, Administrative Reforms since, 1947 in India: A.D, Gorewala & Paul H. Appley recommendations about Indian Personnel system, Northcote Trevelyn & Fulton Committee.

## **PUBLIC ADMINISTRATION**

### **M.A. THIRD SEMESTER**

#### **COURSE – IX (COMPULSORY)**

#### **COURSE NAME: - LOCAL GOVERNMENT IN INDIA**

**Maximum marks: 80**

### **UNIT –I**

1. Meaning, Scope and Significance of Urban Local Government.
2. Features of Urban and Local Government in India.  
Dimensions of the concept of Local Government.
3. Evolution of Local Government in India.
4. Problems of urbanization in India.

### **UNIT –II**

5. Structure and Functions of Urban Local Governments in India.
6. 74<sup>th</sup> Nagar Palika Constitutional amendment Act. 1992.
7. Finances of Urban Local Governments in India.
8. Other Urban Local Bodies and special agencies: Notified area committee, Town Area Committee , Cantonment Board and

Improvement Trust.

### **UNIT – III**

9. Growth of Panchayat Raj Institutions in India, main **Provisions of 73rd Constitutional Amendment Act, 1992.**
10. Organization & Working of Panchayati Raj Institutions in India.

**PUBLIC ADMINISTRATION**  
**M.A. FOURTH SEMESTER**  
**COURSE – X (COMPULSORY)**  
**COURSE NAME: - DEVELOPMENT ADMINISTRATION**

*Maximum marks: 80*

### **UNIT – I**

1. Development Administration: Meaning Nature and Scope, Development Administration and Traditional Development Administration Dichotomy.
2. Concept of Sustainable Development. Principles of sustainable development, criteria of sustainable Development, Strategies of sustainable Development.
3. Main Characteristics of Developed and Developing Countries.
4. Administrative Capability for Development, Efficiency and Effectiveness.

### **UNIT – II**

5. Urban Planning and Its problems in India.
6. Self Help groups: Objectives, functions and formation of Self Help Groups
7. Non Government Organizations (NGOs): Concept, Significance and Rationale, Procedure for registration of N.G.O, Sources of NGO Funding :Internal Sources & External Sources

8. Public Private Partnerships in Development.

### **UNIT – III**

9. Administration of Rural Development programmes.
10. Citizens and Development Administration: Responsiveness and Participation.
11. Co-operatives: Concept, Significance and Types, Procedure for Registration of a Society.
12. A strategy for Women's Development and their participation in Development.

### **UNIT – IV**

13. Consumer Protection and Administration: Concept and Significance, Consumer Protection Act, 1986 (with amendments), Administrative Setup of the Consumer Disputes, Redressal Agencies: National, State and District Level
14. Human Rights and Administration: Concepts and Significance Universal Declaration of Human Rights 1948.
15. National and State Human Rights Commissions: Organization, Functions and Role.
16. Environmental Administration: Concept and Significance. The Environment (Protection) Act, 1986, Central Pollution Control Board: Organization, Functions and Role, Himachal Pradesh Pollution Control Board: Organization, Functions and Role.

## **PUBLIC ADMINISTRATION M.A FOURTH SEMESTER**

### ***COURSE – XI (COMPULSORY)***

**COURSE NAME: - PUBLIC POLICY**

**Maximum marks: 80**

### **UNIT – I**

1. Public Policy: Concept, Significance and Approaches.
2. Policy Analysis: Concept, Significance and Approaches.
3. Models for Policy Analysis: Systems, Institutional, and Rational Policy-Making.

### **UNIT – II**

4. Public Policy Making: Structure and Process
5. Policy Making In India: Constitutional Arrangement and Role of Executive, Legislature and Judiciary.
6. Other Stakeholders in Policy-making: Political Parties, Interest Groups, Mass-media, Civil Society, and International Agencies.

### **UNIT – III**

7. Public Policy Implementation and Control: Role of Executive with Special reference to Bureaucracy, Legislature, Judiciary, Non-Governmental Organizations, Pressure Groups.
8. Approaches to Policy Implementation
9. Major Issues and Problems in Policy Implementation.

### **UNIT – IV**

10. Policy Evaluation: Purpose and Significance.
11. Criteria for Evaluation: Cost-Benefit Analysis; Efficiency; Effectiveness; Equity.
12. Forums for Policy Evaluation: Legislative and Departmental Committees.
13. Policy change and continuity:

**PUBLIC ADMINISTRATION**  
**M.A FOURTH SEMESTER COURSE – XII (COMPULSORY)**  
**COURSE NAME: - SOME ASPECTS OF PUBLIC ADMINISTRATION IN INDIA**

**Maximum marks: 80**

#### **UNIT - I**

1. Major issues of Law and order in India, Causes of disorders and crime in India.
2. Police Organization and its role at the national, State and District level.
3. Police Citizen relationship.

### **UNIT – II**

4. Agriculture in Five Plans.
5. Recent Agricultural Policies.
6. Organization of Agriculture Union Ministry and State Department of Agriculture.

### **UNIT – III**

7. Nature and scope of Educational Administration.

8. Problems of Education in Developing Countries with special reference to India
9. Education and five year Plans, approaches, priorities and investments.

#### **UNIT – IV**

10. Nature and Scope of Health Administration.
11. Development of Public Health Policies.
12. The role of Indian Government in Public Health Administration – Ministry of Health.

- **Duration of Programme:** Minimum two years for PG Level course as per the H.P. University ordinance.
- **Faculty and Support Staff Requirement:** There are three permanent Professors namely Prof. P. K. Vaid, Prof. L. R. Verma, Prof. Anupama Singh employed in ICDEOL, Department of Public Administration for the teaching and research activities of the University.
- **Instructional Delivery Mechanisms will be Hindi and English.**
- **Identification of Media – Print, Audio or Video, Online, Computer Aided**

ICDEOL provides course material in printing form along with Audio-Vedio facilities, online and computer aided design with the help of subject experts.

- **Student Support Service Systems:** The main aim of ICDEOL is to promote self study or independent study in the absence of regular face to face teaching. To achieve this, ICDEOL extends support to its learners. Student support service provided at various centres of the ICDEOL, it may range from study centre counselling / tutorial support to administrative problem mechanism to facilitate distance learning methods, to motivate students to continue their education, and to improve educational standards of the students.

#### **(vi) Procedure for Admissions, Curriculum Transaction and Evaluation:**

- **Admission Policy:** Admission to M.A course in Public Administration, 1<sup>st</sup> Semester shall be open to a person who has completed their Bachelor's Degree in any stream i.e. Arts, Science, and Commerce from any recognized university established by law.
- **Minimum Eligibility:** Bachelor's Degree in any stream
- **Fee Structure:**



Course/Class	Fee for students passing from H.P Board & to be registered with H.P. University	Fee for students already registered with H.P. University	Fee for students coming from other Board/University & not registered with H.P. University
M.A. (Sem. System)	Rs. 4500/-	Rs. 4300/-	Rs. 4600/-

- **The Information related to financial assistance, if any:** SC/ST and Girls students of Himachal Pradesh provided special financial assistance in the form of fee concession as per the H.P University ordinance. The students with special needs with more than 40% disability will not be charge any fee as per H.P. University ordinance.
- **Policy of Programme Delivery along with the details of methods:** Students are facilitated by two methods of instructions namely Personal Contract Programme of Seven days at different centres created by ICDEOL in the state. We have also engaged with online teaching practices for the benefits of the students. Besides these, students can visit ICDEOL Centres at Shimla to clarify their doubts relating to their studies with the teaching faculty.
- **Web-based tools to be adopted:** ICDEOL provides smart class room facilities equipped with all modern information communication technology to their students.
- **Activity Planner including all the academic activities during the academic session:** The various activities carry out by the ICDEOL to the students in the form of Personal Contract Programme (PCP) for seven days for each course of the concerned subject at various centres offline for the purpose of solving the academic issues of the students. Now, ICDEOL provides this facility of PCP classes through the online mode as well.
  - **Policy for Evaluation of Learner Progress along with methods and tools:** Though evaluations of Assignments/Seminar/Class test/ Tutorial etc. are conducted to evaluate the students (weightage 20%), and the final evaluation is done through Term End Examination (weightage – 80%). The method of table marking process is being practiced for the evaluation purposes.

(vii) **Requirement of the Laboratory Support and Library Resources:**

There will be no practical component in the syllabi of M.A. in Public Administration, but ICDEOL has been equipped with modern smart class rooms, well furnished computer labs along with its own well equipped library with approx 30,000 books including volumes of periodicals and reference books, journals included public administration books.

**(viii) Cost Estimate of the Programme and the Provisions:**

Sr. No.	Types of Head	Expenditure (Session 2018-2019)	Expenditure (Session 2019-2020)	Proposed Estimation @10%	Cost (Hike)
<b>1.</b>	<b>Programme Development</b>				
i.	Development and Printing Cost of Self Learning Material	Nil	61,480/- (For MA Pub Admn)	67,628/- (For MA Pub Admn)	
ii.	Purchase of Books for Library	14377/- (for all courses)	1,81,959 (for all courses)	2,00,155/- (For all Courses)	
iii.	Stationary	47,497/- (for all courses)	1,91,479/- (for all courses)	2,10,627/- (For all Courses)	
<b>2.</b>	<b>Delivery</b>				
i.	Advertisement	5,55,479/- (for all courses)	30,38,012/- (for all courses)	33,41,813/- (For all Courses)	
ii.	Telegram & Postage Charges of Self Learning Material	14,72,121/- (for all courses)	13,78,641/- (for all courses)	15,16,505/- (For all Courses)	
iii.	Expenditure on the Conduct of PCP	3500/- (For MA Pub Admn)	7,000/- (For MA Pub Admn)	7,700/- (For MA Pub Admn)	
<b>3.</b>	<b>Maintenance</b>				
i.	Maintenance and Repairs of Laboratory Computers and Smart Classrooms	6254/- (for all courses)	Nil	6879/- (For all Courses)	

**(ix) Quality Assurance Mechanism and Expected Programme Outcomes:**

International Centre for Distance Education and Open Learning (ICDEOL), Himachal Pradesh University has an IQAC with the following objectives:

- To build and ensure a quality culture, appropriate structure and processes with enough flexibility to meet the diverse needs of the stakeholders at the University.
- Meant for planning, guiding and monitoring quality assurance (QA) and quality enhancement (QE) activities for the University.
- To channelize and systemize the efforts and measures of the university towards academic excellence.


- The IQAC submits the annual quality assurance report of the university duly approved by statutory bodies of the university to NAAC regularly.

ICDEOL created Centre for Internal Quality Assurance (CIQA) in accordance with the ODL regulations 2020 with following outcomes:


- Unleashing new ideas.
- Higher level of cooperation of collaboration between institutions.
- Innovation for problem solving.
- Creates a new paradigm in knowledge systems.
- Reliance on national knowledge network.
- Pooling of resource by different institutions.
- Innovation in knowledge acquisition.
- New programs.

This PPR is prepared by the following faculty members of the Department of Public Administration (ICDEOL) under the guidance of Director, ICDEOL, H.P. University, Shimla – 05.


  
Prof. P. K. Vaid


  
Prof. L. R. Verma

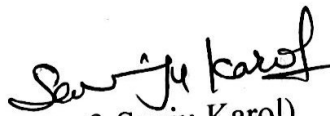
### Centre for Internal Quality Assurance (CIQA)


  
(Dr. Joginder Singh Saklani)  
(Member)


  
(Dr. Chaman Lal)  
(Member)


  
(Dr. Ashwani Rana)  
(Member)

  
(Prof. Hari Mohan)  
(Member)

  
(Prof. Sanju Karol)  
(Member)

  
(Prof. P. K. Vaid)  
(Member)

  
(Sh. Amar Singh)  
Convener

  
(Prof. Kulwant Singh Pathania)  
Director