

Dr. B. B. Hegde First Grade College, Kundapura

Department of Political Science


Certificate Course in Public Administration

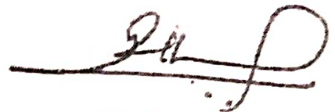
List of the students with allotted Register Number

Sl. No.	Register No.	Name of the Student	Class & Section
1.	DPSPA001	Mohammed Saheem	IBCom C
2.	DPSPA002	Mohammed Sahil	IBCom C
3.	DPSPA003	Priyesh	IIBCom C
4.	DPSPA004	Sushanth	IBCom C
5.	DPSPA005	Sudeep. B. Shetty	IIBCom C
6.	DPSPA006	Suchithra .S .Shetty	IIBCom D
7.	DPSPA007	Shwetha S	IIBCom D
8.	DPSPA008	Veenashri	IIBCom A
9.	DPSPA009	Shreenidhi	IIBCom A
10.	DPSPA010	Shashikiran	IIBCom B


Co-ordinators

ATTESTED


Principal
Dr. B. B. Hegde First Grade College
Kundapura - 576201


Principal
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Department of Political Science

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Budget for the year 2019-20

Receipt	Rs.	Payment	Rs.
Collection from students (15 x 300)	4500	Guest Faculty Honorarium Certificate Xerox and Material Remuneration to the Staff Miscellaneous Refreshments	2000 300 500 1000 200 500
	4500		4500

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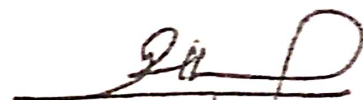


Coordinator



HOD

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DEPARTMENT OF POLITICAL SCIENCE

Public Administration – Certificate Course

Introduction :

Public Administration is a branch of Political Science dealing primarily with the structure and workings of agencies charged with the administration of governmental functions. Today, Public Administration includes some responsibility for determining the policies and programs of the governments. Beurocracy or Civil service, the body of government officials who are employed in civil occupations that helps for the smooth functioning of Public Administration.

Objectives:

- * To enable students to understand the concept of Public Administration
- * To develop an ability to Participate in Public Administration
- * To provide basic information and guidance to the Students about Civil service Exams

Learning Outcomes:


- Demonstrate critical thinking, research, and communication skills as applied to the public and private sectors.
- Demonstrate the integrative knowledge, skills, and ethics necessary for responsible administrative, management and leadership positions.
- Manage diversity issues within an organizational framework.
- Identify major issues in today's public and private institutions.
- Demonstrate the management, legal, ethical, and behavioural skills for effective job performance and career mobility.
- Active Participation in Public Administration.


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ii) Recruitment

- Meaning and Importance -1 Hour
- Qualification-Methods – 2 Hours
- Determining the Qualifications- 2 Hours


References:

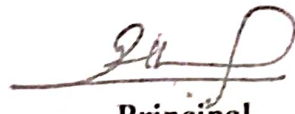
- PUBLIC ADMINISTRATION IN THEORY & PRACTICE-DR.MP SHARMA&DR.B.L SADANA
- PUBLIC ADMINISTRATION -AVASTHI&MAHESHWARI
- PUBLIC ADMINISTRATION – A.R Thyagi

E-Resources:

1. Administrative Thinkers – R. Prasad and Prasad
2. New Horizons of Public Administration – Mohit Bhattacharya.
3. Indian Administration – Ramesh K. Arora & Rajni Goyal
4. Public Administration – Laxmikant


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Name of the Student : Mohammed. Saheem
Class & Section : Ist B.Com
Roll No. : 'C'
Father's Name : Abdul Gafoor
Mother's Name : Shameem. Banu
Guardian's Name : Adnan Sami
Contact Number : 83107 89890
Email ID : saheem saheem 261@gmail.com
Permanent Address : Near Jamia masjid Halgeri, Nagoor




Percentage of Marks


SSLC	PUC	I Sem.	II Sem.	III Sem.	IV Sem.	V Sem.	VI Sem.
57%	57%	57%					

Interested in Public Administration Certificate Course

Undertaking :

I abide all the rules and regulations relating to the certificate courses offered by the Department.


Signature of the Parent


Signature of the Student

Date :

Place :

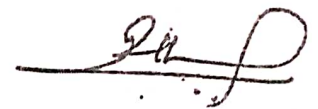
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Admitted to Public Administration Certificate Course during the Academic Year 2019-20.

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Name of the Student : SUCHITHRA . S . SHETTY
Class & Section : IInd B.Com 'D'
Roll No. : 3974
Father's Name : SEETHARAM . SHETTY . H
Mother's Name : SHAMALA . SHETTY
Guardian's Name :
Contact Number : 9113221456
Email ID : suchithrashetty @ 491 @ gmail . com
Permanent Address : Suchithra . S . Shetty D/o seetharam shetty
 Padmashree Nilaya, 14-114 , Kadodi
 Vasre , thagarse , Byndor - 576214



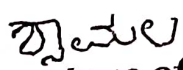
Percentage of Marks

SSLC	PUC	I Sem.	II Sem.	III Sem.	IV Sem.	V Sem.	VI Sem.
83	94	86	89.6	89.6			

Interested in PUBLIC ADMINISTRATION Certificate Course

Undertaking :

I abide all the rules and regulations relating to the certificate courses offered by the Department.


Signature of the Parent

Date : 28/11/2019

Place : Kundapura


Suchithra . S . Shetty
Signature of the Student

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Admitted to Public Administration Certificate Course during the Academic Year 2019-20.


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DEPARTMENT OF POLITICAL SCIENCE

Public Administration – Certificate Course

SYLLABUS

2019-20

Max.Marks :100

Duration of exams: 3 Hours

Total Number of Hours :20

Objectives

- * To enable students to understand the concept of Public Administration
- * To develop an ability to Participate in Public Administration
- * To provide basic information and guidance to the Students about Civil service Exams

Module I – 10 Hours

i)Public Administration

- Meaning and Definition-1 Hour
- Historical Background- 2 Hours
- Nature and Significance – 2 Hours

ii) Training –

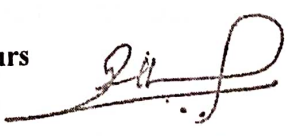
- Meaning – 1 Hours
- Objectives- 2 Hours
- Types- 2 Hours

Module II - 10 Hours

i) Civil Services

- Meaning and Features – 1 Hours
- UPSC , KPSC and other examinations – 3 Hours
- Opportunities in Civil Services- 1 Hour

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Certificate Course in Public Administration

Final Examination-February 2020

Time: 3.00 Hrs

Max. Marks: 100

Section –A

Note: a) Answer any TEN questions from the following. (2*10=20)

1. What is Public Administration?
2. Explain Training.
3. What is Civil Service?
4. Expand UPSC.
5. What is meant by Public Administrative Planning
6. Explain the importance of communication in Public Administration.
- 7.. Explain the new Public Administration.
8. What is meant by Public Policy?
9. Explain the concept of Governance.
10. Discuss the impact of Privatisation on Public Administration.
11. Explain the role of Public relations in Public Administration.
12. Discuss the role of chief executive in any organization.

Section –B

Note: a) Answer any FIVE question from the following. (8*5=40)

1. Explain the importance of administrative planning in and organisation.
2. What is meant by Leadership? And discuss various types of Leadership.
3. Explain the concept of meaning and importance of Public Administration.
4. Explain the challenges to Indian Administration.
5. Explain the role of decision making in Public Administration.
6. Discuss the Salient Features of New Public Administration.
7. State the reasons for growing importance to Governance.

Section –C

Note: a) Answer any TWO questions from the following. (20*2=40)

- 1.Explain the impact of liberalization on Public Administration.
2. What is meant by popular control and explain various methods?
- 3.Discuss the concept of administrative accountability.
- 4.Explain the main features of Indian Administration during ancient period.
5. Explain the main features of Union Administration.

Principal

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Kundpaura - 576201**

Principal

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Kundpaura - 576201**


Dr. B. B. Hegde First Grade College, Kundapura
Certificate Courses : 2019-20
Result Sheet


Course Name : Public Administration


Total Marks : 100

Co-ordinator : Praveen Mogquerro

Sl. No.	Name	Marks obtained	Grade Point	Alpha Sign Grade
1.	Mohammed Saheem	75	7	A ⁺
2.	Mohammed Sahil	88	8	A ⁺⁺
3.	Priyesh	79	7	A ⁺
4.	Sushanth	76	7	A ⁺
5.	Sudoop .B. Shetty	83	8	A ⁺
6.	Suchithra. S. Shetty	93	9	O
7.	Shwetha. S	91	9	O
8.	veenashree	87	8	A ⁺⁺
9.	Shreenidhi	81	8	A ⁺⁺
10.	Shashikiran	76	7	A ⁺
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				


Mr. Shivaraj C
 Chief Co-ordinator
 Certificate Course

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 Dr. B. B. Hegde First Grade College
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FOR THE MONTH OF

Name of the Institute

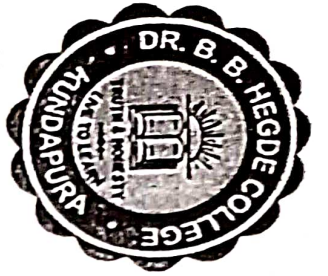
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05/03	05/03	07/03	07/03																		
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[Signature]
Principal
 Dr. B. B. Hegde First Grade College
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**DR. B. B. HEGDE FIRST GRADE COLLEGE
KUNDAPURA
Certificate Course**

DATE: 11/5/2020

PUBLIC ADMINISTRATION

This is to certify that Mr/Miss.....*Mohammed*.....*Saksem*.....
has successfully completed **PUBLIC ADMINISTRATION** Certificate Course during the year...*2019*...*20*...

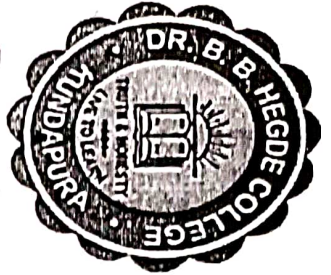
Prof. Umesh Shetty
Principal

Praveen Mogaveera
Co-ordinator

Shivaraj.C
Chief Co-ordinator
of certificate course

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Kundapur - 576201



DR. B. B. HEGDE FIRST GRADE COLLEGE
KUNDAPURA
Certificate Course

DATE: 4 / 3 / 2020

PUBLIC ADMINISTRATION

This is to certify that Mr/Miss.....*SUDHAKRISHNA*.....*SURESH*.....
has successfully completed **PUBLIC ADMINISTRATION** Certificate Course during the year.....

[Signature]
Prof. Umesh Shetty
Principal

[Signature]
Praveen Mogaveera
Co-ordinator

[Signature]
Shikharaj.C
Chief Co-ordinator
of certificate course

ATTESTED

[Signature]
Principal
Dr. B. B. Hegde First Grade College
Kundapura - 576201