

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

REGULATIONS GOVERNING CERTIFICATE COURSE

1. **Title:** The programme shall be called Certificate course in respective disciplines.
2. **Eligibility for Admission:** A candidate admitted to any degree in Dr. B. B. Hegde First Grade College is eligible for admission to certificate course.
3. **Duration:** Duration of the certificate course shall be minimum of 30 hours of instruction including practical and should be completed in an academic year.
4. **Medium of instruction:** Medium of instruction and examination shall be in English/Kannada.
5. **Attendance:** A candidate shall be considered to have a satisfied requirement of attendance for the programme, if he/ she attends not less than 75% of classes actually held in each subject computed for theory or practical where ever applicable. However, shortage of attendance of 60% is condoned by the coordinator of the certificate course or the Principal.
6. **Hours of instruction and examination:** 30 hours minimum instruction.

Hours: 2 hrs/ week


Duration of Exam: 3 hrs.

Max. Marks: 100/Subject

Min. Marks: 35%

Percentage of marks for declaration of grades: The grades are declared as following:

Aggregate percentage	Grade point	Alpha sign grade	Class
90% and above	9	O	First class with distinction
80% and above but below 90%	8	A ⁺⁺	
70% and above but below 80%	7	A ⁺	
60% and above but below 70%	6	A	First Class
55% and above but below 60%	5	B ⁺	High Second Class
50% and above but below 55%	4	B	Second Class
35% and above but below 50%	3	C	Pass Class
Below 35%	2	D	Fail


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

GUIDELINES FOR CONDUCTING CERTIFICATE COURSE

IN

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

1. The Students are permitted to take up any number of certificate courses according to their wish during the regular study in the College.

2. Admission procedure for certificate course:

2.1 Each department should provide the detailed syllabus and examination pattern of certificate course by the last working day of academic year for admission in the next academic year for the programme to the coordinator of certificate course.

2.2 The Coordinator would prepare the list of all available certificate courses and publish it in the prospects of the College and publish in the College notice board for admission.

2.3 A student desired to admit to certificate course shall obtain application form from College office and submit it to the Head of the department of the concerned department organizing certificate course.

2.4 The Head of the department of departments should submit the application form to the coordinator.

2.5 The coordinator should publish the list of selected candidates and students should pay the fee within a week after publication of list.

2.6 The Head of the departments are required to enroll the students for classes after verifying fee paid receipt.

2.7 A student once joined the course is not permitted to discontinue for any reason and in no circumstances the fee paid will be refunded.

3. Examination:


3.1 After completion of course each department should submit the attendance particulars and details of class conducted to the coordinator, on approval of coordinator the examination process can be initiated.

3.2 Each department should prepare question paper in accordance with the regulations and conduct the examination.

- 3.3 After the evaluation, mark sheet of students should be submitted to coordinator of the programme as per the schedule.
- 3.4 If student fails to get the minimum percentage of marks then they should appear for re-examination when it is offered.
- 3.5 The certificate will be issued by the coordinator through College office with seal and signature of the Principal.

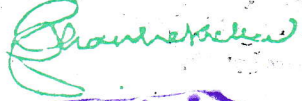
4. Academic calendar for certificate course:

- 4.1 Admission to the course: Within 15 days after reopening of College/Semester.
- 4.2 Publication of selected course: First week after reopening of College/Semester.
- 4.3 Payment of fees: Within third week after reopening of College/Semester.
- 4.4 Submission of shortage of attendance and course completion form to coordinators: Two weeks before commencement of examination.
- 4.5 Examination: one week before last week of respective academic year/ semester.
- 4.6 Announcement of result: Before commencement of next academic year.
- 4.7 Issue of certificate: First week of next academic year/ semester.


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REMUNERATION AND FEES OF CERTIFICATE COURSE

1. Remuneration for the conductance of course should be approved by the coordinator of the course and the Principal of Dr. B. B. Hegde First Grade College, Kundapura.
2. Remuneration for teachers should be predecided in consultation with coordinator and the Principal by respective head of the departments or programme in-charge of respective course.
3. The fee for each course should be decided by the coordinator of the course with consultation of the Principal.
4. The fee would be collected by the college office and all the expenses will be paid by the office.
5. Except in the case of unavoidable conditions, expenses of the course should not exceed the income.


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

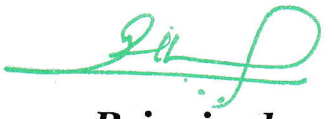
Department of Political Science

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	IIBCom C
2.	DPSPA002	Mohammed Sahil	IIBCom C
3.	DPSPA003	Priyesh	IIBCom C
4.	DPSPA004	Sushanth	IIBCom 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


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

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

Department of Political Science

Certificate Course on Public Administration

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

Coordinator

HOD

**H.O.D. of Political Science
Dr. B. B. Hegde First Grade College
Kundapura - 576201**

Principal

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

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

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. Bureaucracy 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.

Coordinator

HOD

**H.O.D. of Political Science
Dr. B. B. Hegde First Grade College
Kundapura - 576201**

Principal

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

ii) Recruitment

- Meaning and Importance -1Hour
- 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](#)




Coordinator



HOD

H.O.D. of Political Science
Dr. B. B. Hegde First Grade College
Kundapura - 576201



Principal

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

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 861@gmail.com
Permanent Address : Near Jamia masjid Halgeri, Nagoor



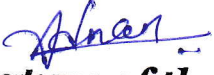
Percentage of Marks

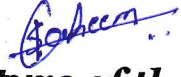
SSLC	PUC	I Sem.	II Sem.	III Sem.	IV Sem.	V Sem.	VI Sem.
57%	59%	59%					

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 :

(For office use only)

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


Coordinator


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Principal
Principal
Dr. B. B. Hegde First Grade College
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Name of the Student : SUCHITHRA . S. SHETTY

Class & Section : ~~II~~nd 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 : suchithrasheetty@k91@gmail.com

Permanent Address : Suchithra . S. Shetty D/o Seetharam Shetty
Padmashree Nilaya, 14-11A, 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


Signature of the Student


Date : 28/11/2020


Place : Kundapura

(For office use only)

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


Coordinator


HOD
H.O.D. of Political Science
Dr. B. B. Hegde First Grade College
Kundapura - 576201


Principal
Principal
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Kundapura - 576201

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

DEPARTMENT OF POLITICAL SCIENCE

Public Administration – Certificate Course

SYLLABUS

2019-20

Duration of exams: 3 Hours

Max.Marks :100

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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Dr. B.B. Hegde First Grade College
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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.

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

Course Name : Public Administration

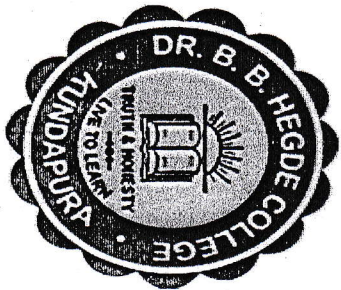
Total Marks : 100

Co-ordinator : Praveen Mogaveera

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.	Sudeep .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


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




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


DATE: 4/8/2020

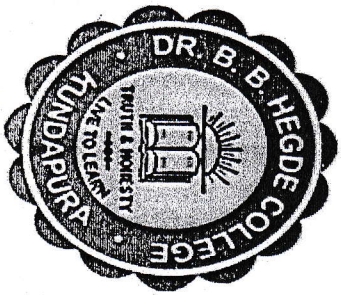
PUBLIC ADMINISTRATION

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


Prof. Umesh Shetty
Principal


Praveen Mogaveera
Co-ordinator


Shivraj C
Chief Co-ordinator
of certificate course



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

DATE: 4 / 3 / 2020

PUBLIC ADMINISTRATION

This is to certify that Mr/Miss.....*SUCHITRA.A.*.....*S.*.....*SHETTY*.....
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