



વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી  
**Veer Narmad South Gujarat University**  
સત્યમ્ જ્ઞાનમ્ અનન્તમ્



## Department of Public Administration



### Department of Public Administration

Social Science Building, VNSGU Campus,  
Udhna - Magdalla Road, Surat. 395007  
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## About Department

The Department of Public Administration is Establish in 1970 and one of the earliest PG departments of this university and the oldest University Department in the State of Gujarat to offer PG courses in the discipline of Public Administration such as a M.A. (in Public Administration) and Ph.D. (Public Administration).

The PG curriculum is relevant for students getting into the Government Services. Curriculum includes elective subjects and dissertation/ Project and the curriculum is regularly revised as per the need. Atthe beginning of the session Orientation Programme is held for the new entrants. Department regularly conducts the scholarly activities for the students. The post graduate programme and the Ph.D. programme run by the Department have beenattracting foreign students also. Two full-time faculty members are involved in theresearch and associated with the state and national administrative institutes.

### Courses Offered

**M. A. (Public Administration)**

**Ph.D. (Public Administration)**

## **Words from the Desk of Coordinator**

As the role of the state is enlarging with the expanding welfare role of the Government, the importance of the Public Administration as a stream of practice getting focused in contemporary times. Policy Formulation and Implementation are main aspects of Public Administration on which learner is getting the thorough knowledge by studying the Post-graduation degree in the field. Moreover, Civil Services has much overlapping syllabus with the M.A. (Public Administration) the PG degree will surely be helpful to the aspirant of civil service with their endeavors.

**Dr. Madhu M Thawani**  
**Coordinator & Assistant Professor**  
**Department of Public Administration**



### **Vision**

To impart intellect excellence in the field of higher education that respond to the changing roles of Public Administration through the development of Professional knowledge, skills and attitude in the learner and inculcate values of Effective Lead Management, and control Public – Private Activities while being the bridge between the people and governance.

### **Facilities**

ICT enabled Classroom  
Departmental Library  
Computer Laboratory

### **Mission**

In pursuance of its vision, the Department commits to facilitate the Development of competent Students of Public Administration to intervene in the interest of larger community at various levels to address issues in contemporary governance and administration.

### **Achievements**

Total Publications of the Faculties

Research Paper: 18

Research Guidance: 15

Book Published: 01

## Course Details of M.A. (Public Administration)

### Career Opportunities after M.A. (Public Administration)

Teaching and Research  
Administrative Officer at  
Government/NGOs offices  
Corporate Manager Consultant,  
Management Analyst,  
Civil Service  
Project coordinator, Block coordinator.

### Eligibility

Candidate seeking admission to Master's course in Public Administration (M.A. Public Administration) under the credit course system must have obtained the Bachelor's Degree in any faculty of this University or a degree recognized as equivalent there to with 40% (for Open/SEBC category) or 35% for (SC/ST category).

### Admission Process

In addition to above, the candidates will be admitted on merit-based selection Process composed of educational qualification

**Course Duration:** 2 Years (4 Semesters)

### Fees Structure:

Fees	GIA	HP
Male	₹ 3335	7335
Female	₹ 1935	5935

### Seat Availability:

Seats	Grant in Aid/Higer Payment
M.A. (Public Administration)	63 Grant in Aid 25 Higher Payment Seats

## **Objective of Program**

The core objective of the MA – Public Administration programme is to prepare the students for productive career in Administration and management besides academics through providing enabling environment in the core areas of Public Administration and allied areas.

## **Course outcome**

### **Fundamental Knowledge Enrichment**

This Program enables the students in equipping themselves in the core aspects of Administration with focus on Public Administration which is the crux of any development paradigm.

### **Critical Thinking Development**

The focus on competing theories in Public Administration prepares the students to think critically and applying value neutrality to assess the salient features and focus of various competing theories.

### **Advanced Emerging Administrative Practices.**

The program trains students to look beyond the traditional or classical formulations in administrative theories.

### **Nurturing Management Capabilities**

The program trains students for designing and conceptualizing the planning and managing development process of complex development paradigms, which enables students to evolve decision making strategies.

### **Team Work and Leadership Development**

Helps students to inculcate the nuances of team work in organizational context in a contemporary development challenges student to work in a team and also to take leadership of the of the project management team.



## Course Overview

### M.A. (Public Administration)

#### Semester: I

Paper	Compulsory Subjects	Lectures/Week	Tutorials/Week
PA-C-01	Principles of Public Administration	4	1
PA-C-02	Issues in Indian Administration	4	1
PA-C-03	Comparative Public Administration	4	1
PA-C-04	Economic policy and Administration	4	1
PA-C-05	Public Personnel Administration	4	1

#### Semester: II

Paper	Compulsory Subjects	Lectures/Week	Tutorials/Week
PA-C-06	Bureaucracy and Organization	4	1
PA-C-07	State and District Administration in India	4	1
PA-C-08	Administrative law	4	1
PA-C-09	Social Policy and Administration	4	1
PA-C-10	Research Methodology	4	1

#### Semester: III

Paper	Compulsory Subjects	Lectures/Week	Tutorials/Week
PA-C-11	Introduction to Public Policy	4	1
PA-C-12	Management of Financial System	4	1
PA-EA/ EB-01	Elective course –Paper 1 from EA or EB elective group	4	1
PA-EA/ EB-02	Elective course –Paper 2 from EA or EB elective group	4	1
PA-EA/ EB-03	Elective course –Paper 3 from EA or EB elective group	4	1

## Course Overview

### Semester: IV

Paper	Compulsory Subjects	Lectures/Week	Tutorials/Week
PA-C-13	Ethics and Governance Or Dissertation based on Project Research (In lieu of above 2 compulsory papers)	4 Project Guidance 2 hours/week	1 Field work 6 hours/week
PA-C-14	Project Management Or Dissertation based on Project Research (In lieu of above 2 compulsory papers)	4 Project Guidance 2 hours/week	1 Field work 6 hours/week
PA-EA/ EB-04	Elective course –Paper 4 from EA or EB elective group	4	1
PA-EA/ EB-05	Elective course –Paper 5 from EA or EB elective group	4	1
PA-EA/ EB-06	Elective course –Paper 6 from EA or EB elective group	4	1

## Elective Groups

### Group EA: Human Resource Management

Paper	Subjects	Semester
PA-EA-01	Principles of Human Resources Management	Semester III
PA-EA-02	Organizational Behavior and Development	
PA-EA-03	Government and Labour Welfare Policy	
PA-EA-04	Industrial Relations	Semester IV
PA-EA-05	Human Resources Development	
PA-EA-06	Safety Management	



## Course Overview

### Group EB: Crisis Management

Paper	Subjects	Semester
PA-EB-01	Disaster Management	Semester III
PA-EB-02	Water Resources Management	
PA-EB-03	Environmental Policy and Administration	
PA-EB-04	Police Administration	Semester IV
PA-EB-05	Issues in Population Policy	
PA-EB-06	Public Health Management	

## Course Details

### Ph.D. (Public Administration)

#### Eligibility

Candidate seeking admission to Ph.D. in Public Administration require to have Post Graduate degree in Public Administration with at least 55% aggregate.

#### Admission Process

Candidates has to appear and qualify for Entrance Exam conducted by University.

**Course Duration:** Minimum 3 Years and up to 6 Years.

## Course Structure of Pre-Registration Course Work

Modules	Unit Title	Teaching Hours	Credit	Total Marks	Passing Marks
Theory					
RPE 01	Philosophy and Ethics	4	1	50	
RPE 02	Scientific Conduct	4			
RPE 03	Publication Ethics	7			
Practical					
RPE 04	Open Access Publishing	4	1	50	
RPE 05	Publication Misconduct	4			
RPE 06	Database and Research Metrics	7			
Total		30	2	100	

## Details of Courses and Credits of Ph.D. Course Work

Subject	Credits / Hours		Marks	
	Credits	Hours	Total	Passing
Research Methodology	4	60	100	50
Contemporary Public Administration Issues and Trends	4	60	100	50
Public Administration and Governance: Developments in Praxis	4	60	100	50
<b>Total</b>	<b>12</b>	<b>180</b>	<b>300</b>	

## Office Staff

### **Dr. Mamta Bhakkad**

Temporary Assistant Professor

MPA, Ph.D.

#### **Specialization:**

Solid Waste Management,  
State and District  
Administration



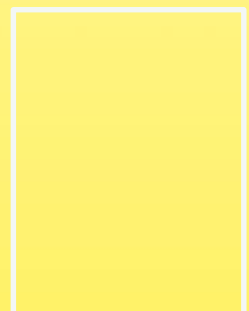
### **Nashvantbhai G. Chaudhari**

Office Clerk



### **Bhupendrasinh Rathod**

Office Staff



## Notable Alumni of Department

Name	Designation	Institution
Mr. Jay G Patel	Sub-Accountant (NET Qualified)	Collectorate office Valsad (Gujarat)
Dr. Kuldip Sharma, IPS	Ex D.G.	BPRD (Bureau of Police Research and Development)
Atsu Bouka	Senior Administrative Officer	Ministry of Health, Ghana (ACCRA)
Aman Multani	Hospital Administrator	Damania Sarvajanic Hospital, Gandevi
Kinjal Pandya	District Project Officer	Gujarat State Disaster Management Authority, Ahmedabad
Dr. Mamta Bhakkad	Teaching Assistant	Veer Narmad South Gujarat University
Dr. Harshit Mehta	Visiting Professor	Veer Narmad South Gujarat University
Peter Asare -Naumah	Research Assistant	University of Environment and Sustainable Development.
Dr. Mehul Choksi	Advocate	Gujarat High Court, Gandhi Nagar
Dr. Dinesh Patel	Doctor (MBBS)	Surat Municipal Corporation, Surat
Dr Jigar Inamdar	Syndicate Member	Maharaja Sayaji Rao University
Hitesh Vaghela	Senate Syndicate Branch	Veer Narmad South Gujarat University
Mittal Upadhyay	Chief Account Officer	Veer Narmad South Gujarat University

## Foreign Students

Department has attracted foreign students since its very foundation. Various meritorious students from Nations like Kenya, Ghana, Afghanistan and many more has studied with department and earned International fame for Department.

# Photo Gallery



Department Main Building



Classroom with Smart Board



Department Interior



Computer Laboratory



# Photo Gallery



Visit to Waste Water Treatment Plant Bamroli



Visit to Surat Fort



Visit to Surat Urban Observatory & Emergency Response Centre SMC



Visit to SUMUL Dairy Surat



Alumni Awarded for Cop of the Month



Students Winner @ Inter College Tournament