DrBRAMBEDKAROPENUNIVERSITY
Hyderabad,Telangana
ProgrammeProjectReport–PPR

Name of the Faculty/Department : Public Administration

Name of theProgramme : Post Graduate Master of Arts (M.A)

S.No.	Parameters	Details
a.	Programmesmission&objectives:: (*itsalignmentwithindustrial/learnerdemands*)	Programme Mission To provide education to the doorstep and an opportunity of higher education to the diverse sections of the society including the marginalized sections who are deprived of higher education Programme Objectives: The board objectives of the Post Graduate Programme in Public Administration include: • To acquaint the learner with the changing role of administration including the interface of theory and practice in Public Administration; • To develop the analytical and problem solving abilities of the learners; • To equip the learner with the required knowledge of administrative science and government in action and the contemporary issues in public affairs management; and, • To make the learner understand the world of public administration from the public perspective and provide foundation for further studies in Public Administration
b.	RelevanceofprogramwithDrBRAOU's Mission &Goals:	Highly relevant as the access to relevant quality education and training programmes is provided for diverse sections of society with a focus on deprived sections at lower costs by using the modern technologies in teaching-learning processes as well as in administrative and support services .
c.	Natureofprospectivetargetgroupoflearners: 1. Specifythetarget group: 2. Needs of thetargetgroup:	1. Any graduate or equivalent 2. Any person who wish to upgrade the knowledge and skills
d.	Appropriatenessofprogramtobeconductedin Open & Distance Learning(ODL) mode to acquire specific skills & competencies: Specifytheexpectedlearningoutcomesinterms of: 1.Learning outcomes : 2. Knowledge attainment :	Highly appropriate to be conducted in open & distance Learning mode as the specific skills and competencies are developed in the field of Public Administration 1. Appreciate the historical, sociological, economic, political and contextual factors of Public Administration and acquaint with the functioning of the Indian administration, at central, state and local levels and the responses of these systems in addressing the concerns of the people; 2. critically understand the development experience of India and the changing role of Public Administration; understand the interface of theory and practice of Public Administration;

	3. TransferableSki llsand Competencies: 4. Reflectionofacademic,profess ional and occupational standards:	3. acquire analytical skills and program solving abilities; and 4. develop interest and competencies to pursue further academic and professional studies in Public Administration.
e.	InstructionalDesign: 1. Curriculum design (*Outcome of Expert Committee meeting; Programme Structure: specifythetheory,practical,field work,project, etc components*):	1. BRAOU has adopted a multi-media approach for imparting instruction to its learners for its various programmes of study. The University follows the Systems approach to instructional design. The programme was designed after undertaking need analysis; identifying and defining the target group; selection of appropriate media; course design and development; and launch of the programme; and periodic revision. The course development is initiated with the Expert committee Meetings followed by the Editor Writers Meetings and Self Intructional Material is developed. The self instructional format is used for developing Self Learning Material (SLM) in print and multiple media. Print is the predominant mode of instruction supplemented with audio and video programmes; face to face counselling sessions, radio lessons through Aakash vani, Video Lessons through TSAT and BRAOU Youtube Channel.
	2. Total Credithours(*includingcoursewise*):	2.
	3. Detailed syllabi:	3. Enclosed
	4. Durationoftheprogramme(*Mini mum&Maximum*):	4. 2 Years (Minimum) and 4 (Maximum) Years
	5. Mediumof instruction:	5. Telugu
	6. Typeofprogramme(*G eneral/ Professional*):	6. General
	7. Facultyand Support staff:	7. 3 Faculty at HQs & Counsellors at Learner Centres Dr.Pallavi Kabde, Associate Professor& Head Dr. AVRN Reddy Associate Professor & Registrar Prof.C.Venkatatiah, Adjunct Professor & Former Registrar 3 support staff
	8. Instructional design & delivery mechanism(*Mediatobeused- print,audio, video,online,computeraided,w ebbased,etc. (course wise)*):	8. The University follows a multi-media approach for imparting instruction to its learners including audio and video component through Radio lessons and Video lessons. Classes are conducted in the blended mode through face to face counselling as well as online classes through zoom according to the schedules.

9. StudentSupportServicesystem(*Specify the provisions to be made at HQs, Regional Centres, Learner Support Centres and Web based, etc*):	9. Dedicated Learner Support services Division is at the Head quarters, Regional Centres and Learner Centres. The learners are provided with the necessary information and face to face counselling is conducted at the respective Learner Centres

S.No.	Parameters	Details
f.	Procedureforadmissions,curriculum transaction and evaluation: 1. Definetheadmissionpolicy(including web based tools to be adopted) : 2. Eligibilitycriteria: 3. Fee structure: 4. Financialassistancetolearners(ifany): 5. Activity planner of all academic activitiesoftheacademicsession: 6. Policy for Evaluation of learner progressalongwithmethodsandtools:	1. Online Admissions for the eligible candidates 2. Any Graduate or equivalent Examination 3. I year – Rs 3,700 ; II year : Rs 3,700 4. NA 5. Academic Calender is followed as scheduled by the University. 6. Digital Evaluation policy is adopted by the University. Assignment Tests for 30 marks are conducted to assess the analytical skills of the students and annual examination is conducted at the end of the academic year. 70 Marks for the three hours exam. There are two sections – Section A and Section B. From the Section A the student has to answer four questions out of 8 questions and each answer carries 10 marks (4x10=40). The student has to answer the short answer from the section B. Five questions need to be answered out of 10 questions (5x6=30). The minimum marks to be secured in this examination is 28. 7.
g.	Requirementofthelaboratorysupportand library resources: 1. Laboratorysupporttothelearners(*if any*): 2. ProvisionofPracticalbookforlearners (*if any*): 3. ProvisionofVirtualRealitymethodsfor Practicalsin case of Online learning (*if any*):	NA
h.	Costestimateoftheprogramandtheprovisions: 1. Indicatethebudgetaryrequirement for: 1.ProgrammeDevelopment 2.Delivery 3.Maintenance	Programme development is an ongoing process and the programme is already on offer. However, before development of the programme, cost analysis was done at the level of the faculty in coordination with Board of Studies. The University has dedicated budgetary provisions for programme development at the level of faculty. Material Production and Distribution (there is a dedicated full- fledged Directorate of Material Production for material production and distribution) and Electronic Media Resources & Research Centre (EMRRC) for the delivery of multi media resources to the learners.

i.	Qualityassurancemechanismandexpected program outcomes*: 1. Define the review mechanism of the Programmeforenhancingthestandards of curriculum, instructional design relevant to professional requirements: 2. DefineProgrammebenchmark statements: 3. Mechanism for monitoring the effectivenessoftheprogramme: *MinimumstandardsmustadheretoUGC (ODL) Regulations,2017anddirectionsoftheStatuto ry Bodies of the University	The University has standardized its courseware based on the credit system. To further standardize its courses it has developed its own house style. There is a mechanism in place for continuous quality assessment for design, development and delivery of its academic programmes. The quality is assured at different phases by various bodies of the University namely: Expert committees, Board of studies, Centre for Quality Assurance

SignatureofHeadoftheDepartmentwithseal

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SignatureofDeanofthe Facultywith seal

Faculty of Social Science
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HYDERABAD.

SignatureoftheDirectorAcademic withseal

Director (Academic)
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Proforma–II

Dr. BRAOU

Report on Compliance status of 'Quality assurance guidelines of learning materials in multiple media and curriculum and pedagogy

Name of Faculty / Department : **Public Administration**

Name of the Programme : **Master of Arts**

S.No.	Parameters	Details (Please tick)
a. Learning Materials	**I) SLM is :**	
	(a) Self - explanatory	(✓)
	(b) Self - contained	(✓)
	(c) Self - directed	(✓)
	(d) Self - Motivating	(✓)
	(e) Self - Evaluating	(✓)
	II) SLM Comprises :	
	(a) Overview of Units	(✓)
	(b) Objectives	(✓)
	(c) Activities	(✓)
	(d) Assignments	(✓)
	(e) Additional Resources	(✓)
	III) SLM has :	
	(a) Credit value assigned for each module or unit in the course	(✓)
	(b) Provides Scope for practice at once own pace and own time	(✓)
	IV) SLM has :	
	Guidelines for :	
	(a) academic integrity	(✓)
	(b) Internet etiquette	(✓)
	(c) Expectation regarding activity	(✓)
	(d) Discussions	(✓)
	(e) Plagiarism	( )

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S.No.	Parameters	Details (Please tick)
	(f) Teacher Growth & Skills	(✓)
	(g) Multiple learning for active learning	(✓)
	(h) Helps the learner to engage in Higher - order thinking skills	(✓) ✓
	(i) critical reasoning active and complex thinking	( )
	V) SLM is :	
	(a) Structed on LOCF (Learning out come based curricular framework)	(✓)
	(b) Interactive has Two way communicative approach and conversational format	(✓)
	(c) Has experience based activities and assignments	(✓)
	(d) Has clearly stated learning outcomes or detailed concepts / learning map.	(✓)
	(e) Encourages learners to apply New knowledge and Skills	(✓)
	(f) Divided in to blocks and units	(✓)
	(g) Has consistent lay out and format	(✓)
	(h) Has overview of content unit structure	(✓)
	(i) Introduction	(✓)
	(j) Expected learning outcomes	(✓)
	(k) Summary	(✓)
	(l) Sections and Subsections for presenting appropriate frequency	(✓)
	(m) Contains examples for national International case studies	(✓)
	(n) Explanation of icons, symbols and formula for used content	(✓)
	(o) Explanation of technical, new, difficult terms, in glossaries/keywords sections	(✓)
	(p) Inclusion of adequate reading material	(✓)
	B. Audion-Video Material	
	Audio Visuals Materials of the Course	
	(a) supplements and complements the Self learning Material	(✓)
	(b) adequate consideration given for learners' prior knowledge skills and attitude.	(✓)

S.No.	Parameters	Details (Please tick)
	(c) Level and style of presentation and language simple and appropriate	(✓)
	(d) Clear information on types of support materials and study activities	(✓)
	(e) Aims, objectives and target audience for the audio or video material are clearly defined	(✓)
	(f) conforms to the learning out comes	(✓)
	(g) clear guidelines with regard to the use of the audio or video material	(✓)
	(h) Audio or video material are given is developed in forms and formats that are easily accessible by the learners and compatible with web-based delivery.	(✓)
	(i) provides continuity and coherence	(✓)
	(j) content is interactive with appropriate use of graphics, animations simulations etc., to keep the learners engaged.	(✓)
	C. Online and Computer based Material	
	(a) The digital content is made available in accessible format such as processing, Portable Document Format or E-Pub format.	(✓)
	(b) The file size is accessable and downloaded	(✓)
	(c) course content (in digital format is) easy to navigate and searchable	(✓)
	(d) The digital content is Unicode compliant	(✓)
	(e) Digital content gives special attention to the leaners with disabilities.	(✓)
	(f) Digital content available across platforms and devices	(✓)
	(g) Audio-video material is made available through streaming	
	(h) The compression of the digital files is optimized so that the quality is not compromised and content is easily accessible.	(✓)
	(i) The required players are made available to learners.	( )
	D. Curriculum and Pedagogy : Quality Standards Curriculum objectives are :	
	(a) Consistent with the mission of Dr.BRAOU	(✓)

S.No.		Parameters	Details (Please tick)
	(b)	Involves all the stakeholders	(✓)
	(c)	Follows the University Grants Commission Model of Curriculum or learning outcomes based Curriculum Framework (LOCF) and incorporates local or regional needs	(✓)
	(d)	Curriculum appropriate to the stage of learning.	(✓)
	(e)	linkages are given to previous and subsequent stages of learning.	(✓)
	(f)	Provides learning experiences which allow in diversity of methods (like learning from practice, opportunities for distributed and concentrated practice, learning with peers, learning in formal situations inside and outside the department, personal study, specific teacher inputs etc).	(✓)
	(g)	The structure of curriculum are defined.	(✓)
	(h)	strategy on teaching and learning methods is worked out.	(✓)
	(i)	Instructional methods or pedagogy and the media mix are clearly spelt out.	(✓)
	(j)	The content is reliable and justifies the learning outcome(s).	(✓)
	(k)	Curriculum is relevant to national competency requirement.	(✓)
	(l)	Description of credit value for each module or unit in the course is given.	(✓)

Head of the Department

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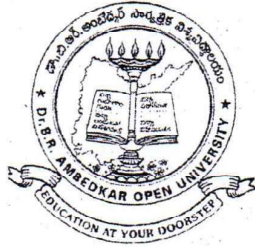Dean, Faculty
DEAN,
Faculty of Social Science
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HYDERABAD

Director (Academic)

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Dr. BRAOU

Compliance status in respect of Self-Learning Material

Name of Faculty / Department: Public Administration

Name of the Programme : Master of Arts

S.No.	Parameters	Details (Please tick)
a. Guidelines on Self Learning Materials	**I) Preparation of Learning Material**	
	(a) Planning of the Self Learning Material	(✓)
	(b) Consideration for	
	(i) backgrounds of learner and learning needs	(✓)
	(ii) learning experiences	(✓)
	(iii) support and preparation in adapting to flexible learning.	(✓)
	II) Development of SLM for	
	(a) learning objectives	(✓)
	(b) assessment of prior knowledge	(✓)
	(c) learning activities	(✓)
	(d) feedback of learning activities	(✓)
	(e) examples and illustrations	(✓)
	(f) self-assessment questions / in-text questions	(✓)
	(g) summary / key points	(✓)
	(h) study guide	(✓)
	III) Content of the learning material	
	(a) emphasises on real world tasks.	(✓)
	(b) learner's choice of tasks or situations, case studies	(✓)

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S.No.	Parameters	Details (Please tick)
	(c) collaborative learning tasks.	
	(d) opportunities for observing others	(✓)
	(c) self-evaluation.	(✓)
		(✓)
	IV) Consideration the Learner Profile	
	(a) literary level (including level of language proficiency)	(✓)
	(b) age group	
	(c) information communication Technology skills	(✓)
		(✓)
	(d) aim of study.	
	(e) personal background and home situation	(✓)
	(f) prior knowledge	(✓)
	(g) prior skills, learning situations etc.,	(✓)
		(✓)
	V) Background of learner	
	(a) It is considered the accessibility of course resources and references at the place of learning.	(✓)
	(b) Learning objectives and outcomes are considered prior to developing learning materials.	(✓)
	VI) Group of Learning Material	
	(a) SLM Course Materials	(✓)
	(b) e-books	(✓)
	(c) practical book	( )
	(d) student's handbook	(✓)
	(e) question bank,	( )
	(f) assignment book	( )
	(g) Audio Video material	(✓)
	(h) programme guide,	(✓)
	(i) project manual	( )

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