

**Krantiguru Shyamji Krishna Verma
Kachchh University**



**CREDIT STRUCTURE OF
PUBLIC ADMINISTRATION
(MA Public Administration)**

(New Syllabus of Sem 1 & Sem 2)

AS PER NEP 2020 & UGC GUIDELINES

Post Graduate Programme for Two Years

Year 2026-27


BOS Chairman

**Professor and Head
Department of Public Administration
KSKV Kachchh University, Bhuj**




Dean
**Professor & Head
Department of Economics
K.S.K.V. Kachchh University
BHUV(KACHCHH)-370 001**





Program Overview

- **Title:** PG in Public Administration: MA Public Administration
- **Course Structure**
- **Subtitle:** Semester 1 & 2 Curriculum
- **Summary Box:**

Total Semesters: two

Total Credits: 44 (22 per Semester)

Total Marks: 1100 (550 per Semester)

Passing Criteria: 36%





Semester 1: PG (MA Public Administration)

Course Type	Code	Course Title	Credit	Hours	External	Internal	Total
Major	DSCMPA-101	Principles of Public Administration and Management	4	60	50	50	100
Major	DSCMPA-102	Issues in Indian Administration	4	60	50	50	100
Major	DSCMPA-103	Research Methodology	4	60	50	50	100
Major	DSCMPA-104	Social Policy and Administration	4	60	50	50	100
Minor	MIPA-101	Bureaucracy and Organization	4	60	50	50	100
SEC	SECPA-101	Public Personnel Management	2	30	25	25	50
TOTAL			22		275	275	550





Semester 2: PG (MA Public Administration)

Course Type	Code	Course Title	Credit	Hours	External	Internal	Total
Major	DSCMPA-201	Government and Labour welfare Policy	4	60	50	50	100
Major	DSCMPA-202	Comparative Administrative Systems	4	60	50	50	100
Major	DSCMPA-203	Administrative Law	4	60	50	50	100
Major	DSCMPA-204	Human Resources Management and Development:	4	60	50	50	100
Minor	MIPA:201	Indian Industrial Relations and Labor Welfare	4	60	50	50	100
SEC	SECPA-201	Research Methodology-Data Analysis	2	30	25	25	50
TOTAL			22		275	275	550

Evaluation & Teaching Hours

- **Teaching Commitment:** 60 hours per 4-credit course; 30 hours for SEC courses.
- **Internal Assessment:** Includes assignments, presentations, and internal tests (50marks).
- **External Exams:** University-led examinations (50 marks).
- **Combined Passing:** Students must secure a minimum of 18/50 in both internal and external segments to pass.





DISTRIBUTION OF MARKS

- 1) Section is for both the Regular and External students. The duration of examination for the Regular students will be 2.15 hrs.
- 2) The duration of examination for the External students will be 3 hrs.

Section A			
Question No.	Unit	Type of Questions	Marks
1	I	Essay type question ((Two out of Four to be answered)	10
2	II	Essay type question (One out of two to be answered)	10
3	III	Essay type question (Two out of Four to be answered) OR Short Notes (Two out of four)	10
4	I to IV	Very short answer type questions (Ten out of twelve) Very short answer type questions can be: Multiple Choice Questions, True-False choice questions or One- Line answer type questions	10
6	I to IV	Short Notes (One out of two)	10
7		TOTAL	50





DISTRIBUTION OF MARKS For Skill Enhancement Course(SEC)

- 1) Section is for both the Regular and External students. The duration of examination for the Regular students will be 1.15 hrs.
- 2) The duration of examination for the External students will be 2.15 hrs.

Section A			
Question No.	Unit	Type of Questions	Marks
1	I	Essay type question (Two out of Four to be answered)	10
2	II	Essay type question (One out of two to be answered)	05
3	III	Very short answer type questions (Ten out of twelve) Very short answer type questions can be: Multiple Choice Questions, True-False choice questions or One- Line answer type questions	10
		TOTAL	25





DSCMPA-101 Principles of Public Administration and Management

Objectives:

1. This course introduces to the students the basic principles of Public Administration,
2. This course also introduces to the students the basic principles of Management,
3. The concept and issues in good governance and the emergence of NPM.

Learning Outcomes:

1. Concept of Public Administration and Management
2. Importance of Public Administration and Management
3. Learn Managerial Principles.

Unit 1: Public Administration:

- Nature, Scope, and Objectives of Public Administration
- Public Administration and its relationship with other social Science
- Development in Administrative Theories.
- Evaluation and Concept of New Public Administration.

Unit 2: Principal of Organization and Accountability:

- Structure of organization Boards and commissions
- Filed Administration and its Importance.
- Concept of Accountability and Coordination
- Formal and Informal Org. Hierarchy, Unity of command,
- Concept of Control in the context of good Governance.

Unit 3: Chief Executive:

- Concept of Line, Staff and Auxiliary Agencies,
- Define the meaning of Decision Making, Leadership and Delegation
- Concept of Supervision and Communication





Unit 4: Managerial Principles in Public Administration:

- Meaning, and Nature of management
- Types of management-Public and Private
- Concepts and Features of New Public Management

Prescribed Reading:

1. Avasthi and Maheshwari: Public Administration
2. Basu Rumki : "Public Administration : Theory & Concepts
3. Henry, Nicholas, "Public Administration & Public Affairs"
4. Neeru vasisth : Principals of management
5. Sharma "Public Administration Volume 1,2
6. Ravat "Indian Democracy" (Hindi Version)
7. S.R. Maheswari "Indian Administration"





DSCMPA-102 Issues in Indian Administration

Objectives:

1. This course introduces to the student's evolution of Administrative System,
2. This course also introduces to the students the Constitutional context of the Administration and working the union Government,
3. The concept and issues in good governance and the Administration.

Learning Outcomes:

1. Concept of Constitution and Administration.
2. Importance of Union and State Government.
3. Learn Administrative Process.

Unit 1 Indian Administration and Constitution:

- History and Evolution of the Administrative System
- Mugual Gupta's, Mauryas role in History of Indian Administration
- Continuity and change in real time.
- Constitution Preamble - Importance of preamble - Fundamental Rights
- Structure of the Union Government.

Unit 2 The Administrative Process:

- Working of the Union Government
- Nature of Government-Judicial Branch The executive, Legislative
- The Parliament and Legislatures

Unit 3 Role of the Executive:

- President of India - Vice President of India
- Council of Ministers - Governor - Attorney General of India
- Legislative Assembly
- The Union Secretariat

Unit 4 Contemporary Issues:

- Union-State Relations in the context of Constitutional framework
- Impact of Coalition Government
- Inter State Administration and Inter State Issues.





Prescribed Reading:

1. Gautam Vir : Administrative Structure.
2. H.P. Chattopadhyay-Indubaghel " Indian Administraiton"
3. Mishra "Good Governance".
4. Parkash "IndianAdministration"
5. R. Agarwal " Development of Indian Constitutiofl (Hindi Version)
6. Ravat "IndianDemocracy" (Hindi Version)
7. S.R. Maheswari "Indian Administration"





DSCMPA-103 Research Methodology

Objectives:

1. This course introduces to the students the basic principles of Research,
2. This course also introduces to the students the basic Knowledge of Research,
3. The concept of Data Analysis.

Learning Outcomes:

1. Concept of Research,
2. Importance of Research Design and Methods
3. Learn Research Report.

Research Methodology

Unit 1 Methodological approaches to Social Sciences:

- The Scientific Methods (Methods in Methodology)
- Meaning-Definition - Variable in general
- Difference between economics and Public Administration Research Methodology

Unit 2 Concepts of Research:

- Formation of a problem
- Meaning of Theory
- Concepts- Laws

Unit 3 Collection of data

- Questionnaire Method
- schedule Method-Secondary Sources
- Through documents, reports, and research publications
- Sampling Procedure
- The place of Statistics in the study of Research Method
- Research Report

Unit 4 Methods

- Survey method
- Sampling Procedure
- The place of Statistics in the study of Research Method
- Research Report





Prescribed Readings:

1. Bhandarka, rP.C., & Wilkinson, T.S., Methodology and Techniques of Social Research, (Lt. Edi.).
2. Folz, David H., Survey Research for Public Administration, Sage, New Delhi, 1996.
3. Kaplan, Abraham., The Conduct of enquiry.
4. Singh: Research Methodology
5. Vanthiel: Research Methodology in Public Administration and Public Management





DSCMPA-104 Social Policy and Administration

Objectives:

1. This course introduces to the student's evolution of Social Administrative System,
2. This course also introduces to the students the Constitutional context of the Social Administration and working the union Government for social policy formulation,
3. The Definition of Social Legislation and Social Welfare .

Learning Outcomes:

1. Concept of Constitution and Administration.
2. Importance of Union and State Government for Social Upliftment of society.
3. Learn Social Administrative Process.

Unit 1. Social Administration:

- Nature, Scope, and Principles
- Administration at the Central and State levels.
- Difference between Centre-State Social Policy

Unit.2. Social policy in India:

- Constitutional Provisions
- Development and planning under five-year plans in India.
- Changing perspectives for social policy under changing economic order
- Effect on Social life.

Unit3 Social legislations in India:

- Nature and Scope of Social Legislation,
- Types of Social Legislation
- Role and effect of Social Legislation

Unit.4. Methods of Social Administration:

- Role of Voluntary Agencies in social work
- Personnel Practices in Social Welfare and the need for a professional cadre.





Prescribed Readings:

1. Goel, S.L., & Jain, R.K., Social Welfare Administration, Deep & Deep, New Delhi.
2. Marsh, D.C., An Introduction to Social Administration.
3. M.A. Khan : Social Work and Social Policy - Concept and Method
4. Sachdeva D.R. : Social welfare Administration in India, Latest Edition.
5. Singh : NGO Development and Human Rights
6. Sinha : Human Rights in India





MIPA-101 Bureaucracy and Organization

Objectives:

1. This course deals with the concept of Bureaucracy
2. its development in varied forms.
3. The process of DE bureaucratization
4. the emergence of modern organizations

Learning Out comes:

1. Its features and characteristics
2. Concept of Bureaucracy examined in the context of development,
3. Concept of Bureaucracy examined in the context change and culture.

Unit 1 The Concept of Bureaucracy:

- Max Weber Concept of Bureaucracy
- Max Weber and Criticisms of Ideal Type
- Marx Model on Bureaucracy.

Unit2 The Debureaucratization process:

- Meaning-its relevance
- Issues in Bureaucratic Culture and behavior
- Its importance in recent time

Unit3 Theories of Organization:

- nature-scope-features and objectives of Open models
- nature-scope-features and objectives Closed models
- Organizational Change and development

Unit 4 Organization Behavior and Culture:

- Nature and scope of Organization Behavior and Culture
- Concept of Group theory
- Nature of management conflicts.

Prescribed Readings:

1. D.K.Bharghav : Bureaucratic Behaviour Organization
2. 2.Jacoby, Henry., The Bureaucratization of the World.
- 3.Lane, Jan Erik (ed)., Bureaucracy and Public Choice.
- 4.Lynch, T.D., Organization Theory and Management, Marcel Dekker, N.Y.
5. Mohammad Ali: Bureaucracy and Politics
6. R.Sweeney: Organizational Behavior





SECPA-101 Public Personnel Management

Objectives:

1. This course introduces to the students the nature, scope of Public Personnel Management,
2. This course also introduces to the student's role and functions of Govt.
3. This course also introduces the Govt. Policy for Personnel.
4. The significance and importance of the Civil Service in Modern Society

Learning Outcomes:

1. Concept of Public Personnel Management
2. Importance of Government Policies the features of the Civil Service in India
3. Learn Nature of Administration in different Countries.
4. Concept of Professionalism in the context of good governance.

Unit 1 Personnel Management:

- Nature and scope of Personnel Management in Government
- Role of Civil Service in Modern Society.
- The civil services of different countries UK, France, USA, Russia, Japan, China

Unit2 Civil Services:

- Concept of Civil Services
- Development of Civil Service in India
- Features and Characteristics
- Issues in Civil Service Management.

Unit3 Process in CivilService:

- Concept of Recruitment, Selection,
- Promotion and Suspension in the civil services
- Grievances and Suggestion

Unit4 Professionalism in CivilService:

- Comparative assessment of the civil services of different countries
- Managerialism, Neutrality, accountability.
- Process of Professionalism
- Reduce professionalism.





Prescribed Readings:

- 1 processes and Behaviour - Mohit Bhattacharya
2. Indian Administration: Administrative History of India Vol.I, II, III
3. Public Administration and Public Affairs Nicholas Henry
4. Modern Public Administration - Nigro and Nigro Theories of Organisation
5. D. Guishaiin* Management Thoughts and Thinkers
6. R. N. Singh Principles of Organisation
7. Special issue of IIPA on Accountability. Administrative Reforms

DISTRIBUTION OF MARKS For Skill Enhancement Course(SEC)

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- 2) The duration of examination for the External students will be 2.15 hrs.

Section A			
Question No.	Unit	Type of Questions	Marks
1	I	Essay type question (Two out of Four to be answered)	10
2	II	Essay type question (One out of two to be answered)	05
3	III	Very short answer type questions (Ten out of twelve) Very short answer type questions can be: Multiple Choice Questions, True-False choice questions or One- Line answer type questions	10
TOTAL			25





DSCMPA-201 Government and Labour welfare Policy:

Objectives:

1. This course introduces to the students the nature, scope of Labour Welfare,
2. This course also introduces to the student's role and functions of Govt in Labour Welfare Policy: .
3. This course also introduces the Govt. Policy for Personnel.
4. The significance and importance of the Labour Welfare Legislation

Learning Outcomes:

1. Concept of Labour Welfare
2. Importance of Government Policies the features of Labour Welfare Legislation
3. Learn Machinery for Labour Administration:
4. Concept of Trade Unions and Labour in the context of good governance.

Unit 1 Meaning of Labour Welfare Policy:

- Since Independence the nature of Labor welfare policy
- Meaning, nature, scope and functions of Labor Welfare Administration
- functions of Labor Welfare Administration

Unit 2 Machinery for Labour Administration:

- Role and functions of Labor Welfare Administration
- Role and functions of Labor Welfare Officer
- Difference of Government and private labor administration.

Unit 3 Labor legislations in India:

- Nature of Labor Welfare Legislation
- Role and Function
- Impact of Whole Administration

Unit 4 Trade Unions and Labor:

- Meaning Nature and Scope of Trade Unions
- Implications and impact of LPG on Labor
- With special reference to Exit policy and VRS.





Prescribed Readings:

1. Arun Kumar., Industrial Law (Vols.I & II), Atlantic Pub., New Delhi, 2003.
2. K.Narinder Jetly: Indian Manpower Policy and Labour Welfare
3. Mamoria, C.B., et.al., Labour Welfare, Social Security and Industrial Peace in India.
4. Pylee: Industrial Relation and Personnel Management
5. Sarma, A.M., Labour Welfare Administration in India.





DSCMPA-202 Comparative Administrative Systems

Objectives:

1. This course introduces to the students the Evolution of the world Administrative System,
2. This course also introduces to the students need to understand the social, cultural, economic, political and administrative settings of Government organizations in different countries.
- 3 The issues and problems of the Administration in Contemporary times.

Learning Outcomes:

- Concept of Constitution and Administration of different Countries.
- Role and Importance of Administration
- Concept of LPG and ICT

UNIT 1: Comparative Public Administration:

- It's Concept - Nature - Scope - Evaluation
- Significance of Comparative Administrative system
- Two models bureaucratic and Riggs model.

UNIT 2: Administrative system:

- Forms of Government in France, Russia, U.K., U.S.A., Japan
- Silent features of Public Administration in these countries.
- Role of Civil Services in France, Russia, U.K., U.S.A., Japan

UNIT 3 :Political Executive and Impact of Different Issues:

- Cabinet Secretariat in France ,Russia, U.K. ,U.S.A. ,Japan
- Executive office of the president in France ,Russia, U.K., U.S.A., Japan
- Difference between role of Executives in France ,Russia, U.K. ,U.S.A .,Japan.

UNIT 4: Concepts of LPG and ICT:

- Influence and impact of LPG, ICT in world Administration.
- Influence and impact of Terrorism on Administrative Systems





Prescribed Reading:

1. Ajay Pandey, : "Comparative Public Administration"
2. Ashok Kumar:" Comparative Public Administration"
3. Awasthi & Maheshwari : "Public Administration"
4. J.K.Chabe: "Comparative Public Administration"
5. Kashp: "Comparative Administration and Bureaucracy"
6. Sabharwal: Public Administration in South Asia
7. Teill: "Comparative Public Policy"
8. Verma: "Comparative Government and Politics"
9. Dr. Vipasya: ""Comparative Administration and public politics"





DSCMPA-203 Administrative Law:

Objectives:

1. This course introduces to the students the nature, scope of Administrative Law,
2. This course also introduces to the students the constitutional role and functions,
3. This course also introduces the nature, scope of Droite Administrative.

Learning Outcomes:

1. Concept of Administrative Law
2. Importance of Vigilance Commission.
3. To learn Inter Issues and Constitutional Provisions

Unit 1 Administrative Law:

- Concept, Nature and Scope of Administrative Law
- Constitutional Provisions relating to Administrative Law

Unit 2 Constitutional concepts:

- Rule of Law and Doctrine of Separation of Powers
- Principles of Checks and Balances
- Doctrine of Ultra-virus and Droit Administrative
- Delegated Legislation

Unit 3 Principles

- Nature Scope of Principles
- Meaning and Objectives of Natural Justice or Fairness
- Principles of Natural Justice or Fairness

Unit 4 Administrative Adjudication:

- Review of Administrative acts and redress of grievances
- Vigilance and Control
- Role of Vigilance commission





Prescribed Readings:

1. Justice H.R. Khanna, Rule of Law, (1977) 4 SCC (Jour) 7.
2. Lord Bingham, The Rule of Law, The Cambridge Law Journal, Vol. 66, No. 1 (March 2007), pp. 67-85.
3. Administrative Law by I.P. Messey
4. Principles of Administrative Law by M P Jain & S N Jain
5. Administrative Law by Dr. J.J. R. Upadhyaya





DSCMPA-204 Human Resources Management and Development:

Objectives:

1. This course introduces to the students the basic principles of Human Resources
2. This course also introduces to the students the basic principles of Management
3. The concept Group Dynamics- leadership-Initiation-Attitudes

Learning Outcomes:

1. Concept of Human Resources Management and Human Resource Development.
2. Importance of Management.
3. Learn Organizational Behaviour and Culture.
4. Formation of groups and its significance

Unit 1 Human Resources Management:

- Concept of Human Resources Management and its significance
- Development of Human Resources Management
- Its role and functions in Contemporary Management and Organizations.

Unit 2 Human Resources Development:

- Nature and scope of HRD
- Human Resource Planning and Development
- Difference between Human Resources Management and Human Resources Development.

Unit 3 Significance and Group Dynamics:

- Human Relations in Human Resource Management
- Human Relations in Organizations
- Its relevance to Organization Development

Unit 4 Organizational Behaviour and Culture:

- Nature of Organizational Behaviour and Culture
- Formation of groups and its significance
- Concept of leadership-initiation-attitudes
- Challenges and contribution.





Prescribed Readings:

1. Dessler : Human Resource Management Lt. Edi.
2. Linda Maund., Introduction to Human Resources Management, Palgrave, Suffolk, 2001.
3. Parikh, Udai., Organizational Behaviour Process, Rawat, Jaipur, 1996.
4. Sheikh: Human Resource Development and Management Lt. Edi.





MIPA-201 ENVIRONMENTAL POLICY AND ADMINISTRATION

Objectives: Students will be able to:

1. Know about the nature and importance of the environment.
2. The main objective of the course is to create environmental awareness among the students.
3. Know the environmental Protection Movements and their role in India.
4. Identify the various environmental issues.

Learning Outcomes:

1. The students were able to understand the environment.
2. Understand and involve the students the needs to conserve and protect environment.
3. Knowledge about the present environmental issues.

Unit – 1: Introduction Indian Constitution and Environment Protection:

- Meaning, Scope, and Importance of Environmental Administration
- Constitutional Provisions for Environment
- Need to Conserve and Protect Environment
- Problems of Development and Environment.

Unit – 2: Environmental Problem

- Effects of Human Activities on the Qualities of Life
- Air and Water Pollution, Health and Sanitation
- Liquid and Solid Waste, Nuclear Waste, e waste.

Unit – 3: Environmental Movement Popular Participation in Environment Movement

- Genesis of Global Environmental Movements
- People Movements in India: APPIKO and CHIPKO
- Save Silent Valley Movement. Environment Protection Policy Evolution of Laws and Policies in India
- Environmental Protection Policies – Regulations, Deforestation, Global Warming and Government Policies
- Administrative actions.





Unit – 4: Environmental Issues Study of Environmental Assets:

- Rivers, Ponds, Forests, Grasslands, Hills, and Mountains
- Study of Common Place, Insects and Birds ,Climate Change
- Role of Administration- Students should submit a detailed report about any five environmental degradation issues in their respective areas and make the people aware about the harmful effects of environmental Pollution.

Prescribed Readings:

1. Arun Kumar, Environmental Problems Protection and Control, New Delhi: G. N Pandey, Environmental Management, New Delhi: Vikas Publishing House, 1977.
2. S.P. Ahluwalia, and H.S. Bals, Environmental Education: Concepts and Contours, Education: Issues and Challenges, New Delhi. Ashish Publishing House, (1992).
3. Suzanna Andrews and Others (ed.) The World Environment, Handbook, New York: World Environment Centre, 1999.
4. Indian Institute of Public Administration, Environment – Policy in India. 2000
5. Suresh Jain and Vimal Jain, Environment Laws in India.
6. 2000 World Health Organisation, Environment, Pollution Control in Relation to Development Report of WHO Expert Committee, 1993.





MIPA:201 Indian Industrial Relations and Labor Welfare:-

Objectives:

1. This course introduces to the students the basic concept of Indian Industries,
2. This course also introduces to the students Grievance redresses Procedure,
3. The concept of Discipline and its enforcement.
4. The procedures of Industrial Disputes.

Learning Outcomes:

1. Concept of Indian Industries.
2. Importance of Discipline and its enforcement in Industry.
3. To learn Workers Participation in management.

Unit 1 Indian Industrial Relations:-

- Nature and Scope of Indian Industrial Relations
- Influence of Technology on IR
- Meaning, nature, scope and functions of Labor Welfare Administration

Unit 2 Grievance:

- Meaning & nature of Grievance
- redresses Procedure of Grievance
- Concept of Discipline and its enforcement
- Role and functions of Labor Welfare Officer
- Difference of Government and private labor administration.

Unit 3 Industrial Dispute:

- Causes, prevention and settlement
- Process and procedures in Industrial disputes settlement
- Workers Participation in management.
- Role of Labor legislations in India

Unit 4 Trade Unions and Labour:

- Concept of Trade Unions and Difference between TU and IR.
- Meaning Nature and Scope of Trade Unions
- Implications and impact of LPG on Labor
- With special reference to Exit policy and VRS.





Prescribed Reading:

1. Arun Kumar., Industrial Law (Vols.I & II), Atlantic Pub., New Delhi, 2003.
2. K.Narinder Jetly: Indian Manpower Policy and Labour Welfare
3. Mamoria, C.B., et.al., Labour Welfare, Social Security, and Industrial Peace in India.
4. Pylee: Industrial Relation and Personnel Management
5. Sarma, A.M., Labour Welfare Administration in India.





SECPA-201 Research Methodology-Data Analysis:

Unit 1 Methodological approaches to Social Sciences:

- Variable in general
- The Dependent Variable
- The Independent Variable
- Parameters.

Unit 2 Concepts of Data Analysis:

- Formation of a problem
- Meaning of Theory
- Concepts, Laws
- Experiment, Models
- Deductions, Research Design.

Unit 3 Collection of data and Statistical Method:

- Sampling Procedure
- The place of Statistics in the study of Research Method
- Research Report.

Unit 4 Use of SPSS:

- DATABASES Indexing databases.
- Citation databases: Web of science, Scopus, etc.
- RESEARCH METRICS (3HRS.) Impact Factor of journal as per journal Citation Report, SNIP, SJR, IPP, Cite score.
- Metrics: h-index, G index, i10 index, altimetric





Prescribed Reading:

1. Sharma. R.D, Research Methods in Social Sciences, National Book Organization, New Delhi, 1985.
2. William J. Goode & Paul K. Hatt, Methods in Social Research, McGraw Hill, London, 1981.
3. Dr. Kanwarjit Singh, Methodology of Educational Research, Lotus Publishers, New Delhi, 2012.
4. G. Vijayalakshmi, C. Sivaprakasam, Research Methods: Tips and Techniques, MJP Publishers, Chennai, 2016.
5. C.R. Kothari, Gaurar Garg, (Third Edition), Research Methodology: Methods and Techniques, New Age International Publications, New Delhi, 2014.
6. S. Sebastian Periannan, Social Research Methodology: An Introduction, Department of Christian Studies, University of Madras, Chennai, 2010.

DISTRIBUTION OF MARKS For Skill Enhancement Course(SEC)

- 1) Section is for both the Regular and External students. The duration of examination for the Regular students will be 1.15 hrs.
- 2) The duration of examination for the External students will be 2.15 hrs.

Section A			
Question No.	Unit	Type of Questions	Marks
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		TOTAL	25

