



Mangalayan
ONLINE

NAAC
GRADE **A+**

2025-26



POST GRADUATE DIPLOMA IN

Administration
and Public Policy



मङ्गलायतन
विश्वविद्यालय

॥ विश्वं ज्ञाने प्रतिष्ठितम् ॥



www.muonline.ac.in

INTRODUCTION

Our PG Diploma in Administration and Public Policy covers the vast topics of administration policies in different sectors and how government rules are implemented to resolve societal issues. The modules of the course are designed with detailed information related to specified sectors. This course entails the formulation of public policies, governance structure, administrative procedures, and the execution of legal laws to understand the organizational workflow for optimizing determined decisions. Students are motivated to upskill with leadership and analytical expertise. This one-year course is split into two semesters to build a strong understanding of government function for the aspiring civil servant role.



MISSION

- ✦ To make students discover a deep understanding of government and non-government functions, and develop a goal-oriented strategy for assigned assignments and projects.
- ✦ To understand social hierarchy and organizational network partitioning for accessing the resources and interconnected sectors of the government, NGOs, and public sectors.
- ✦ To provide advanced techniques to propose new policies and encourage practical solutions for Public Policy Challenges.



OBJECTIVE

- ☛ To educate students with analytical and research skills, professional skills, and emotional intelligence by strengthening a comprehensive understanding of Public Administration and Policy, for their future job roles.
- ☛ To help them understand ethical decision making in governance, to evaluate similar or different sets of policies to propose integrated policies for their growth perspective.



SEMESTER - I

Sr.	Course Code	CourseName	Credit	Continuous Assessment Marks	TermEnd Exam	Grand Total
				Max.Marks	Max.Marks	
1	PAM-6111	Public Administration Theory	4	30	70	100
2	PAM-6112	Administrative Thinkers	4	30	70	100
3	PAM-6113	Indian Administration	4	30	70	100
4	PAM-6114	Financial Administration	4	30	70	100
5	PAM-6115	Comparative Public Administration	4	30	70	100
Total Credits			20	150	350	500

SEMESTER - II

Sr.	Course Code	CourseName	Credit	Continuous Assessment Marks	TermEnd Exam	Grand Total
				Max.Marks	Max.Marks	
1	PAM-6211	State & Local Administration	4	30	70	100
2	PAM-6212	Public Administration in India	4	30	70	100
3	PAM-6213	Good Governance	4	30	70	100
4	PAM-6214	Public Personnel Administration	4	30	70	100
5	PAM-6215	Public Policy	4	30	70	100
Total Credits			20	150	350	500

SYLLABUS AND COURSE MATERIAL

Anytime-Anywhere Learning:

Students will get access to the Learning Management System (LMS), which contains the syllabus and self-learning materials in the form of textual notes, reference material, etc. The course material is designed by our experienced in-house Subject Matter Experts (SME). The format and course content is in accordance with CIQA and approved in consensus with the Board of Studies with prime focus on industry-relevant and subject-oriented concepts.

Study Material

The study material is segmented in digital format (e-content) for the respective programmes and is uploaded on the LMS portal; block-wise for every course. Students get access to a wide range of learning materials in the form of PPT's, video recordings, textual notes, and additional reference materials across the LMS portal.

Live Online Doubt Clearing Sessions

The live doubt-clearing classes are scheduled every weekend for students' engagement and interaction with lecturers via online mode.

Video Lectures

In case the students miss any live session during the weekend, the video recordings and PPTs of live classes are uploaded in the consecutive week on the student LMS portal for easy access to learning.

Medium of Instruction

Medium of Course Instruction:

Hindi and English

Medium of Examination:

Proctored Online Mode

Student Support Systems

To assist our students in their academic journey, our experienced program coordinators and student support team is always available to guide with queries or concerns related to course content, online sessions, assignments, exams, etc.

PROCEDURE FOR ADMISSIONS, CURRICULUM, TRANSACTION AND EVALUATION

FEE STRUCTURE

Name of the Program	Degree	Duration	One Time Reg. Fee (₹)	Semester Fee (₹)	Exam Fee Per Semester (₹)	Full Year Fee (₹)
PG Diploma in Administration and Public Policy	PG Diploma	1 Year	1000	8000	1000	19000
Total						19000

ACTIVITY SCHEDULE

S.NO.	Name of the Activity	Tentative months schedule (specify months) during year			
		From(Month)	To (Month)	From(Month)	To (Month)
1	Admission	Jul	Sep	Jan	Mar
2	Assignment submission (if any)	Sep	Oct	Mar	Apr
3	Evaluation of Assignment	Oct	Nov	Apr	May
4	Examination	Dec	Dec	Jun	Jun
5	Declaration of Result	Jan	Jan	Jul	Jul
6	Re-registration	Jul	Jul	Jan	Jan
7	Distribution of SLM	Jul	Sep	Jan	Mar
8	Contact Programmes (counselling, Practicals.etc.)	Sep	Nov	Mar	May

CREDIT SYSTEM

Duration of the Programme	Credits	Name of the Programme	Level of the Programme
1 Year	40	Administration and Public Policy	PG Diploma





**We wish you
all A Happy
Learning with
Mangalayatan
Online!**



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