

NAAC accreditation with 'A' grade

SCHOOL OF LIBERAL STUDIES

M. A. 2017 Admission Policy and Procedure

MASTER OF ARTS PROGRAM

YEAR: 2017-19

1. THE SCHOOL OF LIBERAL STUDIES

The School - launched its undergraduate programme in Liberal Studies in 2009. Students get opportunities to learn courses like Communication, Management, Humanities and Performing Arts and to identify and develop their hidden potential. PDPU has excellent infrastructure, residential facilities and stimulating environment to support the all round development of the students.

Liberal Studies is not just about merely teaching a subject to the students but to provide an atmosphere where students acquire a love for learning a subject and subsequently apply their knowledge in their pursuits. It emphasizes on integrated development in teaching, experiential learning and overall grooming of the students in areas of leadership, teamwork, communication skills, thinking skills and being a responsible global citizen to cater to the needs of the diverse world of work. It has been taught in world-renowned universities of North America and Europe for over 100 years on the same campus alongside Engineering and Management Schools to provide interdisciplinary learning opportunities to students. Now to carry forward its vision of imparting quality education to promising future leaders of the nation, SLS announces Two-Year Masters in:

- 1) Public Administration
- 2) Political Science - International Relations
- 3) English

PUBLIC ADMINISTRATION

Relevance of Public Administration has grown immensely since the inception of human civilization, its role has increased and changed from doer/provider to regulator of services in the present times. With the present and future perspective on demand-driven administrative processes in sight, a two – year master’s degree programme in Public Administration with a focus on Public Policy and Governance is being offered by the School of Liberal Studies, PDPU.

The curriculum of this Masters Programme covers all cotemporary and conventional areas of Public Administration i.e. theories (traditional to contemporary), Indian administration, internal security, rural development, disaster management, social welfare & social accountability, Economic & Financial administration, Public enterprises, Non-profit administration etc. The course is supportive for students aspiring to chart out careers in globally competitive public and private sector, career planning for various social science research institutes and civil services. Those who desire to pursue higher studies may join research programmes in areas/disciplines such as Public Administration, Development Studies, Local Self government, Rural Development, Urban Governance & Management, Public Policy, Development Politics, Law & Governance, Sociology, Political Science, etc.

COURSE OUTLINE

Sr. No.	Paper	Code
SEMESTER I – CORE PAPERS		
1	Principles and Theories of Public Administration	17MPAP 17
2	Contemporary Administrative Thinkers	17MPAP 18
3	Indian Administration: Structure and Processes	MPAP03
4	Personnel Administration with reference to India	MPAP04
5	Economic and Financial Administration in India	MPAP05
SEMESTER II– CORE PAPERS		
6	Comparative and Development Administration	17MPAP 19
7	State Government and District Administration	MPAP07
8	Public Service Delivery in India	17MPAP 20
9	Administrative Reforms and Ethics	17MPAP 21
10	Research Methodology	MPAP10
SEMESTER III – CORE PAPERS		
11	Public Policy – Themes and Approaches	MPAP11
12	Public Policy Formulation and Implementation in India	17MPAP 22

13	Internal Security in India	17MPAP 23
14	Research Dissertation – I (Topics from Central, State or Local Administration)	MPAP 91
	Semester III Elective Papers: Any ONE of the following from TWO Clusters	
15	Social Policy: Accountability and Governance	17MPAP 59
16	Contemporary Trends in Governance	17MPAP 60
17	Regulatory Bodies in India	17MPAP 61
18	HRM and Industrial Relations	MPAP54
	SEMESTER IV – CORE PAPERS	
19	Rural and Urban Local Governance in India	MPAP14
20	Administration: Law and Governance	17MPAP 24
21	Project Management	17MPAP 25
22	Research Dissertation - II (Topics being covered from the Public Policy Perspectives)	MPAP92
	Semester IV Elective Papers: Any ONE of the following from TWO Clusters	
23	Administration of Non-Profit Organizations	MPAP55
24	E-Governance and Administration	MPAP56
25	Environmental Crisis and Disaster Management Policies	MPAP57
26	Public Private Partnerships	17MPAP 62

NOTE: Each Paper carries 4 (Four) Credits, except the Two Research Dissertations. In the Third and Fourth semesters, there will be Two dissertations with 10 credits (5 credits each for both the semesters). The Research Dissertation in the Fourth semester will be defended before the constituted Board. The Dissertations are to be submitted in partial fulfilment of the Master's Degree requirement. The Maximum Credit Requirement for the M.A. programme is 90 credits.

POLITICAL SCIENCE - INTERNATIONAL RELATIONS

A two-year master's degree programme in Political Science - International Relations gives importance to International Relations while imparting knowledge on vital aspects of Political Science. The papers are prepared in a manner to cope with the fast changing developments at the global scenario, generate orientations in politics and explore new horizons in the field of international relations from general to specific, the programme offers specialization in the areas of Energy Politics, Political Economy, Foreign Policy and Security.

COURSE OUTLINE

Sr. No.	Papers	Code
SEMESTER-I CORE PAPERS		
1	Contemporary Political Theory	MPIR01
2	Modern Political Thought	MPIR02
3	Theory of International Relations-I	MPIR03
4	Thinkers in International Relations	MPIR04
5	Indian Political System	MPIR05
SEMESTER -II CORE PAPERS		
6	Gender in Global Politics	MPIR09
7	Theory of International Relations-II	MPIR10
8	Geopolitics in International Relations	MPIR11
9	Comparative Political Analysis	MPIR12
10	Research Methodology	MPIR13

SEMESTER- III CORE PAPERS		
11	Theory and Practice of Diplomacy	MPIR06
12	Energy Politics in International Relations	MPIR07
13	Indian Foreign Policy: Post-Cold War Era	MPIR08
14	Research Dissertation -1	MPIR91
Semester III Elective Papers: Any ONE of the following from TWO Clusters		
15	Political Economy of Energy Policy	MPIR51
16	India's Energy Security & World	MPIR52
OR		
17	Emerging Approaches to Foreign Policy	MPIR53
18	Foreign Policy of Major Powers	MPIR54
SEMESTER- IV CORE PAPERS		
19	International Political Economy	MPIR14
20	National & Global Security in Contemporary World	MPIR15
21	International Organizations and Global Governance	MPIR16
22	Research Dissertation – 2	MPIR92

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SEMESTER IV Elective Papers: Any ONE of the following from TWO Clusters		
23	International Political Economy and India	MPIR55
24	Political Economy of Development and Underdevelopment	MPIR56
OR		
25	Human Security and Human Right	MPIR57
26	India's Internal Security and World	MPIR58

NOTE: Each Paper carries 4 (Four) Credits, except the Two Research Dissertations. In the Third and Fourth semesters, there will be Two dissertations with 10 credits (5 credits each for both the semesters). The Research Dissertation in the Fourth semester will be defended before the constituted Board. The Dissertations are to be submitted in partial fulfilment of the Master's Degree requirement. The Maximum Credit Requirement for the M.A. programme is 90 credits.

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ENGLISH

A two – year master’s degree programme in English, designed as per the model course curriculum of UGC prepared to challenge the creativity and imagination of students. The programme opens up an entire panorama of visual arts, theatre arts, science, psycho- analysis, philosophy and films with reference to English. PDPU infrastructure supports the unique pedagogy required to deliver such a programme.

COURSE OUTLINE

Sr. No.	Papers	Code
SEMESTER- I		
1	Literature in English, 1550-1660	MELL01
2	Literature in English, 1660-1798	MELL02
3	Literature in English, 1798-1914	MELL03
4	Literature in English, 1914-2000	MELL04
5	Critical Theories	MELL05
SEMESTER- II		
6	Literature and the Visual Arts	MELL06
7	Literature and the Theatre Arts	MELL07
8	Literature and Film	MELL08
9	Literature and Gender	MELL09
10	Literature and Science	MELL10

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SEMESTER- III		
11	Literature and Psychoanalysis	MELL11
12	Literature and Philosophy	MELL12
13	Popular Literature	MELL13
14	Children's Literature	MELL14
15	Major Critical Movements and Concepts	MELL15
16	Research Dissertation -1	MELL91
SEMESTER- IV		
17	History of English Language	MELL16
18	American Literature	MELL17
19	Indian Writing in English	MELL18
20	English Language Teaching	MELL19
21	Comparative Literature	MELL20
22	Research Dissertation -2	MELL92

NOTE: Each Paper carries 4 (Four) Credits, except the Two Research Dissertations. In the Third and Fourth semesters, there will be Two dissertations with 10 credits (5 credits each for both the semesters). The Research Dissertation in the Fourth semester will be defended before the constituted Board. The Dissertations are to be submitted in partial fulfilment of the Master's Degree requirement. The Maximum Credit Requirement for the M.A. programme is 90 credits.

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2. ADMISSION POLICY AND PROCEDURE

2.1 The admission process for Master of Arts Programme for the batch of 2017-19 will be conducted under the direction of the Admission Committee constituted by the University for School of Liberal Studies headed by the Director – SLS.

2.2 Total Number of Seats for admission in each area is limited to **20**.

2.3 Statutory Reservation: For candidate from Indian States & UT's:

- Scheduled Tribe (ST) 7.5%
- Scheduled Caste (SC) 15 %

- Physically Challenged will be provided 3% reservation in each category

3. ADMISSION PROCESS - ONLINE APPLICATION PROCESS

3.1 The Candidate should apply on-line on SLS website. (Please visit SLS website www.sls.pdpu.ac.in for application procedure.)

3.2. Candidate can opt for Only One subject/discipline from Public Administration/ Political Science - International Relations /English for pursuing the Master's Programme.

3.3 For the purpose of registration, a candidate shall be required to make online payment of Rs. **500.00** through **Internet Banking/Debit Card/Credit Card** towards the Registration Fee.

3.4 The **Application Fee is non-refundable and no correspondence on this subject will be entertained.**

3.5 A candidate shall be required to upload the colored scan copies of requisite certificates and testimonials as specified in the Application Form.

3.6 The last date to apply online is 12.00 AM (Midnight) of **28th June 2017**.

3.7 The applicant will carry the printout of the Admit card to the venue of examination, and get it signed by the invigilator in PDPU.

3.8 The applicants to all programmes under various reserved category must submit along with application form the attested photocopies of the certificate of verification of the reserved Category issued by the competent authority. These certificates should be in English or with authorized English translation.

3.9 The last date for receiving the application form is **28th June 2017**

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4. ELIGIBILITY

4.1 Candidate must have a Bachelor's Degree in any discipline from any recognized College/University in India.

3.2 The students expecting their qualifying degree result by 31st August 2017 can also apply.

4. SELECTION PROCEDURE

4.1 A written entrance test followed by an interview will be conducted on **29th June 2017**.

4.2. Written Test: It will consist of both objective and descriptive type of questions.

4.3 An entrance test will be conducted on **29th June 2017 at 11: 00 AM**. It will evaluate the applicant's competence in the areas of General Studies, English / Political Science -International Relations / Public Administration and Public Policy.

4.4 The test will have **50 multiple-choice type** questions to be answered in **60 minutes** and **Essay question**-descriptive type in **30 minutes**. The objective type questions will be divided into following sections:

4.5 The first section of general studies section would be of **20 Marks containing 20 questions which are** common for all the subjects.

4.6 The second section of subject specific questions would be of **30 Marks containing 30 questions** from the **selected subject** (Public Administration/Political Science - International Relations/English)

4.7 There is No Negative Marking in the Objective type Questions.

4.8 The Third Section of Essays containing **25 Marks** would be from the subject/areas of

Public Administration: - Contemporary issues of Administration, Polity, Governance, Issues of National and International significance from administrative perspective, Public Policy and Administration.

Political Science - International Relations: - Foreign Relation, Political Science, Politics and Issues of National and International significance from International Relations perspective.

English: - Questions related to Literature in general.

4.9 Interview and Statement of Purpose:

5.10 Written Test will be followed by an interview of 25 marks to assess the thematic understanding, clarity and communications skills of the candidates. The candidates should submit a statement of purpose in about 500 words explaining the purpose for pursuing the MA programme.

The interview will be conducted in the post lunch session.

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**Venue for written test and interview:-
Pandit Deendayal Petroleum University,
Raisan (Gandhinagar), Gujarat 382 007.**

5.11 Merit Marks: Merit Marks shall be the summation of marks obtained in

- i) Multiple Choice test
- ii) Essay
- iii) Interview

5.12 Merit List shall be prepared in the descending order of merit marks.

Criteria	Marks
Written Multiple Choice Test and Essay	75
Interview	25
Total	100

6. TEST ADMINISTRATION

6.1 Candidates are to report at the venue at least **45 minutes** before the scheduled time of the commencement of the test.

6.2 No candidate shall be admitted **15 minutes** after the commencement of the test. Also no extra time shall be granted for completing the test.

6.3 For candidates who are unable to write because of temporary or permanent disability, a writer will be made available. The request for this should be made in advance.

7. Candidates shall bring the following when reporting at the test Centre:

Documents: Admit Card printout & Proof of payment of application form fee.

Writing Materials: Ball Point Pen, HB Pencils, Eraser, Sharpener.

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8. NOTE (INSTRUCTIONS FOR WRITTEN TEST)

8.1 You will be provided a sealed Question Booklet and an Answer Sheet. Please do not open the Question Booklet until announced.

8.2 Please fill up the necessary information in the space provided on the cover of the Question Booklet and the Answer Sheet before commencement of the test.

8.3 The candidates should sign the attendance sheet during the test duly endorsing the Question Booklet series as given on the Question Booklet and other details.

8.4 The duration of the test is 1½ hours. There are 70 questions. All questions are compulsory. Each question has four options marked (1), (2), (3) or (4).

8.5 Answers are to be marked on the Answer Sheet, which will be provided separately. Choose the correct option as you perceive and darken the oval completely, corresponding to (1), (2), (3) or (4) against the relevant question number. Use only HB Pencil to darken the oval for answering.

8.6 Please do not darken more than one oval against any question, as scanner will reject the answer. If you wish to change any answer, erase completely the one already marked and darken the fresh oval with an HB pencil.

8.7 All candidates submitting Application Forms along with requisite payment by the due date will be given Application Numbers. You ought to confirm your Roll Number allotted from the website www.pdpu.ac.in under School of Liberal Studies section.

8.8 You must make your own arrangements for reaching the School premises in time for written exam. All expenses for attending written test are to be borne by the candidates.

8.9 Based on the aggregate marks in written test and essay, the first merit list will be put up on the website on **30th June 2017**. The selected candidates are required to complete Admission formalities including payment of fees payment and enrolment by **7th July 2017** for securing admission.

8.10 The second merit list, if needed, will be declared on PDPU website on **11th July 2017**.

8.11 The students offered admission in the second merit are required to complete Admission formalities by **14th July 2017** to secure admission.

8.12 If a selected candidate fails to secure admission as mentioned in the above, the admission offer will stand cancelled and the seat falling vacant shall be offered to the next waitlisted candidate.

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9. CANCELLATION OF ADMISSION/ REFUND OF FEES

9.1 Cancellation of admission by the University:

- i) In case the candidate fails to produce original documents within the specified time period only deposits (Rs.13,000/-) shall be refundable.
- ii) During verification of documents or subsequently, at any point of time if the University finds any certificate or testimonial or information submitted by any candidate is incorrect or false, the candidature of such candidate shall be cancelled for that year. For such candidates only deposits (Rs.13,000/-) shall be refundable.
- iii) If the University is satisfied that a certain candidate on no fault of his has been wrongly admitted, fees & deposits paid if any, for the ongoing semester shall be refundable.

9.2 Cancellation of admission by the candidate:

Sr. No.	Percentage of Refund of Aggregate fees	Point of time when notice of withdrawal of admission is served to the University
1.	100%	15 days before the formally-notified last date of admission that is up to 2 nd July 2017.
2.	80%	Not more than 15 days after the formally-notified last date of admission that is up to 1 st August 2017.
3.	50%	More than 15 days but less than 30 days after formally-notified last date of admission that is from 2 nd August- 16 th August 2017
4.	00%	More than 30 days after formally notified last date of admission after 16 th August 2017.

The above referred refund of fees against cancellation of admission is applicable uniformly irrespective of when a candidate has got admission.

The candidate shall be required to **submit the original receipt** of the fees paid for refund in the prescribed form. The application for cancellation is to be submitted to:

Manager –SLS, D Block-First Floor

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10. FEE STRUCTURE FOR M.A. PROGRAMME

1a). Fee Structure & Payment Schedule

Fee Structure: **FIRST SEMESTER**

Particulars	Fees For Student (In Rs.)
Tuition Fee (per semester)	28,500
Students' Welfare Fund (per semester)	3,000
Insurance Charges (once in year)	2,000
University Enrolment Fee(per semester)	3,000
Library Deposit (One time -Refundable)	3,000
Caution Money Deposit (One time-Refundable)	10,000
Total Fees	49500/-

Fee Structure: **SECOND SEMESTER**

Particulars	Fees For Student (In Rs.)
Tuition Fee (per semester)	28,500
Students' Welfare Fund (per semester)	3,000
University Enrolment Fee (per semester)	3,000
Total Fees	34500/-

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Fee Structure: **THIRD SEMESTER**

Particulars	Fees For Student (In Rs.)
Tuition Fee (per semester)	28,500
Students' Welfare Fund (per semester)	3,000
University Enrolment Fee (per semester)	3,000
Insurance Charges (once in year)	2,000
Convocation Fee	4,000
Total Fees	40500/-

Fee Structure: **FOURTH SEMESTER**

Particulars	Fees For Student (In Rs.)
Tuition Fee (per semester)	28,500
Students' Welfare Fund (per semester)	3,000
Registration Fees(per semester)	3,000
Convocation Fee	4,000
Alumni Fund	2,500
Total Fees	41000/-

* Each academic year is split in two semesters.

* Charges for the Internships (if any) shall be levied on the basis of actual expenditure.

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1b) Hostel and Mess Facilities:

Following fees are required to be paid and are likely to be revised from time to time.

Sr. No	Occupancy/ Sharing	Non AC Room Charges per Annum	AC Room Charges per Annum
A)	Single	1,62,000/-	1,72,000/-
B)	Double	89,500/-	1,01,000/-
C)	Triple	67,000/-	72,000/-

Hostel Deposit (Refundable): Rs. 5,000/-

The above Annual Hostel Fees is Non Refundable & excluding power consumption.

Mess Charges are as follows, and are likely to be revised from time to time.

- Mess Charges of Rs.39,000/- per year for breakfast, lunch, dinner and snacks as per canteen schedule. This is compulsory for candidate opting for PDPU Hostel Facility.
- Mess Charges of Rs.26,000/- per year for breakfast, lunch and snacks for day scholar as per canteen schedule. (Monday to Friday)

The above mentioned Hostel Fees / Mess Charges have to be paid through a Demand Draft drawn in favor of 'Pandit Deendyal Petroleum University', payable at Ahmedabad at the start of academic year.

- * For hostel facility Shri Ashutosh Vyas (Block-C SPT-I building) email: ashutosh.vyas@spt.pdpu.ac.in may be contacted.
- * **Hostel and mess charges will be subject to upward revision for current intake.**

1c) Payment Schedule:

- i) Payment for Securing Admission: The candidates who are offered admission can secure the admission only upon payment of the full fees of the first semester.
- ii) Payment of the remaining charges: The admitted students are required to pay the mess charges and energy charges for the first semester before the prescribed date.
- iii) Semester wise Payment: The admitted students are required to pay the fees of every semester one week before the commencement of the respective semester. In case of delay, penalty will be charged as per the prescribed rules of the School.

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1d) Modes of Payment:

- iv) Payment by Demand Draft: Fees may be paid by demand draft drawn in favour of “Pandit Deendyal Petroleum University,” payable at Ahmedabad, Gujarat.
- v) The said demand draft will be accepted by the Admission Office as per stipulated schedule

OR

Payment through Institute Bank Account: Fees can be paid in the University Account at **Oriental Bank of Commerce (OBC) A/C No. 09332151005094**. Students are required to send fee payment receipt slip of the bank in scan copy to slsadmission@pdpu.ac.in before the last date.

- vi) Cash Payment: The University and its Schools do not accept cash payment.

11. MERIT CUM MEANS SCHOLARSHIP SCHEME:

11.1 The scholarship is based on the Merit cum Means. The scheme is applicable to MA students securing admission in Academic Year 2017-18.

11.2 In all **Two meritorious** students from each stream of MA are eligible for Merit cum Means Scholarship.

11.3 The basic eligibility criteria may be the Total Annual Income (from all Sources) of the student’s family should not be exceeding Rs. 6.00 Lacs.

11.4 There would be a waiver of 50% of tuition fee and 50% waiver of Hostel accommodation rent for scholarship holders till the continuation of such scholarship.

11.5 Hostel accommodation rent waiver will be applicable to the outstation students only.

11.6 In case of a tie between two students the amount of scholarship will be equally divided.

11.7 The students availing the benefit of scholarship should work as Teaching Assistant for 10 hours per week.

Eligibility criteria for the award of merit cum means scholarship scheme in the first semester:-

11.8 Fifty (50%) of the marks secured in graduation examination and Fifty (50 %) of the marks obtained in MA entrance examination subject to overall **minimum 65% marks will be considered for the scholarship in the first semester.**

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Eligibility criteria for the award of merit cum means scholarship scheme from the second semester onwards:- To become eligible for the continuance of the scholarship in subsequent semesters, the students are required:-

- 11.9** To have earned Minimum **SPI of 7.5** in the 1st Semester, and also of **7.5 SPI** in every subsequent semester.
- 11.10** To have passed every semester examination at the first attempt besides regular attendance, disciplined and exemplary behavior and compliance with all other norms, as prescribed by the University from time to time.
- 11.11** To continue availing the scholarship scheme in second and onward semesters' the student has to apply along with the result of the previous semester in a prescribed form wherein authentic information about the family income and other relevant information shall have to be furnished.

12. INTERPRETATIONS AND CHANGE OF ADMISSION RULES:

In the matter of interpretation of Admission Policies and Procedures, grant and withdrawal of admission the decision of the Admission Committee shall be final and binding on the candidates. The Admission Committee is authorized to resolve issues that are not covered in the Admission Policies and Procedures mentioned above, on the merit of the cases, and implement the same.

13. OTHER IMPORTANT INFORMATION:

13.1 All communications by School of Liberal Studies for the admission process will be made through SLS website www.pdpu.ac.in. Candidates are strongly recommended to access the School's website on regular basis for admission updates.

13.2 The Admission Committee has the right to cancel any admission that has been given by the Admission Committee.

13.3 The Admission Committee has the right to cancel any admission taken by the candidate on the basis of incorrect/ insufficient information.

13.4 On admission, the candidate will have to produce his original documents along with one attested copy (by a Gazetted Officer/Head of the Institution last attended) required for the verification by Admission Committee for verification.

14. WARNING AGAINST RAGGING:

Ragging is completely banned at the University. As directed by the UGC also under the instructions of the Supreme Court, students are prohibited from indulging into any kind of ragging inside and outside the University campus. The Anti-Ragging Committee of the University is authorized to take very strict actions against the students indulging into Ragging; including expulsion from the University. The students shall have to submit an undertaking in

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the prescribed proforma along with the signature of their parent/guardian to the effect that they are aware of the severity of the offences related to the Ragging.

15. CONDITION PRECEDENT:

The above procedure is subject to modification whenever found necessary by the University. If a dispute arises regarding any of the above provisions, the decision of the Director General of the University shall be final and binding to all.

16. JURISDICTION:

The above referred Admission Policy and Procedure is subject to the jurisdiction of Hon'ble Court of Gujarat at Ahmadabad.

17. IMPORTANT DATES

Particulars	Activities
Forms available from	9 th May, 2017
Last date of applying for Admission	28 th June, 2017
Written Test in PDPU	29th June, 2017
Display of Admission list	30 th June, 2017
Admission formalities, fees collection & enrolment up to(First list)	7 th July 2017
Last day to Cancel Admission w.r.t. Clause 9 in Admission Policy(for candidates in the first list)	10 th July, 2017
Operating Waiting List	11 th July, 2017
Admission formalities, fees collection & enrolment up to(Second list)	14 th July, 2017
Completion of Admission process	17 th July, 2017
Commencement of the Academic Session	18 th July 2017