

SYLLABUS

UNDER
SKILL DEVELOPMENT CENTRE

CERTIFICATE COURSE IN PUBLIC ADMINISTRATION

DURATION- 6 MONTHS

Effective from the Academic Session 2021

**SIDHO-KANHO-BIRSHA UNIVERSITY
PURULIA, WEST BENGAL**

Prospect of Certificate Course in Public Administration

Public administration is a field in which leaders serve communities to advance the common good and to navigate towards positive change and client satisfaction. Today public administration is often regarded as including some responsibility for determining the policies and programme of governments. Specifically, it is the planning, organizing, directing, coordinating, and controlling of government operations.

A Certificate Course in Public Administration as designed by Sidho-Kanho-Birsha University gives you an effective overview about the functions and practices of public agencies, both governmental and otherwise. Public administration also touches on several overlapping disciplines, including economics, city management, sociology, criminal justice, and political science. Public administrators draft, analyze, and implement policies through a wide range of government agencies and directly impact whoever has access to resources, general living standards, and opportunities for diverse communities.

No matter what degree level you pursue, you'll have the chance to enter a rewarding career at various levels of government service. Government agencies often encompass departments at the local, state, and federal levels, all of which require qualified personnel and skilled leaders. The same is true of non-governmental organizations (NGOs) and non-profit organizations, which often employ public administration experts to create, analyze, and implement policies. That means working to develop policies from urban development to setting emissions goals for an environmental oversight committee; or analyzing proposed healthcare policies for their impact on communities and taxpayers. Whatever you choose, you will be performing a vital service that has the potential to increase public access to essential government services. Definitely, this Certificate Course in public administration can significantly improve young aspirants prospective career graph.

PUBLIC ADMINISTRATION

SCPADT101: Study of Governance

- **Governance: Concepts, Basic Features**
- **Government and Governance**
- **Public-Private Partnership**
- **Good Governance**
- **E-governance**

SCPADT102: Public Policy

- **Public Policy: Basic Ideas**
- **Evolution of Public Policy**
- **Public Policy: Theories**
- **Public Policy Making, Implementation and Evaluation**
- **Globalization and Public Policy.**

SCPADT103: Public Administration: Contemporary Issues

- **Public Administration: Basic concepts**
- **Different Administration Thinkers**
- **Human Resources Policies**
- **Impact of Climate Change on Governance**
- **Gender Budgeting in Administration**

SCPADP104 : Term Paper

Contemporary Issues related to Administration