

G D C - KHAIRATABAD

DEPARTMENT OF PUBLIC ADMINISTRATION

Short Term Certificate Course in GOOD GOVERNANCE ; 2020-2021

Department of Public Administration conducted a meeting on 11/01/2020, to discuss on certificate course to be offered in this academic year, it was resolved that certificate course for UG B.A., students from 17/01/2020 to 24/02/2021

Objective of the Course:

1. The objective of the proposed to certificate course is to familiarize the students with the theory and the good governance as essential element for building a civil society
2. This course will focus on developing the knowledge and skills required to strengthen citizens involvement in improving governance and taking of jobs in the NGO sector.
3. The curriculum includes set of learning modules and involves themes related to philosophy practice, methodologies and tools on good governance.

Duration of the Course:

The course was designed for 30 hours for 30 days.

Intake of the Students:

Interested students in this course of maximum number 30 taken.

Evaluation:

Students were evaluated by conducting an exam at the end of the course and certificates will be issued to them.

Eligibility

Marks

Faculty Involvement

: Open to all students
: 25
: Dr. K. Vilaya Kumar

SYLLABUS:

Part -A

1. Introduction
 - a. Good governance : meaning ,concept and importance
 - b. E-Governance : meaning ,concept and importance
2. Right to Information Act (RTI)
 - a. Meaning , characteristics, features
 - b. Importance of RTI Act
3. Management skills
 - a. Meaning and concept
 - b. Kinds of skills

Part -B

1. Citizen charter
 - a. Principles of citizen charter
 - b. Citizen charter in india
2. Leadership skills
 - a. Planning and communication
 - b. controlling group performances
3. Social Accountability and Audit
 - a. Meaning and importance
 - b. Factors

Government Degree College, Khairatabad
Department of Public Administration

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Name of the student: _____

Class and Year: _____

Roll No: _____

Medium: _____

Max. Marks: 25

Time: 1 hour

Note: Answer all the questions

Section - A

2 X 5 = 10 Marks

1. What is the meaning of good governance ? Concept and Importances ?

2. What are the main characteristic features of RTI Act ?

Section - B

1 X 15 = 15 Marks

1. What are the Leadership skills ? How to control group performances.

13/11/20



Certificates distribution:-