



THE ASSAM  
ROYAL GLOBAL UNIVERSITY  
— GUWAHATI —

# **CRITERION 1**

## **CURRICULAR ASPECTS**

**METRIC NO.**  
**1.2**

**Academic Flexibility**

**Minutes of Board of Studies Meeting**

**RSHSS**  
**Public Administration**

A meeting of the Board of studies was held in BOG Room on 11<sup>th</sup> February, 2019 at 9.30 AM

**Members Present:**

Dr. (CA) Manoj Kr. Jain, Professor & Deputy Dean of Royal School Business (Chairperson), Professor (Dr.) S. S. Sarkar (External Expert), Dean & Head, Department of Commerce, Tezpur University, Assam, Dr. Dipjyoti Bhuyan, Assistant Professor & Coordinator, Department of Political Science, Dr. Partha Protim Borthakur, Assistant Professor, Department of Political Science, Mr. Kaustav Padmapati, Lecturer, Department of Political Science, Royal School of Humanities and Social Sciences, Mr. Jugal Kishore Bhattacharya, Assistant Professor, , Royal School of Humanities and Social Sciences.

The Chairperson of the BOS meeting, Professor Dr. (CA) Manoj Jain welcomed the members to the meeting. In particular, he extended his heartiest welcome to the expert Dr. S. S. Sarkar. The main agenda of the meeting was to discuss course work and detailed syllabus for M.A. Public Administration.

**1. Approval of Agenda: Accepted**

**2. Matters Arising:** Based on the discussions with members present, Professor (Dr.) S. S. Sarkar (External Expert), Dean & Head, Department of Commerce, Tezpur University provided the following suggestions regarding the Course work and the Detailed Syllabus of MA Public Administration:

i) **Course Credit:** As per the advise of the expert, according to the UGC guidelines, minimum credit per course per semester is 20 while maximum credit is 25. Similarly the minimum credit all courses is 80 and maximum credit is 100. (1 Hour = 1 Credit). As per the UGC guidelines, the overall credit of the 3<sup>rd</sup> Semester MA Public Administration has to be reduced to 25 from current credit 27.

ii) **Subjects:** Few specilised papers can be introduced after considering the availability of faculties. Guest faculties may be invited for taking classes. For guest faculty, topics should be given in prior for preparation.

iii) **DSE Courses:** Following additional two papers need to be incorporated in addition to Constitutional I & II:

1) Corporate Governance

2) Environmental Administration

- Gender Administration need to be added as a module in the paper: **Politics and Administration.**
- "Administrative Ethics" need to be added in the Unit 1 of the Paper "Public System Management & Human Resource Management."
- It was suggested that one computer science faculty should teach one module of the course Decentralisation, Local Governance and E-governance. One guest faculty from NIC or DC office may be invited to teach MIS or important websites of E- Governance like [www.nrega.nic.in](http://www.nrega.nic.in). Suggested name: Dr. Anuj Baruah, Tezpur University.
- It was decided the paper Research Mythology to be moved to the second semester from third semester of MA Public Administration. Classes will be offered by Royal School of Business.

*Manoj*

*Kaustav Padmapati*

*M.K.H.*

- xi. As suggested by the external expert the Placement Department of RGU shall be responsible for placement of students for the SIP (MBA 3<sup>rd</sup> & BBA 5<sup>th</sup>). The modalities related to SIP has to be prepared by RSB (as Per the Advice of the Expert)
- xii. External Expert has suggested that Area-wise Faculty experts and Industry experts to be called as Externals for the VIVA examinations in SIPs and Major Project.
- xiii. In plant training topics to be taken by students for their SIP wherever possible.

**Date of Next Meeting:** The next BOS meeting will be held on a suitable date after approval of The Registrar, RGU. The meeting concluded at 1:30 P.M. with a vote of thanks.

*Prith*  
20/2/19

*P*  
20/2/19

*M.K.J.*  
20/02/2019

*B*  
20/2/19

*M*  
20/2/19

*Sonal*  
20/2/19

**Action Points Post Board of Studies Meeting held on 11th February 2019, Department of Public Administration**

- **Course Credit:** Following the UGC guidelines, the total credit of the 3<sup>rd</sup> Semester MA Public Administration is reduced from 27 to 25.
- Gender Administration is added in one of the unit in the paper Politics and Administration (PBA184C402).
- New content is added in the paper "Public Policy and Analysis (PBA184C203).

Kausar Palmpati

13/05/2019

- DSE Subjects: Students will be encouraged to take MOOC, SWAYAM and NPTEL courses as a DSE subject.
- Mr. Jugal Kishore Bhattacharya, Assistant Professor, Department of Economics will rework on the course "Public Policy & Analysis."
- The tentative date for the finalization of the detailed syllabus of MA Public Administration is March 1<sup>st</sup> Week 2019.
- Course mapping need to be done based on the expertise of the faculties from Royal School of Business, Royal School of Law and Administration, Department of Economics & Department of Political Science, Royal School of Humanities and Social Sciences.
- It is suggested Academic Calendar of MA Public Administration so that the course will allow 8 weeks summer internship.
- For the expert comments on the detailed syllabus, the request has to go from registered office.
- Expert conclave on Public Administration needs to be conducted on the first week of March 2019.

Minutes of the Meeting of the Board of Studies for Royal School of Humanities and Social Sciences held in 16/07/2021 from 11 AM to 2 PM.

Members Present:

1. Prof. (Dr.) Pradip Jyoti Mahanta, i/c Dean
2. Ms. Angira Mimani, Registrar and her nominees (Mr. Jugal Kishor Bhattacharyya)
3. Ms. Durba Dutta (Eco), Asst. Prof. & Coordinator
4. Dr. Samuel L. Chuaungo, (Sociology), Asst. Prof. & Coordinator
5. Dr. Dhiraj K. Borkotoky, Asstt, Professor & Coordinator, Political Sciences & Administrative Services
6. Dr. Meenu Sarmah, Associate Professor & Coordinator, Public Administration
7. Dr. Priyanka Patowari, Asst. Professor & Coordinator (Social Work)
8. Dr. Susmita Hazarika, Asst. Professor & Coordinator (History)
9. Prof. (Dr.) Swabera Islam, Professor, Deptt. of Economics, RSHSS
10. Dr. Dhruva Pratim Sharma, Professor, Deptt. of Political Science Gauhati University (External Member-Academic)
11. Dr. Bhupati Das, Former Managing Director, Numaligarh Refinery Ltd., Assam (External Member-Industry)
12. Dr. Kaustav Padmapati, Assistant Professor
13. Dr. Riju Devi, Assistant Professor

The meeting was held with Prof. (Dr.) Pradip Jyoti Mahanta, Dean (i/c), RSHSS, in the Chair. The meeting began with Ms Durba Dutta, (Co-ordinator, RSHSS) welcoming all the members of the meeting and explaining the purpose of the meeting. Calling the meeting into order Ms Dutta then asked Dr Dhiraj K. Borkotoky to proceed with the agenda.

Dr. Dhiraj Borkotoky began the formal proceedings of the meeting by requesting all the departments to give a concise presentation on their syllabus alteration or modification.

#### Department of History (11.30-12.12)

Dr. Susmita Hazarika, Asst. Professor & Coordinator presented before the board the alterations made in the History syllabus. In response to the presentation, the external members made the following points:

- Doubts were raised on the allocation of a full paper on the area/topic of the ancient Mesopotamia civilization. It was suggested that the paper rather engages in a comparative analysis of different early civilisations or trace the impact the Mesopotamia civilization had on the other contemporary civilizations. It was also suggested that the name of the paper be changed to make it more relevant.
- The external members and the chairperson also suggested that the paper 'Approaches to global history' needed to be more concise and limited to a certain time frame to do justice to the content.
- Further, it was also suggested that the paper 'Agrarian protests and movement in India' incorporate the latest understandings of the farmers protest and other contemporary peasant struggles to make it more comprehensive.

#### Department of Sociology (12.15-12.30)

Dr. Samuel L. Chuaungo, (Sociology), Asst. Prof. & Coordinator presented before the board the alterations made in the Sociology syllabus. Dr. Chuaungo informed about the integration with Social Work department for combined papers like basic Concepts in Sociology (BA 1<sup>st</sup>), Development Communication (BA 5<sup>th</sup>) and Environmental Sociology. For the Masters course, it was proposed that the paper 'Indian society-social problems and issues' (4 credit) will be introduced to the 4th semester students through SWAYAM. In response to the presentation, the external members made the following points:

- The external members as well as the chairperson advised the department to go ahead with the proposal for SWAYAM courses as long as it fits the scheme of the syllabus and not at the cost of major papers.
- It was also suggested that the department verifies if the same SWAYAM courses are also offered by other universities of the country.
- Further suggestions were made for internal classes for the SWAYAM courses once a week in the department with a teacher dedicated for the cause for the regular monitoring of the progress of the students.

#### Department of Public Administration (12.33-12.40)

Dr. Meenu Sarmah, Associate Professor, & Coordinator, presented before the board the alterations made in the Public Administration syllabus. In response to the presentation, the external members made the following points:

- Suggestions were made to decrease the number of papers offered in the MOOC/SWAYAM courses.
- Appreciating the structure of the syllabus, the external members also suggested that this course could be utilised to distinguish the university from the rest by offering a specialised course like this.
- Further, it was advised that more industry experts were involved in the teaching-learning process to give the students a better understanding of the practical realities of the course.

#### Department of Political Science (12.42-12.58)

Dr. Dhiraj K. Borkototoky, Assistant Professor & Coordinator, presented before the board the alterations made in the Political Science syllabus. In response to the presentation, the external members made the following points:

- The only change suggested was in the paper 'Readings in western political philosophy' wherein the unit on Althusser was to be replaced by Edward Bernstein.

#### Department of Economics (1.00-1.25)

Mr. Jugal Kishor Bhattacharyya, Assistant Professor presented before the board the alterations made in the Economics syllabus. Mr. Bhattacharyya on the BA syllabus proposed that the completion of the micro and macro economics papers (covering both the 1<sup>st</sup> and the 2<sup>nd</sup> semester) should be followed with awarding of a certificate (even if the student left without completing the BA course). He also mentioned about the incorporation of SWAYAM courses for the MA students. In response to the presentation, the external members made the following points:

- Suggestions were made to incorporate Business Economics paper (viability, gap funding). To be designed in collaboration with the Commerce or Management sections.
- Papers like Environmental Economics (Highlighting the social cost of development) and Statistical Significance of co-existence to be included in the course.
- The panel also gave a green signal to the proposal to provide a certificate for the completion of the micro/macro economic papers in the BA 1<sup>st</sup> and 2<sup>nd</sup> semesters.

#### Department of Social Work (1.30-1.50)

Dr. Priyanka Patowary, Assistant Professor & Coordinator, presented before the board the alterations made in the Social Work syllabus. Dr. Patowary mentioned that there were no changes in the syllabus apart from the introduction of the new course- Integrated BSW/MSW Course (4 yrs). Also no MOOCS/SWAYAM courses were offered due to the fact that there were no social work centric courses found. In response to the presentation, the external members made the following points:

- The panel gave a green signal to the BSW/MSW Integrated course.
- No changes in the certificate course as well.

#### Summarising the overall discussion

- It was suggested that the syllabus of departments under RSHSS discussed in the meeting need to be circulated beforehand to the experts so that such meetings are more fruitful and crisp. It was hence decided that the concerned departments would send the modified syllabus to the experts for further considerations and comments.
- It was also decided that the concerned co-ordinators send the links to the SWAYAM/MOOCS courses offered by the departments to the experts for further comments and suggestions.

Declaring the BOS as a success with extensive discussions and insights on the syllabus of the different departments, Dr. Dhiraj K. Borkotoky ended the meeting at 2 PM with a formal vote of thanks. The refined syllabus after incorporating the suggestions from expert would be placed in the upcoming Academic Council meeting to be held in the university.

Minutes prepared by Dr. Riju Devi



HOD/Coordinator

Department of Public Administration  
Royal School of Humanities & Social Sciences  
Central University



**Minutes of the Meeting of the Board of Studies for the Department of Public Administration held in 20/05/2022 from 10 AM to 12.30 PM(online mode).**

Members Present:

1. Prof. Inderjeet Singh Sodhi, Head, Department of Public Administration, RGNIYD (Govt of India), Sriprumbudur, Tamil Nadu
2. Dr. Meenu Sarmah, Associate Professor and Head, Public Administration,
3. Ms. Dikshya Saikia, Assistant Professor, Royal school of Commerce
4. Mr. Bipllab Roy, Assistant Professor, Royal School of Business
5. Ms. Moon Moon Ahmed, Registrar Nominee

The meeting began with Dr. Meenu Sharma (Associate Professor and Head, Public Administration) welcoming all the members of the meeting and explaining the purpose of the meeting.

Dr. Meenu Sharma presented the syllabus of Ph.D course work, MA Public Administration and BA (H) Public Administration.

The subject expert Prof. Inderjeet Singh Sodhi suggested some additions in the proposed syllabus

1. To add administrative thinkers **Pt. J.L.Nehru and Sardar Vallabh Bhai Patel** in core paper 1(Administrative Theory, semester 1) and Ph.D course work.
2. **Features of Indian Administration** in core paper-4(Indian Administration) semester-1
3. **Ministry of Corporate Affairs: Organization** in DSE paper2( corporate governance) semester 1
4. Project Management: **Concept, Nature and Relevance** in DSE 2(Project Management) semester 2
5. **Joint Consultative Machinery, CAT** in core paper 2(**Public Personnel Administration & Human Resource Management**) semester 3
6. **Structure of Rural Local Government in India** in DSE paper 1(**Rural Local Administration**) in semester 3

7. **Depression** in DSE paper 2(**Organisational Psychology**) in semester 3
8. **Lord Nonal,1994(7 Principles) Ethics for parliamentarians** in DSEpaper 3 ( Ethics in Public Administration) semester 3
9. **Paris Agreement of 2015, SenDA** in DSE paper 4 (**Environment Policy and Administration**) semester 4
10. **National Environmental Policy,2006** in Ph.D course work
11. **Disaster Management Act of 2005,2009** in Ph.D course work

The subject expert Prof. Inderjeet Singh Sodhi has expressed his overall opinion regarding the syllabus that all the aspects are included in the balanced form.

The BOS was over with a vote of thanks.



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**Minutes of the Meeting of the Board of Studies for the Department of Public Administration held in 23/12/2022 from 6 PM to 7 PM (online mode).**

Members Present:

1. Prof. Inderjeet Singh Sodhi, Head, Department of Public Administration, RGNIYD (Govt of India), Sriprumbudur, Tamil Nadu
2. Dr. Meenu Sarmah, Associate Professor and Head, Public Administration,
3. Ms. Bhaswati Adhikari, Assistant Professor, Royal school of Business
4. Ms. Neha Tiwari, Assistant Professor, Royal School of Business

The meeting began with Dr. Meenu Sharma (Associate Professor and Head, Public Administration) welcoming all the members of the meeting and explaining the purpose of the meeting.

The syllabus of BA(H) Public Administration was presented via sharing through Googlemeet.ztb-hpcs-tmx

The subject expert Prof. Inderjeet Singh Sodhi has expressed his overall opinion regarding the syllabus that all the aspects are included in the balanced form.

The BOS was over with a vote of thanks.



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**Minutes of the Meeting of the Board of Studies for the Department of Public Administration held 18/4/2023 from 11.45AM to 12.40 PM (online mode) and from 1.50PM to 2.30PM**

Members Present:

1. Prof. Inderjeet Singh Sodhi, Head, Department of Public Administration, RGNIYD (Govt of India), Srieprumbudur, Tamil Nadu
2. Prof. Mamta Mokta, Chairperson, Department of Public Administration, Dean, Faculty of Social Sciences, Himachal Pradesh University, Shimla(HP)
3. Dr. Meenu Sharma, Associate Professor and Head, Public Administration,
4. Dr. Pallvi Borah, Assistant Professor and Coordinator, Department of Environmental Science
5. Ms. Roshni Agarwal, Assistant Professor, RSC
6. Ms. Bifuwada Nashibah, Department of Economics

The meeting began with Dr. Meenu Sharma (Associate Professor and Head, Public Administration) welcoming all the members of the meeting and explaining the purpose of the meeting.

The syllabus of BA(H) Public Administration (5<sup>th</sup> and 6<sup>th</sup> semesters) was presented via sharing through Googlemeet [vga-wovm-ejg](#).

The subject expert Prof. Inderjeet Singh Sodhi has suggested

1. Addition of topic- Development of Administration and Administration of Development in unit 2 of course “Development Administration” core course of 5<sup>th</sup> semester
2. Addition of topic -case studies related to e-governance in rural and urban areas in India in unit 2 of course “E-Governance” core course of 6<sup>th</sup> semester.
3. Addition of topic-community participation in Disaster Management in India in unit 4 of course “Disaster Management” DSE Course of 6<sup>th</sup> semester
4. Addition of more books in Reference Books list

Prof. Inderjeet Singh Sodhi expressed his overall opinion regarding the syllabus that all the aspects are included in the balanced form.

The subject expert Prof. Mamta Mokta has suggested

1. Addition of more books in Reference Books list

The BOS was over with a vote of thanks.



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