Outcome Based Curriculum

Department of Public Administration



MASTER OF SOCIAL SCIENCE (MSS)
IN
PUBLIC ADMINISTRATION

UNDER THE SEMESTER SYSTEM
ACADEMIC SESSION
2025-2026

DEPARTMENT OF PUBLIC ADMINISTRATION
FACULTY OF SOCIAL SCIENCES
ISLAMIC UNIVERSITY, KUSHTIA-7003, BANGLADESH

Department of Public Administration
Islamic University, Kushtia-7003

The Department of Public Administration is one of the well reputed departments of Islamic University in the Faculty of Social Sciences. The Department of Public Administration is established in 2015 which started it's journey in the name of Politics & Public Administration since 1990. Having been bifurcated from the main stream, the Department of Public Administration and the Department of Political Science came into being in 2015 in the Faculty of Humanities and Social Sciences. Now, Public Administration is one of the leading departments of the Islamic University. As a leading department of Islamic University, the Department of Public Administration plays a crucial role in preparing graduates for many potentials careers at home and abroad.

The Department offers BSS honors in Public Administration (four-year integrated program), MSS in Public Administration (one year for non-thesis group and one and half year for thesis group), M.Phil. and Ph.D. program. The Department also has a professional evening master program named Master of Development Studies (M.D.S). Every year a good number of students apply for M.Phil. & Ph.D. programs intending to be specialized in various fields of social sciences especially in the fields of Public Administration and development studies. Since 2017-2018 academic session, the Department has introduced semester system. English is the medium of instruction of this department. The Department of Public Administration is committed to produce efficient manpower with effective personality.

Bangladesh has thrived on many aspects of the socio-economic platform with its large, dense and ever-growing population. It is now considered one of the emerging economies in the world. Quality education is necessary to tackle the challenges of the fourth industrial revolution. Having considered the needs of the University Grants Commission (UGC) of Bangladesh, the Department has introduced its curricula according to the Outcome Based Education (OBE) system from the academic session of 2021-2022. It is believed that the graduates produced through the OBE system would be creative, highly skilled, flexible, innovative, critical thinkers and possess the entrepreneurial spirit.

The existing faculty members are skilled and also committed to meet the aims of the department. The teachers have ability to establish well academic relationship with the students and deliver what they need for the students' benefit. The Department continues to maintain a congenial academic atmosphere for encouraging teaching commitment and research activity. The Department's course curriculums both in Honors & Master's levels has been constantly focusing towards in making orient & reorient its students with all specialties of the discipline as well as other integrated fields of disciplines. The broad spectrum of this curriculum which facilitates students to attain interdisciplinary studies and sincere efforts of faculties to disseminate subject's core orientations will enable the students to make professional contributions in their future careers.

The degree programs of the department have strong theoretical and practical qualitative orientation.The courses in Bachelor and Master Degrees are well designed keeping in mind the necessity of the academic knowledge and the contemporary job markets in home and abroad. The courses cover a wide variety of theoretical and applied

knowledge on public administration such as government and governance, public policy, administrative reforms, organization theories and behavior, human resources, strategic and project management, financial administration, organizational leadership, environmental management, gender development, administrative law, local, rural and regional studies, social research and private sector management etc.

There is a provision of field work or internship for under graduate level. The department also assigns the students in different government, semi-government, non-government and even private organizations to work on particular aspect and then prepare a paper for presentation. As part of academic programs, the department organizes lectures, discussions, seminars, english language and research lab & undertakes field study & research program on ongoing subject matters.

The main aim of designing courses of the department of Public Administration is to prepare the students to be success for the contemporary competitive world including the civil service in Bangladesh. Private sector has emerged as an important sector over the years and requires huge number of skilled manpower for the socio-economic progress of the country. The department of Public Administration is committed to produce skilled manpower to meet the demand of private sector also.

It is my pleasure to produce the OBE curriculum for the Public Administration Department of Islamic University with the help of the curriculum development team comprising Professor Dr Md Lutfor Rahman, Professor Dr. S M Shafiqul Alam, headed by Professor Dr. Mohammad Zulfiquar Hossain. The Department is indebted to all of them for their contribution. The Department acknowledges with heartfelt gratitude to Professor Dr Raqiba Yasmin, Professor Dr A K M Motinur Rahman, Professor Dr Begum Rokshana Mili, Professor Mohammad Selim, Professor Dr Mohammed Asaduzzaman, Professor Md. Gias Uddin, Professor, Professor Dr. Munshi Murtoza Ali for the helpful comments and suggestions about OBE. The Department is also grateful to all faculty members of this department for their necessary support.

(Professor Dr. Fakrul Islam)
Chairman
Department of Public Administration
Islamic University, Kushtia

Master of Social Science
in
Public Administration

M.S.S 1st Semester			
Course No	**Course Title**	**Marks**	**Credit**
041308PAD5101	Organization Theories and Behavior	100	3
041308PAD5103	Development Administration.	100	3
041308PAD 5105	Public Policy Analysis	100	3
041308PAD 5107	Project Management	100	3
041308GEDU 5109	Advanced Social Research Methodology	100	3
041308GEDU5111	Industrial and Labour Relations Management	100	3
	TOTAL	600	18
M.S.S 2ndSemester			
Course No	**Course Title**	**Marks**	**Credit**
041308PAD 5201	Public Personnel Administration in Bangladesh	100	3
041308PAD 5203	Administrative Reform in Bangladesh	100	3
041308PAD 5205	Education Administration and Governance in Bangladesh	100	3
041308PAD 5207	Disaster Management in Bangladesh	100	3
041308GEDU 5209	Introduction to Business	100	3
041308PAD 5211	Contemporary Issues and Challenges of Public Administration in Bangladesh	100	3
041308GEDU 5213	Strategic Management	100	3
041308PAD 5214	**Thesis paper (Only for thesis group)**	**100*2=200**	**3+3=6**
0413PAD 5216	Viva-Voce	50	1
	TOTAL	750	22
Total Credits	**1st Semester-18+2nd Semester-22**		**40**

Non-Thesis Group: The students of the non-thesis group have to take 13 courses. 1300 marks for 13 teaching course units (13*3=39 credits) and 50 marks for Viva-Voce/presentation (1 credit).

Thesis Group: The students of the thesis group have to take thesis paper in lieu of any two courses of 2nd semester. 1100 marks shall be for 11 teaching course units (11*3=33 credits), 50 marks for Viva-Voce/presentation (1 credit) and 200 marks for writing a thesis (6 credits) on issue/topics approved by the department. The students have to get minimum CGPA 3.25 in BSS (Hon's.) and have to present research proposal for getting admission in thesis group.

Semester wise distribution of credits: For Non-Thesis Group

Year	Semester	Credit Values					Total
		Theory Courses			Capstone/Seasonal/Practical		
		Core	Optional	Viva-Voce	Core	Optional	
MSS	1st	18	00	00	00	00	18
	2nd	21	00	1	0.0	00	22
Total		39	00	01	0.0	00	40

Semester wise distribution of credits: For Thesis Group

Year	Semester	Credit Values						Total
		Theory Courses			Thesis	Capstone/Seasonal/Practical		
		Core	Optional	Viva-Voce		Core	Optional	
MSS	1st	18	00	00	00	00	00	18
	2nd	15	00	1	6	0.0	00	22
Total		33	00	01	06	0.0	00	40

Part A

1. **Title of the Academic Program:**

   Master of Social Science in Public Administration

2. **Name of the University:**

   Islamic University, Kushtia, Bangladesh

3. **Vision of the University**

   • To create a new generation of people who will be equipped with academic excellence, professional expertise and encored with moral height.

   • To extend the scope and increase opportunities for higher education and research in every branch of human knowledge and ensure the quality all along.

4. **Mission of the University**

   The mission of the Islamic University is to provide 'Effective Islamic and General Education for development' to the students. Operational Mission for Working of OBE curriculum

M1	To provide general knowledge and strengthen religious, social, ethical, & environmental of the learning process.
M2	To provide theoretical, technical and specialized knowledge.
M3	To provide congenial environment for effective teaching-learning and assessment.
M4	To provide a platform/network for linking academic programs to the Society.

5. Name of the Program Offering Entity (Department/ Faculty/Institute):

Master of Social Science (Honors) in Public Administration

6. Name of the Faculty offering the Program:

Faculty of Social Sciences

7. Name of the Department offering Program:

Department of Public Administration

8. Vision of the Department

The department is keen to become a smart global academic and research entity to producing smart and competent graduate for the global job market and enhancing high quality scientific research in the discourses of public administration, development and governance.

9. Mission of the Department

The department is committed to produce highly competent, skilled and knowledgeable world class graduates in the field social sciences in general and public administration in specific. Therefore, the curriculum of bachelor and master of social science in public administration is designed to ensure highest quality education along with guidance for successful career advancement of graduates in public, non-profit, and service-oriented organizations in national and international arena. The specific missions are:

M1	Prepare graduates with highest quality knowledge and skills in both theoretical and applied perspectives of Public Administration
M2	Produce highly skilled talent and manager/administrator towards capable in formulating and implementing policies and plans at national and international level
M3	Develop knowledge-based researcher and practitioners for leading and handling local and national social problems and social research.

10. About the Program

The MSS programs of the department have strong theoretical and qualitative orientation. The department has a high-profile curriculum and be updated regularly enough to address the recent national and international issues concerned.

The Department's course curriculums both in Master's levels has been constantly going towards in making orient & reorient its students with all specialties of the discipline as well as other integrated fields of disciplines. The broad spectrum of this curriculum which facilitates students to attain inter-disciplinary studies and sincere efforts of faculties to disseminate subject's core orientations will enable the students to make professional contributions in their future careers. The degree programs of the department have strong theoretical and qualitative orientation. As part of academic programs, the department organizes lectures, discussions, seminars & undertakes field study & research program on ongoing subject matters.

Since 2017-2018 academic session the department has been following semester system in conducting the courses and taking the examinations in M.S.S level.. The medium of instruction of this department is in English. The Department of Public Administration is always committed to creating efficient manpower, with effective personality, skill and honest. The Department continues to maintain a congenial academic atmosphere for encouraging teaching commitment and research activity.

The mission of the Department of Public Administration is to offer and impart a broad spectrum of studies which are expected to yield positive results in the process of teaching-learning both for the teacher and taught. There is a constant endeavor to achieve a remarkable standard in tertiary level of education imparted in this discipline. The Department of Public Administration commits to pursue a broad-based, scientific and updated modern undergraduate, post-graduate and higher studies curriculum which has been designed as such so that the educators and pupils in this discipline can acquire optimum knowledge and achieve high academic standard to cope with the needs of the fast-changing world. The graduates from IU will be able to construct complex arguments and communicate these effectively, developing wider employability skills within diverse sectors of economy, intuitions and private organizations.

Vision of the Programmed

The vision of the MSS programmed in Public Administration is commits to pursue a broad-based, scientific and updated modern curriculum which has been designed as such so that the educators and pupils in this discipline can acquire optimum knowledge and achieve high academic standard to cope with the needs of the fast-changing world.

Mission of the Programmed

The mission of the MSS programmed is to ensure highest quality education along with guidance for successful career advancement of graduates in public, non-profit, and service-oriented organizations in national and international arena. The specific missions are: Besides, the programmed is designed to develop graduates, who understand the increasingly complex issues shaping policies and projects at the local, national and global level.

11. Program Educational Objectives (PEOs)

PEO1	To produce students equipped with cutting edge knowledge in public administration.
PEO2	To develop critical thinking, analyzing and problem-solving ability that is applied in the areas of public and private services and management.
PEO3	To provide the necessary skills to be able to lead and administer programs and responsibilities in their selected field of public administration and its related field.
PEO4	To examine the critical issues and possible solutions to the challenges in governance.
PEO5	To examine the critical issues and possible solutions to the challenges in governance.

12. Program Learning Outcome (PLO)

The department of Public Administration offers various courses for undergraduate and graduate levels for generating valuable human resources in public and private organizations. Therefore, the program learning outcomes (PLOs) in the department are expected as following:

PLO1	To build learners solid understanding and skills on conceptual, theoretical and practical or applied knowledges of administrative sciences by facilitating fundamental and integrated courses of public administration, governance, and management and organization studies.
PLO2	Analyze political, legal, and ethical concepts and issues of public administration.
PLO3	To develop learner's applied and demonstrative skills on policy making and political affairs. And able to formulate and evaluate the policies and programs of state or organization.
PLO4	To develop organizational leadership and strategic planning .and to improve learners operational, managerial and leadership skills of civil service management.
PLO5	To develop learners' creative knowledge and research expertise through facilitating the integrated courses of research methodology, data analytical studies like statistics and internship and thesis/monograph completion process.

13. Graduate Attributes (based on need assessment

Domain specific knowledge and skills: Acquire knowledge of core theories of Public Administration, Political Science and Governance and adequately identify the issues related to economy, public policy and society.

Problem Analysis and Critical thinking: Develop skills necessary to analyze data on various issues and, think critically on alternatives and propose viable solutions.

Research Skills: A well-developed cognitive and practical skills necessary to identify, evaluate and synthesize relevant legal, factual and policy issues, and apply ethical research practices.

Cultural Adaptability: A capacity to work with people of different view, culture, religion, sex and ability; respect, recognize and advocate for diversity, cultural plurality, co-existence, indigenous strengths and self-determination.

Critical Analysis and Evaluation: A capability of critical thinking, strategic planning and to engage in critical analysis and make thoughtful choices.

Legal Knowledge: A strong foundation of legal knowledge including the Bangladeshi legal system, constitutional law and administration.

Ethics and Professional Practice: Appreciate individual ethical behavior and be able to discharge community responsibilities to the society. A well-developed capacity to value and promote honesty, integrity, cultural respect, accountability, public service and ethical standards including: reflecting upon and responding to ethical challenges in practice, approaches to ethical decision-making and the rules professional responsibility.

Modern IT Tools: Become proficient in using statistics and economic data analysis software (s) and conduct meaningful analysis of data.

Economics and Society: Appreciate the importance of responsibilities of economics and government towards the society

Environment and sustainability: Contemplate on societal and global issues resulting from environmental concerns.

Leadership and Team work: Learn Leadership skills, Team work, and develop strong emotional and social aptitude to be a lifelong leaner.

Communication: Develop verbal and non-verbal communication skills for a successful career in Industry, Business and Entrepreneurship.

14. Mapping Courses with PLOs:

			PLO1	PLO2	PLO3	PLO4	PLO5
01	041308PAD5101	Organization Theories and Behavior	**x**	**x**	**X**	**x**	
02	041308PAD 5103	Development Administration	**x**	**x**			**x**
03	041308PAD 5105	Public Policy Analysis	**x**	**x**	**X**		
04	041308GEDU 5107	Project Management	**x**	**x**		**x**	
05	041308GEDU 5109	Advanced Social Research Methodology	**x**				
06	041308GEDU5111	Industrial and Labor Relations Management	**x**	**x**			
07	041308PAD 5201	Public Personnel Administration in Bangladesh	**x**				**x**
08	041308GEDU 5203	Administrative Reform in Bangladesh	**x**			**x**	
09	041308PAD 5205	Education Administration and Governance in Bangladesh	**x**		**X**		**x**
10	041308GEDU 5207	Disaster Management in Bangladesh	**x**		**X**		
11	041308GEDU5209	Introduction to Business	**x**	**x**	**X**		
12	041308PAD5211	Contemporary issues and Challenges of Public Administration in Bangladesh	**x**		**X**		**x**
13	041308GEDU5213	Strategic Management	**x**				
14	041308PAD5214	Thesis Paper	**x**	**x**			**x**

15. PEO to Mission Statement Mapping

Mission/PEO	**PEO1**	**PEO2**	**PEO3**	**PEO4**	**PEO5**
M1	**x**	**x**	**x**		
M2			**x**		**X**
M3		**x**		**x**	

16.Program Objectives (PEO/PO) to Program Learning Outcome (PLO) Mapping

PLO	PEO1	PEO2	PEO3	PEO4	PEO5
PLO1	x	x			
PLO2			x	x	
PLO3		x			X
PLO4		x	x	x	
PLO5		x	x	x	X

PART B

17. Structure of the Curriculum:

a) Duration of the program: For Non-thesis Group: 01 Year Semester: 02
For Thesis Group: 01 & half Year Semester: 03

b) Total minimum credit requirement (According to BNQF (Part-B) for Higher Education:
40 Credits

c) Course Distribution:

i) General Education Courses:
1. Arts and Humanities
2. Social Sciences
3. ICT
4. Basics Science

ii) Core Courses
1. Major
2. Minor

iii) Optional/ Elective Courses
1. Major
2. Minor

iv) Capstone Courses/ Internship/ Thesis/ Projects: Field Research and Report Writing

18. Semester Wise Course and Credit Distribution:

M.S.S 1st Semester			
Course No	**Course Title**	**Marks**	**Credit**
041308PAD5101	Organization Theories and Behavior	100	3
041308PAD5103	Development Administration	100	3
041308PAD 5105	Public Policy Analysis	100	3
041308PAD 5107	Project Management	100	3
041308GEDU 5109	Advanced Social Research Methodology	100	3
041308GEDU5111	Industrial and Labour Relations Management	100	3
	TOTAL	600	18
M.S.S 2ndSemester			
Course No	**Course Title**	**Marks**	**Credit**
041308PAD 5201	Public Personnel Administration in Bangladesh	100	3
041308PAD 5203	Administrative Reform in Bangladesh	100	3
041308PAD 5205	Education Administration and Governance in Bangladesh	100	3
041308PAD 5207	Disaster Management in Bangladesh	100	3
041308GEDU 5209	Introduction to Business	100	3
041308PAD 5211	Contemporary Issues and Challenges of Public Administration in Bangladesh	100	3
041308GEDU 5213	Strategic Management	100	3
041308PAD 5214	**Thesis paper (Only for thesis group)**	**100*2=200**	**3+3=6**
0413PAD 5216	Viva-Voce	50	1
	TOTAL	750	22
Total Credits	**1st Semester-18+2nd Semester-22**		**40**

Non-Thesis Group: The students of the non-thesis group have to take 13 courses. 1300 marks for 13 teaching course units (13*3=39 credits) and 50 marks for Viva-Voce/presentation (1 credit).

Thesis Group: The students of the thesis group have to take thesis paper in lieu of any two courses of 2nd semester. 1100 marks shall be for 11 teaching course units (11*3=33 credits), 50 marks for Viva-Voce/presentation (1 credit) and 200 marks for writing a thesis (6 credits) on issue/topics approved by the department. The students have to get minimum CGPA 3.25 in BSS (Hons.) and have to present research proposal for getting admission in thesis group.

Core Corse: PAD
General Education Course: GEDU
Capstone Course: CAPST
Non-Credit Course: NC

Department of Public Administration
Outcome Based Curriculum
For
Master of Social Science (M.S.S)
Session: 2025-2026

M.S.S 1st Semester

Course No: 041308PAD 5101
Course Name: Organization Theories and Behaviour
Table 1: Details Information about Organization Theories and Behaviour

Course No: 041308PAD 5101	**Course Title: Organization Theories and Behaviour**	**Course Type: Theoretical**	**Course Credit: 3.0**
Total Class Weeks in a Semester: 14 Weeks	**Duration of Each Semester: 22 Weeks**	**Credit Values: 03**	**One (1) credit= Fourteen class hours**
Contact Hours: 03 Hours per week	**Total Credit Hours: Class Hours (42) + Exam (06) = 48 Hrs.**	**Total Marks: 100**	**Academic Session: 2023-2024**
Continuous Internal Evaluation (CIS) =30 Marks	**Semester End Examination (SEE) =70 Marks**	**Year: M.S.S**	**Semester: 1st**
Pre-requisites Not Applicable	**Co-requisites: Not Applicable**	Make-Up procedures: Retake/CR	**Course Instructor: Responsible teacher is selected by Academic committee of the department.**

Course Objectives

The main objective of this course is to provide the understanding and overall perspectives on organization theories and its behavior along with dynamics of leadership and decision making. The specific objectives are:

- to introduce students with concepts, models, approaches, theories and system of organization.
- To provide advance level analytics to the students on organizational change and learning, environment and management of organizations in real life.
- to introduce students with organizational design, development and dynamics in managing the organizations.

Course Summery

This course focuses on introduction to the concepts, fundamental issues, models, approaches, theories of organization and its management like bureaucracy. Specifically, course will emphasis on the dynamics of organizational change, learning, organizational climate and fundamental issues of leadership, communication and decision making.

Course Learning Outcomes (CLO)	Program Learning Outcome (PLO)
CLO1: Students will have understanding on concepts, models, approaches, theories and system of organization.	Students will be able to describe the fundamental issues, models and theories of organization.
CLO2: Students will have knowledge on advance level analytics on organizational change and learning, environment and management	Students will be able to analyze the organizational change, bureaucratic behavioral dynamics and management from learning perspective
CLO3: Students will have knowledge and expertise on organizational design, development and dynamics in managing the organizations.	Students will be able to analyze the design, development and environment on context.

Mapping of CLOs with PLOs Mapping of CLOs with PLOs

CLO	PLO1	PLO2	PLO3	PLO4	PLO5
CLO1	X			X	
CLO2		X			X
CLO3		X			

Course Contents, Course Learning Outcomes (CLO) and Teaching and learning strategies.

Course Content	**Alignment of course topics with CLOs**	**Class Schedule/ Lesson Plan /Weekly Plan**	**Teaching Learning Strategies**	**Assessment Techniques of each topic**	**Weighting**
Organization Behavior: Definition, Elements, Importance, Force, Goals Theories of Organization, Social Psychology of Organization, Models and Methods of Decision Making		**Week 1 & Week 2**	**Lecture/ Discussion / Demonstration Case Study/Group Study**	**Quiz, /Spot tests/ Active class participation/ Semester Final Exam. / Creative Assignment**	**(1 set question) and 12.50%**
Theories of Bureaucracy, Systems Perspective, Mechanistic and Organic Structure		**Week 3 Class Test 1 From Week 1 to Week 4**			**(1 set question) and 12.50%**
Personality, Perception, Group Dynamics, Conflict Management, Norms, Values, Belief and Attitude		**Week 4 & 5**			**(1 set question) and 12.50%**
Organizational Change, Organizational Culture, Organizational Climate, Structure, Technology, Environment, Organizational Learning and Organizational Change, Managerial Change Strategies, Basic Points about Managing Changes		**Week 6 Class Test 2 From Week 5 to Week 6**			**(1 set question) and 12.50%**
Organizational Development (OD) Meaning, Purpose and Place, Various Issues and Problems		**Week 7**			**(1 set question) and 12.50%**
Organization Design		**Week 8 & Week 9 Class Test 3 From Week 7 to Week 9**			**(1 set question) and 12.50%**
Basic Organization's Concepts: Motivation, Leadership, Communication, Decision-Making		**Week 10 & Week 11**			**(1 set question) and 12.50%**
MBO: Management by Objectives Rational choice Theory		**Week 12 Class Test 4 From Week 10 to Week 12**			**(1 set question) and 12.50%**
	Review Class	**Week 13**			

Learning Resources:

Guy, M.E. (2015). *Public Administration Evolving*. Taylor & Francis.

Hall, R. (1991). *Organizations: Structures, Processes, and Outcomes.* 5th Edition. NJ: Prentice Hall.

Laurie, J.M. (2002). *Management and Organizational Behaviour* (7th ed.), Harlow: FT Prentice Hall Pearson Education Ltd.

Luthans, F. (2007). *Organizational Behaviour* (11th ed.), New Delhi: McGraw-Hill.

Maheshwari, S.R. (1998). *Administrative Thinkers,* New Delhi: Macmillan.

Prasad, L.M. (2001). *Organization Theory and Behaviour,* New Delhi: S. Chand & Co.

Robbins, S.P. (2005). *Essentials of Organizational Behavior* (8th ed.), Pearson/Prentice Hall.

Scott, R.W. (2001). *Institutions and Organizations* (2nd ed.), Sage Publications, Inc.

Scott, R.W. (2003). *Organizations: Rational, Natural, and Open Systems* (5th ed.), Upper Saddle River, NJ: Prentice Hall.

Shafritz, J., and Hyde, A. (2015). *Classics of Public Administration*. Nelson Education.

M.S.S 1st Semester

Course No: 041308PAD 5103
Course Name: Development Administration
Table 2: Details Information about Development Administration

Course No: 041308PAD 5103	**Course Title: Development Administration**	**Course Type: Theoretical**	**Course Credit: 3.0**
Total Class Weeks in a Semester: 14 Weeks	**Duration of Each Semester: 22 Weeks**	**Credit Values: 03**	**One (1) credit= Fourteen class hours**
Contact Hours: 03 Hours per week	**Total Credit Hours: Class Hours (42) + Exam (06) = 48 Hrs.**	**Total Marks: 100**	**Academic Session: 2023-2024**
Continuous Internal Evaluation (CIS) =30 Marks	**Semester End Examination (SEE) =70 Marks**	**Year: M.S.S**	**Semester: 1st**
Pre-requisites Not Applicable	**Co-requisites: Not Applicable**	Make-Up procedures: Retake/CR	**Course Instructor: Responsible teacher is selected by Academic committee of the department.**

Course Objectives

The main objective of this course is to provide the concepts, dynamics and perspectives on development administration along practical reference to Bangladesh. The specific objectives are:

- to introduce students with concepts, models, approaches and theories of development.
- to provide critical understanding on the functions, organizations and role of development administration.
- to introduce students with practical context of development affairs and administration with special reference to Bangladesh.

Course Summery

This course focuses on introduction to the basic concepts, approaches, models' theories of development and its administration. Specifically, course will discuss on the development planning, monitoring and evaluation, governance and service delivery and administration of disaster management.

Course Learning Outcomes (CLO)	**Program Learning Outcome (PLO)**
CLO1: Students will have understanding on concepts, models, approaches and theories of development.	Students will be able to describe the basic concepts, approaches, models and theories of development.
CLO2: Students will have knowledge on critical understanding on the functions, organizations and role of development administration	Students will be able to analyze the functions, organizations and role of development administration
CLO3: Students will have knowledge on practical context of development affairs and administration with special reference to Bangladesh.	Students will be able to critically analyze the practical context, perspectives and dynamics of development administration in Bangladesh

Mapping of CLOs with PLOs

CLO	**PLO1**	**PLO2**	**PLO3**	**PLO4**	**PLO5**
CLO1	**X**			**X**	
CLO2		**X**			**X**
CLO3		**X**			

Course Contents, Course Learning Outcomes (CLO) and Teaching and learning strategies.

Course Content	**Alignment of course topics with CLOs**	**Class Schedule/ Lesson Plan /Weekly Plan**	**Teaching Learning Strategies**	**Assessment Techniques of each topic**	**Weighting**
Development: Different Concept of Development and Sustainable Development		**Week 1 & Week 2**	**Lecture / Discussion/ Demonstration Case Study/ Group Study**	**Quiz, /Spot tests/ Active class participation/ Semester Final Exam. / Creative Assignment**	**(1 set question) and 12.50%**
Development Administration: Theories and Models, Dimension and Techniques, Structure and Problems		**Week 3 & Week 4 Class Test 1 From Week 1 to Week 4**			**(1 set question) and 12.50%**
Administrative Capability Ideal Type Bureaucracy		**Week 5**			**(1 set question) and 12.50%**
Development Planning: The Organization of Planning, Present Plan of Bangladesh		**Week 6 Class Test 2 From Week 5 to Week 6**			**(1 set question) and 12.50%**
Monitoring and Evaluation: Techniques, Tools and Methods, Project Formulation, Implementation, Monitoring and Evaluation of Plan, Project and Program.		**Week 7**			**(1 set question) and 12.50%**
Good Governance and Participative Administration		**Week 8 & Week 9 Class Test 3 From Week 7 to Week 9**			**(1 set question) and 12.50%**
Delivery of Services, Rights to Information and Citizen Charter		**Week 10 & Week 11**			**(1 set question) and 12.50%**
Development Administrators in Bangladesh Disaster Management in Bangladesh		**Week 12 Class Test 4 From Week 10 to Week 12**			**(1 set question) and 12.50%**
	Review Class	**Week 13**			

Learning Resources:

Grieve, R. H. &Huque, M. (1995). *Bangladesh Strategies for Development*. Dhaka: University Press Ltd.

Haq, M. (1995). *Reflections on Human Development*. Oxford University Press.

Islam, N. (1993). *Development Planning in Bangladesh*. Dhaka: University Press Ltd.

Kambhampati, U. S. (2004). *Development and the Developing World*. Polity Press.

Peet, R. & Hartwick, E. (2009). *Theories of Development: Contentions, Arguments, Alternatives*. The Guilford Press.

Rapley, J. (2007). *Understanding Development: Theory and Practice in the Third World*. Lynne Rienner Publishers, Inc.

Sachs, J. D. (2005). *The End of Poverty: Economic Possibilities for Our Time*. New York: The Penguin Press.

Sapru, R. K. (1994). *Development Administration*. Delhi: Sterling Publishers Pvt. Ltd.

Sen, A. (1999). *Development as Freedom* (1st ed.). New York: Oxford University Press.

Todaro, M. P. & Smith, S. C. (2003). *Economic Development* (8th ed.). Delhi: Pearson Education.

Willis, K. (2005). *Theories and Practices of Development*. Routledge.

M.S.S 1st Semester

Course No: 041308PAD 5105
Course Name: Public Policy Analysis
Table 3: Details Information about Public Policy Analysis

Course No: 041308PAD 5105	**Course Title: Public Policy Analysis**	**Course Type: Theoretical**	**Course Credit: 3.0**
Total Class Weeks in a Semester: 14 Weeks	**Duration of Each Semester: 22 Weeks**	**Credit Values: 03**	**One (1) credit= Fourteen class hours**
Contact Hours: 03 Hours per week	**Total Credit Hours: Class Hours (42) + Exam (06) = 48 Hrs.**	**Total Marks: 100**	**Academic Session: 2023-2024**
Continuous Internal Evaluation (CIS) =30 Marks	**Semester End Examination (SEE) =70 Marks**	**Year: M.S.S**	**Semester: 1st**
Pre-requisites Not Applicable	**Co-requisites: Not Applicable**	Make-Up procedures: Retake/CR	**Course Instructor: Responsible teacher is selected by Academic committee of the department.**

Course Objectives

The main objective of this course is to provide understanding on the concepts, importance and complexities of public policy and its process with special reference to Bangladesh. The specific objectives are:

- to introduce students with concepts, models and complexities of public policy.
- To make students able to critically analyze regimes, problems, process of public policy.
- to make students understand the perspectives and practicalities of public policy in Bangladesh.
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Course Summery

This course focuses on introduction to the concepts, models, political regimes, problems and complexities of public policy formulation and the process of public policy analysis. The course will also emphasis on the process, issues and dynamic of public policy with special reference to Bangladesh.

Course Learning Outcomes (CLO)	**Program Learning Outcome (PLO)**
CLO1: Students will be able to understand concepts, models and complexities of public policy.	Students will be able to describe concepts, models and complexities of public policy
CLO2: Students will be encouraged to critically analyze regimes, problems, process of public policy.	Students will be able to critically analyze the public policy regimes, problems and problems.
CLO3: Students will be able to understand the perspectives and practicalities of public policy in Bangladesh.	Students will be able to analyze the perspectives and contextual dynamics of public policy in Bangladesh.

Mapping of CLOs with PLOs

CLO	**PLO1**	**PLO2**	**PLO3**	**PLO4**	**PLO5**
CLO1	**X**				**X**
CLO2		**X**			
CLO3		**X**			**X**

Course Contents, Course Learning Outcomes (CLO) and Teaching and learning strategies

Course Content	Alignment of course topics with CLOs	Class Schedule/ Lesson Plan /Weekly Plan	Teaching Learning Strategies	Assessment Techniques of each topic	Weighting
Relevance of Public Policy Study in Political Science		Week 1 & Week 2	Lecture/ Discussion/ Demonstration Case Study/Group Study	Quiz, /Spot tests/ Active class participation/ Semester Final Exam./ Creative Assignment	(1 set question) and 12.50%
Models of Policy-Making: Institutionalism, Group Theory, Elite Model, Systems and Game Game Theories, Incrementalism, Rational Paradigm & Cost - Benefit Analysis		Week 3 & Week 4 Class Test 1 From Week 1 to Week 4			(1 set question) and 12.50%
Complexities of Policy Process, Political Context of Policy Making, Social and Economic Constraints		Week 5			(1 set question) and 12.50%
Policy Regimes and Policy Change, Policy Making Process		Week 6 Class Test 2 From Week 5 to Week 6			(1 set question) and 12.50%
The Policy Analysis Process: Introduction to the eightfold Path, Types of Policy Analysis, Stages in Policy Analysis Process, Agenda Setting and issue selection, Policy formulation and Decision making.		Week 7			(1 set question) and 12.50%
Problems of Implementation and Mechanisms of Policy Monitoring and Evaluation Implementation Model of Van Horn & Von Meter, Thomas & Grindle, Lipsy's		Week 8 & Week 9 Class Test 3 From Week 7 to Week 9			(1 set question) and 12.50%
Politics and Public Policy: Politics and Policy Analysis, Political Feasibility Analysis		Week 10 & Week 11			(1 set question) and 12.50%
Policy Making in Bangladesh: Institutional Inputs of Policy Making Ministries and Attached Offices, Planning Commission and Development Policies and Strategies; Priority Areas of Public Policy, Agriculture and Population; Industry and Energy Resources, Social Development and Education; Policies towards Women and Women Development		Week 12 Class Test 4 From Week 10 to Week 12			(1 set question) and 12.50%
	Review Class	**Week 13**			

Learning Resources:

Daniel, M. A. and S. A. Paul (1989). *Implementation and Public Policy with a New PostScript* (2nd edition), Lanham: University Press of America.

Dye, T. (1981). *Understanding Public Policy*, the USA: Prentice-Hall.

Howlett, M. and M. Ramesh (1995). *Studying Public Policy: Policy Cycles and Policy Subsystems*, the UK: Oxford University Press.

Jamil, I. (1998). Administrative Culture in Bangladesh: A Tiger in Disguise Politics, *Administration and Change*, No. 29: 36-44.

Jamil, I. et. al., (2011). *Understanding Governance and Public Policy in Bangladesh,* Dhaka: North South University.

Nachmias, D. (1979). Public *Policy Evaluation, Approach and Methods,* NY: St Martin Press.

Panday P. K. (2004). Political Culture in Bangladesh: Does Leadership Matter? *Social Change*, Vol. 34 (4):24-37.

Panday, P. K. (2004). Issues in Implementation of Public Policies: The Involvement Army in the Law-and-Order Sector in Bangladesh, *Social Change*, Vol. 34 (2): 87-100.

Panday, P. K. (2007). Policy Implementation in Urban Bangladesh: Role of Intra-Organizational Coordination, *Public Organization Review: A Global Journal*, Vol. 7 (3): 237-259.

Panday, P. K. and I. Jamil (2011). Challenges of Coordination in Implementing Urban Policy: The Bangladesh Experience, Public Organization Review: A Global Journal, Vol. 11(2): 155-176.

Peters, G. B (1984). *The Politics of Bureaucracy*, NY: Longman Inc.

Scioh Jr., F. P. (1975). *Methodologies for Analyzing Public Policies*, London: Lexington Books.

Thomas, J.W. and M. S. Grindle (1990). After the Decision, Implementing Policy Reforms in Developing Countries, *World Development*, Vol. 18(8): 1163-1181.

Van Meter D, S. and C. E. Van Horn (1975). The Policy Implementation Process; A Conceptual Framework, *Administration and Society*, Vol. 6(4) 445-468.

Vedung, E. (2000). *Public Policy and Program Evaluation*, the USA &the UK: Transaction Publishers.

M.S.S 1st Semester

Course No: 041308PAD 5107
Course Name: Project Management
Table 4: Details Information about Project Management

Course No: 041308PAD 5107	Course Title: Project Management	Course Type: Theoretical	Course Credit: 3.0
Total Class Weeks in a Semester: 14 Weeks	Duration of Each Semester: 22 Weeks	Credit Values: 03	One (1) credit= Fourteen class hours
Contact Hours: 03 Hours per week	Total Credit Hours: Class Hours (42) + Exam (06) = 48 Hrs.	Total Marks: 100	Academic Session: 2023-2024
Continuous Internal Evaluation (CIS) =30 Marks	Semester End Examination (SEE) =70 Marks	Year: M.S.S	Semester: 1st
Pre-requisites Not Applicable	Co-requisites: Not Applicable	Make-Up procedures: Retake/CR	Course Instructor: Responsible teacher is selected by Academic committee of the department.

Course Objectives

The main objective of this course is to introduce students with core knowledge, understanding and applied skills in Project Management along the contextual aspects in Bangladesh. The specific objectives are:

- to introduce with the basic concepts, aspects, models and steps of project management.
- to make the students understand on the required tools and techniques to plan, manage, lead, evaluate and cost analysis of comprehensive project management.
- to make students able to navigate the contextual issue of project management like social and cultural aspects, legal and regulatory practices.

Course Summery

This course focuses on the concepts, principles, fundamental issues, process and perspective of project management. The course will emphasis specially on the project formulation, planning and schedule, monitoring and evaluation, cost benefit analysis and practicalities of project management in Bangladesh,

Course Learning Outcomes (CLO)	Program Learning Outcome (PLO)
CLO1: Students will have knowledge on the basic concepts, aspects, models and steps of project management	Students will be able to describe the basic concepts, aspects, models and steps of project management.
CLO2: Students will specific knowledge on various tools and techniques of comprehensive project management	Students will be able to analyze, tools and techniques to plan, manage, lead, evaluate and cost analysis of project management
CLO3: Students will be able to navigate the contextual issue of project management like social and cultural aspects, legal and regulatory practices	Students will be able to critically analyze aspects and perspectives of project management in Bangladesh

Mapping of CLOs with PLOs

CLO	PLO1	PLO2	PLO3	PLO4	PLO5
CLO1	X				X
CLO2		X	X		
CLO3		X			

Course Contents, Course Learning Outcomes (CLO) and Teaching and learning strategies.

Course Content	Alignment of course topics with CLOs	Class Schedule/ Lesson Plan /Weekly Plan	Teaching Learning Strategies	Assessment Techniques of each topic	Weighting
Project Management: Concepts & Models-Definition, Features and Types of Project Element and Functions of Project Management, Models of Project Management: Rondinelli Model, W.C. Baum Model, Project Triangle		Week 1 & Week 2	Lecture / Discussion/ Demonstration Case Study/ Group Study	Quiz, /Spot tests/ Active class participation/ Semester Final Exam. / Creative Assignment	(1 set question) and 12.50%

Different Aspects of Project: Projects as an Alternative Approach for Development Management, Traditional Management, Project Management-Features and Differences		**Week 3 & Week 4 Class Test 1 From Week 1 to Week 4**			**(1 set question) and 12.50%**
Project Formulation and Appraisal: Steps in Project Formulation, Logical Framework of Project, **Theory of Change** Project Planning and Scheduling: Planning: Definition, Areas of Project Planning, Factors to be considered in Project Planning Scheduling: Concept of Project Scheduling, Steps, Methods, Barchans and Network Technique, Use of CPM/PERT in Risk Management.		**Week 5**			**(1 set question) and 12.50%**
Project Evaluation: Objectives, Types, Methods, Project Development Process in ECNEC, Bangladesh, Role of Planning Commission, Planning unites of Concerned Ministries, NEC, Donors/Development partners (bilateral & multilateral), NGOs		**Week 6 Class Test 2 From Week 5 to Week 6**			**(1 set question) and 12.50%**
Resource Mobilization: Procedures for Release of Funds, Financing Projects under ADP Social Cost Benefit Analysis: Concept, Methods: UNIDO Method, Little Merles Method, UNIDO-Little Merles Similarities and Differences Project Implementation and Control: Definition, Organization Steps in Implementation, Project Planning Method, Project Direction, Coordination and Control, Communication, Project Control, Scope, Progress Control, Performance Control , Schedule		**Week 7**			**(1 set question) and 12.50%**

control, Cost					
Project Monitoring: Approaches & Techniques, Monitoring in Bangladesh		**Week 8 & Week 9 Class Test 3 From Week 7 to Week 9**			**(1 set question) and 12.50%**
Project Cost Estimation and Financing: Concept, Types, Escalation of Project Cost, Project Financing in Bangladesh		**Week 10 & Week 11**			**(1 set question) and 12.50%**
Project Management in Bangladesh: Problems and Issue with Particular Focus to ADP. Project Performa and Classification, Preparation Processing and Approval of Investment Project in Bangladesh		**Week 12 Class Test 4 From Week 10 to Week 12**			**(1 set question) and 12.50%**
	Review Class	**Week 13**			

Learning Resources:

Chadha, Skylark, (1989). Managing Projects in Bangladesh, Dhaka: UPL.

Choudhury, Prasanna, (1998). Projects: Planning, Analysis, Selection, Implementation and Review, New Delhi: TATA McGraw- Hill.

Choudhury, S., (1995). Project Management, New Delhi: TATA McGraw- Hill.

Dale, Reidar, (2003). The logical framework: An easy escape, a straitjacket, or a useful planning tool? Development in Practice, Volume 13, Number 1.

Gasper, D., (2000). The Logical Framework Approach-Problems and Potentials, ISS Working Paper.

Goel, B.B., (1988). Project Management, New Delhi: Deep and Deep Publications.

Harrison, F.L., (1981). Advanced Project Management, London: Gower.

Islam, Nurul, (1993). Development Planning in Bangladesh: A Study in Political Economy, Dhaka: UPL.

James, Bent, (1989) Project Management for Engineering and Construction, New Jersy: Englewood Cliffs, Prentice Hall.

Lock, Dennis, (1984). Project Management, London: Gower.

Pandey I. M., (1995). Financial Management, New Delhi: Vikas Publishing House Pvt. Ltd.

Thakur, Devendra, (1992). Project Formulation and Implementation, New Delhi: Deep and Deep Publications.

Westland, J., (2006). The Project Management Life Cycle, London: Kogan Page.

M.S.S 1st Semester

Course No: 041308GEDU5109
Course Name: Advanced Social Research Methodology
Table 5: Details Information about Advanced Social Research Methodology

Course No: 041308GEDU5109	**Course Title: Advanced Social Research Methodology**	**Course Type: Theoretical**	**Course Credit: 3.0**
Total Class Weeks in a Semester: 14 Weeks	**Duration of Each Semester: 22 Weeks**	**Credit Values: 03**	**One (1) credit= Fourteen class hours**
Contact Hours: 03 Hours per week	**Total Credit Hours: Class Hours (42) + Exam (06) = 48 Hrs.**	**Total Marks: 100**	**Academic Session: 2023-2024**
Continuous Internal Evaluation (CIS) =30 Marks	**Semester End Examination (SEE) =70 Marks**	**Year: M.S.S**	**Semester: 1st**
Pre-requisites Not Applicable	**Co-requisites: Not Applicable**	Make-Up procedures: Retake/CR	**Course Instructor: Responsible teacher is selected by Academic committee of the department.**

Course Objectives

The main objective of this course is to provide advance level knowledge on concepts, issues, methods and perspectives of social research methodology. The specific objectives are:

- to make students able to understand core ideas and realm of social research methodology.
- To make students able to design, lead and analyze the social research successfully following the relevant methods, politics and ethics of research methodology.

Course Summery

This course focuses broadly on concepts, principles and epistemological perspective of advance social research. The specifically course will discuss process of research design, research strategy, methods and tools of data collections, origination and analysis for report writing.

Course Learning Outcomes (CLO)	Program Learning Outcome (PLO)
CLO1: Students will be able to understand core ideas and realm of social research methodology.	Students will be able to describe understand core concepts and realm of social research methodology.
CLO2: Students will be able to design, lead and analyze the social research successfully following the relevant methods, politics and ethics of research methodology.	Students will be able to analyze the research design, relevant methods and ethical issues of advance social research.

Mapping of CLOs with PLOs

CLO	PLO1	PLO2	PLO3	PLO4	PLO5
CLO1	X				X
CLO2		X	X		

Course Contents, Course Learning Outcomes (CLO) and Teaching and learning strategies.

Course Content	Alignment of course topics with CLOs	Class Schedule/ Lesson Plan /Weekly Plan	Teaching Learning Strategies	Assessment Techniques of each topic	Weighting
Knowledge, Science, Research and Social Research, the Creation of Social Science Theory, Deductive and Inductive Theory Construction, The Link between Theory and Research.		**Week 1 & Week 2**	**Lecture / Discussion/ Demonstration Case Study/ Group Study**	**Quiz, /Spot tests/ Active class participation/ Semester Final Exam./ Creative Assignment**	**(1 set question) and 12.50%**
Methods and Methodology of Social Research: Qualitative and Quantitative. Evaluation Research, Topics for Evaluation Research, Formulating the Research Problem, Analysis of Data Epistemology		**Week 3 & Week 4 Class Test 1 From Week 1 to Week 4**			**(1 set question) and 12.50%**

Basic Concepts of Social research: Concepts, Variables, Hypothesis, Generalization, Theory, Validity and Reliability.		**Week 5**			**(1 set question) and 12.50%**
Research Design: Qualitative Approach, Steps in Research. Role of Theory in Social Research		**Week 6 Class Test 2 From Week 5 to Week 6**			**(1 set question) and 12.50%**
Data Presentation & Analysis Research Reporting: Definition, Techniques of writing a research report Field Research		**Week 7**			**(1 set question) and 12.50%**
Population and Sampling, Elements and Units of Analysis, Universe Population, Survey Population, Sampling Method.		**Week 8 & Week 9 Class Test 3 From Week 7 to Week 9**			**(1 set question) and 12.50%**
Questionnaires Construction and Interview, Surveys, FGS, Ethonography		**Week 10 & Week 11**			**(1 set question) and 12.50%**
Statistical Package for Social Science (SPSS), Anova, QDA The Ethics and Politics of Social Research, Important Ethical Issues in Social Research, The Politics of Social Research		**Week 12 Class Test 4 From Week 10 to Week 12**			**(1 set question) and 12.50%**
	Review Class	**Week 13**			

Learning Resources:

Aminuzzaman, M. S. (1991). ***Introduction to Social Research*****, Dhaka: Bangladesh Publishers.**

Babbie, E. R. (2009). ***The Practice of Social Research*** **(12th Ed.). USA: Wadsworth Publishing Ltd. Coffey, A. & Atkinson P. (1996).** ***Making Sense of qualitative Data*****. USA: Sage Publications.**

Hammersley, M. (1989). ***The Dilemma of Qualitative Method*****, UK: Rutledge.**

Hellevik, O. (1995) ***Introduction to Causal Analysis-Exploring Survey Data by Cross Tabulation*****. Norway: Scandinavian University Press.**

Hollis, M. (2002). ***The Philosophy of Social Science*****. UK: Cambridge University Press.**

Peters, B. G. (1998). ***Comparative Politics-Theory and Methods*****. New York: Palgrave.**

Yin, R. K. (1994). Case Study Research-Design and Methods. USA: Sage Publications.

M.S.S 1st Semester

Course No: 041308GEDU 5111
Course Name: Industrial and Labour Relations Management
Table 6: Details Information about Industrial and Labour Relations Management

Course No: **041308GEDU 5111**	**Course Title:** **Industrial and Labour Relations Management**	**Course Type:** **Theoretical**	**Course Credit:** **3.0**
Total Class Weeks in a Semester: **14 Weeks**	**Duration of Each Semester:** **22 Weeks**	**Credit Values:** **03**	**One (1) credit= Fourteen class hours**
Contact Hours: **03 Hours per week**	**Total Credit Hours:** **Class Hours (42) + Exam (06) = 48 Hrs.**	**Total Marks:** **100**	**Academic Session:** **2023-2024**
Continuous Internal Evaluation (CIS) =30 Marks	**Semester End Examination (SEE) =70 Marks**	**Year:** **M.S.S**	**Semester:** **1st**
Pre-requisites **Not Applicable**	**Co-requisites:** **Not Applicable**	Make-Up procedures: Retake/CR	**Course Instructor:** **Responsible teacher is selected by Academic committee of the department.**

Course Summary

This course serves as an introduction into the field of industrial and labor relations. Students will learn about the history of the field and of labor unions. In addition, this course will review how the industrial relations system works in general, as well as specific areas such as the employment relations, trade unions, dispute resolution, issues in labor-management cooperation, and d

Course objectives

• To facilitate necessary knowledge about the perspectives, theories and concepts in the field of labor and employment relations.
• To understand basic the terminology, history, and models of the industrial relations system.
• To provide tools and other resources for students who will be pursuing further instruction and research in industrial relations.
• To make the students understand the fundamental laws/institutions governing employment relations including government, labor unions, corporations and other key institutions.
• To develop skills to apply knowledge necessary for effective work performance.
• To foster the analytical and critical thinking, problem solving and communication skills

CLO1: Define and understand the basic concepts relating to industrial and labor relations management.
CLO2: Illustrate the causes of employee grievance and grievance handling procedures in the industrial setup.
CLO3: Obtain knowledge on analytical, research, and interpersonal skills required of labor relations professionals in the workplace.
CLO4: Outline the causes & impact of industrial disputes and settlement procedures. Evaluate the usefulness of trade union and collective bargaining process in the industrial setup.
CLO5: Obtain knowledge on the fundamental laws/institutions governing employment relations including government, labor unions, and other key institutions in Bangladesh.

Mapping of CLOs with PLOs

CLO	PLO1	PLO2	PLO3	PLO4	PLO5
CLO1	X				X
CLO2		X	X		
CLO3				X	X
CLO4	X	X			
CLO5		X	X		

Course Contents, Course Learning Outcomes (CLO) and Teaching and learning strategies.

Course Content	Alignment of course topics with CLOs	Class Schedule/ Lesson Plan /Weekly Plan	Teaching Learning Strategies	Assessment Techniques of each topic	Weighting
Nature of Industrial Relations: Need for desirable industrial relations, Industrial relations and development.		Week 1 & Week 2	Lecture/ Discussion/ Demonstration Case Study/Group Study	Quiz, /Spot tests/ Active class participation/ Semester Final Exam./ Creative Assignment	(1 set question) and 12.50%
Industrial Conflict: Types and		Week 3 &			(1 set

Causes of Conflict, Resolving Conflict and Settlement of Industrial Disputes, Role of ILO and WTO in industrial relations and management.		Week 4 Class Test 1 From Week 1 to Week 4			question) and 12.50%
Industrial Psychology: Characteristics, Objectives, Scope, Applications		Week 5			(1 set question) and 12.50%
Labour Management Co-operation: Importance and impediments and ways of building sound labour-management co-operation, Trade Union, Collective Bargaining, Industrial Maintenance, Employee Counseling		Week 6 Class Test 2 From Week 5 to Week 6			(1 set question) and 12.50%
Workers' Participation in Management: Importance, Pre-requisites and Methods and Limitations, Industrial Democracy, Industrial Ownership,		Week 7			(1 set question) and 12.50%
Absenteeism: Causes/reasons, Measure the Rate of Absenteeism, Effects, Controlling Absenteeism		Week 8 & Week 9 Class Test 3 From Week 7 to Week 9			(1 set question) and 12.50%
Disciplinary Procedures in Industry: Acts of misconduct policy, Charge procedure and appeal. Grievance Procedure in Industry: Aggrieved Worker and redressing grievances of workers, Wages in industry, Increments and promotions, working hours and overtime working, Holidays and leave facilities, Retirement benefits.		Week 10 & Week 11			(1 set question) and 12.50%
Industrial Democracy: Concepts, Methods, and Application in the context of third world countries. Labour welfare in EPZ and Labour Laws of Bangladesh		Week 12 Class Test 4 From Week 10 to Week 12			(1 set question) and 12.50%
	Review Class	Week 13			

Learning Resources:

Haq, Syed Azadul:	Personnel / Human Resource Management.
Khanna, Dr. O.P and Khanna, A :	Industrial Engineering and Management, New Delhi, India.
Ahuja, K.K:	Management and Organization.
Joseph Thister:	Reading in Labour Economics and Industrial Relations
J.H. Richardson:	An Introduction to the Study of Industrial Relations
Richard Hyman:	Industrial Relations
J.T. Donnlog:	Industrial Relations System
Sloyed G. Reynold:	Labour Economics and Industrial Relations
F.Ray Marshal and Allan G.:	Labour Economics: Wage and Trade
Kings, Vernon:	Unionism
Albert Rays:	Economics and Work and Pay
B. Fleisher:	Labour Economics: Theory and Practice
Arun Monappa:	Industrial Relations
R.S. Davar:	Personnel Management and Industrial Relations

M.S.S 2nd Semester

Course No: 041308PAD 5201

Course Name: Public Personnel Administration in Bangladesh

Table 7: Details Information about Public Personnel Administration in Bangladesh

Course No: 041308PAD 5201	**Course Title: Public Personnel Administration in Bangladesh**	**Course Type: Theoretical**	**Course Credit: 3.0**
Total Class Weeks in a Semester: 14 Weeks	**Duration of Each Semester: 22 Weeks**	**Credit Values: 03**	**One (1) credit= Fourteen class hours**
Contact Hours: 03 Hours per week	**Total Credit Hours: Class Hours (42) + Exam (06) = 48 Hrs.**	**Total Marks: 100**	**Academic Session: 2023-2024**
Continuous Internal Evaluation (CIS) =30 Marks	**Semester End Examination (SEE) =70 Marks**	**Year: M.S.S**	**Semester: 2nd**
Pre-requisites Not Applicable	**Co-requisites: Not Applicable**	Make-Up procedures: Retake/CR	**Course Instructor: Responsible teacher is selected by Academic committee of the department.**

Course Objectives

The main objective of this course is to provide knowledge on the concepts, issues and process of public personnel administration in Bangladesh. The specific objectives are:

- to introduce students with the concepts, basis and history of public personnel administration of Bangladesh.
- To provide knowledge on the issues, organizations, process of personnel development and control of public personnel administration in Bangladesh

Course Summery

This course discusses on concepts, basis and history of public personnel administration of Bangladesh. In addition, the course will focus on particular issues, organizations, personnel recruitment, promotion, selection and development process along with the control mechanism of personnel administration in Bangladesh.

Course Learning Outcomes (CLO)	**Program Learning Outcome (PLO)**
CLO1: Students will be able to understand the concepts, basis and history of public personnel administration of Bangladesh.	Students will be able to describe the concepts, basis and history of public personnel administration of Bangladesh.
CLO2: Students will have specific knowledge on the issues, organizations, process of personnel development and control of public personnel administration in Bangladesh	Students will be able to analyze, the issues, organizations, process of personnel development and control in public personnel administration in Bangladesh

Mapping of CLOs with PLOs

CLO	**PLO1**	**PLO2**	**PLO3**	**PLO4**	**PLO5**
CLO1	**X**	**X**			**X**
CLO2		**X**	**X**		

Course Contents, Course Learning Outcomes (CLO) and Teaching and learning strategies.

Course Content	Alignment of course topics with CLOs	Class Schedule/ Lesson Plan /Weekly Plan	Teaching Learning Strategies	Assessment Techniques of each topic	Weighting
Public Personnel Administration: Definition, Nature, Scope, Importance and Functions. Legal and Constitutional Basis of Bangladesh Public Personnel Administration Historical Perspective of Bangladesh Public Personnel Administration: Pre – British, British India, Pakistan Period, Bangladesh Period Until Today.		**Week 1 & Week 2**	**Lecture / Discussion/ Demonstration Case Study/ Group Study**	**Quiz, /Spot tests/ Active class participation/ Semester Final Exam./ Creative Assignment**	**(1 set question) and 12.50%**
Inter and Intra Cadre Conflict in Public Service: Reasons, Problems of Coordination and its Impact, Suggestions for solving Cadre Conflict		**Week 3 & Week 4 Class Test 1 From Week 1 to Week 4**			**(1 set question) and 12.50%**
Central Personnel Agency: Organization and Functions of Central Personnel Agency The Ministry of Public Administration [MOPA] as Central Personnel Agency Bangladesh Public Service Commission: Composition, Role in Selecting Competent Citizens, Politicization of Commission and its Functional Limitations.		**Week 5**			**(1 set question) and 12.50%**
Recruitment System, Methods of Recruitment, Quota System, Merit System. Limitations of Merit System and its Impact on Government		**Week 6 Class Test 2 From Week 5 to Week 6**			**(1 set question) and 12.50%**
Training, Needs of Training, Types of Training, Methods of Training, Training Need Assessment [TNA], Training Institutions, BPATC, Facilities and Problems of BPATC, Steps to make Training Arrangements Effective		**Week 7**			**(1 set question) and 12.50%**

Promotion: Criteria for Promotion, Existing Criteria for Promotion of Government Official in Bangladesh, Politicization of Promotion, Problems Existing in Promotion Process in Bangladesh Job Satisfaction, Importance, Measures to Satisfy Officials, Level of Satisfaction of Government Officials		**Week 8 & Week 9 Class Test 3 From Week 7 to Week 9**			**(1 set question) and 12.50%**
Disciplinary Actions: Necessity, Various Penalties, Problems and Solutions in Maintaining Job Discipline in Bangladesh		**Week 10 & Week 11**			**(1 set question) and 12.50%**
Performance Appraisal: Techniques of Performance Appraisal, ACR, Procedures of ACR, Procedures of ACR, ACR as Technique of Performance Appraisal in Bangladesh, Limitations and Solutions		**Week 12 Class Test 4 From Week 10 to Week 12**			**(1 set question) and 12.50%**
Wage and Salary Administration, Determinants of Wage and Salary, Pay Dissatisfaction and its Consequences in Government Services, Administrative Machineries for Fixing up Salary. Motivation, Meaning, Necessity, Existing Steps for Motivation in Bangladesh, Limitations and Solutions		**Week 13**			

Learning Resources:

Ahmed, N. (2014). 40 Years of Public Administration and Governance in Bangladesh. The University Press Limited (UPL), Dhaka.

Ahmed, S.G. (1986). Public Personnel Administration in Bangladesh. the city press, Dhaka.

Ahmed, S.G. (1990). Bangladesh Public Service Commission. Dhaka: University of Dhaka.

Khan, M.M. (2016). Globalization and Development-Public Administration and Public Governance. Volume IV, AHDPH, Dhaka.

Khan, M.M. (2016). Public Administration and Public Governance. Volume I, AHDPH, Dhaka.

Obaidullah, A.T.M. (1999). Bangladesh public administration: Study of major reforms, constraints and strategies. Academic Press and Publishers Ltd.

Shawkat, A.M.M. (2004). Bangladesh Civil Service: A Political-Administrative Perspective, Dhaka: University Press Limited.

M.S.S 2nd Semester

Course No: 041308PAD 5203
Course Name: Administrative Reform in Bangladesh
Table 8: Details Information about Administrative Reform in Bangladesh

Course No: 041308PAD 5203	**Course Title: Administrative Reform in Bangladesh**	**Course Type: Theoretical**	**Course Credit: 3.0**
Total Class Weeks in a Semester: 14 Weeks	**Duration of Each Semester: 22 Weeks**	**Credit Values: 03**	**One (1) credit= Fourteen class hours**
Contact Hours: 03 Hours per week	**Total Credit Hours: Class Hours (42) + Exam (06) = 48 Hrs.**	**Total Marks: 100**	**Academic Session: 2023-2024**
Continuous Internal Evaluation (CIS) =30 Marks	**Semester End Examination (SEE) =70 Marks**	**Year: M.S.S**	**Semester: 2nd**
Pre-requisites Not Applicable	**Co-requisites: Not Applicable**	Make-Up procedures: Retake/CR	**Course Instructor: Responsible teacher is selected by Academic committee of the department.**

Course Objectives

The main objective of this course is to provide the knowledge and understanding on concepts, perspectives, thoughts and process of administrative reforms in Bangladesh. The specific objectives are:

- to make students able to understand the concepts, perspectives, thoughts and process of administrative reforms in Bangladesh.
- to introduce students with major administrative reforms, innovation and the relevance of social changes with administrative reforms in Bangladesh
- to make the students able to compare the Asian perspectives of administrative reforms.

Course Summery

This course will focus on concepts, thoughts, perspectives and changes in administrative reforms in Bangladesh. In addition, the course will focus on the issues and perspective of administrative reforms among Asian countries with reference to India, Pakistan, Malaysia and Japan.

Course Learning Outcomes (CLO)	Program Learning Outcome (PLO)
CLO1: Students will be able to understand the concepts, perspectives, thoughts and process of administrative reforms in Bangladesh	Students will be able to describe the concepts, perspectives, thoughts and process of administrative reforms in Bangladesh
CLO2: Students will be introduced with major administrative reforms, innovation and the relevance of social changes with administrative reforms in Bangladesh	Students will be able to analyze the major administrative reforms, innovation and the relevance of social changes with administrative reforms in Bangladesh
CLO3: Students will be able to compare the Asian perspectives of administrative reforms.	Students will be able to analyze the perspective and progress of Administrative reforms in Asian countries.

Mapping of CLOs with PLOs

CLO	PLO1	PLO2	PLO3	PLO4	PLO5
CLO1	X	X			X
CLO2		X	X		

Course Contents, Course Learning Outcomes (CLO) and Teaching and learning strategies.

Course Content	Alignment of course topics with CLOs	Class Schedule/ Lesson Plan /Weekly Plan	Teaching Learning Strategies	Assessment Techniques of each topic	Weighting
Administrative Reform – Concept, Definition, Importance, Administrative Reform and Reorganization		Week 1 & Week 2	Lecture/ Discussion/ Demonstration Case Study/Group Study	Quiz, /Spot tests/ Active class participation/ Semester Final Exam./ Creative Assignment	(1 set question) and 12.50%
Process of Administrative Reform- Formulation of Goals and Objectives, Hindrances Strategies and Implementation		Week 3 & Week 4 Class Test 1 From Week 1 to Week 4			(1 set question) and 12.50%
Perspective of Administrative Reform- Differences in Attitude, Typologies, Approach		Week 5			(1 set question) and 12.50%
Social Change and Administrative Reform, Socio- Cultural and Administrative Obstacles to Change and Development		Week 6 Class Test 2 From Week 5 to Week 6			(1 set question) and 12.50%
Major Administrative Reform in Bangladesh and its challenges.		Week 7			(1 set question) and 12.50%
Recent Reform Innovation in Bangladesh		Week 8 & Week 9 Class Test 3 From Week 7 to Week 9			(1 set question) and 12.50%
Administrative Reforms in Asian Countries- Pakistan, India, Malaysia, Japan		Week 10 & Week 11			(1 set question) and 12.50%
Administrative Reforms in Asian Countries- Malaysia, Japan		Week 12 Class Test 4 From Week 10 to Week 12			(1 set question) and 12.50%
	Review Class	Week 13			

Learning Resources:

Caiden, G. E. (1969). *Administrative Reform*, Chicago: Aldine Transaction.

Caiden, G. E. (1971). *Dynamics of Public Administration*, Holt Rinehart and Winston of Canada Ltd.

Caiden, G. E. (1991). *Administrative Reform Comes of Age*, Berlin, New York: Walter de Gruyter.
Farazmand.A. (1991). *Handbook of Comparative and Development Public Administration*, Marcel Dekker Inc.
Farazmand.A. (2000). *Sound Governance: Policy and Administrative Innovations*,Praeger Publishers.
Farazmand.A. (2001). *Administrative Reform in Developing Nations*,Praeger Publishers.
Farazmand.A. (2009). *Bureaucracy and Administration*, Florida, United States: CRC Press.
Hoque, A. N. S. (1970). *An Analysis of Reform Commission Reports in the Light of United Nations Doctrine*, National Institute of Public Administration.
Khan, M. M. (1991). *Politics of Administrative Reform: A Case Study of Bangladesh*, Ashish Publishing House.
Killia, J. &N. Eklund (2008). *Handbook of Administrative Reform: An International Perspective*, London: Routledge.
Obaidullah, A. T. M. (1996). A*dministrative Reforms in Developing Countries: A Theoretical Note*,*TheRajshahi University Studies, Part C. Vol., 4.*
Obaidullah, A. T. M. (2017). Civil Service Reforms and Development Professionalism: A Case Study of Bangladesh. In
Rumki Basu Shamsur Rahman (eds). *Governance in South Asia*, India: Routledge.
Sarker, A. E. (2004). Administrative Reform in Bangladesh: Three Decades of Failure. *Interconal Public Management Journal,* Vol. 7(3): 365-384.
Thompsom, V. A. (2015). *Modern Organization*, USA: University Alabama Press.

M.S.S 2nd Semester

Course No: 041308PAD 5205
Course Name: Education Administration and Governance in Bangladesh
Table 9: Details Information about Education Administration and Governance in Bangladesh

Course No: 0413PAD 5205	**Course Title: Education Administration and Governance in Bangladesh**	**Course Type: Theoretical**	**Course Credit: 3.0**
Total Class Weeks in a Semester: 14 Weeks	**Duration of Each Semester: 22 Weeks**	**Credit Values: 03**	**One (1) credit= Fourteen class hours**
Contact Hours: 03 Hours per week	**Total Credit Hours: Class Hours (42) + Exam (06) = 48 Hrs.**	**Total Marks: 100**	**Academic Session: 2023-2024**
Continuous Internal Evaluation (CIS) =30 Marks	**Semester End Examination (SEE) =70 Marks**	**Year: M.S.S**	**Semester: 2nd**
Pre-requisites Not Applicable	**Co-requisites: Not Applicable**	Make-Up procedures: Retake/CR	**Course Instructor: Responsible teacher is selected by Academic committee of the department.**

Course objectives

The main objective of this course is to provide knowledge on education administration and governance with special focus on the historical development of education in Bangladesh and its various theories and its implications in our culture and administration . Specific objectives are;

- to provide knowledge on concepts and theories of education governance and mechanism to disseminate education at all levels.;
- to introduce students with the education policies of the Government of Bangladesh and education services and institutions related to this delivery systems.

Course Learning Outcomes (CLO)	**Program Learning Outcome (PLO)**
CLO1: Students will be able to understand the concepts, perspectives, theories and process of education administration in Bangladesh	Students will be able to describe the concepts, perspectives, theories and process of education administration in Bangladesh
CLO2: Understand and explain the education sector policies and reforms in Bangladesh.	Students will be able to understand various policies of education and its major changes,
CLO3: Students will be introduced with major innovation of education governance and the relevance of social changes in Bangladesh.	Students will be able to analyze the major innovation in education governance and the relevance of social changes in Bangladesh
CLO4: Understand and analyze the public, private, formal and non-formal education system and its process to delivery of services and the educational organizations in Bangladesh in informal education.	Students will be able to analyze the perspective system of education and its development.

- **Mapping of CLOs with PLOs**

CLO	**PLO1**	**PLO2**	**PLO3**	**PLO4**	**PLO5**
CLO1	**X**				
CLO2		**X**	**X**		**X**
CLO3					**X**
CLO4					**X**

Course Contents, Course Learning Outcomes (CLO) and Teaching and learning strategies.

Course Content	Alignment of course topics with CLOs	Class Schedule/ Lesson Plan /Weekly Plan	Teaching Learning Strategies	Assessment Techniques of each topic	Weighting
Theories of education Theoretical aspects of education Importance of education		Week 1 & Week 2	Lecture/ Discussion/ Demonstration Case Study/Group Study	Quiz, /Spot tests/ Active class participation/ Semester Final Exam./ Creative Assignment	(1 set question) and 12.50%
Various theories of education Cognitive Learning Theory. Behaviorism Learning Theory. Constructivism Learning Theory. Humanism Learning Theory.		Week 3 & Week 4 Class Test 1 From Week 1 to Week 4			(1 set question) and 12.50%
Connectivism Learning Theory. Transformative Learning Theory. Social Learning Theory. Experiential Learning Theory.		Week 5			(1 set question) and 12.50%
History of education in Bangladesh Mughal period British period Pakistan period		Week 6 Class Test 2 From Week 5 to Week 6			(1 set question) and 12.50%
Education policies in Bangladesh		Week 7			(1 set question) and 12.50%
Education administration and systems in Bangladesh Primary education Secondary education Higher secondary education Tirtiary education Madrasha education Vocational education		Week 8 & Week 9 Class Test 3 From Week 7 to Week 9			(1 set question) and 12.50%
Education and culture Education and sustainable development goals (SDG's Education and women empowerment		Week 10 & Week 11			(1 set question) and 12.50%
Education and leadership Online education Institutional Arrangements for educational development in Bangladesh		Week 12 Class Test 4 From Week 10 to Week 12			(1 set question) and 12.50%
	Review Class	Week 13			

Learning Resources:

M.S.S 2nd Semester

Course No: 041308PAD 5207

Course Name: Disaster Management in Bangladesh

Table 10: Details Information about Disaster Management in Bangladesh

Course No: 041308PAD5207	**Course Title: Disaster Management in Bangladesh**	**Course Type: Theoretical**	**Course Credit: 3.0**
Total Class Weeks in a Semester: 14 Weeks	**Duration of Each Semester: 22 Weeks**	**Credit Values: 03**	**One (1) credit= Fourteen class hours**
Contact Hours: 03 Hours per week	**Total Credit Hours: Class Hours (42) + Exam (06) = 48 Hrs.**	**Total Marks: 100**	**Academic Session: 2023-2024**
Continuous Internal Evaluation (CIS) =30 Marks	**Semester End Examination (SEE) =70 Marks**	**Year: M.S.S**	**Semester: 2nd**
Pre-requisites Not Applicable	**Co-requisites: Not Applicable**	Make-Up procedures: Retake/CR	**Course Instructor: Responsible teacher is selected by Academic committee of the department.**

Course objectives

The main objective of this course is to provide students the required knowledge and perspectives of disaster management in Bangladesh. Specific objectives are;

- to introduce students with disaster management related to sustainable development concepts, issues and perspectives over community and society;
- to provide knowledge and expertise on processes, systems, risks and audits of disaster management.

Course Summery

The course is intended for undergraduate students with a focus on disaster management policy, including its formulation and administration in the context of Bangladesh. The course includes major national environmental legislation, institutional framework of various levels of disaster management, disaster mechanism with community-based initiatives and their implementation.

Course Learning Outcomes (CLO): At the end of the course participation, the student will be able to

Course Learning Outcomes (CLO)	Program Learning Outcome (PLO)
CLO1: Understand and describe the issues, concepts, and discourse of environment, ecology, sustainable development and disaster management in Bangladesh	Students will be able to describe the concepts, perspectives, ecology in administration and disaster management in Bangladesh
CLO2: Understand and explain the environmental pollution, threats of climate change and their controls mechanism for sustainable development.	Students will be able to understand various types of environmental pollution and control mechanism for sustainable development.
CLO3: Understand and analyze the laws, policy instruments and issues of disaster management administration in Bangladesh	Students will be able to analyze the major innovation and policy in disaster governance and the relevance of social changes in Bangladesh.
CLO4. Understand and evaluate the issues and diversity of disasters and its management, role of NGOs and civil society in disaster management in Bangladesh	Students will be able to analyze the issues of disaster risk and diversity and role of management, community, media and donar agencies.
CLO5. Understand and analyze the role of the community, media and international agencies.	Students will able to know the community-based initiatives to disaster.

Mapping of CLOs with PLOs

CLO	PLO1	PLO2	PLO3	PLO4	PLO5
CLO1	X				
CLO2		X			
CLO3				X	
CLO4				X	
CLO5					X

Course Contents, Course Learning Outcomes (CLO) and Teaching and learning strategies.

Course Content	Alignment of course topics with CLOs	Class Schedule/ Lesson Plan /Weekly Plan	Teaching Learning Strategies	Assessment Techniques of each topic	Weighting
Disaster Management Concepts: Meaning & Types of Disaster, Conceptual Framework of Disaster Management, Interrelationship between Disaster and Hazard, Natural Hazard, Human induced Hazard, Industrial Hazard		Week 1 & Week 2	Lecture/ Discussion/ Demonstration Case Study/Group Study	Quiz, /Spot tests/ Active class participation/ Semester Final Exam./ Creative Assignment	(1 set question) and 12.50%
Natural Disaster and its Management Approach: Earthquakes, Landslides, Tsunamis, Cyclones, Forest Fires, Flood, Drought, Famine, Tornadoes		Week 3 & Week 4 Class Test 1 From Week 1 to Week 4			(1 set question) and 12.50%
Manmade Hazards and its Management Approach: Air Pollution, Land Pollution, Water Pollution, Coastal Pollution		Week 5 & Week 6			(1 set question) and 12.50%
Basic Approach to Disaster Management: General Principles of Management, Basic Principles of Preparedness, Rescue, Relief, Rehabilitation & Reconstruction, Inclusive Approach to Disaster Management		Week 7 & week 8 Class Test 2 From Week 5 to Week 8			(1 set question) and 12.50%
Community Based Approach to Disaster Management: Role of Media, Role of GO & NGO, Role of Stakeholder & Civil Society, Ecocentric view, Anthropocentric view		Week 9 & Week 10			(1 set question) and 12.50%
Practice of Disaster Management in Bangladesh: Climate Change and its Impact, Environmental Policy, Disaster Risk Reduction Program, Flood Management and its Mitigation Policy, Earthquake Contingency Plan, Cyclone Preparedness Programme		Week 11, Week 12 & Week 13 Class Test 3 & 4 From Week 9 to Week 13			(1 set question) and 12.50%
	Review Class	Week 14			

M.S.S 2nd Semester

Course No: 041308GEDU 5209
Course Name: Introduction to Business
Table 11: Details Information about Introduction to Business

Course No: 041308GEDU 5209	Course Title: Introduction to Business	Course Type: Theoretical	Course Credit: 3.0
Total Class Weeks in a Semester: 14 Weeks	Duration of Each Semester: 22 Weeks	Credit Values: 03	One (1) credit= Fourteen class hours
Contact Hours: 03 Hours per week	Total Credit Hours: Class Hours (42) + Exam (06) = 48 Hrs.	Total Marks: 100	Academic Session: 2023-2024
Continuous Internal Evaluation (CIS) =30 Marks	Semester End Examination (SEE) =70 Marks	Year: M.S.S	Semester: 2nd
Pre-requisites Not Applicable	Co-requisites: Not Applicable	Make-Up procedures: Retake/CR	Course Instructor: Responsible teacher is selected by Academic committee of the department.

Course Objectives

The main objective of this course is providing knowledge and perspective on the introduction to business and issues involved in operation. The specific objectives are:

- to introduce students with the core concepts, nature and issues of business organization.
- To introduce students with structure and process of business management along with marketing and sales procedures for successful business development.
- To provide the tools and techniques of human resource management in business operation.

Course Summery

This course broadly focuses on introduction to the concepts, nature and issues of introducing business. Specifically, the course will discuss the nature of business organization, social ad corporate responsibility in business operations, nature of business management, issues of marketing and sales, tools for introducing e-commerce and human resources development process in business.

Course Learning Outcomes (CLO)	Program Learning Outcome (PLO)
CLO1: Students will be introduced with the core concepts, nature and issues of business organization	Students will be able to describe the core concepts, nature and issues of business organization.
CLO2: Students will have knowledge on the structure and process of business management along with marketing and sales procedures for successful business development	Students will be able to analyze the structure and process of business management along with marketing and sales procedures for successful business development
CLO3: Students will have knowledge on the tools and techniques for human resource management in business operation.	Students will be able to analyze the tools and techniques of human resource management in business operation.

Mapping of CLOs with PLOs

CLO	PLO1	PLO2	PLO3	PLO4	PLO5
CLO1	**X**	**X**			**X**
CLO2		**X**	**X**	**X**	

Course Contents, Course Learning Outcomes (CLO) and Teaching and learning strategies.

Course Content	Alignment of course topics with CLOs	Class Schedule/ Lesson Plan /Weekly Plan	Teaching Learning Strategies	Assessment Techniques of each topic	Weighting
Business: Nature, Scope and Importance.		**Week 1 & Week 2**	**Lecture / Discussion/ Demonstration Case Study/ Group Study**	**Quiz, /Spot tests/ Active class participation/ Semester Final Exam./ Creative Assignment**	**(1 set question) and 12.50%**
Business Organization: Process and Requisites, Environment of Business		**Week 3 & Week 4 Class Test 1**			**(1 set question) and 12.50%**

Organization.		**From Week 1 to Week 4**			
Common Problem areas of Business Organization and Approach of Solving.		**Week 5**			**(1 set question) and 12.50%**
Business and Social Responsibility. Corporate Strategy and Strategic Planning: Nature, Steps, Problems and Actions of Strategic Planning.		**Week 6 Class Test 2 From Week 5 to Week 6**			**(1 set question) and 12.50%**
Nature of Management: Organising, Directing, Controlling, Co-ordinating, Supervising and Delegation of Authority. Coordinating: Needs for coordination, Principles and Techniques of Coordination, Method of Informal Coordination.		**Week 7**			**(1 set question) and 12.50%**
Marketing and Sales Management: Sales Manager and Skills, Effective Sales Manager Techniques.		**Week 8 & Week 9 Class Test 3 From Week 7 to Week 9**			**(1 set question) and 12.50%**
Global and Strategic Human Resource Management**:** Nature, Meaning, Staffing Policy and its Process. E-communication, E-commerce or e-business.		**Week 10 & Week 11**			**(1 set question) and 12.50%**
Human Resource Development: Mechanism of Leading, Motivating, Communicating, Employee Development. Performance Management and Reward.		**Week 12 Class Test 4 From Week 10 to Week 12**			**(1 set question) and 12.50%**
	Review Class	**Week 13**			

Learning Resources

Bovee, C.L. & Thill, J.V. (2014). *Business communication essentials (6th)*. Boston: Pearson.

Manhard, S. J. (1998). *The goof-proofer: How to avoid the 41 most embarrassing errors in youspeaking and writing*. New York, NY: Simon & Schuster. ISBN: 0-684-83826-5.

Guffey, Mary Ellen. E-book--Business Communication: Process and Product. 5th ed.

M.S.S 2nd Semester

Course No: 041308PAD 5211

Course Name: Contemporary Issues and Challenges of Public Administration in Bangladesh

Table 12: Details Information about Contemporary Issues and Challenges of Public Administration in Bangladesh

Course No: 041308PAD 5211	Course Title: Contemporary Issues and Challenges of Public Administration in Bangladesh	Course Type: Theoretical	Course Credit: 3.0
Total Class Weeks in a Semester: 14 Weeks	Duration of Each Semester: 22 Weeks	Credit Values: 03	One (1) credit= Fourteen class hours
Contact Hours: 03 Hours per week	Total Credit Hours: Class Hours (42) + Exam (06) = 48 Hrs.	Total Marks: 100	Academic Session: 2023-2024
Continuous Internal Evaluation (CIS) =30 Marks	Semester End Examination (SEE) =70 Marks	Year: M.S.S	Semester: 2nd
Pre-requisites Not Applicable	Co-requisites: Not Applicable	Make-Up procedures: Retake/CR	Course Instructor: Responsible teacher is selected by Academic committee of the department.

Course Objectives

- To understand the historical evolution of public administration in Bangladesh.
- To identify the transformative role of the administrative machinery and governance.
- To understand the form and substance of service structure in both central and field administration.
- To make out the multi-dimensionality of problems and processes of public administration in Bangladesh.
- To appreciate the emerging issues in public administration in Bangladesh in the context of changing role of state, market and civil society.

Course Summary:

This course is about civil service and contemporary public administrative system in Bangladesh. As an activity, the scope of public administration is no less than the scope of state activity. In the modern welfare state people expect many things – a wide variety of services and protection from the government. In this context public administration provides a number of welfare and social security services to the people. In this connection, studying the course public administration in Bangladesh will provide a distinct opportunity to the learners. This course starts with historical developments of the administrative system and concurrent reform measures leading to its current structural and functional configuration of Bangladesh. It studies the various issues and challenges in Public Administration.

CLO1: Understand the historical background of civil service and public administrative systems in Bangladesh.

CLO2: Analyze the concurrent issues and challenges of civil service structure leading to its current structural and functional configuration of Bangladesh.

CLO3: Demonstrate skills in analyzing reforms in public administration in the context of changing role of state, market and civil society.

I. **Mapping of CLOs with PLOs**

CLO	PLO1	PLO2	PLO3	PLO4	PLO5
CLO1		X	X		X
CLO2		X	X	X	
CLO3				X	X

Course Contents, Course Learning Outcomes (CLO) and Teaching and learning strategies.

Course Content	Alignment of course topics with CLOs	Class Schedule/ Lesson Plan /Weekly Plan	Teaching Learning Strategies	Assessment Techniques of each topic	Weighting
Governance, Democracy & Development: Governance and Democracy Interface: Legitimacy and Accountability, Democratic Models of Governance: Aggregate Model, Integrative Model, Associative Democracy, Role of the Constituent Elements of Governance in Ensuring Development.		**Week 1 & Week 2**	**Lecture / Discussion/ Demonstration Case Study/ Group Study**	**Quiz, /Spot tests/ Active class participation/ Semester Final Exam./ Creative Assignment**	**(1 set question) and 12.50%**
Good Governance, Transparency and Accountability in Administration: Dimensions of Transparency in Governance, Instruments of Transparency, Types of Accountabilities: Horizontal, Vertical, Financial, Democratic, Performance Accountability, Forms of Accountability: Democratic, Market and Administrative.		**Week 3 & Week 4 Class Test 1 From Week 1 to Week 4**			**(1 set question) and 12.50%**

Public Participation in Administration: Participatory Governance and its Theoretical Roots-Liberal Democracy, Neoliberalism, Institutionalism, Communitarism, where does Participatory Governance Begin? Strength and Weaknesses of Participatory Governance.		**Week 5**			**(1 set question) and 12.50%**
Civil Society & Public Administration: Definition and Emergence of the Concept: From European Liberal Thought to Neo Liberalism, State Civil Society Relationship, Civil Society, NGOs and Political Parties, Civil Society in Bangladesh.		**Week 6 Class Test 2 From Week 5 to Week 6**			**(1 set question) and 12.50%**
Public Sector Corruption: Understanding the Causes of Corruption-Theoretical Roots: Organizational Culture Theories, Bottleneck Theories, Clientelism, Patrimonialism		**Week 7**			**(1 set question) and 12.50%**
Social Capital & Public Administration: Definition, Intellectual Heritage of Social Capital, Sources of Social Capital, Role of Social Capital in Public Policy Process.		**Week 8 & Week 9 Class Test 3 From Week 7 to Week 9**			**(1 set question) and 12.50%**
Public Administration in Bangladesh: (a) The Structure and Organization of Public Administration in British India; (b) State of Public Administration in United Pakistan, (c) The Structure and Organization of Public Administration in Bangladesh, Secretariat Set-up, Ministries, Divisions, Departments, Autonomous and Semi-Autonomous Bodies/Agencies- Structure, Functions and Relationship; Field Administration in Bangladesh (District and Upazila Administration-Structure, Functions, Control and Coordination).		**Week 10 & Week 11**			**(1 set question) and 12.50%**
Role of the Central Personnel Agencies: The Ministry of Public Administration and Bangladesh Public Service Commission (BPSC).		**Week 12 Class Test 4 From Week 10 to Week 12**			**(1 set question) and 12.50%**

Recruitment, Selection and Training in Bangladesh. Bangladesh Public Administration Training Centre (BPATC), Disciplinary actions in civil service, Civil Servant Conduct Rules. **Corruption:** Meaning, dimensions, Causes, ACC, Strategy for Anti-corruption.					
	Review Class	**Week 13**			

Learning Resources

Muneer Ahmed, A Hand Book of Public Administration

M.M.Khan & Zafarullah (ed), Politics & Bureaucracy in New Nation Bangladesh., Dhaka: CENTAS

M.M.Khan (ed.), Bangladesh: Society Politics and Bureaucracy, Dhaka: CENTAS, 1984

H. Zafarullah & M.M.Khan, The Bureucratic Ascendenc, New Delhi & Dhaka: South Asia & AHD Publishers, 2005

M.M.Khan, The Dominant Executive and Dormant Legislature: Executive-Legislature Relations in Bangladesh, New Delhi and Dhaka: South Asia & UPL, 20

Ahmed, Ali, Role of Higher Civil Servant in Pakistan, Dhaka, NIPA, 1968

Shafritz, Jay M., A. New world: Readings on Modern Public sonnet management, Chicago, IPMA, 1975

Ahmed, S.G., " A Typological Study of the Functionaries Under the Mughals" Asian Pro vol. 10. No. 4, 1982

Ahmed, Ali, Role of Higher Civil Servant in Pakistan, Dhaka, NIPA, 1968

Ahmed, Mumtaz, Bureaucracy and Political Development in Pakistan, Karachi NIPA, 1974

Bhalerao, C.N., Public, Service commission India: A study, Delhi sterling public 1966

Chaudhuri, M.A., The Civil Service of Pakistan, Dhaka, NIPA. 1969

Crouch, W.W., Guide for Modern Personnel Commissions, Chicago, IPMA, 1973

Goodnow, H.F. The Civil Service of Pal New Haven, Yale University press, 1964

Ahmed, S. G.: Public Personnel Administration in Bangladesh, University of Dhaka, Bangladesh

Ahmed, S. G.: Bangladesh Public Service Commission, University of Dhaka, Bangladesh, 1990

Ali, M. M. S.: Civil Service Management in Bangladesh

Ali, M. M. S.: Aspects of Public Administration in Bangladesh

Constitution of the People's Republic of Bangladesh

M.S.S 2nd Semester

Course No: 041308GEDU 5213
Course Name: Strategic Management
Table 13: Details Information about Strategic Management

Course No: 041308GEDU5213	Course Title: Strategic Management	Course Type: Theoretical	Course Credit: 3.0
Total Class Weeks in a Semester: 14 Weeks	Duration of Each Semester: 22 Weeks	Credit Values: 03	One (1) credit= Fourteen class hours
Contact Hours: 03 Hours per week	Total Credit Hours: Class Hours (42) + Exam (06) = 48 Hrs.	Total Marks: 100	Academic Session: 2023-2024
Continuous Internal Evaluation (CIS) =30 Marks	Semester End Examination (SEE) =70 Marks	Year: M.S.S	Semester: 2nd
Pre-requisites Not Applicable	Co-requisites: Not Applicable	Make-Up procedures: Retake/CR	Course Instructor: Responsible teacher is selected by Academic committee of the department.

Course Description:
The course emphasizes the value and process of strategic management. In addition to familiarizing students with new subject matter, students are expected to integrate and apply their prior learning to strategic decision making in organizations. The Strategic Management course is designed to explore an organization's vision, mission, examine principles, techniques and models of organizational and environmental analysis, discuss the theory and practice of strategy formulation and implementation such as corporate governance and business ethics for the development of effective strategic leadership.

Intended Learning Objectives (ILOs):
1. Analyze the main structural features of an industry and develop strategies that position the firm most favorably in relation to competition and influence industry structure to enhance industry attractiveness.
2. Appraise the resources and capabilities of the firm in terms of their ability to confer sustainable competitive advantage and formulate strategies that leverage a firm's core competencies.
3. Formulate strategies for exploiting international business opportunities including foreign entry strategies and international location of production.
4. Demonstrate the ability to think critically in relation to a particular problem, situation or strategic decision through real-world scenarios.
5. Recognize strategic decisions that present ethical challenges and make appropriate recommendations for ethical decision-making.

Course Learning Outcomes (CLOs):

CLO1: Understand the strategic decisions that organizations make and have an ability to engage in strategic planning.

CLO2: Explain the basic concepts, principles and practices associated with strategy formulation and implementation.

CLO3: Analyze and evaluate critically real life company situations and develop creative solutions, using a strategic management perspective.

Mapping of CLOs with PLOs

CLO	PLO1	PLO2	PLO3	PLO4	PLO5
CLO1		X	X		X
CLO2		X	X	X	
CLO3				X	X

Course Contents, Course Learning Outcomes (CLO) and Teaching and learning strategies.

Course Content	Alignment of course topics with CLOs	Class Schedule/ Lesson Plan /Weekly Plan	Teaching Learning Strategies	Assessment Techniques of each topic	Weighting
Introducing Strategic Management		Week 1 & Week 2	Lecture / Discussion/ Demonstration Case Study/ Group Study	Quiz, /Spot tests/ Active class participation/ Semester Final Exam./ Creative Assignment	(1 set question) and 12.50%
Strategy Formulation		Week 3 & Week 4 Class Test 1 From Week 1 to Week 4			(1 set question) and 12.50%
Strategy Implementation		Week 5			(1 set question) and 12.50%

Strategy Evaluation		**Week 6 Class Test 2 From Week 5 to Week 6**			**(1 set question) and 12.50%**
Business Ethics/		**Week 7**			**(1 set question) and 12.50%**
Social Responsibility/ Environmental Sustainability		**Week 8 & Week 9 Class Test 3 From Week 7 to Week 9**			**(1 set question) and 12.50%**
		Week 10 & Week 11			**(1 set question) and 12.50%**
Global/International Issues		**Week 12 Class Test 4 From Week 10 to Week 12**			**(1 set question) and 12.50%**
	Review Class	**Week 13**			

Learning Resources:

David, F.R. (2011). Strategic Management: Concepts and Cases. South Carolina: Prentice Hall.
Grant, R. & Jordan, J. (2012). Foundations of Strategy. NY: John Wiley &Sons, Ltd.
Hit, I, Hoskission, R.E. (2011). Strategic Management: Competitiveness and Globalization. United States: South-Western Cengage Learning.
Porter, M. E. (1996). What is strategy? Harvard Business Review 74 (6):61-78.
Thomas L. W., & Hunger, J.D. (2012). Strategic Management and Business Policy. Boston: Pearson.
White, C. (2004). Strategic Management. NY: Palgrave MacMillan.

The M.S.S program under the department of Public Administration

Admission

Students shall be admitted in the MSS Program in the different departments of the Faculty of Social Sciences as per the schedule of individual department within two successive Academic years (after passing Bachelor Degree) following required qualifications but however, in accordance with University Rules and Regulations.

Students of Islamic University shall be eligible to be admitted in MSS Program of the same department under the Faculty of Social Sciences from which he/she has been awarded BSS (Honors) Degree.

A student who appeared in the 4th year 2nd semester final examination shall also be eligible to be admitted provisionally in MSS program of the same department which shall be confirmed once BSS (Honors) Degree is awarded. However, the attendance shall be counted from the date of provisional admission.

Total Credits, Degree Requirements, Duration of the Study and Duration of a Semester

Master degree shall run on a course credit system. Minimum Forty (40) Credits will be needed for awarding the Master of Social Science for each Department under this Faculty following Outcome Based Education (OBE) system. 40 Credits will be distributed over the two or three semesters on the recommendation of the respective Departmental Committee of Courses**.** To obtain the MSS Degree, a student must complete a total of **forty (40)** credits offered by the respective Department as well as to earn minimum **CGPA of 2.5 (Letter Grade C+)** under this Faculty**.** Out of 40 Credits, 39 Credits will be distributed as theoretical courses/sessionals/practicals/lab/fieldworks/tours/projects/term papers/internship and so on. The rest of the credit (1) will be distributed as Viva-voce/presentation that will be conducted at the end of the 2nd semester of the academic session. Viva-voce/presentation will be evaluated by concerned examination committee.

Viva-voce

Viva-voce will be of one (01) credit. At the end of the 2nd semester of the academic session, there will be one (01) credit for viva-voce. It will be conducted by the respective examination committee. Viva-voce marks will be added to the result of the final examination. If a student securing less than letter grade C+ (C plus), or grade point 2.50 in viva-voce examination shall be deemed having no credit and will not be counted in determining the results. It is mandatory for a student to pass in Viva-voce examination. There shall be no scope for improvement or retake examination in Viva-voce result.

Distribution of Marks

The distribution of marks is as follows

(a) For Theoretical Courses

i)	Class Attendance	10%
ii)	Internal Evaluation (Class Test, Assignment/ Presentation/ Quiz/ Class Performance/ Class Test without Notice	20%
iii)	Semester Final Examination	70%

(b) For Sessional/ Practical/Lab

(i)	Performance of Sessional Class	05%
(ii)	Sessional Attendance	10%
(iii)	Sessional note on a Sessional Class	05%
(iv)	Viva-voce on sessional during sessional	10%
(v)	Semester Final Examination	70%

(c) For Thesis/Dissertation group

(i)	Final Thesis/ Dissertation	70%
(ii)	Overall Performance during the work (Evaluated by Supervisor)	15%
(iii)	Viva-voce/Presentation/Defense	15%

Semester Final Examination (theoretical) Structure

In each semester, every student sits for the semester final examination. The structure of the semester final examination

Credit	IE*	Theory	Total No. of Question	To be Answered the Question	Marks Allocated in each Question	Conducted Hours of Examination
3.00	30	70	08	05	14	04
2.00	20	50	06	04	12.50	03
1.00	14	36	05	03	12	02

(iv) *IE= Internal Evaluation

Structure of the Program

The Master of Social Science Program shall be divided into two types:

(i) Master's by Course Work (MCW)/General/Non-Thesis Group

(ii) Master's by Mixed Mode (MMM)/ Course Work plus Thesis (Thesis/Dissertation/Internship Group) Total duration of the MSS Program shall be as under:

i) **For Master's by Course Work (MCW)/General/Non-Thesis Group):** Twelve (12) months divided into two (02) semesters.

ii) For Master's by Mixed Mode (MMM)/ Course Work plus Thesis (Thesis/Dissertation/Internship Group): 18 (eighteen) months divided into three (03) semesters.

Each semester for MSS Program shall be of 06 (Six) months of which:

a. Fourteen (14) weeks will be for teaching in class
b. Two (02) weeks break for preparation
c. Four (04) weeks for holding semester final examination
d. Two (02) weeks for semester break
e. Three (03) lectures of 60 (sixty) minutes each in every week for each course
f. Six (06) hours tutorial/open academic discussion in each course of every semester and
g. Forty-eight (48) hours of class work/lectures and tutorial/open discussion during fourteen (14) weeks period.

Credits Distribution of the Programs

For Master's by Course Work/Non-Thesis Group:

The Credits of the MSS Program shall be Forty (40) Credits. The Credits Distribution of the Program is as follows:

Program	Semester	Credit Values of Core Courses plus GED Courses (Theory courses and sessional/practical/lab courses and so on)	Credit Values of Viva-Voce	Total Credits
Master of Social Science	1st Semester	18 Credits	00 Credit	18 Credits
	2nd Semester	21 Credits	01 Credit	22 Credits
Total		39 Credits	01 Credits	40 Credits

Note: Inclusion of sessional/practical/lab courses depends on the concerned department.

For Master's by Mixed Mode (MMM) - Thesis/Dissertation/Internship Group:

The Credits of the MSS Program shall be Forty (40) Credits (Minimum 20+Disertation). The Credits Distribution for thesis/dissertation group is given below:

Program	Semester	Credit Values of Core Courses plus GED Courses (Theory courses and sessional/practical/lab courses and so on)	Credit Values of Capstone Courses -Thesis / Dissertation/Internship	Credit Values of Viva-Voce	Total Credits
Master of Social Science	1st Semester	18 Credits	00	00 Credit	18 Credits
	2nd Semester	15 Credits	00Credits	01 Credit	16 Credits
	3rd Semester	00	06 Credits	00	06 Credits
Total		33 Credits	06 Credits	01 Credits	40 Credits

Grading Structure

SL No.	Numerical Grade	Letter Grade	Grade Point	Interpretation
A	80% and above	A+ (A Plus)	4.00	Outstanding
B	75% to less than 80%	A (A Regular)	3.75	Excellent
C	70% to less than 75%	A- (A Minus)	3.50	Very Good
D	65% to less than 70%	B+ (B Plus)	3.25	Good
E	60% to less than 65%	B (B Regular)	3.00	Satisfactory
F	55% to less than 60%	B- (B Minus)	2.75	Below Satisfactory
G	50% to less than 55%	C+ (C Plus)	2.50	Average
H	45% to less than 50%	C (C Regular)	2.25	Below Average
I	40% to less than 45%	D	2.00	Poor
J	Less than 40%	F	0.00	Fail

Requirements for Examination

Attendance for the Student:

For a student at least 75% class attendance shall be required to participate in the semester final examination. However, the Academic Committee of the respective department may recommend for the student who have shortage of attendance by not below than 50%. If someone is willing take to the benefit of this provision, then s/he has to pay the scheduled fee Taka 1000 (One Thousand) per course as non-collegiate (50% to less than 75%) for each course. A student having attendance in a course less than 50% will not be allowed to sit for the semester final examination of that course but may retake and improvement of that course without getting the attendance marks.

The class attendance of a student shall be evaluated as under:

SL No.	Attendance Percentage	Marks
A	90 % and above	10 Marks
B	85% to 89%	09 Marks
C	80% to 84%	08 Marks
D	75% to 79%	07 Marks
E	70% to 74%	06 Marks
F	65% to 69%	05 Marks
G	60% to 64%	04 Marks
H	50% to 59%	03 Marks
I	Less than 50%	0

Retake Examination

A student getting 'F' Grade in any course of any semester (1st and 2nd semeter), s/he has to apply for attending Compulsory Retake (CR) Examination to the Controller of Examinations, through Chairman of the respective department, within 15 days of the publication of the 2nd semester results of the academic session along with the scheduled fee for each course. A student who fails to earn requisite credits (40) for degree achievement is required

to improve the F grade (s) in any course in both semesters. Respective examination committee will arrange the Retaking Examination subject to the approval of the competent authority. A student will get only one chance to attend the Compulsory Retake (CR) Examination. A student who fails to participate/appear/attend the retake examination within the schedule time frame, he/she shall not further be allowed to participate/attend in retake examination for improving his/her grade.

MSS Grade Improvement Examination

After publication of the result of MSS Final Examination, an examination will be held (if necessary) called Grade Improvement Examination. A student who obtained CGPA less than 3.25, i.e., B plus, may be allowed to improve grade through examination in the selected course (s) (from 1st semester to 2nd semester courses) in which he/she got letter grade of 'B minus' or less (GP less than 3.00). In such case, interested student (s) need to apply to the Controller of Examinations through Chairman of the respective department within 15 days of the publication of results along with the scheduled fee for each course. If someone fails to attend the improvement examination shall not be given further chance. The previous published result will remain valid if someone fails to improve his/her earlier grade through improvement examination. Note that, the student who will obtain CGPA 3.25 or more, s/he will not get chance to attend the improvement examination.

It is mandatory for a student to pass in Viva-voce/presentation, internship, fieldwork, thesis, project, study tour etc. examination of each year; in these cases there shall be no scope for improvement.

Practical Examination (where applicable) - A student will get chance to attend the retake examination in practical courses but there shall be no scope for improvement.

Internal Evaluation- It is mandatory for a student to participate in Internal Evaluation (class attendance/in-course/quiz/tutorial/assignment/presentation); there shall be no scope for improvement in internal evaluation.

Degree Requirements: At a Glance

For the MSS degree a student shall have to:

a. earn 40 credits;
b. earn minimum CGPA of 2.5;
c. obtain minimum Letter Grade of "C+ (GP 2.5)"in Viva-Voce/presentation Examination
d. obtain minimum Letter Grade of "C+ (GP2.5)"in Thesis/Dissertation/ Internship (for thesis group).
e. complete the MSS Program within a maximum period of 02 (two) academic years (4 semesters) for course work/general/non-thesis group and 2.5 (two and half) academic years (5 semesters) for thesis group from the year of admission.

Note: Distinction shall be awarded to the student who secures CGPA of 3.80 (three point eight) or more but not have "F" grade at any level in the Master Program.

Readmission

A student failing to get the requisite grade points for Degree requirement next year may seek for readmission with the following batch within 15(fifteen) days of the announcement of results.

A student failing to appear at the 1st/2nd semester final examination due to: (i) shortage of required class attendance (ii) failing to pay the University/Departmental dues on reasonable ground and/or (iii) is expelled from the University for any reason may also seek readmission with the following batch.

On readmission, grades earned earlier by a student in the class of readmission shall automatically be invalidated; the student has to retake all the course works and examination.

A student shall not be allowed readmission for more than once during the entire MSS Program.

Drop Out

A student failing to earn the CGPA 2.5 and/ or 40 credits consecutively twice after taking the readmission in any respective session shall be dropped out of the Program.

A student failing to earn CGPA 2.5 and/or 40 credits in any Retake or Improvement (grade improvement) examinations shall be dropped out of the MSS Program.

Credit Transfer

The issue relating to credit transfer to/from any University/Institution/Program will be dealt in accordance with the prevailing rules/policy of Islamic university.

Sickness

In case of sickness, a candidate may be allowed to sit for the examination in a separate seat with the recommendation of the respective departmental chairman and chief of medical centre subject to the approval of the appropriate authority.

Total Number of Credit Courses for the MSS Program:

General/Non-Thesis Group

a. Total Number of Courses 13
b. Credit per Course 03
c. Total Credits for the Course 13x3=39
d. Credits for Viva-voce 01 (end of the 2nd semester)
e. Total Credits for the Program 39+1=40

Thesis Group

a. Total Number of Courses 11
b. Credit per Course 03
c. Total Credits for the Course 11x3=33
d. Credits for Thesis 02x3=06
e. Credits for Viva-voce 01 (end of the 2nd semester)
f. Total Credits for the Program 33+6+1=40

(Professor Dr. Md. Fakrul Islam)
Chairman
Department of Public Administration
Islamic University
Kushtia, Bangladesh

Department of Public Administration
Islamic University, Kushtia
List of Examiners
Session: 2025-2026
Master of Social Science (M.S.S)

1. All the teachers of the Department of Public Administration, Islamic University, Kushtia
2. All the teachers of the Department of Political Science, Islamic University, Kushtia
3. All the teachers of the, Department of Development Studies, Islamic University, Kushtia
4. All the teachers of the Department of Public Administration, University of Dhaka
5. All the teachers of the Department of Political Science, University of Dhaka
6. All the teachers of the Department of Development Studies, University of Dhaka
7. All the teachers of the Department of Public Administration, University of Rajshahi
8. All the teachers of the Department of Political Science, University of Rajshahi
9. All the teachers of the Department of Public Administration, University of Chittagong
10. All the teachers of the Department of Political Science, University of Chittagong
11. All teachers, Department of Public Administration, Jahangirnagar University, Savar, Dhaka
12. All the teachers of the Department of Government and Politics, Jahangirnagar University, Savar, Dhaka
13. All the teachers of the Department of Public Administration, Comilla University, Comilla
14. All the teachers of the Department of Public Administration, Shahajalal University of Science and Technology, Sylhet
15. All the teachers of the Department of Political Studies, Shahajalal University of Science and Technology, Sylhet
16. All the teachers of the Department of Political Science, Jagannath University, Dhaka
17. All the teachers of the Department of Public Administration, Jagannath University, Dhaka

18. All the teachers of the Department of Public Administration, University of Barishal
19. All the teachers of the Department of Political Science, University of Barishal
20. All the teachers of the Department of Public Administration, Begum Rokeya University, Rangpur
21. All the teachers of the Department of Political Science, Begum Rokeya University, Rangpur
22. All the teachers of the Department of Public Administration, Jatiya Kabi Kazi Nazrul Islam University, Trishal, Mymensingh
23. All the teachers of the Department of Public Administration, Bangabandhu Sheikh Mujibur Rahman Science and Technology University, Gopalganj.
24. All the teachers of the Department of Political Science, Bangabandhu Sheikh Mujibur Rahman Science and Technology University, Gopalganj.
25. All the teachers of the Department of Development Studies, Khulna University, Khulna.
26. All the teachers of the Department of Public Administration, Pabna University of Science and Technology, Pabna

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