

BPA: Course of Study

BPA program's course cycle completes in eight semesters (four years). The total weightage of the program has 120 credits covering Administrative Sciences with 87 credits, Specialization 18 credits, Computer Application 9 credits, and the Internship and Report Writing 6 credits as given below. Each semester will be 15 credits and each subject will be 3 credit hours except the report writing one.

Areas

- Administration and Allied/Administrative sciences (29×3=87 Credits)
- Specialization (6×3=18 Credis)
- Computer Application (3×3=9 Credis)
- Internship & Report Writing (3×2=6 Credits)
- Total (120 Credits)

Details of the subjects to be studied

1st Semester

1. BPA 101: English I
2. BPA 102: Foundation of Public Administration
3. BPA 103: Sociology
4. BPA 104: Micro-Economics
5. BPA 105: Organization Theory

2nd Semester

1. BPA 201: English II
2. BPA 202: Development Administration
3. BPA 203: Macro-economics
4. BPA 204: Fundamentals of psychology
5. BPA 205: Mathematics

3rd Semester

1. BPA 301: Public Finance
2. BPA 302: International Administration
3. BPA 303: Local Governance
4. BPA 304: Human Resource Management
5. BPA 305: Applied Statistics in Public Administration

4th Semester

1. BPA 401: Social Change and Nation Building
2. BPA 402: Comparative Politics
3. BPA 403: Basics of Public Policy
4. BPA 404: Social governance/Legal system

5. BPA 405: Development Planning and Nepalese Economy

5th Semester

1. BPA 501: Organizational Behavior
2. BPA 502: Administrative Law
3. BPA 503: Office Management
4. BPA 504: Fundamentals of Computer
5. BPA 505: Revenue governance

6th Semester

1. BPA 601: Research Methods in Public Administration
2. BPA 602: Government Budgeting, Accounting & Auditing
3. BPA 603: DBMS and Computer Programming
4. BPA 604: Environment management and Climate Change
5. SPA 1, 2 or 3: Specialization

7th Semester

1. BPA 701: E-governance
2. BPA 701: Recent Trends in Public Management
3. BPA 701: Security management
4. SP 1,2 or 3: Specialization.
5. SP 1,2 or 3: Specialization

8th Semester

1. BPA 801: Internship & Report Writing- 6 Credit Hours
2. SPA 1, 2 or 3: Specialization
3. SPA 1, 2 or 3: Specialization
4. SPA 1, 2 or 3: Specialization

Specialization Areas

Student can choose one of the three specialization areas (SPA), i.e., 6 subjects of one group only

SPA 1: Development Management

1. BPA 221: Project management
2. BPA 222: Cooperative Management
3. BPA 223: Tourism management
4. BPA 224: Social Development
5. BPA 225: Conflict Management
6. BPA 226: Disaster Management
7. BPA 227: Sustainable development & climate change

SPA 2: Human Resource Management

1. BPA 331: Nepalese Personnel Administration
2. BPA 332: Civil Service Reform
3. BPA 333: Human Resource Development
4. BPA 334: Performance Management
5. BPA 335: Total Quality Management
6. BPA 336: Employer-employee relations
7. BPA 337: Compensation Management

SPA 3: Local Governance

1. BPA 341: Local Planning
2. BPA 342: NGO Governance
3. BPA 343: Rural-Urban Partnership
4. BPA 344: Community Development
5. BPA 345: Local Finance
6. BPA 346: Local Service Delivery Management
7. BPA 347: Public Private Partnership

