

Post-Graduate Diploma in **Administrative Career Development**

Eligibility

This is a post graduate diploma course. It seeks to equip the students for higher level competitive examinations like the UPSC Civil Services Examination (CSE) and TNPSC (Gr.I) Examination. The Course is open to graduates of all streams. Graduates from open universities are also eligible for enrolment.

Scheme

1 The Course is a **distance education course**. It commences in January and will end in December. It is made a **calendar year course** to enable focused attention on the Civil Service Examination (CSE) Prelims first and the Mains later.

2 There will be **two semesters**. The **first** will be from January to May and the **second**, from June to December.

3 The first semester examination will be held in early May. The second semester examination, barring one paper, will be held in end-September. The examination in that one paper will be held in December. It may be recalled that the CSE Prelims are held in mid-May, and the Mains, from mid-October to mid-November.

4 To start with, the Course will offer **three electives** (optional subjects): History, Geography and Public Administration. The student will have to **choose one of them** for the University Examination. He will be tested on this elective objectively in the first semester examination and descriptively in the second. With respect to optional subjects other than these, the University will help the students (who may be taking such subjects as second optional for the CSE) find mentors.

5 There will be regular **contact classes** for a minimum of ten hours every week. The scheme of contact classes comprises both weekday (on three weekdays) and weekend (Saturdays and Sundays) classes, with option to the student to join either. To begin with, there will be classes held at Chennai at Periyar IAS and IPS Academy. Contact classes at other centres will be thought of depending on enrolment from those centres.

6 The University engages experienced **faculty** to conduct the sessions. The contact classes at Chennai will be held at the Periyar IAS and IPS Academy at Vepery, located very near the Egmore railway station. This institution has the record of having conducted IAS coaching classes for the last 22 years, with highly qualified faculty.

7 **Course material** will be provided to the students. The material has been prepared keeping in view the questioning pattern in the CSE. It will be guiding and referring and will give the suggested reading.

Course content

1 The syllabus for the following subjects is **the same** as for the Civil Services Examinations (CSE): **General Studies** and one **Elective Subject**.

2 The **first semester examination** will be in early May to precede the CSE (Prelims). It will consist of **four papers**:

- **General Studies - Paper I** (objective)
- **Elective Subject - Paper I** (objective)
- **General Tamil / General English- Paper I** (descriptive)
- **Executive Development - Paper I** (descriptive)

The first two papers will be patterned on the corresponding papers in the CSE (Prelims).

3 The General Tamil paper will be similar to the Indian language paper (Tamil) in the CSE. The paper would seek to test the student's understanding of the language and his ability to communicate in it. **There will be an option available for non-Tamil knowing candidates in the form of General English - I paper.**

4 The **General English** papers will test the student both on the **input** given to him with respect to the language skills (comprehension, usage and vocabulary and précis writing) in Paper - I and his **output** in script writing, essay writing and drafting skills in Paper- II. While Paper - I is optional, as indicated earlier, Paper - II is compulsory for all.

5 As it is envisaged, the subject **Executive Development** would cover both **executive development** and **personality development** aspects. The first segment would comprise topics like logical reasoning, team work, decision making, management, leadership, motivation, delegation and accountability. The second would include topics like creativity, positive attitude, civic and social responsibility, preparing for competition, and communication including presentation and public speaking skills. The Executive Development Papers will

test both the **skills** and **awareness**. **Paper I** will essentially cover the management and leadership aspects, including mental aptitude, logical reasoning and decision making.

6 The first and **chief part** of the second semester examination will be in end-September. It will precede the CSE (Mains). It will consist of **three papers**:

- **General Studies – Paper II** (descriptive)
- **Elective Subject – Paper II** (descriptive)
- **General English – Paper II** (descriptive)

The GS II paper and the Elective Subject – Paper II will be on a similar pattern as in the CSE (Mains). The elective will be **the same subject** offered in the first semester.

7 In the later part of the second semester (in the month of December) inputs will be given on personality and executive development and the candidate evaluated on this aspect largely through **practical sessions** and **assignments**. The idea is to equip the student with necessary skills for facing the interview boards. At the end of the Course, in December, examination in the remaining one paper - '**Executive Development - Paper II**' (descriptive) - will be conducted largely based on those inputs.

Course fee

The fee fixed is Rs.10,000 for the entire Course of one year. This is uniform irrespective of whether the student opts for the weekday class or the weekend class. The fee is payable by means of a demand draft favouring the Registrar, Periyar Maniammai University, payable at Chennai.

Submission of application

Filled in application forms complete in all respects may be sent to the Course Coordinator, PGD-ACD Course, Periyar Maniammai University, Periyar Thidal, 50 E V K Sampath Salai, Vepery, Chennai 600 007, before 31.12.2009.

Download Application:

<http://www.pmu.edu/coade/application.pdf>