



# CERTIFICATE COURSE ON PUBLIC ACCOUNTABILITY

## January-June 2013

### COURSE HANDBOOK

#### ASSOCIATIONS

##### Alexis Society



*Alexis Society is an International Not-for-Profit and Non-Political Youth Organisation with Passion for Excellence. It promotes Creativity, Innovation, Peace, Harmony and Inclusive Development.*

##### Research Foundation for Governance: in India



*Research Foundation for Governance: in India (RFGI) is an Ahmedabad-based think-tank that aims to research, promote, and implement various reforms to improve the legal and political process in Gujarat and across India.*



# **CERTIFICATE COURSE ON PUBLIC ACCOUNTABILITY**

**January-June 2013**

Alexis Society has started a Certificate Course on Public Accountability which is first ever of its kind in India. The objective of the Course is to increase awareness about the Impact of Values on Sustainability, Inclusive Leadership and Community Building.

This modular Public Accountability course helps in developing managerial performance. This course covers Public and Organizational Leadership, Strategy Formulation, Human Resources Administration, Advocacy, Budget Administration, Civic and International Laws, Human Rights, Democracy, Peace Studies, and Socioeconomic Development.

The mission of this course is to move from teacher-driven learning to student-driven learning; from a teaching process to an advisory process, from memorizing to brainstorming, from passing the tests to lifelong learning, from knowledge transfer to knowledge creation, from competitive learning to collaborative learning.

## **Who can pursue?**

The Public Accountability training course is designed for

- Students
- Teachers or Academicians
- Lawyers
- Public Administrators or Public Servants
- Journalists
- Civil Society leaders



## Concept Note

Accountability is one of those golden concepts that no one can be against. It is increasingly used in political discourse and policy documents because it conveys an image of transparency and trustworthiness.<sup>1</sup> Public accountability is the hallmark of modern democratic governance. Democracy remains a paper procedure if those in power cannot be held accountable in public for their acts and omissions, for their decisions, their policies, and their expenditures. Public accountability, as an institution, therefore, is the complement of public management.<sup>2</sup> As a concept, however, “public accountability” is rather exclusive. Accountability has moved further beyond its bookkeeping origins and has become a symbol for good governance, both in the public and in the private sector. Accountability does not refer to sovereigns holding their subjects to account, but to the reverse, it is the authorities themselves who are being held accountable by their citizens.

All actions of the State and its instrumentalities must be towards the objectives set out in the Constitution. Every step of the government should be in the direction of democratic traditions, social and economic development and public welfare. The concerns of public law is to discipline the public power by forging “legal techniques as part of the way in which public power is made operational and part of the process through which it is attempted to render such public power legitimate and to think of issues of legal regulation of public power in a way that goes deeper than particular instances and elaborate issues of general principle”.

The concept of public accountability is a matter of vital public concern. All the three organs of the Government, viz. Legislature, Executive and Judiciary are subject to public accountability. Hence, it is important to have a thorough understanding of the Doctrine of Public Accountability. Keeping this in mind, a specialised course has been designed on Public Accountability.

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<sup>1</sup>Mark Bovens, *Public Accountability: A Framework for the Analysis and Assessment of Accountability Arrangements in the Public Domain*, European Law Journal, Vol. 13, No. 4, July 2007, p.447.

<sup>2</sup>Ewan Ferlie, Laurence E. Lynn & Christopher Pollitt, *The Oxford Handbook of Public Management*, Oxford University Press, Oxford, 2005, p.183.



## Course Coverage

- Doctrine of Public Accountability
- Public Accountability and Organisations
- Public Accountability: An Effective Remedy to Tackle Corruption and for Good Governance
- Transparency and Accountability in Governance through Right to Information
- Public Accountability and Lokpal: Signs of a Maturing Democracy
- Public Accountability and Role of Judiciary
- Public Policy
- Concept of Rights & Duties

## Course Structure

- The Course will be administered through Distance Learning Mode. There will be an Online Examination System. The candidates are required to give the online examination from home, office or cyber café anytime during the time duration, as announced.
- The Duration of Course will be of 6 months. (January-June, 2013)
- The Syllabus is divided into 5 Modules. The Study Material will be dispatched to the registered candidates in the month of December.
- There will be 3 online Exams of 3 hours duration each during these 6 months. The Question Paper will contain objective as well as subjective questions. Each paper will carry 150 marks. There shall be no negative marking.
- The registered candidates will be required to submit a Research Project in the month of May. The topics of these Research Projects will be allotted individually. This Research Project will carry 50 marks.
- Two Preferences for Research Topic are to be filled in the Registration Form only. The preferences for the Research topic should be from the syllabus of the course only. Research Topic will be allotted in the month of January.
- The Research work submitted must be original and bona fide work of the candidates; plagiarism which includes the use of third-party's ideas, without written permission or proper acknowledgment will result in automatic disqualification from the Course.
- The organisers reserve the right to repeal, modify or change any provision at any point of time. Any update or change in rules will be notified on our website, so you are required to keep yourself updated with [www.ccpa.in](http://www.ccpa.in) during the entire course duration.
- All the disputes are subjected to the jurisdiction of Lucknow only.



## Examination Pattern

- There will be 3 online Examinations and one Research Project.

Examination	Date	Nature of Exam	Syllabus	Max. Marks
Online Examination 1	2 <sup>nd</sup> week of February, 2013	Objective	Module 1	150
Online Examination 2	2 <sup>nd</sup> week of April, 2013	Objective as well as Subjective	Module 2 & Module 3	150
Submission of Research Project (in word document of not less than 5000 words)	2 <sup>nd</sup> week of May, 2013	Detailed Research Project on the allotted Research Topic with proper citations. Submission through email at <a href="mailto:info@ccpa.in">info@ccpa.in</a>	Research Topic can be selected from any Module.	50
Online Examination 3	2 <sup>nd</sup> week of June, 2013	Objective as well as Subjective	Module 4 & Module 5	150

- The participants need NOT to go to any examination venue. They are required to give the online examination from home, office or cyber café anytime during the time duration, as announced.
- There shall not be any Negative Marking.
- The Study Material for all the 5 Modules will be delivered to all the registered candidates before the beginning of the course.
- Exact Date of Examinations will be notified to the registered candidates before the beginning of the course.
- The Deadline for the Submission of Research Project should be followed strictly.
- No request for the Revaluation of Examination shall be entertained.



## Grading System

Grade	Marks	Remark
A+	450-500	Excellent
A	400-450	Very Good
B+	350-400	Good
B	300-350	Fair
C+	250-300	Acceptable
C	200-250	Re-appear
D	Below 200	Fail

- Grades will be displayed on the Certificate.
- First, Second and Third best performers in each category (Students/Professionals) will be awarded with Gold, Silver, Bronze medals respectively at the Felicitation Ceremony. The Details regarding the same will be provided well in advance.
- C Grade Candidates can reappear for the Exams by paying Fee Rs. 1000 as the Re-Examination Fee.
- Certificate will not be sent to Failed Candidates. They will be required to apply for the next batch with fresh application to obtain the certificate.



## Course Fees

For Students	₹ 5,000
For Professionals (Teachers or Academicians, Lawyers, Public Administrators or Public Servants, Journalists, Civil Society Leaders)	₹ 7,500

- This Fee includes cost of Registration, Study Material and Examination.
- All the Candidates are required to pay the full fee for course while applying.
- The Fee is Non-Refundable.

## Payment Details

### Through Cash Deposit/Bank Transfer

- Account Name: Alexis Society
- Account Number: 31502217775
- Bank Name: State Bank of India
- Branch Name: IIM Lucknow
- Branch Code: 10175
- IFSC Code: SBIN0010175

After paying the fee, you can shoot us a mail at: [info@ccpa.in](mailto:info@ccpa.in)

### Through Demand Draft

- Demand Draft of the Course Fee (as applicable) in favour of “**Alexis Society**” payable at Lucknow should be sent to following address along with the fully filled Application Form:

Alexis Society  
108, First Floor, Eldeco Towne,  
IIM Road, Lucknow – 226020.

- Please mention your Name, Address, E-mail ID and Contact Number on a Cover Letter along with the Demand Draft. Send it through Courier, Speed post or Registered Post only.



- You should also send a scanned copy of Demand Draft to [info@ccpa.in](mailto:info@ccpa.in)
- Payment Confirmation will be sent through Email within 7 days of receiving your payment.

## Helpdesk

- Course Coordinator: Jatin Garg, Chief Information Officer, Alexis Society
- For any queries or assistance or guidance during the course, contact us at [info@ccpa.in](mailto:info@ccpa.in)

## Timeline

Task	Deadline
Notification	September 10, 2012
Receipt of Application Form along with the Demand Draft of the fees applicable	December 15, 2012
Notification to Registered Candidates	December 20, 2012
Delivery of Study Material	December 31, 2012
Allotment of Research Topics	January 15, 2013
Online Examination 1	2 <sup>nd</sup> week of Feb, 2013
Results: Online Examination 1	2 <sup>nd</sup> week of March, 2013





Online Examination 2	2 <sup>nd</sup> week of April, 2013
Results: Online Examination 2	2 <sup>nd</sup> week of May, 2013
Submission of Research Project (in word document of not less than 5000 words)	2 <sup>nd</sup> week of May, 2013
Online Examination 3	2 <sup>nd</sup> week of June, 2013
Course Completion	30 <sup>th</sup> June, 2013
Overall Results	2 <sup>nd</sup> week of July, 2013
Dispatch of Certificates	July 31, 2013
Felicitation Ceremony	August, 2013
Submission of Form and Fee for Re-appear	September 15, 2013