



University of Rajasthan Jaipur

SYLLABUS

(Three/Four Year Under Graduate Programme in Deaf, Dumb & Blind)
(Public Administration)

III & IV Semester

Examination-2024-25

As per NEP – 2020

Rg. Jais
Dy. Registrar
(Academic)
University of Rajasthan
JAIPUR

Name of University	University of Rajasthan
Name of Faculty	Social Science
Name of Discipline	Public Administration
Type of Discipline	Major
Offered for Deaf ,Dumb and Blind Students	Yes

SEMESTER –WISE PAPER TITLES WITH DETAILS

[In case there is no practical]

UG-9101-Three/Four Year Bachelor of Arts								
Public Administration								
#	Level	Semester	Type	Title	L	T	P	Total
1	5	I	MJR	UG-9101-PAD-57T-107- Introduction to Public Administration	6	0	0	6
2	5	II	MJR	UG-9101-PAD-58T-108 Indian Government and Administration	6	0	0	6
3	6	III	MJR	UG-9101-PAD-67T-207- Administrative Theory	6	0	0	6
4	6	IV	MJR	UG-9101-PAD-68T-208- State Administration	6	0	0	6
5	7	V	MJR	UG-9101-PAD-77T-307- Comparative and Personnel Administration	6	0	0	6
6	7	VI	MJR	UG-9101-PAD-78T-308- Local Governance	6	0	0	6

Signature of Dean	Signature of BoS Convenor	Signature of DR(Academic-I)
		<i>Rg / Jai</i>

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Examination Scheme:

1. 1 credit = 25 marks for examination/evaluation
2. For Regular Students there will be Continuous Assessment (CA), in which sessional work and the terminal examination will contribute to the final grade. Each course in Semester Grade Point Average (SGPA) has two components- Continuous Assessment (20% weightage) and (End of semester examination) EoSE (80% weightage).
3. For Regular Students, 75% Attendance is mandatory for appearing in the EoSE.
4. To appear in the EoSE examination of a course/subject a regular student must appear in the mid-semester examination and obtain at least a C grade in the Course/Subject.
5. Credit points in a Course/Subject will be assigned only if, the regular student obtains at least a C grade in the CA and EoSE examination of a Course/Subject.
6. In the case of Non-Collegiate Students there will be no Continuous Assessment and credit points in a Course/Subject will be assigned only if, the non-collegiate student obtains at least a C grade in the EoSE examination of a Course/Subject.

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Examination Scheme for Continuous Assessment (CA):

Distribution of Continuous Assessment (CA) Marks

S.No.	CATEGORY	Weightage (Out of total Internal marks)	THEORY					
			CORE (Only Theory)	CORE + (Theory + Practical)	AEC	SEC	VAC	
	Max Internal Marks		30	20	20	10	10	
1	Mid-term Exam	50%	15	10	10	5	5	
2	Assignment	25%	7.5	5	5	2.5	2.5	
3	Attendance	25%	7.5	5	5	2.5	2.5	
		Regular Class Attendance	=75%	3	2	2	1	1
			75- 80%	4	3	3	1.5	1.5
			80- 85%	5	4	4	2	2
>85%	7.5		5	5	2.5	2.5		

Note:

1. Continuous Assessment will be the sole responsibility of the teacher concerned.
2. For Continuous Assessment no remuneration will be paid for paper setting, evaluation, invigilation etc.
3. For Continuous Assessment paper setting and evaluation responsibility will be of teacher concerned.
4. For Continuous Assessment no Answer Sheets/ Question Papers etc. will be provided by the University.
5. Colleges are advised to keep records of Continuous Assessment, attendance etc.

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Examination Scheme for EoSE :

CA - Continuous Assessment

EoSE - End of Semester Examination

Regular Students

Type of Examination	Course Code and Nomenclature	Duration of Examination		Maximum Marks		Minimum Marks	
		CA	1:00 Hrs	CA	30 Marks	CA	12 Marks
Theory		EoSE	3:00 Hrs	EoSE	120 Marks	EoSE	48 Marks

(Courses which do not have Practical Examination)

The question paper will consist of three parts A, B & C.

Part -A: 20 Marks

Part A will be compulsory having 10 very short answer-type questions (with a limit of 20 words) of two marks each.

Part - B: 20 Marks

Part B of the paper shall consist of 4 questions selecting one question from each unit and the student shall attempt any 2 questions (with a limit of 100 words) that carry 10 marks each.

Part -C: 80 Marks

Part C of the question paper shall be divided into four units comprising question numbers 6-9. There will be one question from each unit with internal choice. Each question will carry 20 marks.

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UG - 9101 - THREE/FOUR YEAR BACHELOR OF ARTS

(For Deaf-Dumb and Blind Students)

DISCIPLINE : PUBLIC ADMINISTRATION

COURSE CONTENT

Semester	Level	Type	Paper Nomenclature	Paper Code	Total Credit	Max. Marks 120+30	Total Learning/ Lecture Hours 15X6
III	6	MJR	Administrative Theory	UG-9101PAD-67T-207	6	150	90
IV	6	MJR	State Administration	UG-9101PAD-68T-208	6	150	90

Student Progress Evaluation

Type	Paper Code and Nomenclature	Duration of Examination	Maximum Marks (CA + EoSE)	Minimum Marks (CA+ EoSE)
Theory	UG-9101-PAD-67T-207- Administrative Thoery	1 Hrs - CA 3 Hrs - EoSE	30 Marks - CA 120 Marks - EoSE	12 Marks - CA 48 Marks - EoSE
Theory	UG-9101-PAD-68T-208- State Administration	1 Hrs - CA 3 Hrs - EoSE	30 Marks - CA 120 Marks - EoSE	12 Marks - CA 48 Marks - EoSE

Note :-

1. MJR = Major
2. PAD = Public Administration
3. CA = Continuous Assessment
4. EoSE = End of Semester Examination

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UG-9101-PAD-67T-207

Administrative Theory

III Semester [Public Administration]

Semester	Code of the Course	Title of the Course/Paper			NHEQF Level	Credits
III	PAD-67T-207	Administrative Theory			6	6
Level of Course	Type of the Course	Credit Distribution			Offered to NC Students	Course Delivery Method
		Theory	Practical	Total		
6	MAJOR	6	0	6	YES/NO	Lecture
List of Programme Codes in which Offered as Minor Discipline		NA				
Prerequisites		XII Pass				
Objective of the Course		Theory is the foundation and strength of every Discipline. It gives the subject's concept, definition, and ideals. This paper explores several thinkers who contributed to the creation of public administration. The reader would grasp the theoretical foundations of classical, bureaucratic, and human interactions in the discipline.				

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SEMESTER-WISE PAPER TITLES WITH DETAILS

Syllabus: Three/Four Years Bachelor of Arts
(For Deaf-Dumb and Blind Students)

Semester III

Public Administration

Paper Code	Title of the Paper	Level	Type	Credit
UG-9101-PAD-67T-207	Administrative Theory	6	Major	6

Administrative Theory

Unit I

Evolution of Administrative Thoughts and Various Stages. Administrative Ideas of Kautilya and Woodrow Wilson. Scientific Management : F.W. Taylor.

Unit II

Administrative Management Theory: Henri Fayol, Luther Gulick and Lyndall Urwick.

Unit III

Human Relations Theory- Elton Mayo. Behavioural Theory: Chester Barnard and Herbert Simon.

Unit IV

Bureaucracy Concept of Max Weber. Motivation Theories : Abraham Maslow and Fredrick Herzberg.

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Suggested Readings

- Prasad Ravindra D. (et al), *Administrative Thinkers*, New Delhi: Sterling Publications, 2017.
- Henry Nicholas, *Public Administration and Public Affairs*, New Delhi: Prentice Hall, 2006.




- Fedrickson George H. (et al), *The Public Administration Theory and Primer*, New York: West view press, 2003.
- Simon Herbert A., *Administrative Behavior: A Study of Decision-Making Processes in Administrative Organization*, New York: Mcmillan, 1947.
- Raadschelders, Jos C.N., *Government: A Public Administration*, Routledge, 2003.
- Mahajan Anupama Puri, *Administrative Thinkers* :Pearson Publication
- Pinto Marina Rita, *Administrative and Management Thinkers* , New Age International Publishers

Course Outcome:

1. Critically analyze on several thinkers who contributed for the development of public administration as a discipline.
2. Exposure to various chronological phases of theory building in public administration.
3. Examine the administrative techniques being utilised in an organisation.

Course Learning Outcome: The student will be able to:

1. Learn various approaches of administrative theories.
2. Demonstrate critical thinking on the scholars and their contribution in administration.
3. Evaluate the interrelation between theory and practice of administrative dynamics.


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UG-9101-PAD-68T-208
State Administration
IV Semester [Public Administration]

Semester	Code of the Course	Title of the Course/Paper			NHEQF Level	Credits
IV	PAD-68T-208	State Administration			6	6
Level of Course	Type of the Course	Credit Distribution			Offered to NC Students	Course Delivery Method
		Theory	Practical	Total		
6	MAJOR	6	0	6	YES/NO	Lecture
List of Programme Codes in which Offered as Minor Discipline		NA				
Prerequisites		XII Pass				
Objective of the Course		<p>The constitution has enshrined significant provisions on state and its features as it performs several functions analogous to the Federal Government. This course disseminates the background of Rajasthan State Integration, features of administration and institutions associated. The paper will impart overall view of knowledge about the Rajasthan state to the Learners.</p> <p style="text-align: right;"> <i>Raj / Jain</i> DR Registrar (Academic) University of Rajasthan JAIPUR </p>				

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Semester IV
Public Administration

Paper Code	Title of the Paper	Level	Type	Credit
UG-9101PAD-68T-208	State Administration	6	Major	6

State Administration

Unit I

Evolution of States in India Since Independence. Historical Background of Integration of Rajasthan State. Legislative Assembly and Legislative Council- Organisation and Functions.

Unit II

State Executive: Governor, Chief Minister and Council of Ministers- Powers, Functions and Role. Organisation and Functions of State Secretariat. Role of Chief Secretary in State Administration.

Unit III

Role and Functions of Divisional Commissioner, District Collector in State Administration. Role of Superintendent of Police in Law and Order. Police Commissionerate System in Rajasthan.

Unit IV

Rajasthan Public Service Commission - Organisation and Functions. Grievance Redressal Mechanism in Rajasthan - Lokayukt, State Information Commission.

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Suggested Readings

- Maheshwari S., *State Governments in India*, New Delhi: Macmillan, 2000.
- Sharma Harish Chander, *State Administration in India*, Jaipur: College Book Depot, 2002.
- Arora Ramesh K. & Chaturvedi Geeta, *Bharath Mein Rajya Prashashan*, Jaipur: RBSA, 2001.
- Kataria, Surendra, *Rajya Prashasan*, Jaipur: Malik & Company, 2017.

Course Outcome:

1. Discuss the evolution and background of evolution of states in India.
2. Examine the functions performed by the state led institutions and their responsibilities.
3. Appreciate the role of District Collector and other officials involved in district administration.

Course Learning Outcome: The student will be able to:

1. Deep insight and able to understand the historical background and evolution of states in India.
2. Explain the activities carried out by various institutions functioning in the state.
3. Develop critical thinking and familiarity on district officials and their responsibilities.

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