



# University of Rajasthan Jaipur

## SYLLABUS

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

I & II Semester  
Examination-2024-25

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## SEMESTER-WISE PAPER TITLES WITH DETAILS

Syllabus: B.A. Pass Course  
(For Deaf, Dumb and Blind students)

Semester- I  
Public Administration  
(2023-24)

Paper Code	Title of the Paper	Level	Type	Credit
UG -9101PAD- 57T-101	Introduction to Public Administration	5	Major	6

**Objectives:** The paper highlights the foundations of the public administration as a discipline that explores the fundamentals, historical underpinnings and conceptual dimensions of the subject. Besides, it imparts the approaches to its study and principles executed in an organization. The student who studies this paper will be able to understand the underlying conceptual dimensions of Public Administration.

### Unit – I

Public Administration – Meaning, Nature, Scope and Significance; Evolution of Public Administration as a Discipline; Public and Private Administration - Similarities and Dissimilarities; Public Administration and its Relationship with other Social Sciences (Political Science, Sociology, Law, Economics and Psychology).

### Unit – II

Approaches to the Study of Public Administration – Classical and Human Relations. Bases and Types of Organization - Formal and Informal. Chief Executive : Types and Functions, Line Staff and Auxilliary Agencies.

### Unit – III

Principles of Organisation – Hierarchy, Unity of Command, Span of Control, Centralization and Decentralization, Delegation.

### Unit – IV

Administrative Behavior -- Decision Making (Herbert Simon), Communication. Coordination, Supervision, Morale and Motivation.

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## Learning Outcome

After studying this unit, the student will be able to:

- Explain the development of Public Administration as a discipline.
- Understand the relationship of Public Administration with other disciplines.
- Analyse the different approaches to the study of Public Administration
- Discern the principles of administration.

## References:-

- Avasthi. A & Maheshwari .S, Public Administration, Agra: Lakshminarain Agrawal (English & Hindi).
- Fadia. B.L. & Fadia, Kuldeep. Public Administration: Administrative Theories and concept, Agra: Sahitya Bhawan Publication.(English & Hindi)
- सुरेन्द्र कटारिया, लोक प्रशासन के तत्व, मलिक एण्ड कंपनी, जयपुर।
- M.P. Sharma and B.L. Sadana, Public Administration in Theory and Practice, New Delhi: Kitab Mahal (English & Hindi).
- S.P. Naidu, Public Administration: Concepts and Theories: New Delhi, New Age International.

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## Semester- II

UG -9101-PAD-58T-102	Indian Government and Administration	5	Major	6
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**Objectives:** The course delineates the development of Indian administration since ancient period and traces the significance of constitutional dynamics. It analyses the administrative structure at the federal level that spreads across the three pillars of democracy and throws light on the constitutional institutions. The student who studies this paper will be able to understand the overall administrative setup in Indian context.

### Unit – I

Development of Indian Administration during Mauryan, Mughal and British Period; Salient Features of Indian Administration, Union Legislature: Composition, Powers and Functions; Legislative Control over Administration.

### Unit – II

Union Executive – President, Prime Minister and Council of Ministers – Powers and Functions; Organization and Functions of Central Secretariat and Cabinet Secretariat, Executive Control over Administration.

### Unit – III

Indian Judiciary : Structure, Powers and Functions of Supreme Court and High Court; Judicial Review and Judicial Activism; Judicial Control over Administration.

### Unit - IV

Administrative Institutions in India: Organization and Functions of Union Public Service Commission, Finance Commission, Election Commission, Comptroller and Auditor General of India.

### Learning Outcome

After the completion of the course, the student will be able to:

- Trace the historical underpinnings of the constitutional development and can relate to the present day.
- Examine the working of three pillars of democracy at the Union level.

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- Analyse the functions of Constitutional bodies
- Understand the dynamics of Indian administration.

**References:-**

1. S.R. Maheshwari : Indian Administration.
2. P. Sharan; Public Administration.
3. Ramesh Arora & Rajni Goyal : Indian Public Administration.
4. Awasthi & Awasthi : Indian Administration.
5. Hoshiyar Singh & Mohinder Singh : Public Administration in India : Theory and Practices.
6. बी. एल. फड़िया : भारत में लोक प्रशासन
7. पी. डी. शर्मा एवं बी. एम. शर्मा : भारतीय प्रशासन
8. रविन्द्र शर्मा : भारत में लोक प्रशासन
9. सुरेन्द्र कटारिया : भारत में लोक प्रशासन
10. एस. आर. माहेश्वरी : भारतीय प्रशासन

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