

Institute of Administrative Sciences
Faculty of Business, Economics, and Administrative Sciences
University of the Punjab, Lahore
Course Outline



Programme	BS Management	Course Code	MGT-231	Credit Hours	3
Course Title	Introduction to Public Administration				
Course Introduction					
<p>This course is designed to introduce students to the theory and practice of public administration. The students will learn about the foundations of public administration and public sector ethics, probe historical and contemporary questions concerning the field, and analyze practical and ethical challenges facing public administrators. It covers essential elements of public administration, including public ethics and values, organizational theory, human resource management, leadership, program evaluation, public budgeting, and citizen participation. Students will be expected to demonstrate their understanding of the ideas presented in the course and apply their knowledge to critically evaluate the decisions of public administrators and governmental actors from an ethical perspective.</p>					
Learning Outcomes					
<p>On the completion of the course, the students will:</p> <ul style="list-style-type: none">6. Be able to identify and understand the core concepts of public administration.7. Be able to critically evaluate the ethical dimensions of administrative decisions and understand the role of public administrators in a contemporary society.8. Understand why public servants derive their authority from the people, and why as stewards to the people administrators are obliged to make sure that government is managed in effective, efficient, and responsible manner.9. Learn how public administration has evolved from its historical roots to contemporary manifestations of ethically engaged and socially responsible citizens.10. Familiarize themselves with different management functions of the government.11. Understand the features and relevant issues related with the public sector organizations in Pakistan from an analytical perspective.12. Develop critical thinking for understanding the structures and workings of the public sector organizations in the context of Pakistan.					
Course Content				Assignments/Readings	
Week 1-2	Unit-I				
	1.1 Course Introduction 1.1.1 What is Public Administration? 1.1.2 Managerial, Political and Legal approaches to Public Administration 1.1.3 What Do Public Administrators Do? 1.1.4 Why Study Public Administration? 1.1.5 Issues in Public Administration Theory and Practice?				
Week 3-4	Unit-II				

	2.1 The Political and Administrative Context of Public Administration 2.1.1 Administrative Organizations and Executive Leadership 2.1.2 Relationships with the Legislative Body 2.1.3 The Policy Process 2.1.4 Types of Policy 2.1.5 Legislative Supervision: Structural Controls 2.1.6 Relationship with the Judiciary	
Week 5-6	Unit-III 3.1 Planning, Implementation & Evaluation 3.1.1 Planning 3.1.2 Steps in Planning 3.1.3 The Logic of Policy Analysis 3.1.4 Steps in Policy Analysis 3.1.5 Implementation 3.1.6 Evaluation	
Week 7	Unit-IV 4.1 Budgeting & Financial Management 4.1.1 The Budget as an Instrument of Fiscal Policy 4.1.2 The Budget as an Instrument of Public Policy 4.1.3 The Budget as a Managerial Tool 4.1.4 Approaches to Public Budgeting 4.1.5 Aspects of Financial Management 4.1.6 Accounting and Related Information Systems	
Week 8-9	Unit-V 5.1 Management of Human Resources in the Public Sector 5.1.1 Merit Systems in Public Employment 5.1.2 Hiring, Firing, and Things in Between 5.1.3 The Changing Character of Labor-Management Relations	
Week 10	Unit-VI 6.1 The Ethics of Public Service 6.1.1 Approaches to Ethical Deliberation 6.1.2 Issues of Administrative Responsibility 6.1.3 Ethical Problems for the Individual 6.1.4 Managing Ethics	

Week 11-12	Unit VII. 7.1 Designing and Managing Organizations 7.1.1 The Organizational Context <ul style="list-style-type: none"> i. Images of Organizing in the Public and Non-profit Sectors ii. The Functions of Management iii. Recognizing Human Behavior iv. The Organizations and its Environment v. Organizational Culture, Organizational Learning, and Strategic Management vi. Post Modern Narratives on Management 	
Week 13	Unit VIII 8.1 Leadership and Management Skills in Public Organizations <ul style="list-style-type: none"> 8.1.1 Leadership and Power 8.1.2 Communication 8.1.3 Delegation and Motivation 8.1.4 Group Dynamics 	
Week 14	Unit IX 9.1 Administrative Reform, Productivity & Performance <ul style="list-style-type: none"> 9.1.1 New Public Management, Reinvention, the Management Agenda and Non-profit Reform 9.1.2 Information and Communication Technologies 9.1.3 Performance Measurement 	
Week 15	UNIT XI 10.1 Opportunities for the future: Globalization, Democracy and the New Public Service <ul style="list-style-type: none"> 10.1.1 The Importance of Public Service 10.1.2 Trends in Public Service 10.1.3 Globalization 10.1.4 Ethics and the Imperatives of Good Governance 	
Week 16	UNIT XI 11.1 Collaborative Governance/ E -Governance	
Textbooks and Reading Material		

Textbooks.

- Denhardt, R.B., Denhardt, J.V., & Blanc, T.A. (2013), Public Administration: An Action Orientation by. 7th edition. Cengage Learning.
- Rosenbloom, D. H., Kravchuk, R. S., & Clerkin, R. M. (2022). *Public Administration: Understanding Management, Politics, and Law in the Public Sector (9th Edi.)*. Routledge.

Suggested Readings

- Journal articles
- Hughes, O. E. (2018). *Public management and administration: An introduction*. Palgrave Macmillan.

Teaching Learning Strategies

This course makes use of interactive teaching and learning strategies which engage students to promote critical and reflective thinking, research and evaluation skills that will help them become better learners and enhance their skill set. Students will use personal and social capability to collaboratively work with others in learning activities, appreciate their own strengths and abilities and those of their peers, enabling them to develop a range of interpersonal skills such as communication, negotiation, teamwork, leadership and an appreciation of diverse perspectives.

Assignments: Types and Number with Calendar

Will be decided by the course instructor

Assessment

Sr. No.	Elements	Weightage	Details
1.	Midterm Assessment	35%	Written Assessment at the mid-point of the semester.
2.	Formative Assessment	25%	Continuous assessment includes Classroom participation, assignments, presentations, viva voce, attitude and behavior, hands-on-activities, short tests, projects, practical, reflections, readings, quizzes etc.
3.	Final Assessment	40%	Written Examination at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.