



Code	Subject Title	Cr. Hrs	Semester
POL-305	Public Administration	4	V
Year	Discipline		
3	Political Science		

**Objectives:**

The course is designed to familiarize the students with the fundamentals of government and administration. Students will thus gain knowledge regarding the practical working of government as the functional arm of the state. This will also enable the students to become successful managers regardless of the fields they opt for as their future careers.

**Course Contents:**

1. Definition, Scope, Relationship with other Social Sciences, Public and Private Administration.
2. Approaches: Traditional, Behavioural and Post Behavioural.
3. Rise of Big Government and the Contributory Factors;
4. Bureaucracy, Concept, Nature and Functions, Max Weber's Ideal type, Criticism and the Changing View of Bureaucracy;
5. Functional Elements of administration:
  - a). Organization, its types, principles and theories;
  - b). Planning, Rationale and Principles;
  - c). Personnel Administration, its techniques and functions;
  - d). Communication, types and channels.
6. Decision Making: Models and Processes;
7. Administrative Accountability: the role of legislature, judiciary, public advocacy groups, ombudsman and the media.
8. Financial Administration: Budgeting, Auditing and the problems of financial discipline;
9. Public Policy Making with reference to the policy making structures in Pakistan.
10. Administrative Structure of Pakistan: Nature, Organization & Management Processes in the Centre and the Provinces.
11. Public – Private Collaboration, and the role of NGOs.

**Recommended Books:**

1. A. R. Tyagi, Public Administration: Principles and Practices, Lahore, Naeem Publishers, 1990.
2. Felix A. Nigro, and Llyod Nigro, Modern Public Administration (7<sup>th</sup> ed.), New York, Harper and Row/Collins, 1988.
3. Harold Koontz and Cyril O'Donnell, Principles of Management: AN Analysis of Managerial Functions, New York, McGraw-Hill, 1972.
4. James E. Morgan, Administrative and Supervisory Management, London, Prentice-Hall, 1982.
5. John McDonald Pfiffner, Public Administration, New York, John Wiley & Sons, 1975.
6. Marshall E. Dimock, Public Administration, Holt, Rinehart and Winston, 1953.
7. Raymond W. Cox III, et. al., Public Administration in Theory and Practice, New Delhi, Pearson Education, Inc., 1994.



- 
8. Richard J. Stillman, Public Administration, Concepts and Cases, London, Houghton Mifflin, 1976
  9. Shahid Ali Rizvi, Nazmiyat –e-Amma (Urdu), Karachi, Maktaba-e-Faridi, 1982.
-