

## DEPARTMENT OF POLITICAL SCIENCE

1.	<b>Program</b>	BS Political Science																		
2.	<b>Title</b>	Public Administration																		
3.	<b>Semester</b>																			
4.	<b>Code</b>	BS -PS433																		
5.	<b>Rating</b>	03 Credit Hours																		
6.	<b>Type</b>	Optional Course																		
7.	<b>Pre-requisites</b>																			
8.	<b>Introduction</b>	The course will introduce students the study and research in the field of public administration. It will try to explore various administrative dimension based on traditional and moderns' concepts. The course also gives a brief overview of the practical side of administration by discussing existing practices and policies. For the purpose, Pakistan is selected as a case for this subject.																		
9.	<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ Introduce the students with the classic writings and modern perspective in the field of Public Administration.</li> <li>➤ It aims to identify core issues in public governance, through a comparative method.</li> <li>➤ To discuss the challenges in specific administrative areas.</li> </ul>																		
10.	<b>Contents</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Week</th> <th style="text-align: left;">Contents</th> </tr> </thead> <tbody> <tr> <td>Week 1-2</td> <td>Public Administration (PA) – Its nature and scope. The role of Public Administration in a modern welfare state. Major school of thought, scientific management movement behavioralist approach, systemic theory.</td> </tr> <tr> <td>Week 3</td> <td>Theories of Bureaucracy, concept; approaches, Pakistan as a change agent.</td> </tr> <tr> <td>Week 4-5</td> <td>Concept of leadership, administrative leadership, approaches to the study of leadership, forms of leadership. Organization; types, theories, principles, the organization of federal and provincial governments in Pakistan.</td> </tr> <tr> <td>Week 6</td> <td>Planning; types, principles, planning process, machinery system of planning in Pakistan.</td> </tr> <tr> <td>Week 7-8</td> <td>System of Planning in Pakistan <b>A Quizz of 05 Marks</b></td> </tr> <tr> <td>Week 9</td> <td><b>Mid Term Exams</b></td> </tr> <tr> <td>Week 10-11-12</td> <td>Administrative accountability; internal and external control, executive and legislative control. Accountability: Judicial control, public opinion and pressure groups – problems of administrative accountability in Pakistan.</td> </tr> <tr> <td>Week 13-14</td> <td>Personnel administrative, nature and scope of personnel administration.</td> </tr> </tbody> </table>	Week	Contents	Week 1-2	Public Administration (PA) – Its nature and scope. The role of Public Administration in a modern welfare state. Major school of thought, scientific management movement behavioralist approach, systemic theory.	Week 3	Theories of Bureaucracy, concept; approaches, Pakistan as a change agent.	Week 4-5	Concept of leadership, administrative leadership, approaches to the study of leadership, forms of leadership. Organization; types, theories, principles, the organization of federal and provincial governments in Pakistan.	Week 6	Planning; types, principles, planning process, machinery system of planning in Pakistan.	Week 7-8	System of Planning in Pakistan <b>A Quizz of 05 Marks</b>	Week 9	<b>Mid Term Exams</b>	Week 10-11-12	Administrative accountability; internal and external control, executive and legislative control. Accountability: Judicial control, public opinion and pressure groups – problems of administrative accountability in Pakistan.	Week 13-14	Personnel administrative, nature and scope of personnel administration.
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			Personnel functions, tools of personnel management, salient features of the system in Pakistan.
		Week 15	Financial Management, nature and elements, budgeting in Pakistan, Auditing and Accounting. A Round Table Discussion.
		Week 16-17	Administrative Public Relations. Public Relations: day to day contact between employees and citizen. <b>Assignment + Presentation</b>
		Week 18	<b>Final Term Exams</b>
11.	<b>Outcome</b>		
12.	<b>Recommended Books / Reference</b>	<b>Suggested Readings</b> <ul style="list-style-type: none"> <li>• Dennardt, R. (2011) Theories of public organization (6<sup>th</sup> ed.), wardsworth</li> <li>• Frederickson, G. H. (2012) The public administration theory (2<sup>nd</sup> ed.), west view press</li> <li>• Raadscheldess, J. (2013) public administration; the interdisciplinary study of government. Oxford university press.</li> <li>• Talbot, C. (2010) theories of performance: organizational and service improvement in the public domain. London: Oxford University press.</li> <li>• United Nations, (2007) A handbook of public administration. France; CRC Press.</li> </ul> <p>Additional reading will be provided to the students.</p>	

#### Assessment Criteria:

Requirements	
Assignments/Quizzes/Project/Case Study/Team Presentations	
Mid-Term Exam	
Final Term Exam	