

PAPER: PUBLIC ADMINISTRATION (150 MARKS)

I. Public Administration: Concepts, Approaches and Context

Definitions; Role and Scope of Public Administration in Society; Issues in Public Administration Theory and Practice – Democracy versus Bureaucracy, Politics versus Administration, Efficiency versus Equity; Core Values of Public Administration – Rule of Law, Efficiency, Equity and Fairness, Responsiveness; Traditional Public Administration; New Public Management; New Public Service; Governance Approach to Public Administration; Islamic Concept of Public Administration; Historical roots of Public administration in Pakistan.

II. Public Organization: Classical and Contemporary Theories and Concepts

Bureaucracy; Scientific Management; Human Relations Approach; Leadership, Motivation, Network; Governance; Strategic Management; Public Choice Theory; Types of Organizational Structure; Organization of Federal, Provincial, and Local Government in Pakistan; Administrative Culture of Pakistan; Inter-governmental Relations at Federal and Provincial level in Pakistan.

III. Public Policy Planning, Implementation and Evaluation

Strategic Planning and Management; Planning Process; Policy Analysis; Policy Implementation; Program Evaluation; Planning Machinery; Role of Donors and International Institutions in Public Policy and Management; Policy making and implementation in Pakistan.

IV. Budgeting and Financial Management

Budget as a Policy Tool; The Budget as a Managerial Tool; Principles of Budgeting, Audit and Accounting in Government; Line-Item Budgeting; Performance Budget; Program Budgeting; Zero-Base Budgeting; Outcome-Based Budgeting. Planning and Budgeting in Pakistan.

V. Managing Human Resources

Spoil System versus Merit System in Public Employment; Personnel versus Human Resources Management; Close versus Open System of Public Employment; Functions of Human Resources Management; Challenges of Adopting HRM in Public Sector. Key issues and Challenges.

VI. Administrative Law

Meaning, Scope and Significance; Nature and Contents of Administrative Law, Administrative Ethics, Delegation of authority and Legislation, Administrative Tribunals; Administrative Law in Pakistan.

VII. Public Management Skills

Planning; Decision Making, Conflict Management; Leading, Communication Administrative Buffering; Managing Change; Managing Diversity; Stress Management;

Delegation; Public Service Motivation; Creativity and Problem Solving; Issues of Public Management.

VIII. The Civil Service of Pakistan

Historical Background of Civil Service, The Structure of civil Service; History of Civil Service Reform; Management of Civil Service; Institutional and Cultural Context of Civil Service; Role of Civil Service in Good Governance, Gender and Civil Service.

IX. Organization of Provincial and Local Government

Governance Structure of Provincial Administration; Organization of Provincial Secretariat; Organization and Functions of Provincial Authorities and Agencies and their Relationship with Government Departments; Post-devolution Local Governance; Organization and Functions of District Government and Administration; Organization and Structure of City District Government; Issues and Challenges of Local Governance.

X. Governance and Administrative Reforms

Theories of Administrative Reforms; Types of Administrative Reforms, Privatization, Regulation, De-regulation, Decentralization, Partnerships and Collaborations, Business Re-engineering, Quality Assurance; Administrative Reform in Pakistan.

XI. Public Administration: Accountability & Control

Bureaucratic Responsiveness; Representative Bureaucracy; Citizens Engagement in Public Service; Accountability & Control, The Concept and Approaches to Public Accountability; Institutional Framework for Administrative Accountability; Legislative, Executive and Judicial Control over Administration, Administrative Corruption; Role of Civil Society in Good Governance, Media, Interest Groups, Civil Society Organizations; The Situation in Pakistan.

XII. Public Administration and Development

Role of Public Administration in Development; Concept of Development Administration; Difference Between Development Administration and Development Management; Changing Role of Public Administration in Development, Issues and Challenges of Public Administration in Pakistan.

SUGGESTED READINGS

S.No.	Title	Author
1.	Public Administration 7 th Edition	Denhardt, Robert
2.	Public Administration – Understanding Management, Politics and Law 8 th Ed	David H. Rosenbloom
3.	Public Administration 2 nd Ed	Caiden, Gerald. E,
4.	Public Administration for the Twenty-First Century	Cooper et al,
5.	Organization Theory for Public Administration	Harmon, Michael M. & Mayer. Richard
6.	Public Administration and Public Affairs 12 th Ed	Nicholas Henry,
7.	Classics of Public Administration 7 th Ed	Shafritz Jay
8.	Reinventing Government	Osbourne D
9.	Evolution of Pakistan's Administration System	Braibanti, Ralph
10.	Human Development in South Asia	Mahbub-ul-Haq
11.	Bureaucracy, Basic Books	Wilson, James Q.,
12.	Bureaucracy in Pakistan	Kennedy, Charles H.,
13.	Public Administration and Law	Julia Beckett
14.	Public Administration: A Comparative Perspective 6 th Ed	Ferrel Heady,
15.	Public Administration and Public Management: The Principle Agent Perspective	Jan-Erik Lane
16.	Governance: South Asian Perspective	Hasnat Abdul Hye
17.	Governance, Economic Policy and Reform in Pakistan: Essay in Political Economy	Abdus Samad
18.	Government and Administration in Pakistan	Jameelur Rehman Khan
19.	Public Administration: with special reference to Pakistan	Sultan Khan
20.	Public Administration in Asia Vol. I & II	Srinivasan Kalyanaraman
21.	Organizational Theory and the Public Sector	Tom Christensen Per Laegreid
22.	Public Administration in South Asia: India, Bangladesh and Pakistan	Meghna Sabharwal, Evan M. Berman