

INTRO TO PUBLIC ADMINISTRATION

Semester No 1	Code GPA-101	Credit Hours 3-0
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COURSE OBJECTIVES:

1. To give an idea to students about the functioning of Government.
2. To focus on influences of Scientific management, human resource management and New Public Management in organizing of Government bodies.
3. To acquaint students with the policy landscape of Pakistan by highlighting the relationship between the Constitution of the Islamic Republic of Pakistan and Public Administration

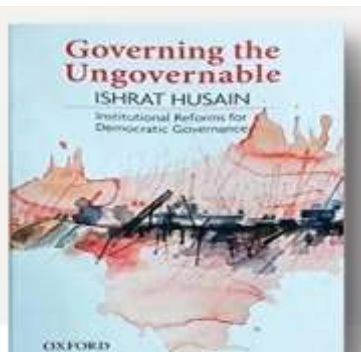
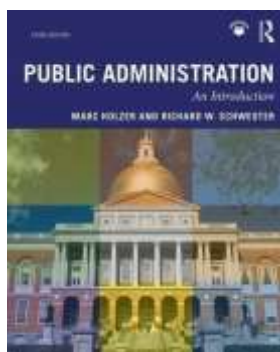
COURSE LEARNING OUTCOMES:

Upon successful completion, students will have the knowledge and skills to:

1. Analyze their interpersonal communication style Develop an understanding of theoretical frameworks of public administration
2. Develop an understanding of Pakistan's complicated and interlinked public administration landscape
3. Develop a skills-set to become an informed citizen of Pakistan.

PRESCRIBED TEXTS:

1. Public Administration an Introduction by Marc Holzar and Richard W. Schwsester (2016)
2. Introducing Public Administration by Jay M Shafritz, E.W. Russell (2016)
3. Governing the Ungovernable by Dr. Ishrat Hussain (2018)
4. ·Old World Empires- Cultures of Power and Governance in Eurasia by Dr. Ilhan Niaz (2021)
5. The Art of War by Sun Tzu



PREREQUISITES:

NIL

COURSE DESCRIPTION:




This course will offer a multidisciplinary approach to students who are interested in public service and becoming leaders in the world of public and international affairs. Students will acquire the tools, understanding, and habits of mind necessary to pursue policy problems of their choosing. The course is designed with the structure and guidance needed for an education that is both broad and deep.


ASSESSMENT SYSTEM:

Quizzes	10-15%
Assignments	5-10%
Mid Term	20- 25
ESE	40-50%


Weekly breakdown of course contents is as follows:

WEEK	TOPICS	QUIZZES	ASSIGNMENTS
1	<p>🚦 Introduction to Public Administration- Definitions and key concepts</p> <p>Why Study Public Administration?</p> <ul style="list-style-type: none"> Public Administration & Economics <p>Public Administration in Everyday Life <i>Group Assignment: Choose a public sector organization,</i></p>		

	<p><i>try to use the service offered by it and share your experience in group presentation; deadline week 4)</i></p>		
	<p> Introduction to Public Administration-Definitions and key concepts</p> <ul style="list-style-type: none"> · Definitions of Public Administration · Key Concepts in Public Administration · Difference between Public & Business Administration 		
2	<p> Public Administration-Classical and Contemporary Theories</p> <ul style="list-style-type: none"> · The Bureaucratic Administration by Max Weber · The Scientific Management Principles by F.W. Taylor · Role and Limitation of Science in Public Administration (Work of Herbert Simon and Dwight Waldo) 		01
	<p> Public Administration-Classical and Contemporary Theories</p>		

	<p>Administrative Management Theory by Henri Fayol</p> <ul style="list-style-type: none"> · Administrative Management Theory by Luther Gulick 		
3	<p> Human Side of Organization Management</p> <ul style="list-style-type: none"> · Mary Parker Follett · Hawthorne Studies Class Activity 	01	

	<ul style="list-style-type: none"> · Systems Theory · Total Quality Management · New Public Management 		
4	<ul style="list-style-type: none"> • Law, Economics and Public Administration · Importance of Constitution for Public Administration 		01
	<ul style="list-style-type: none"> · Group Presentation on Role of Street Level Bureaucrats 		
5	<ul style="list-style-type: none"> • Public Policy Planning, Implementation & Evaluation · Types of Public Policy · Policy Making Process 		
	Public Policy Planning, Implementation & Evaluation <ul style="list-style-type: none"> · Key Economic Policies · National Plan Approval Forums · With relevant examples and cases 	01	
7	Public Policy Planning, Implementation & Evaluation <ul style="list-style-type: none"> · Case Study on · Climate Change Act · National Climate Change Policy 		01
	Difference between Policy and Law <ul style="list-style-type: none"> · Analysis of Policy and Law · How to read an Act of Parliament 		
8	<ul style="list-style-type: none"> • Role and Functions of Planning Commissions <p>Practical Examples of Policy-Making with real-life cases</p>		
9	MID-TERM		
10	<ul style="list-style-type: none"> • Budgeting and Financial Management in Pakistan 		
11	<ul style="list-style-type: none"> • Civil Service Reforms: <p>1970s 2018</p>		01
12	<ul style="list-style-type: none"> • Administration of State-Owned Enterprises 		
13	<ul style="list-style-type: none"> • Public Administration –Ethics & Accountability 	01	
14	<ul style="list-style-type: none"> • Public Administration – Ethics & 		

	Accountability		
15	 Role of Public Administration in addressing new challenges		
	Group Presentations		
16	Group Presentations		
	Group Presentations		
17	Revision		
18	END SEMESTER EXAMINATION		