

SEMSETR-IV

PA. 608:

PUBLIC ADMINISTRATION & SOCIETY

3(3-0)

Course Objectives

Both public administration & society are effected by each other. Administration & Society last shadows on each other whereas the demands of the society on public administration are increasing day by day. This course is designed to acquaint the students with main aspects of the field of public administration and public affairs in relevance to society-public policy and public finance. It gives a brief introduction to the existing bureaucratic setup and to a model system of good governance delivery to the society as a whole.

Learning Outcomes

On completion of this course, students will be able to;

- Acquire the basic knowledge of public administration, related issues and public policy making, model of governance, bureaucracy and governance
- The structure of local government, its forms, and financial resources management

Course Outline

1. The Discipline of Public Administration

- Definition & Nature of Public Administration
- Public and Private Administration
- Evaluation of the study of Public Administration
- Scope of the study of Public Administration.
- Role of Public Administration in modern democratic state

2. Issues of Public Administration

- Politics Administration Dichotomy
- Centralization vs Decentralization
- Authority and accountability
- Neutrality of Public Servants
- Public Administration & Law

3. Ecology of Public Administration

4. Public Policy-Making

- Nature of Public Policy
- Public Policy formulate process
- Role of Administrative and Public Policy

5. Model of Good Governances

- Definition of Good Governance
- Elements of Good Governance
- Public Administration & Good Governance

6. Bureaucracy & Governance

- Concept of Bureaucracy
- Function of Bureaucracy
- Bureaucracy in Pakistan
- Functional expertise of Public Administration

7. International Public Administration

- Nature of International Administration
- Needs & significance of International Public Administration
- Main Characteristics of International Organization
- Characteristics of International Civil Servant.

8. Philosophy of Local Government

- Meaning and importance of Local Government
- Need and broad objectives of Local Government

9. Forms of Local Government

- Deconcentration, Decentralization and Devolution
- Local Government and Local Self Government
- The importance of Local Government in Democracy
- Devolution plan 2000
- Structure of Local Government
- Powers & functions of Local Government

10. Financial Resources Of Local Bodies

- Local finance
- Custody and investment of local Finance
- Local Budget
- Sources of local revenue
- Local expenditure

Recommended Books

1. Obsourne, D. & Geabler, I, (1992) “Reinventing Government, Reading”, MA: Addison Wesley.
2. Candler, r. & Plano, J., (1983) “Public Administration Dictionary”, Wiley Sons New York:
3. Dr. Muhammad Hassan Sheikh Public Administration theory & practice, Kifayat Publishers,
4. Nicolas Henry, Public Administration and Public Affairs, 6th Edition