

PUBLIC ADMINISTRATION

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 Administration: 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 Budgeting; 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 system versus Open System of Public Employment; Functions of Human Resources Management; Implementation of 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 Collaboration; 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; 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 and 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.