**SYLLABUS FOR THE SUBJECT OF PUBLIC ADMINISTRATION**

**PAPER- I**

**Total Marks: 100**

1. **Public Administration: Definition, 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 Management; New Public Service; Governance

Approach to Public Administration; Islamic Concept of Public Administration.

2. **Public Organization: Classical and Contemporary Theories and Concepts**

Bureaucracy; Scientific Management; The Human Relations; Leadership,

Motivation, Network; Governance; Strategic Management; Public Choice; Administrative

Culture; Types of Organizational Structure; Organization of Federal, Provincial, and

Local Government; Administrative Culture.

3. **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 Polity and Management.

4. **Budgeting and Financial Management**

The Budget as a Policy Tool; The Budget as a Managerial Tool; Principles of

Budgeting, Auditing and Accounting in Government; The Line-Item Budget; The

Performance Budget; Program Budgeting; Zero-Base Budgeting; Outcome-Based

Budgeting.

5. **Managing Human Resources**

Spoil 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.

6. **Public Management Skills**

Communication; Decision Making, Conflict Management; Leading, Administrative

Buffering; Managing Change; Managing Diversity; Stress Management; Delegation and

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

7. **Governance and Administrative Reforms**

Theories of Administrative Reforms; Types of Administrative Reforms –

Privatization, Regulation, De-regulation, Decentralization, Business Re-engineering,

Quality Assurance.

8. **Public Administration and Citizens**

Bureaucratic Responsiveness; Representative Bureaucracy; Citizens

Engagement in Public Service; The Concept and Approaches to Public Accountability of

Public Service; Institutional Framework for Administrative Accountability; Administrative

Corruption; Role of Civil Society in Good Governance.

9. **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.