** THE ISLAMIA UNIVERSITY OF BAHAWALPUR**

**BS. Public Administration First Semester (session 2020-2024)**

**Subject: -** Politics and Administration

**Instructor:** - Aamir Jawad Munir

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**Course Description**: - This course introduces the basic ideas/concepts & theories of Politics & Administration and also impart basic knowledge of working in/with public organization. What tools the Government use in order to reach its goals and how decision making process takes place in the public sectors?

**Learning Objectives:-**

1. Analyse the process by which bureaucratic agencies translate goals into tasks including the role of profession norms, political ideology, prior experience and personal beliefs.
2. Evaluate the role that interest and organizational culture play in controlling the behaviour of public employees. Including the different constraints managers face in public and private sector organization.
3. Analyse the similarities and differences in the four types of agencies: production, procedure, craft and coping.

**Career Perspective:-**

* Civil Service of Pakistan (CSS, PMS & PCS) others competitive exams
* Working in Govt & Private administration
* UNO Agencies:- USAID, AUSAID,AFIDUK,CBI,CIDA, CANADAE
* Research Institute
* Consultancies
* Global , Regional & Local level
* NGOs working nationwide/ International
* Private business opportunities
* Teaching profession

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| **Schedule of the study** | | **Course Out line** |
| **Mid Term** | **Final Term** | Introduction: Politics and Administration; Nations and State; Government ; Politics ,**And** society; Individual and Constitutional; Democracy; Bureaucracy; The Basic Structure of Government; Political Parties; Public Policy. |
| **Session 01-02** | **Session 19-20** |
| **Session 03-04** | **Session 21-22** |
| **Session 05-06** | **Session 23-24** |
| **Session 07-08** | **Session 25-26** |
| **Session 09-10** | **Session 27-28** |
| **Session 11-12** | **Session 29-30** |
| **Session 13-14** | **Session 31-32** |
| **Session 15-16** | **Session 33-34** |
| **Session 17-18** | **Session 35-36** |
| **ISSUES IN POLITICS & ADMINISTRATION (GENERAL DISCUSSION)** | |

**Grading Policy:**-

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| Mid Term Exam | 30 Marks- Comprises on subjective & objective |
| Final Term Exam | 50 Marks- Comprises on subjective & objective |
| Sessional Marks | 20 Marks- Comprises on **Class participants**, **attendance**, **positive behaviour** & **assignments** |

**Recommended Books:-**

* Almond,G. and Bingham, Powell G, (2002), Comparative Politics Today: A World view, Harper Collins: New York
* Roskin, Michael, (1997), Political Science: An Introduction, Prentice Hall Inc: New Jersey.
* Hague, Rod & F-Harrop. Martin (2004), Comparative Government and Politics, Palgrave Macmillan: New York.
* Rehman, Jamil ur (ed) (199), Government and Administration in Pakistan, Public Administration Research centre, (Mgt. service Division, Islamabad)

**Any other opens books and open materials**