

**Far Western University**  
**Faculty of Humanities and Social Sciences**

**Course Title: Introduction to Public Administration**

**Course Code: PAL101**

**Course Level:** Undergraduate (Bachelor)

**Credit Hours:** 3

**Semester:** One

**Course Description**

This course introduces students to the field of public administration, focusing on the principles, structures, and processes of government and public sector organizations. It explores the role of public administrators in policy implementation, governance, and service delivery.

**Course Objectives**

By the end of the course, students will be able to:

- Understand the historical and theoretical foundations of public administration.
- Analyze the structure and functions of government institutions.
- Evaluate public policies and administrative processes.
- Apply ethical principles in public service.
- Communicate effectively in administrative contexts.

Unit	Topic	Lecture hour	Exercise
1	Foundations of Public Administration: <ul style="list-style-type: none"><li>• Definitions</li><li>• Scope, and</li><li>• Importance</li><li>• Chanakya, Kautilya, Confusions public administration(Very brief)</li><li>• Modern(Classical approach, Scientific management approach, Behavioural approach, Contingency approach, Situational approach) very brief</li><li>• Weberian Philosophy</li><li>• Prismatic Sala Model</li><li>• New Public Administration</li><li>• New Public Management</li></ul>	14	How does your provincial/local bodies utilize these ideas of public administration? 2lh

	<ul style="list-style-type: none"> <li>• New Public Service</li> </ul>		
2	<p>Federalism, Intergovernmental Relations and Public Policy</p> <ul style="list-style-type: none"> <li>• History of federalism, shared power, concurrent power &amp; absolute power</li> <li>• Intergovernmental relations (nature, scope and importance)</li> <li>• Public policy (Agenda setting, Policy implementation &amp; Policy monitoring and evaluation)</li> </ul>	6	Compare these ideas to your nearest provincial or local bodies.
3	<p>Public Budgeting and public human resource management</p> <ul style="list-style-type: none"> <li>• Public budgeting (Budget cycle, Capital expenditure, General expenditure &amp; Auditing)</li> <li>• Public sector human resource management (Acquisition, development, utilization, maintenance)</li> </ul>	6	Analyze public budgeting and public human resource management of your federal/provincial/local bodies based on their annual report. (Easily available on their web page)
4	<p>Leadership, Decision-Making, Ethics</p> <ul style="list-style-type: none"> <li>• Election and leadership</li> <li>• Inclusive/representation leadership</li> <li>• Relationship of leadership and decision making in public organizations</li> <li>• Relationship of ethics and accountability in public organization</li> <li>• E-governance</li> </ul>	6	Make a report of ethics and accountability level of your local body based on judicial committee.
5	<p>Public Administration in Developed, Developing and least developing Countries</p> <ul style="list-style-type: none"> <li>• Indian public administration</li> <li>• Chinese public administration</li> <li>• American public administration</li> <li>• Norway public administration</li> <li>• South African public Administration</li> <li>• Ethiopian public administration</li> </ul>	6	

### Recommended Textbooks

Jay M. Shafritz, E. W. Russell, Christopher P. Borick, Albert C. Hyde (2023) Introducing Public Administration

Paudel,N.R.(2022) Public administration and federalism in Nepal

**Far Western University**  
**Faculty of Humanities and Social Sciences**

**Course Title: Fundamentals of Politics and Leadership**

**Course Code: PAL102**

**Level: Bachelor**

**Credit Hours: 3**

**Semester: One**

**Course Description:**

This course provides a foundational understanding of politics and leadership, with a focus on both theoretical concepts and their practical applications. Students will explore key political ideologies, systems, and institutions, along with major leadership theories and styles. Special emphasis is placed on Nepal's socio-political context, enabling learners to critically examine the role of leadership in governance, democratic transitions, and civic engagement. Through case studies and discussions, the course aims to develop analytical, ethical, and inclusive leadership skills suitable for addressing contemporary political challenges in Nepal and beyond.

**Course Objectives**

- To introduce students to the basic concepts of politics and leadership.
- To explore political ideologies, systems, and institutions.
- To understand leadership theories and their application in governance.
- To develop analytical and ethical leadership skills relevant to Nepal's socio-political context.

**Course Outline**

**Unit 1: Introduction to Politics 10 LH**

- Definition, nature, and scope of politics
- Political science and its relevance
- State, government, and sovereignty
- Power and authority

**Unit 2: Political Ideologies and Systems 10 LH**

- Democracy, authoritarianism, socialism, communism
- Political parties and electoral systems
- Constitution and rule of law

- Governance and public participation

### **Unit 3: Leadership Theories and Styles 10 LH**

- Classical and modern leadership theories
- Transformational vs. transactional leadership
- Leadership traits and skills
- Ethical leadership and accountability

### **Unit 4: Politics and Leadership in Nepal 9 LH**

- Historical evolution of political leadership in Nepal
- Role of leadership in democratic transitions
- Political institutions and governance structures
- Challenges of leadership in Nepalese politics

### **Unit 5: Leadership in Practice 9 LH**

- Case studies of political leaders in Nepal and globally
- Leadership in crisis and conflict resolution
- Youth leadership and civic engagement
- Gender and inclusive leadership

### **References**

Bhargava, R. & Acharya(2015) Political Theory: An Introduction, New Delhi: Pearson

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