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: • Definitions • Scope, and • Importance • Chanakya, Kautilya, Confusions public administration(Very brief) • Modern(Classical approach, Scientific management approach, Behavioural approach, Contingency approach, Situational approach) very brief • Weberian Philosophy • Prismatic Sala Model • New Public Administration • New Public Management	14	How does your provincial/local bodies utilize these ideas of public administration? 2lh

	• New Public Service		
2	Federalism, Intergovernmental Relations and Public Policy • History of federalism, shared power, concurrent power & absolute power • Intergovernmental relations (nature, scope and importance) • Public policy (Agenda setting, Policy implementation & Policy monitoring and evaluation	6	Compare these ideas to your nearest provincial or local bodies.
3	Public Budgeting and public human resource management • Public budgeting (Budget cycle, Capital expenditure, General expenditure & Auding) • Public sector human resource management (Acquisition, development, utilization, maintenance)	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	Leadership, Decision-Making, Ethics • Election and leadership • Inclusive/representation leadership • Relationship of leadership and decision making in public organizations • Relationship of ethics and accountability in public organization • E-governance	6	Make a report of ethics and accountability level of your local body based on judicial committee.
5	Public Administration in Developed, Developing and least developing Countries • Indian public administration • Chinese public administration • American public administration • Norway public administration • South African public Administration • Ethiopian public administration	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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Course Title: Basics of Comparative Politics and Administration
Course Code: PAL121 **Course Level**: Undergraduate
Credit Hours: 3 **Semester**: Two
Lecture Hour: 48

Course Description

This course introduces students to the systematic study of comparative politics and public administration. It explores political systems, institutions, processes, and administrative structures across different countries, with emphasis on theoretical frameworks and practical applications relevant to Nepal and the global context.

Course Units

Unit 1: Introduction to Comparative Politics (10 Hours)

- Meaning, scope, and significance of comparative politics
- Approaches to comparative politics: traditional, behavioral, structural-functional, political economy, institutional
- Concept of state, nation, government, and political system
- Types of political systems: democratic, socialism and authoritarian

Unit 2: Political Institutions and Administrative Processes (10 Hours)

- Legislature, Executive, Judiciary: structures and functions
- Bureaucracy and its role in governance
- Electoral systems and party systems
- Interest groups and pressure groups

Unit 3: Introduction to Comparative Public Administration (10 Hours)

- Meaning, nature, scope of comparative public administration
- Importance of comparative approach in public administration
- Models of comparative public administration: Ecological approach (Riggs), Bureaucratic model, Development administration

Unit 4: Administrative Systems of Selected Countries (10 Hours)

- Administrative systems of USA, UK, India, and China
- Comparative analysis of civil service structures
- Administrative reforms and trends in selected countries

Unit 5: Governance and Development (8 Hours)

- Concept of governance and good governance

- Role of public administration in development
- E-governance and public service delivery
- Comparative perspective on governance reforms

References

Almond, G. A., & Powell, G. B. (1966). Comparative politics: A developmental approach. Little, Brown and Company.

Hague, R., & Harrop, M. (2013). Comparative government and politics: An introduction. Palgrave Macmillan.

Jamil, I., Dhakal, T. N., & Paudel, N. R. (Eds.). (2019). Civil service management and administrative systems in South Asia. Palgrave Macmillan.

Maheshwari, S. R. (latest common edition: 2018). Public administration: Theory and practice. Orient BlackSwan.

Riggs, F. W. (1964). Administration in developing countries: The theory of prismatic society. Houghton Mifflin.

Far Western University
Faculty of Humanities and Social Sciences

Course Title: Essentials of Public Policy

Course Code: PAL122 **Course Level**: Undergraduate
Credit Hours: 3 **Semester**: Two
Lecture Hour: 48

Course Description

This course provides foundational knowledge on public policy, its processes, actors, tools, and implementation. It equips students with analytical skills to understand how public policies are formulated, adopted, implemented, and evaluated, with special emphasis on developing countries such as Nepal.

Course Units

Unit 1: Introduction to Public Policy (8 Hours)

- Meaning, nature, and scope of public policy
- Types of public policy
- Public policy vs. public administration
- Importance of public policy in governance

Unit 2: Approaches and Models of Public Policy (10 Hours)

- Institutional, process, and group approaches
- Rational, incremental, and mixed-scanning models
- Systems and elite theories
- Public choice and advocacy coalition framework

Unit 3: Policy Process and Actors (10 Hours)

- Policy cycle: agenda setting, formulation, adoption, implementation, evaluation
- Role of government institutions
- Role of political parties, civil society, media, and international actors
- Policy networks and stakeholders

Unit 4: Policy Implementation and Tools (10 Hours)

- Approaches to implementation
- Top-down vs. bottom-up perspectives
- Policy instruments: regulation, incentives, public expenditure, information
- Challenges of policy implementation in developing countries

Unit 5: Policy Analysis and Evaluation (10 Hours)

- Meaning and significance of policy analysis
- Techniques of policy analysis

- Types and methods of policy evaluation
- Evidence-based policymaking

References

Anderson, J. E. (2014). Public policymaking (8th ed.). Cengage Learning.

Dye, T. R. (2017). Understanding public policy (15th ed.). Pearson.

Howlett, M., Ramesh, M., & Perl, A. (2020). Studying public policy: Principles and processes (4th ed.). Oxford University Press.

Nagel, S. S. (Ed.). (2019). Public policy: Strategies and reforms. Routledge.