

**ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Commonwealth MBA/MPA Program)**

DEVELOPMENT PLANNING AND ADMINISTRATION (5573)

CHECKLIST

SEMESTER: AUTUMN, 2013

This packet comprises the following material:-

1. Text Book
2. Assignment No. 1, 2
3. Assignment Forms (two sets)
4. Course Outline

In this packet, if you find anything missing out of the above mentioned material, please contact at the address given below:

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WARNING

1. **PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM AWARD OF DEGREE/CERTIFICATE, IF FOUND AT ANY STAGE.**
2. **SUBMITTING ASSIGNMENTS BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN "AIOU PLAGIARISM POLICY".**

Course: Development Planning and Administration (5573) Semester: Autumn, 2013
Level: Executive MBA/MPA **Total Marks: 100**
Pass Marks: 40

Instructions:

- (a) All written assignment must be well organized, presented in an easy-to-read format and neat. Moreover, pay particularly close attention to grammar, spelling, punctuation and understandability. Communication is extremely important in this course.
- (b) Documentation is likewise very important. Un-supported statements or opinions are worthless to the reader, who desires to verify your finding. Complete and specific documentation is mandatory. Also, your references should be to primary sources, except in rare unusual situation.
- (c) Quoting should be kept to an absolute minimum.

ASSIGNMENT No. 1

- Q.1 Public administration is a strategic factor in economic and social development. It influences and determines the success of any development plan, and is at the same time susceptible to deliberate social control and change. The inadequacy of administration in many developing countries is now recognized as a major obstacle to development, perhaps more serious an obstacle than the lack of capital or foreign aid. Herbert Emmerich, a noted scholar and administrator, estimates that 80 per cent of the plans of the world are incapable of being fulfilled because of administration. Discuss. **(20)**
- Q.2 Students of public administration tend to view administration in developing countries as an output. They ask, for example, how can the Western nations help produce and equip competent personnel for the administrative tasks of development? There are many obstacles to development like shortages of skills and tools; difficulties of organization and structure; political difficulties and cultural and attitude barriers. Discuss with examples from our country. **(20)**

- Q.3 Weak governance, excessive regulations, and uncoordinated and wasteful public expenditures are the key factors that hinder growth and development in developing countries. Discuss. (20)
- Q.4 The government will have to give incentives to the private sector to enter unfamiliar areas of economic development through well designed public - private partnership models.” In your opinion, what major incentives need to be given to private sector for successful implementation of such models? (20)
- Q.5 “For the development to be in consonance with the people’s wishes and aspirations, the emphasis has to shift towards participation of people in Development process through Self-Help Groups”. Discuss. (20)

Guidelines for Doing Assignments

We expect you to answer each question as per instructions in the assignment. You will find it useful to keep the following points in mind:

- 1) **Planning:** Read the assignments carefully, go through the Units on which they are based. Make some points regarding each question and then rearrange them in a logical order.
- 2) **Organization:** Be a little selective and analytical before drawing up a rough outlines of your answer. Give adequate attention to question’s introduction and conclusion.
Make sure that:
 - a) The answer is logical and coherent,
 - b) It has clear connections between sentences and paragraphs,
 - c) The presentation is correct in your own expression and style.
- 3) **Presentation:** Once you are satisfied with your answer, you can write down the final version for submission. It is mandatory to write all assignments neatly. If you so desire, you may underlining the points you wish to emphasize. Make sure that the answer is within the stipulated word limit.

ASSIGNMENT No. 2

Total Marks: 100

Instructions:

1. This assignment is a research-oriented activity. You are required to develop a term paper and submit to the tutor for evaluation prior to the final examination. The last date of this assignment will be notified separately by our directorate of regional services and the same will be communicated to you directly as well as through approved study centers assigned to you.
2. You will have to participate in the activity fully, actively, and practically to be eligible to sit in the final examination of the course.

3. For the preparation of this assignment, you should first thoroughly review the conceptual framework of the topic and develop a scholarly material of the same giving references, quotations, and extracts of various scholars and experts. Then visit any business/commercial organization and study the relevant practical aspects there. Combining the theoretical and practical aspects, develop a comprehensive paper consisting of at least 20 to 25 typed pages to be submitted to your tutor.
 - a) Introduction to the topic
 - b) Important sub-topics
 - c) Practical study of the organization with respect to the topic
 - d) Review of theoretical and practical situations, merits, de-merits deficiencies or strengths of the organization with respect to the topic under study.
 - e) Conclusion and recommendation
 - f) Annex, if any
4. Prepare a copy of this assignment and submit to your tutor for your evaluation.
5. You should add any illustrative material/data/tables/analysis for effective submission.
6. If you fail to submit this assignment in the class, then you will not be able to sit in the final examination conducted by AIOU.
7. A number of topics given below are the general aspects of the course and you are required to select one of the topics according to the last digit of your roll number. For example, if the roll number is N-9337241, you will select topic number 1, and if the roll number is O-3427185 then you will select topic number 5 (the last digit).
 0. Recent Trends in the Area of Sustainable Development
 1. Sectoral Approach to planning
 2. Process of Development of the Central Places and Formation of Economic Regions
 3. Regional Aspects of Development and Planning
 4. Performance of the Agricultural Sector
 5. Constraints and Remedial Measures in Government- NGO Relationship
 6. Attributes of Development Administration
 7. The political Context of Development Administration
 8. Models of Development Administration
 9. Development Planning and Performance in South Asia

DEVELOPMENT PLANNING & ADMINISTRATION COURSE OUTLINE (5573)

- UNIT-1 DEVELOPMENT ADMINISTRATION: MEANING, NATURE, SCOPE AND SIGNIFICANCE**
- The Concept of Development
 - Attributes of Development Administration
 - Nature Scope and significance of Development Administration
- UNIT-2 MODELS OF DEVELOPMENT ADMINISTRATION**
- Aims of Development Administration
 - Conditions of Development
 - Edward W. Weidner's Models
 - F.W. Riggs's Model
- UNIT-3 DEVELOPMENT ADMINISTRATION: POLITICAL, ECONOMIC, AND SOCIO-CULTURAL CONTEXTS**
- The Political Context of Development Administration
 - The Economic Context of Development Administration
 - The Socio-Cultural Context of Development Administration
- UNIT-4 DEVELOPMENT ADMINISTRATION IN DEVELOPED AND DEVELOPING NATIONS**
- Developed Nations
 - The Developing Nations
 - Common Patterns in Development Administration
- UNIT-5 DEVELOPMENT PLANNING: CONCEPT AND RATIONALE**
- Development Planning: Concept
 - Development Planning: Types
 - Development Planning: Key Elements
 - Development Planning with Special Reference to South Asia
 - Development Planning Process
 - Development Planning: Limitations
- UNIT-6 DEVELOPMENT PLANNING: RETROSPECT AND PROSPECT**
- Development Planning Strategies in South Asia – A Retrospect
 - Development Planning and Performance in South Asia
- UNIT-7 POVERTY IN SOUTH ASIA**
- Poverty: Meaning and Nature
 - Poverty Situation in South Asia
 - Major Anti-poverty Efforts in India
 - Poverty in other Countries of South Asia

- UNIT-8 PLANNING FOR SUSTAINABLE DEVELOPMENT**
- Some Recent Trends in the Area of Sustainable Development
 - Challenges to Sustainable Development
 - Planning Process for Sustainable Development
- UNIT-9 THE MIXED ECONOMY MODEL**
- Rationale for Government Intervention in the Economy
 - The Mixed Economy
 - Evaluating the Mixed Economy
 - Impact of Economic Reforms
- UNIT-10 MULTILEVEL PLANNING: CONCEPT AND PRACTICE**
- What is Planning?
 - Important Factors to be taken into Account before Planning
 - Multilevel Planning
 - Administrative Infrastructure for Planning
 - Analytical Tools
- UNIT-11 INTER STATE AND INTER DISTRICT IMBALANCES**
- Conceptual Bases to Understand the Issues of Regional Imbalances
 - Indicators to Analyze the Inter-state and Inter-district Imbalances
- UNIT-12 PLANNING OF CONTEMPORARY DEVELOPMENT ISSUES IN EDUCATION AND HEALTH**
- Issues in Education Planning and Development
 - Planning of Development Issues in Education
 - Issues in Health Planning and Development
 - Planning for Development Issues in Health
- UNIT-13 PLANNING OF CONTEMPORARY DEVELOPMENT ISSUES IN AGRICULTURE AND INDUSTRY**
- Issues in Agriculture Planning and Development
 - Planning of Development Issues in Agriculture
 - Issues in Industry Planning and Development
 - Planning of Development Issues in Industry
- UNIT-14 PARTICIPATORY APPROACHES TO DEVELOPMENT PLANNING AND ADMINISTRATION**
- Development Planning and Administration
 - Participation
 - Participatory Approaches
 - Organizational Implications of Participatory Approaches
 - Capacity Building
 - Participatory District Planning

UNIT-15 ROLE OF NON-GOVERNMENTAL ORGANIZATIONS IN DEVELOPMENT PLANNING

- Non-governmental Organizations (NGOs): Concept and Typology
- Government-NGOs Interface
- Constraints and Remedial Measures in Government-NGO Relationship

UNIT-16 STRENGTHENING THE LOCAL ELECTED LEADERS CAPABILITIES

- Need for Decentralized Governance
- Forms of Decentralization
- Decentralization in South Asia
- Justification for Strong and Viable Local Governance
- Capacity building

UNIT-17 PLAN FORMULATION AND IMPLEMENTATION: ISSUES

- Importance of Plan Formulation and Implementation
- Issues in Plan Formulation
- Plan Implementation Dichotomy
- Future of Planned Development

UNIT-18 ENHANCING BUREAUCRATIC CAPABILITIES: NEW CHALLENGES

- Capability of Bureaucratic Organizations
- Limitations of South Asian Bureaucracies
- Challenges to Administrative Capabilities
- Strategies for Enhancing the Capabilities

UNIT-19 PREPARATION OF DATA MATRIX

- Data and Variables
- Data Theory
- Data Analysis and Data Matrix
- Data Matrix in Development Planning

UNIT-20 TREND ANALYSIS OF VARIOUS SECTORAL PROGRAMMES IN SOUTH ASIA

- Performance of the Agricultural Sector
- Performance of the Industrial Sector
- Measures for Promoting Growth in these Sectors

UNIT-21 SECTORAL AND SPATIAL PLANNING

- Types of Planning
- Plan Models
- Sector wise Approach to Planning
- Spatial Considerations
- Relevance of Planning in Current Scenario

UNIT-22 THEORY AND PRACTICE OF CENTRAL SETTLEMENTS IN DEVELOPMENT PLANNING

- Region and Central Place in the Context of Decentralized Development
- Conceptual Framework of the Central Places
- Process of Development of the Central Places and Formation of Economic Region
- Central Settlements Tools

UNIT-23 CENTRAL PLACE THEORY

- Location Theory
- Regional Aspects of Development and Planning
- Central Place Theory

UNIT-24: SCALOGRAM ANALYSIS

- Measurement
- Constructing Indices and Scales
- An Introduction to One-dimensional Scaling
- Guttman Scale (Scalogram)

UNIT-25: DEVELOPMENT PLANNING AND ADMINISTRATION: THE ROAD AHEAD

- Goals and Targets of development planning and administration ahead towards Achieving Desired End.

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