

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

CONTEMPORARY ADMINISTRATIVE SYSTEM (5583)

CHECK LIST

SEMESTER: SPRING, 2014

This packet comprises the following material:-

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

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

**Mailing Officer
Services Block No. 28
Allama Iqbal Open University
H-8, Islamabad
Phone: 9057611-12**

Wishing you all the best!

**Saira Ahmed Awan
(Course Coordinator)**

**ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
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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: Contemporary Administrative System (5583)
Level: Executive MBA/MPA

Semester: Spring, 2014

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 worth less 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.
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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 outline 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 desire so, you may underline the points you wish to emphasize. Make sure that the answer is within the stipulated word limit.

ASSIGNMENT No. 1

Total Marks: 100

- Q.1 Describe the importance of studying comparative contemporary administrative systems and in what way comparative analysis of administrative system can contribute to developing countries? **(20)**
- Q.2 Explain the generic types of legislatures given by William Robinson and Nelson Polsby. Discuss the role of legislature in the budget process. Also give detailed comparison of the different types of legislative models. **(20)**
- Q.3 What is bureaucracy and how it can be used as focus to study of administrative systems? Describe three different models for analyzing bureaucracies of administration systems. **(20)**
- Q.4 Describe trends related to the global effects of the market economy. Briefly explain the impact of the economy and globalization as one environmental factor that effect public administration. **(20)**
- Q.5 Describe the roles and ranking of various values and how a country's value system affects the choices made by individuals, groups and organizations with in a government? **(20)**

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, and practically to be able to pass 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. 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).
 1. Comparative public policy and public administration
 2. Role of civil society in public administration
 3. Technological, culture, demographical, economy administrative system and global scenario
 4. Public Sector employment administrative systems
 5. Executive legislative relationships
 6. Priorities of aid organization
 7. Civil service systems and facilities
 8. Budget guidelines and submission process
 9. Impact of environmental factors on administration
 10. The International Monetary Fund

CONTEMPORARY ADMINISTRATIVE SYSTEM COURSE OUTLINES (5583)

UNIT-1: DIMENSIONS OF COMPARATIVE STUDY

- Public Administration as a Field of Study
- Significance of Comparison
- Problems of Comparison
- Analytic Frameworks
- Structural Functionalism
- Neo-Institutionalism
- Evolution of Comparative Studies
- Post World War II
- Comparative Administrative Movement
- Reconsideration of the Comparative Administration Movement
- Prospects in Comparative Administrative Studies
- Development Administration
- Comparative Public Policy
- Comparative Public Administration

UNIT–2: CONTEMPORARY ADMINISTRATIVE SYSTEMS

- Constitutions and the Legislature
- What is a Constitution?
- Written Constitutions
- Unwritten Constitutions
- Alternative Constitutional Structures
- Amending the Constitution
- Constitutional Engineering and Reform
- Basic Functions of Legislatures
- Legislative Functions and Operations
- Variations in Legislatures
- Legislative Models
- Types of Legislatures
- Executive-Legislative Relations
- Practice
- Contemporary Issues Faced by Legislatures
- Lack of Political Will and Institutional Consciousness
- Poor Relations with Civil Society
- Lack of Formal Lawmaking and Oversight Authority
- Inadequate Access to Information
- Inadequately Prepared Legislatures
- Ineffective Organization, Facilities, and Training
- Practice

UNIT–3: A FOCUS FOR COMPARISON

- Bureaucracy as a Focus for Comparison
- Concepts of Bureaucracy
- Organisational Features of Bureaucracies
- Key Structural Characteristics
- Departmentalisation
- Public Sector Employment
- Civil Service Systems
- Practice
- Impact of Environmental Factors on Administration
- Geography
- Technological Change
- Culture
- Demography
- The Economy and Globalisation
- Practice
- Models of Administrative Systems
- Heper’s Model – Types of Polity Based on State
- Weberian or “Classic” Model

- Riggs' Prismatic Model – Fused and Differentiated Societies
- Practice

UNIT–4: TRENDS IN PUBLIC ADMINISTRATION

- Ethics in Public Administration
- The Values Framework
- Facts and Values
- Sources of a Bureaucrat's Values
- Practice
- Responsibility, Accountability, and Ethics
- Administrative Responsibility
- Administrative Accountability
- Administrative Ethics
- Practice
- Concepts in New Public Management (NPM)
- NPM vs. Traditional Public Administration
- Alternative Service Delivery
- E-Government
- Civil Society
- What is Civil Society
- Role of Civil Society
- Practice
- Impact of Globalisation and Free Markets on Public Administration
- What is Globalisation?
- Dimensions of Globalisation
- Resistance to Globalisation
- Practice

UNIT–5: LEGISLATIVE DEVELOPMENT

- Legislative Development
- What is Legislative Development?
- The Role of External Agencies
- Practice
- United Nations
- Practice
- UNDP and Legislative Strengthening
- Legislative Assistance Strategies
- Key Legislative Interlocutors
- The UNDP and Project Management
- Practice
- Lessons Learned
- Importance of Leadership Support
- Balancing Political Participation

- Multi-Donor Support
- Sustainability
- Practice

UNIT–6: BUDGET ADMINISTRATION IN EMERGING DEMOCRACIES

- Budgets and the Democratic Process
- The Budget
- Key Activities and Engagements in Budget Development
- Purpose of the Budget
- Practice
- Budget Reform in Developing Democracies
- Oversight and the Role of the Legislature
- Budget Guidelines and Submissions Process
- Public Participation
- Practice
- Sample Budget and Legislative Requirements
- Practice

UNIT–7: FINANCIAL ADMINISTRATION PART II – AID COORDINATION

- Key Multilateral Donor Agencies
- United Nations Auxiliary Organizations
- The International Monetary Fund (IMF)
- The World Bank (WB)
- The Asian Development Bank (ADB)
- Non-Governmental Organisations (NGOs)
- Aid Coordination for Developing Countries
- Priorities for Aid Organizations
- Key National and International Actors
- Effective Aid Coordination and Management
- Existing Management Mechanisms and Issues
- Improved Aid Coordination