

Tribhuvan University
Faculty of Management
Office of the Dean



Course detail of
BPA (Bachelor of Public Administration) 1st Semester

December 2023

BPA 101: Foundations of Public Administration

Credits: 3
Lecture Hours: 48

Course Objective

The basic purpose of this course is to provide a basic knowledge of public administration. The course aims to familiarise the students with the concept, theoretical approaches, and recent issues of public administration.

Course Description

This course consists of Introduction to Public Administration, Changing Nature of Public Administration, Administrative Theories, Bureaucracy and Public Administration, and Simon's Decision Making.

Course Detail

Unit 1: Introduction to Public Administration **12 LHs**

Meaning of Public Administration; Nature and Scope of Public Administration; Significance of Public Administration; Public And Private Administration; Evolution of Public Administration as an Academic Discipline

Unit 2: Changing Nature of Public Administration **10 LHs**

Period of Dichotomy, Development of Independent Discipline, Behavioural Challenges, Crisis of Identity, New Public Administration, Rigg's Comparative Public Administration

Unit 3: Administrative Theories **12 LHs**

Classical Theory (Scientific Management; Bureaucratic Theory; and Management School Theory, Human Relations and Decision-making); Behavioral Theory (Ecological Theory, System Theory Contingency, Participative)

Unit 4: Bureaucracy and Public Administration **8 LHs**

Max Weber's contribution to Administration, Theory of Bureaucracy, Model of Bureaucracy, Principles of Bureaucracy

Unit 5: Simon's Decision Making **6 LHs**

Administrative Behaviour & Decision Making, Rationality in Decision Making and Administrative Behaviour

References

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- White, Leonard D (1989) *Introduction to the Study of Public Administration*. New Delhi: Eurasia Publishing House.

BPA 102: Sociology and Public Sector

Credits: 3
Lecture Hours: 48

Course Objective

The main objective of this course is to impart basic concepts and theories of sociology so that students will be able to understand the social issues and their impact on governance.

Course Description

This course consists of Concept of Sociology, Society, culture, and social groups, Social institutions, Socialization, and Social theories.

Course Detail

Unit 1: Sociology and Public Administration **12 LHs**

Concept of Sociology, Evolution of Sociology, Similarities and Differences between Sociology and Anthropology; Relationship of Sociology with History, Political Science, Economics, Social Psychology, and Biological Sciences and use of Sociological Knowledge in Public Administration

Unit 2: Attributes of Society **10 LHs**

Society, culture, and social groups; Status and role; Norms and values; Social stratification: Class, caste, and ethnicity; Organizations: Formal and informal; Social interaction: Cooperation, conflict, coercion, and social exchange

Unit 3: Social Institutions **6 LHs**

Family, marriage, and religious institutions; Political and Economic institutions

Unit 4: Socialization **8 LHs**

Necessity of nurture; Difference between humans and animals; Acculturation and assimilation; Process, stages and agents of socialization

Unit 5: Social Theories **12 LHs**

Concept of theory and meta-theory; Theoretical perspective: Functionalism, conflict paradigm, and interactionism; Positivism, constructivism, and modernism; World system theory, structuralism, and feminism

References

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BPA 103: English for Public Administration-I

Credits: 3
Lecture Hours: 48

Course Objective

The purpose of this course is to help students to improve their English skills. Oral, listening, and academic writing skills and conversational fluency are emphasized in everyday public communication. The instruction includes vocabulary, grammar, listening, pronunciation, writing, and viewing exercises for practice.

Course Description

This course consists of English for Public Administration 1, English for Public Administration 2 Essays, Basics of English, and Academic Writing Skills.

Course Detail

Unit 1: English for Public Administration 1 **8 LHs**

Role and Scope of Public Administration in Society, Information Technology and Public Administration

Unit 2: English for Public Administration 2 **6 LHs**

Public Management, Human Resources in Administration

Unit 3: Essays **12 LHs**

Why Go to University?; Curbing the Oneeyed Monster; How Sane Are We?; The Burden of Skepticism; Keeping Errors at Bay; We are Breaking the Silence about Death; The Savage Male;

Unit 4: Basics of English **12 LHs**

Listening Skills; Speaking Skills; Reading Skills; Structure Analysis; Remedial Grammar; Test and Revision. Development of Writing Skills; Report Writing; Reference Skill

Unit 5: Academic Writing Skills **10 LHs**

Introductory Concepts of Academic Writing; Various Types of Academic Writing; Basics of Academic Writing and Organizing Arguments.

References

Gerson, Sharon J. (2006) *Teaching Writing: Process and Product*. New Delhi: Pearson.
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overviewfiles

Nissani, Moti/ Lohani Shreedhar (2013) *Adventures in English Vol 1*. Kathmandu: EKTA Books Pvt Ltd.

Nissani, Moti/Lohani, Shreedhar (2013) *Adventures in English Vol 2*. Kathmandu: EKTA Books Pvt Ltd

Q. M. Billah, G. S. Chowdhury & Monjurul Alam: *Foundation English for Undergraduate*

A. Thomason & A. V. Martinet : *A Practical English Grammar*

W. Stannard Allen : *Living English Structure*

R. A. Close : *The English We Use*

J.P.B. Allan and Widowson : *English in Social Studies*

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Huddleston, Rodney & Pullum, Geoffrey K. **The Cambridge Grammar of the English Language**, Cambridge University Press, 2002

ECO 101: Microeconomics

Credits: 3
Lecture Hours: 48

Course Objective

The objective of this course is to make the students able to understand, explain, and apply the concepts and tools of microeconomics in economic analysis. Thus, the course has been designed to equip the students with analytical tools of microeconomics.

Course Description

This course consists of the Introduction to microeconomics, Theory of Consumer's Behaviour and Demand Analysis, Costs and Revenue Analysis, Theories of factor pricing, and Market and Supply Analysis.

Course Detail

Unit 1: Introduction: Micro-economics **8 LHs**

Concept of Economics; Concept and Scope of Micro-economics; Importance and Uses of Microeconomics

Unit 2: Theory of Consumer's Behaviour and Demand Analysis **15 LHs**

Concept of consumer's behavior; Concept and Types of Demand; Determinants of Demand and Demand Function; Concept of Elasticity: Price, Income and Cross Elasticity of Demand and its Measurement; Utility Analysis: Concept of Cardinal and Ordinal Utility Analysis; Marginal Rate of Substitution; Consumer's Equilibrium Production: Production Function; Laws of variable proportion; Laws of returns to scale.

Unit 3: Costs and Revenue Analysis **8 LHs**

Concepts of Costs; Short Run Cost Curves; Long Run Cost Curves; Concept of Revenue; Revenue Curves under Perfect and Imperfect Competition

Unit 4: Theories of factor pricing **10 LHs**

Modern theory of rent, marginal productivity theory of wages, loanable fund theory and liquidity preference theory of interest, dynamic and innovation theory of profit.

Unit 5: Market and Supply Analysis **7 LHs**

Market analysis: Concept of perfect and imperfect competitive market; Supply analysis: Concept of Supply; Determinants of Supply

References

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Koutsoyiannis, A. (2011). *Modern Microeconomics*. London: Macmillon Press Ltd.

Mithani, D. M. (2010). *Principle of Economics*. New Delhi: Himalayan Publishing House India.

BPA 104: Organizational Theory and Administration

Credits: 3
Lecture Hours: 48

Course Objective

The objective of this course is to impart the knowledge of organization theory. It also gives a glimpse of the theoretical development of organization.

Course Description

This course consists of the Introduction to Organization Theory, Organizational Management and Structure, Classical Organization Theories, Neo Classical and Contemporary Organization Theories, and Conflict, Power, and Ethics in Organizations.

Course Detail

Unit 1: Introduction to Organization Theory **10 LHs**

Concept of organization and principles/bases of forming organizations, concept and historical development of organization theory and its significance

Unit 2: Organizational Management and Structure **12 LHs**

Planning, organizing, coordinating, controlling leadership, centralization and decentralization; organizational structures: pyramid, functional, divisional, matrix, horizontal and vertical structures, line and staff agencies

Unit 3: Classical Organization Theories **10 LHs**

Scientific management, bureaucratic theory, administrative management theory, and human relations theory.

Unit 4: Neo Classical and Contemporary Organization Theories **10 LHs**

Systems theory, contingency theory, institutional theory, and organization ecology theory

Unit 5: Conflict, Power, and Ethics in Organizations **6 LHs**

Sources and managing conflict in organizations, formal and informal power structures and power dynamics in organizations, ethics in organizations and sources of personal ethical values

References

- Allen, Louis A.(1958)*Management Organization*. New Delhi: McGrawhill Kogakusha LTD.
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