

**BP AE-104**

**BACHELOR'S DEGREE PROGRAMME  
(BDP)**

**ELECTIVE COURSE IN PUBLIC ADMINISTRATION**

**BP AE-104 (Personnel Administration)**

**For July 2023 and January 2024 Sessions**



**SCHOOL OF SOCIAL SCIENCES  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
MAIDAN GARHI, NEW DELHI – 110 068**

**BACHELOR'S DEGREE PROGRAMME (BDP)**  
**ELECTIVE COURSES IN PUBLIC ADMINISTRATION**

**Assignment**  
**2023-2024**

Dear Student,

As per laid down guidelines of the University, you have to complete one assignment for each course opted by you.

Each assignment has questions to be answered in 500 words, 250 words, and 100 words. You will find that the questions in the assignments are analytical and descriptive so that you can better understand and comprehend the concepts.

It is important that you write the answers to all the questions in your own words. Your answers should be within the approximate range of the word-limit set for each question. Remember, writing answers to assignment questions will improve your writing skills and prepare you for the term-end examination.

You are to submit the assignment/s to **the Coordinator of your Study Centre**. You must obtain a receipt from the Study Centre for the assignment/s submitted and retain it with you. It is desirable to keep with you a photocopy of the assignment/s submitted by you.

Once evaluated, the Study Centre will return the assignment/s to you. Please insist on this. The Study Centre will send the marks to the SE Division at IGNOU, New Delhi.

**Submission**

You need to submit the assignment as mentioned below for being eligible to appear in the term-end examination:

**March 31, 2024 for July 2023 Batch**

**October 31, 2024 for January 2024 Batch**

## 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) **Organisation:** 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 in your own handwriting.** If you so desire, you may underline the points you wish to emphasize. Make sure that the answer is within the stipulated word limit.

Wishing you all the best.

**Elective Course in Public Administration**  
**BPAE-104: Personnel Administration**  
**(Tutor Marked Assignment)**

Course Code: BPAE-104  
Assignment Code: BPAE-104/AST/TMA/July 2023-  
January2024  
Marks: 100

Dear Student,

There are three Sections in the Assignment. You have to answer all questions in the Sections

**SECTION-I**

Answer the following questions in about 500 words each.

Marks

- |  |    |
|--|----|
| 1. Explain the different roles of civil services in India. | 20 |
| 2. Write a note on the concept of morale.                  | 20 |

**SECTION-II**

Answer the following questions in about 250 words each.

- |  |    |
|--|----|
| 3. "Principles of seniority and merit are followed as alternatives or in combination in promotion system in India." Discuss. | 12 |
| 4. How can integrity in civil services be improved?  | 12 |
| 5. Explain the roles and functions of Staff Selection Commission.  | 12 |
| 6. Write a note on Department of Personnel and Training.   | 12 |

**SECTION-III**

Answer the following questions in about 100 words each.

- |  |   |
|--|---|
| 7. What are the principles of pay fixation of civil servants ? | 6 |
| 8. Highlight the role of specialists.                          | 6 |