

BAPAH

BACHELOR OF ARTS IN PUBLIC ADMINISTRATION HONORS

ASSIGNMENTS

For July 2024 and January 2025 Sessions

BPAC-105 : PERSONNEL PUBLIC ADMINISTRATION



**School of Social Sciences
Indira Gandhi National Open University, Maidan Garhi,
New Delhi - 110068**

Bachelor of Arts in Public Administration Honors

Dear Student,

As we explained in the Programme Guide for Bachelor of Arts in Public Administration Honors, you will have to do one Tutor Marked Assignment (TMA) for each of the Courses.

Each assignment consists of Sections I, II, and III. You have to answer all the questions in all the three Sections, as per the word limit prescribed. You will find that the questions in the assignments are analytical and descriptive so that you can better understand and comprehend the concepts.

Before you attempt the assignments, please read the instructions carefully provided in the Programme Guide. It is important that you write answers to all the TMA 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 assignments to the Coordinator of your Study Centre. You must obtain a receipt from the Study Centre for the assignments submitted and retain it with you. It is also desirable to keep a photocopy of the assignments submitted by you.

Once evaluated, the Study Centre will return the assignments to you. Please insist on this. The Study Centre will send the marks to the IGNOU Regional Centre concerned and the latter shall send it to SE Division at IGNOU, New Delhi.

Submission

You need to submit the assignment within the stipulated date for being eligible to appear in the term-end examination.

The completed assignments should be sent, as per the following schedule.

Assignment	Date of Submission	Whom to send
All BAPAH Courses	-March 31 2025 for July Batch 2024 - September 30, 2025 for January Batch 2025	To The Coordinator of your IGNOU Study Center

GUIDELINES FOR DOING ASSIGNMENT

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 assignment carefully; go through the Units on which they are based. Make some points regarding each question and then re-arrange 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 the assignment 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. Do not type the assignments.

Wishing you all the best,

Prof. Dolly Mathew

Programme Coordinator

BPAC-105
PERSONNEL PUBLIC ADMINISTRATION
Tutor Marked Assignments

Course Code: BPAC-105
Total Marks: 100

Assignment A

Answer the following in about 500 words each. Each question carries 20 marks.

1. Discuss the meaning, nature, and scope of personnel administration.
2. Describe the various approaches to public policy.

Assignment B

Answer the following questions in about 250 words each. Each question carries 10 marks.

3. 'Efficiency rating is one of the methods of testing merit for promotion.' Explain.
4. Write briefly on different types of training that are imparted to public servants.
5. State about the difference between performance appraisal and performance management.

Assignment C

Answer the following questions in about 100 words each. Each question carries 06 marks.

6. Explain the meaning of functional foremanship.
 7. Write a note on the meaning of policy-making.
 8. Discuss the important functions of employees union.
 9. What are the principles of pay fixation?
 10. Why there is a need for an employees' association?
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