

**MPA**

**M.A. (Public Administration)**

**MPA**

**Assignments**

**(For M.A. 1<sup>st</sup> Year Courses)**

**For July 2021 and January 2022 Session**



**Faculty of Public Administration**

**SCHOOL OF SOCIAL SCIENCES  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
MAIDAN GARHI NEW DELHI-110068**

## M.A. 1<sup>st</sup> Year (Public Administration)

Dear Student,

As a requirement of the Programme, you will have to do one Tutor Marked Assignment (TMA) for each course.

Before you attempt the assignments, please read the instructions carefully provided in the Programme Guide. It is important that you answer 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 desirable to keep with you 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 SE Division at IGNOU, New Delhi.

### Submission:

**Note: This booklet contains Assignments of all the four courses offered in M.A. 1<sup>st</sup> year. You are requested to submit the same within the below mentioned stipulated time for being eligible to appear in the term-end examination.**

Assignment Number	Date of Submission	Whom to send
Tutor Marked Assignment (TMA) of MPA-011, MPA-012, MPA-013, and MPA-014	March 31, 2022 for July 2021 Session  September 30, 2022 for January 2022 Session	To The Coordinator of the Study Centre allotted to you

## 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,

**Prof. Alka Dhameja**  
**PROGRAMME COORDINATOR**  
**M.A. (Public Administration)**

**MPA-011: STATE, SOCIETY AND PUBLIC ADMINISTRATION**  
**Assignment (TMA)**

**Course Code: MPA-011**  
**Assignment Code: MPA-11/Asst/TMA/July 2021- January 2022**  
**Marks: 100**

**This assignment consists of Sections I and II. There are five questions in each section. You have to answer a total of five questions in about 500 words each. It is necessary to attempt at least two questions from each section. Each question carries 20 marks.**

**SECTION-I**

- |  |    |
|--|----|
| 1) Briefly discuss the different perspectives on the State.                                      | 20 |
| 2) Trace the evolution of Neo-liberalism.  | 20 |
| 3) Explain the significance of people's struggles with special reference to the Chilka Movement. | 20 |
| 4) Describe the concept and role of social equity in public administration.                      | 20 |
| 5) Analyse the approaches to engendering public administration and development.                  | 20 |

**SECTION-II**

- |  |    |
|--|----|
| 6) Discuss the role of bureaucracy in India.                             | 20 |
| 7) Write a note on impact of globalisation on public administration.     | 20 |
| 8) Highlight the good governance strategies in the Indian context.       | 20 |
| 9) Discuss the relationship between the State, market and civil society. | 20 |
| 10) Examine conflict management at the macro level.                      | 20 |

**MPA-012: ADMINISTRATIVE THEORY**  
**Assignment (TMA)**

**Course Code: MPA-012**  
**Assignment Code: MPA-12/Asst/TMA/July 2021- January 2022**  
**Marks: 100**

**This assignment consists of Sections I and II. There are five questions in each section. You have to answer a total of five questions in about 500 words each. It is necessary to attempt at least two questions from each section. Each question carries 20 marks.**

**SECTION-I**

- 1) Discuss the meaning, nature and scope of public administration. 20
- 2) 'Modern management techniques are an extension of F.W.Taylor's Scientific Management approach'. Explain. 20
- 3) Elaborate the general principles of administration. 20
- 4) Explain the emergence and significance of Human Relations approach. 20
- 5) Discuss Herbert Simon's concept of Bounded Rationality. 20

**SECTION-II**

- 6) Examine Frederick Herzberg's Motivation-Hygiene theory. 20
- 7) 'Chester Barnard added a new dimension to the study of organisations' Comment. 20
- 8) Discuss the characteristics of Public Choice approach 20
- 9) Explain the origin and characteristics of Critical Theory and bring out its relevance to Public Administration. 20
- 10) Trace the evolution of New Public Management perspective. 20

**MPA-013: PUBLIC SYSTEMS MANAGEMENT**  
**Assignment (TMA)**

**Course Code: MPA-013**  
**Assignment Code: MPA-13/Asst/TMA/July 2021- January 2022**  
**Marks: 100**

**This assignment consists of Sections I and II. There are five questions in each section. You have to answer a total of five questions in about 500 words each. It is necessary to attempt at least two questions from each section. Each question carries 20 marks.**

**SECTION-I**

- 1) Highlight the differences between bureaucratic system and public systems management. 20
- 2) Discuss any four Constitutional authorities in India which are playing an important role in public systems management. 20
- 3) Examine the various social factors that determine the environment of public systems. 20
- 4) Analyse the role of new technologies in public systems management. 20
- 5) Describe the role of judiciary in governance. 20

**SECTION-II**

- 6) Briefly discuss the important approaches to budgeting. 20
- 7) Write a note on the principles and techniques of total quality management. 20
- 8) Trace the evolution of management information system and examine its structure. 20
- 9) Discuss the concept, objectives, and essentials of work measurement. 20
- 10) Examine the theoretical frameworks and models of change management. 20

**MPA-014: HUMAN RESOURCE MANAGEMENT  
Assignment (TMA)**

**Course Code: MPA-014  
Assignment Code: MPA-14/Asst/TMA/July 2021- January 2022  
Marks: 100**

**This assignment consists of Sections I and II. There are five questions in each section. You have to answer a total of five questions in about 500 words each. It is necessary to attempt at least two questions from each section. Each question carries 20 marks.**

**SECTION-I**

- |   |    |
|---|----|
| 1) Define human resource management and analyse its hard and soft versions.     | 20 |
| 2) Describe the requirements and process of manpower planning.                  | 20 |
| 3) Describe the meaning and significance of job enlargement and job enrichment. | 20 |
| 4) Highlight the various steps in recruitment.                                  | 20 |
| 5) Define redeployment and highlight its general principles and key issues.     | 20 |

**SECTION-II**

- |   |    |
|---|----|
| 6) Define 'Learning and Development' and discuss the major elements in the process of learning. | 20 |
| 7) 'There are different ways to approach management development'. Discuss.                      | 20 |
| 8) Define health and safety and suggest ways for tackling computer related health problems.     | 20 |
| 9) Briefly discuss the workers' participation in management.                                    | 20 |
| 10) Define grievance and bring to light various approaches for its redressal.                   | 20 |