

**EPA-01**

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

**ELECTIVE COURSE IN PUBLIC ADMINISTRATION**

**EPA-01 (Administrative Theory)**

**For July 2024 and January 2025 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**  
**2024-2025**

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:

**April 30, 2025 for July 2024 Batch**

**October 31, 2025 for January 2025 Batch**

## **Guidelines for Doing Assignments**

We expect you to answer each question as per guidelines for each category as mentioned 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 re arrange them in a logical order.
- 2) **Organisation:** Be a little selective and analytic before drawing up a rough outline of your answer. Give adequate attention to your introduction and conclusion.

Make sure that your answer:

- a) Is logical and coherent;
  - b) Has clear connections between sentences and paragraphs, and
  - c) Is written correctly giving adequate consideration to your expression, style and presentation.
- 3) **Presentation:** Once you are satisfied with your answer, you can write down the final version for submission, writing each answer neatly and underlining the points you wish to emphasise. Make sure that the answer is within the stipulated word limit.

Wishing you all the best.

**Elective Course in Public Administration**  
**EPA-01: Administrative Theory**  
**(Tutor Marked Assignment)**

**Course Code: EPA-01**  
**Assignment Code: EPA-01/AST/TMA/July 2024-**  
**January 2025**  
**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. Discuss the nature, scope and character of Public Administration.                            | 20 |
| 2. Describe the nature of Diffracted, Prismatic and Diffused societies, as given by Fred Riggs. | 20 |

**SECTION–II**

**Answer the following questions in about 250 words each.**

- |   |    |
|---|----|
| 3. Briefly examine the factors affecting Centralisation and Decentralisation. | 12 |
| 4. Elaborate on Maslow's Theory of Motivation.                                | 12 |
| 5. Discuss the bases of work division.  | 12 |
| 6. Discuss the types and techniques of planning.                              | 12 |

**SECTION–III**

**Answer the following questions in about 100 words each.**

- |   |   |
|---|---|
| 7. Discuss the meaning and importance of Bureaucratic Neutrality. | 6 |
| 8. What do you understand by Zone of Indifference.                | 6 |