

MPA

M.A. (Public Administration)

MPA

Assignments

(For M.A. 1st Year Courses)

For July 2022 and January 2023 Session



Faculty of Public Administration

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

M.A. 1st 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. 1st 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, 2023 for July 2022 Session September 30, 2023 for January 2023 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

Course Code: MPA-011

Assignment Code: MPA-11/Asst/TMA/2022-23

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) Describe the role of the State in the globalisation context. 20
- 2) 'The Liberal and Marxist perspectives are very important in understanding the nature of the State'. Discuss. 20
- 3) Highlight Gandhi's views on 'Swaraj' model of polity. 20
- 4) Define the concept of social equity and discuss the changing norms for citizen participation in public administration 20
- 5) Analyse the general parameters on gender issues. 20

SECTION-II

- 6) Discuss the role of bureaucracy in policy formulation. 20
- 7) Highlight the impact of globalisation on developing countries. 20
- 8) 'Contemporary bureaucratic paradigm is very different from the Weberian paradigm' Comment. 20
- 9) Describe the good governance initiative in the Indian context. 20
- 10) Discuss context of ethics and its significance for public administration. 20

MPA-012: ADMINISTRATIVE THEORY

Course Code: MPA-012

Assignment Code: MPA-12/Asst/TMA/2022-23

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 differences and similarities between Public Administration and Private Administration. 20
- 2) Describe the evolution and growth of administrative theory. 20
- 3) Analyse the F.W.Taylor contribution towards the Scientific Management Theory. 20
- 4) Define Organisation and discuss its types and major characteristics. 20
- 5) Highlight the views of Chris Argyris on Human Personality and its impact on the working of organisation. 20

SECTION-II

- 6) 'Douglas McGregor's views are embedded in his Theory X and Theory Y'.
Elaborate 20
- 7) 'Chester Barnard added a new dimension to the study of organisations' Comment. 20
- 8) Examine the open-systems approach. 20
- 9) Briefly discuss the views of David Easton and Chester Barnard on
Systems approach. 20
- 10) Critically examine the first and second Minnowbrook conference. 20

MPA-013: PUBLIC SYSTEMS MANAGEMENT

Course Code: MPA-013
Assignment Code: Asst/TMA/2022- 23
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) Examine the nature and scope of public systems management. 20
- 2) Describe few case studies to analyse the impact of ICT-enabled initiatives on public systems management. 20
- 3) Describe the various forms of governance. 20
- 4) Discuss the role of legislature in governance. 20
- 5) Write a note on important approaches to budgeting. 20

Section - II

- 6) Describe the important schools of thought in strategic management. 20
- 7) The life cycle of project management has different phases-Explain. 20
- 8) Discuss important responsiveness mechanisms. 20
- 9) Examine the changing perspectives of accountability. 20
- 10) Analyse the models of change management. 20

MPA-014: HUMAN RESOURCE MANAGEMENT

Course Code: MPA-014
Assignment Code: Asst/TMA/2022- 23
Marks: 100

This Assignment consists of Section – I and Section - II. There are five questions in each section. You have to answer a total of five questions in about 500 words each, selecting at least two questions from each section. Each question carries 20 marks.

SECTION – I

- 1) Define Strategic Human Resource Management (SHRM) and highlight its approaches. 20
- 2) Describe the process and aspects of Manpower Planning. 20
- 3) Discuss major objectives of performance appraisal. 20
- 4) Write a note on job evaluation. 20
- 5) Define redeployment and analyse its guiding principles and key issues. 20

SECTION – II

- 6) What do you understand by Management Development? Discuss approaches to Management Development. 20
- 7) Explain significant steps in capacity building and bring out its objectives. 20
- 8) Define TQM and distinguish it from traditional management. 20
- 9) Discuss the objectives and process of collective bargaining. 20
- 10) Write a note on judicial approach to discipline. 20