

BP AE-104

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

ELECTIVE COURSE IN PUBLIC ADMINISTRATION

BP AE-104 (Personnel Administration)

For July 2020 and January 2021 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 2020-2021

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 : Last date for submission of assignment is

31st March, 2021 **for the students appearing in the June 2021 Term End Examination**

30th September, 2021 **for the students appearing in December 2021 Term End Examination**

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.

BPAE-104: Personnel Administration

(TMA)

Course Code: BPAE-104

Assignment Code: Asst/TMA/2020-21

Marks: 100

Section-I

Answer the following questions in about 500 words each. Each question carries 20 marks. All questions are compulsory.

1. 'There are certain essentials to ensure the practice of administrative ethics in public organizations.' Elaborate.
2. Describe the salient features of joint consultative machinery and functions of joint councils.

Section-II

Answer the following questions in about 250 words each. Each question carries 12 marks. All questions are compulsory.

3. Explain the role models for civil services.
4. What are the advantages of classification? Also, describe its types.
5. Write a note on the composition of administrative tribunals.
6. Briefly elaborate the meaning of career planning and development along with its importance.

Section-III

Answer the following questions in about 100 words each. Each question carries 6 marks. All questions are compulsory.

7. Describe the concept of specialist and also its roles.
8. What are the functions of the Public Service Commission?