

EPA-01

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

ELECTIVE COURSE IN PUBLIC ADMINISTRATION

EPA-01 (Administrative Theory)

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 COURSE IN PUBLIC ADMINISTRATION

EPA-01 : ADMINISTRATIVE THEORY

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.

ELECTIVE COURSE IN PUBLIC ADMINISTRATION
EPA-01 (ADMINISTRATIVE THEORY)
TUTOR MARKED ASSIGNMENT

Course Code: EPA-01

Assignment Code: EPA-01/AST/TMA/2020-2021

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) Explain the various elements of Development Administration. | 20 |
| 2) Discuss the various factors affecting Centralisation and Decentralisation. | 20 |

Section - II

Answer the following questions in about 250 words each.

- | | |
|--|----|
| 3) Describe the different types of Comparative Administrative Studies. | 12 |
| 4) Discuss the principles propagated by Luther Gulick and Lyndal Urwick. | 12 |
| 5) Discuss the meaning and nature of Span of Control. | 12 |
| 6) Explain the characteristics of Bureaucracy as described by Karl Marx. | 12 |

Section - III

Answer the following questions in about 100 words each.

- | | |
|---|---|
| 7) Describe Functional Foremanship. | 6 |
| 8) Discuss the role of Public Accounts Committee. | 6 |