

BPAC-103

BACHELOR OF ARTS IN HONOURS

(BAPAH)

ASSIGNMENT 2020

BPAC-103 ADMINISTRATIVE SYSTEM AT UNION LEVEL



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

Dear Student,

As we have informed you in the Programme Guide, evaluation at IGNOU consists of two parts: i) continuous evaluation through assignments, and ii) term-end examination. In the final result, assignments of a course carry 30% weightage while 70% weightage is given for term-end examination.

You will have to do three Tutor Marked Assignments (TMAs) for a six credit course. This Assignment booklet has TMAs for the core course **BPAC- 103 ‘Administrative System at Union Level,’** which is a six credit course. The total marks of the three TMAs add up to 100 and carry a weightage of 30 %.

Assignment A has Descriptive Category Questions (DCQs). These are meant for writing essay type answers, with an introduction and a conclusion. These are intended to test your ability to describe your understanding/knowledge about the topic in a systematic, to-the-point and coherent manner.

Assignment B has Middle Category Questions (MCQs). These questions require you to first analyze the topic in terms of arguments and explanations and then write the answers in a concise manner. They are meant to test your ability to distinguish, compare and contrast, or clear understanding of the concepts and processes.

Assignment C has Short Category Questions (SCQs). These questions are meant to improve your skill of recall in brief the relevant/precise information about persons, writing, events, or clear understanding of concepts and processes.

Before you attempt the assignments, please read the instructions carefully provided in the Programme Guide. It is important that you write the answers to all the TMA questions in your own words. Your answers should be within the approximate range of the word-limit set for a particular section. Remember, writing answers to assignment questions will improve your writing skills and prepare you for the term-end examination.

As mentioned in the Programme Guide, you need to submit the assignments of all Courses within the stipulated time for being eligible to appear in the term-end examination. You cannot appear for term-end examination of a Course/s for, which the assignments are not submitted.

Completed assignments should be submitted to the Coordinators of your Study Centre by October 31st 2020.

You must obtain a receipt from the Study Centre for the assignments submitted and retain it. If possible, keep a Xerox of the assignments with you.

The Study Centre will have to return the assignments to you after they are evaluated. Please insist on this. The Study Centre has to send the marks to the Student Evaluation Division at IGNOU, New Delhi.

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 rearrange them in a logical order.

2) **Organization:** 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 emphasize. Make sure that the answer is within the stipulated word limit.

Wish you all the best!

Dolly Mathew
Course Coordinator
Discipline of Public Administration
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**BPAC-103: Administrative System at Union Level
Tutor Marked Assignments**

**Course Code: BPAC-103
Assignment Code: ASST /TMA /Jan.2020
Total Marks: 100**

Assignment A

Answer the following questions in about 500 words each.

1. Discuss Indian administration, as a legacy of British rule in India and also the areas that brought in changes and more responsibilities for administration of free India.
20 marks
2. Highlight the organizational structure, functions and roles, and tenure system of central secretariat.
20 marks

Assignment B

Answer the following questions in about 250 words each.

3. Describe the constitutional provisions of administrative tribunals in India along with its features?
10 marks
4. Write a note of Indian Administrative Service.
10 marks
5. Elaborate upon the Telecom Regulatory Authority of India.
10 marks

Assignment C

Answer the following questions in about 100 words each.

6. Elucidate upon the features of central administration of Mauryan Empire.
6 marks
7. Discuss the functions of National Institute for Transforming India.
6 marks
8. Elaborate upon the concept of civil society.
6 marks
9. Describe legislature's control over finances through its committees.
6 marks
10. Explain the organization and functions of cabinet secretariat.
6 marks
