

**BPAC-103**

**BACHELORS OF ARTS IN PUBLIC ADMINISTRATION HONOURS**

**ASSIGNMENT**

**For the students enrolled in July 2020 and January 2021**

**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 (TMA) 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 booklet, therefore, has three TMAs, whose total marks 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 that are 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 all the assignments within the stipulated time for being eligible to appear in the term-end examination.

Completed assignment has to be submitted by April 30<sup>th</sup> 2021 by students of July semester 2020 and the same have to be submitted by October 31<sup>st</sup> 2021 by students of January Session 2021 to the Coordinator of your Study Centre.

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**  
**Faculty of Public Administration**  
**SoSS, IGNOU, New Delhi**

**BPAC-103: Administrative System at Union Level  
Tutor Marked Assignments**

**Course Code: BPAC-103  
Assignment Code: ASST /TMA/  
July 2020 & Jan. 2021  
Total Marks: 100**

**Assignment A**

**Answer the following questions in about 500 words each.**

1. Explain the organizational structure, role and functions, and tenure system of central secretariat. 20 marks
  
2. Elaborate upon the concept of civil society along with its role. Also, examine the issues facing the functioning of the civil society organizations. 20 marks

**Assignment B**

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

3. Discuss briefly the features of British administration that influenced Indian administration. 10 marks
  
4. Describe the merits and demerits of administrative tribunals and also the safeguards. 10 marks
  
5. 'The nature of regulation can be categorized into three types of regulations.' Explain. 10 marks

**Assignment C**

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

6. Elucidate the role of speaker in the lower house of legislature/parliament. 6 marks
  
7. Discuss the role and functions of the Supreme Court. 6 marks
  
8. Highlight about the 15 reports that were presented to the government by the Second Administrative Reforms Commission 2005. 6 marks
  
9. Describe the role of the king in Mughal administration. 6 marks
  
10. Write a note on Indian Administrative Service. 6 marks