

MPA

M.A. (Public Administration)

MPA

Assignments

(For M.A. 1st Year Course)

For July 2016 and January 2017 Sessions



**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, 2017 for July 2016 Session September 30, 2017 for January 2017 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. E. Vayunandan & Prof. Alka Dhameja
PROGRAMME COORDINATORS
M.A. (Public Administration)

**MPA-011: STATE, SOCIETY AND PUBLIC ADMINISTRATION
(TMA)**

Course Code: MPA-011

Assignment Code: MPA-11/Asst/TMA/2016-17

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 meaning and features of the State. 20
- 2) Examine the Marxist conceptualization of society-administration relationship. 20
- 3) What do you understand by the Liberal Perspective of the State? 20
- 4) Describe the features of Gandhian Polity of Swaraj. 20
- 5) Write a note on the norms governing the interaction between citizens and administration. 20

Section - II

- 6) Briefly describe the ways of 'engendering' public administration and development. 20
- 7) 'The Middle-level and Top-level Bureaucrats play a major role in policy formulation'. Comment. 20
- 8) Examine the impact of globalization on public administration. 20
- 9) Bring out the concept and significance of good governance. 20
- 10) What are the measures that can be taken to reform the political executive? 20

MPA-012: ADMINISTRATIVE THEORY (TMA)

Course Code: MPA-012

Assignment Code: MPA-012/Asst/TMA/2016-2017

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) 'Public Administration has acquired a new role in lieu of the era of LPG'. Discuss. 20
- 2) 'Max Weber explained the features of bureaucracy and classified authority into three ideal types'. Discuss 20
- 3) Discuss the evolution and growth of Administrative Theory. 20
- 4) Discuss the experiments conducted by Elton Mayo at the Hawthorne Plant. 20
- 5) Discuss the views of Chris Argyris on Human Personality and its impact on the working of organisation. 20

Section – II

- 6) Examine the view of Abraham Maslow on 'The Hierarchy of Need Theory' 20
- 7) Discuss operationalization of Learning Organisation. 20
- 8) What is Organisational Culture? Discuss types of Organisational Culture. 20
- 9) What do you understand by Public Choice and what are its characteristic features? 20
- 10) Explain the New Public Management Perspective of Public Administration. 20

**MPA-013: PUBLIC SYSTEMS MANAGEMENT
(TMA)**

Course Code: MPA-013

Assignment Code: MPA-13/Asst/TMA/2016-17

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 important theories that provide a theoretical foundation of public systems management. 20
- 2) Discuss the role of the regulatory state. 20
- 3) Analyse the changing complexion of the relationship between bureaucracy and political executive in the contemporary context. 20
- 4) Write a note on the various forms of governance. 20
- 5) Explain the process of legislation of budget in Indian Parliament. 20

Section - II

- 6) Discuss the important phases of systems analysis. 20
- 7) Make an appraisal of management information system in public services. 20
- 8) Explain the concept and objectives of work measurement. 20
- 9) Analyse the significance of public-private partnerships in improving responsiveness in public systems management. 20
- 10) Bring out the major maladies of public systems management. 20

**MPA-014: HUMAN RESOURCE MANAGEMENT
(TMA)**

Course Code: MPA-014

Assignment Code: MPA-14/Asst/TMA/2016-17

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

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| 1) | Discuss the evolution and concept of Human Resource Management. | 20 |
| 2) | Define Strategic Human Resource Management and discuss its various Models. | 20 |
| 3) | Examine the requirements and process of Man Power Planning. | 20 |
| 4) | ‘Performance Management is a result-oriented exercise’. Discuss | 20 |
| 5) | Write a note on recruitment and analyse its various steps. | 20 |

Section - II

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| 6) | Critically examine the concepts of Wage, Salary and Remuneration. | 20 |
| 7) | Define Quality and distinguish Traditional Management from Total Quality Management. | 20 |
| 8) | Discuss various institutional arrangements for Workers’ Participation in Management in India. | 20 |
| 9) | ‘There are different ways to approach Management Development’. Elaborate. | 20 |
| 10) | Define Stress and explain its major sources and consequences. | 20 |