

MPA

M.A. (Public Administration)

MPA

Assignments

(For M.A. 1st Year Courses)

For July 2017 and January 2018 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, 2018 for July 2017 Session September 30, 2018 for January 2018 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 underlining 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/2017-18

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 Gandhian perspective of State. 20
- 2) Discuss the role of State in globalisation context. 20
- 3) Describe the concept and role of social equity in public administration. 20
- 4) 'A new dimension to governmental transparency has been added through the Right to Information Act' Elaborate. 20
- 5) Describe the approaches to engendering public administration and development. 20

SECTION - II

- 6) Bring out the role of bureaucracy in policy implementation. 20
- 7) Write a note on conflict management at micro and macro levels. 20
- 8) Examine the different challenges to civil society. 20
- 9) Discuss the characteristics and significance of good governance. 20
- 10) Analyse the obstacles to ethical accountability. 20

**MPA-012: ADMINISTRATIVE THEORY
(TMA)**

Course Code: MPA-012

Assignment Code: MPA-012/Asst/TMA/2017-2018

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) Examine the nature, scope and importance of public administration. 20
- 2) Describe the characteristics of formal and informal organisations. 20
- 3) Explain the basic principles and concerns of Scientific Management Approach of F.W Taylor. 20
- 4) Bring out the features of Weberian Bureaucratic Paradigm. 20
- 5) What do you understand by Rational Decision Making in administrative process? 20

SECTION - II

- 6) Describe the features of Abraham Maslow's Hierarchy of Needs Theory. 20
- 7) 'Victor Vroom propagated an Expectancy Theory of Motivation' Elaborate. 20
- 8) Discuss the views of Chester Barnard on Organisational System. 20
- 9) Explain the concept of Learning Organisations. 20
- 10) Write a note on Methodological Individualism, Rationality and Economic Analysis of Politics. 20

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

Course Code: MPA-013

Assignment Code: MPA-13/Asst/TMA/2017-18

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 nature and scope of public systems management. 20
- 2) Describe a few case studies to analyse the impact of ICT-enabled initiatives on public systems management. 20
- 3) 'The concept of governance is used in several contexts' Elaborate. 20
- 4) Discuss the role of legislature in governance. 20
- 5) Write a note on the important approaches to budgeting. 20

SECTION - II

- 6) Describe the important schools of thought in strategic management. 20
- 7) 'The life cycle of project management has different phases' Explain. 20
- 8) Discuss important group decision making techniques. 20
- 9) Examine the changing perspectives of accountability. 20
- 10) Analyse the paradigm shift in development strategy and the emergence of the notion of empowerment. 20

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

Course Code: MPA-014

Assignment Code: MPA-14/Asst/TMA/2017-18

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) Define Human Resource Management (HRM) and bring out its major features. 20
- 2) Discuss the advantages and shortcomings of Human Resource Planning. 20
- 3) ‘Data for job analysis are garnered through various methods’ Discuss. 20
- 4) Highlight the major steps in ‘Recruitment’. 20
- 5) Write a note on ‘Training’. 20

SECTION – II

- 6) Define Learning and Development’ and discuss the major elements in the process of Learning. 20
- 7) Define ‘Quality’ and differentiate between Total Quality Management (TQM) and Traditional Management. 20
- 8) Briefly discuss the institutional arrangements for workers’ participation in Management. 20
- 9) ‘Conflicts are resolved through various methods’ Discuss. 20
- 10) Write a note on Human Resource (HR) Audit. 20