

MPA

M.A. (Public Administration)

MPA

Assignments

(For M.A. 1st Year Courses)

For July 2018 and January 2019 Session



Faculty of Public Administration

**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, 2019 for July 2018 Session September 30, 2019 for January 2019 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. Uma Medury
PROGRAMME COORDINATOR
M.A. (Public Administration)

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

Course Code: MPA-011

Assignment Code: MPA-11/Asst/TMA/2018-19

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) Analyse the reasons responsible for changing nature of state. 20
- 2) Analyse the views of Marxist scholars on the state. 20
- 3) Explain the institutional strategies and devices for building citizen-administration relationship. 20
- 4) Define the concept of social equity and discuss the changing norms for citizen participation in public administration. 20
- 5) Trace the evolution of the Indian state and outline the issues confronting the state in India. 20

SECTION-II

- 6) Highlight the different characteristics of Weberian bureaucracy and describe the role of bureaucracy in India. 20
- 7) Globalisation has been posing several challenges on public administration, especially in developing countries – Elaborate. 20
- 8) Discuss the features of contemporary bureaucratic paradigms. 20
- 9) Examine the relationship between the state and market in the light of Business Process Reengineering. 20
- 10) Evaluate the various reform measures in legislative institution. 20

MPA-012: ADMINISTRATION THEORY

Course Code : MPA012

Assignment Code: MPA12/Asst/TMA/2018-19

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) Analyse the differences and similarities between Public Administration and Private Administration. 20
- 2) Describe the evolution and growth of Administrative Theory. 20
- 3) Explain the finding of Elton Mayo's experiments. 20
- 4) Describe organization structure. 20
- 5) Write a note on major works of Fredrick Herzberg. 20

SECTION-II

- 6) Douglas McGregor's views are embedded in his Theory X and Theory Y'. Elaborate. 20
- 7) Describe a Closed System and explain its major models. 20
- 8) What is meant by Organisation Culture? Analyse its components and types. 20
- 9) Discuss the outcomes of the First Minnow Brook Conference. 20
- 10) Explain the origin and characteristics of Critical Theory and bring out its relevance to Public Administration. 20

MPA-013: PUBLIC SYSTEMS MANAGEMENT (TMA)

Course Code: MPA-013

Assignment Code: MPA-13/Asst/TMA/2018-19

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) Analyse the constitutional environment of public systems in India. 20
- 2) “There are different social factors that affect the organisation and working environment of public systems”- Examine. 20
- 3) Write a note on various models of governance. 20
- 4) Describe the role of the judiciary in governance. 20
- 5) Discuss the principles and techniques of Total Quality Management. 20

SECTION-II

- 6) Trace the evolution of Management Information System and explain its structure. 20
- 7) Describe the techniques for improving the efficiency and productivity of public systems. 20
- 8) Discuss the various mechanisms to ensure the responsiveness in public systems. 20
- 9) Explain the important models of change management. 20
- 10) Write a note on the issues and strategies of women’s empowerment 20

MPA-014: HUMAN RESOURCE MANAGEMENT (TMA)

Course Code: MPA-014
Assignment Code: Asst/TMA/2018-19
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 Strategic Human Resource Management (SHRM) and highlight its approaches. 20
- 2) Describe the process and aspects of Manpower Planning. 20
- 3) Discuss major objectives of performance appraisal. 20
- 4) Write a note on job evaluation. 20
- 5) Define redeployment and analyse its guiding principles as well as key issues. 20

SECTION – II

- 6) What do you understand by Management Development? Discuss approaches to Management Development. 20
- 7) Explain significant steps in capacity building and bring out its objectives. 20
- 8) Define TQM and differentiate it with traditional management. 20
- 9) Discuss the objectives and process of collective bargaining. 20
- 10) Write a note on Judicial Approach to Discipline. 20