

MPA

M.A. (Public Administration)

MPA

Assignments

(For M.A. 1st Year Courses)

For July 2019 and January 2020 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, 2020 for July 2019 Session September 30, 2020 for January 2020 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,

PROGRAMME COORDINATOR
M.A. (Public Administration)

**MPA-011: State, Society and Public Administration
Assignment (TMA)**

**Course Code: MPA-011
Assignment Code: Asst/TMA/2019-20
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 Marxist Perspective of State | 20 |
| 2) Write a note on Neo-liberal Perspective of State. | 20 |
| 3) Describe the Weberian conceptualisation on society-administration relationship. | 20 |
| 4) Bring out the changing norms of participation. | 20 |
| 5) Explain the general parameters on gender issues. | 20 |

SECTION –II

- | | |
|---|----|
| 6) Examine the role of bureaucracy in India. | 20 |
| 7) Write a note on the role of impact of globalisation on public administration. | 20 |
| 8) ‘Contemporary bureaucratic paradigm is very different from the Weberian paradigm’ Comment. | 20 |
| 9) Describe the good governance initiatives in the Indian context. | 20 |
| 10) Examine the challenges before civil society. | 20 |

**MPA-012: Administrative Theory
Assignment (TMA)**

**Course Code: MPA-012
Assignment Code: Asst/TMA/2019-20
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 significance of Public Administration. | 20 |
| 2) Describe the general principles of Administration. | 20 |
| 3) Discuss the features of Weberian Democracy. | 20 |
| 4) Bring out the features of Formal and Informal organisations. | 20 |
| 5) Write a note on the Hawthorne Experiments of Elton Mayo. | 20 |

SECTION – II

- | | |
|---|----|
| 6) Explain the features of Douglas McGregor Theory 'X' and Theory 'Y'. | 20 |
| 7) Examine the views of Herbert Simon on models of organisational influence. | 20 |
| 8) Discuss the Socio-psychological Approach of Chris Argyris | 20 |
| 9) Elucidate the views of Chester Barnard on organisational systems. | 20 |
| 10) Write a note on Methodological Individualism, Rationality and Economic
Analysis of Politics. | 20 |

MPA-013: PUBLIC SYSTEMS MANAGEMENT
Assignment (TMA)

Course Code: MPA-013
Assignment Code: Asst/TMA/2019-20
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) Discuss the scope and characteristics of public systems management. 20
- 2) Analyse the role of new technologies in public system management through examples. 20
- 3) Analyse the changing complexion of relationship between bureaucracy and political executive. 20
- 4) Write a note on judicial activism in India. 20
- 5) Highlight the important dimensions of inter-governmental relations in federal countries like India. 20

SECTION – II

- 6) Define strategic management and explain its process. 20
- 7) Analyse the concept and life cycle of project management. 20
- 8) Discuss the key group decision making techniques. 20
- 9) Describe the important mechanisms of bringing about responsiveness in public systems management. 20
- 10) Examine the issues and strategies of women's empowerment. 20

**MPA-014: Human Resource Management
Assignment (TMA)**

**Course Code: MPA-014
Assignment Code: Asst/TMA/2019-20
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 Development and highlight its characteristics. 20
- 2) Discuss the advantages and shortcomings of human resource planning. 20
- 3) ‘Data for job analysis are obtained through different methods’. Discuss. 20
- 4) Discuss notable essentials of recruitment. 20
- 5) Write a note on motivation and incentives. 20

SECTION – II

- 6) ‘Learning is not only a continuous process but also natural’. Discuss. 20
- 7) Define Health and Safety. Discuss measures to reduce job stress. 20
- 8) Define WPM and discuss various forms of participation. 20
- 9) ‘Industrial peace is the outcome of improved industrial relations’. Discuss. 20
- 10) Write a note on Human Resource Audit. 20