

**MPA**

**M.A. (Public Administration)**

**MPA**

**Assignments**

**(For M.A. 1<sup>st</sup> Year Courses)**

**For July 2020 and January 2021 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.**

<b>Assignment Number</b>	<b>Date of Submission</b>	<b>Whom to send</b>
<b>Tutor Marked Assignment (TMA) of MPA-011, MPA-012, MPA-013, and MPA-014</b>	<b>March 31, 2021 for July 2020 Session</b> <b>September 30, 2021 for January 2021 Session</b>	<b>To The Coordinator of the Study Centre allotted to you</b>

## 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. Alka Dhameja**  
**PROGRAMME COORDINATOR**  
**M.A. (Public Administration)**

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

**Course Code: MPA-011  
Assignment Code: Asst/TMA/2020-21  
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 role of the State in the globalisation context. 20
- 2) Examine Riggsian contribution to society-administration relationship. 20
- 3) 'Gandhian perspective on the theory of State was embedded in model polity called 'Swaraj'.' Comment. 20
- 4) Analyse the institutional devices and strategies for citizen- administration interface. 20
- 5) Discuss the evolution and role of the Indian State. 20

**SECTION-II**

- 6) Explain the role of bureaucracy in policy formulation. 20
- 7) Describe the concept on internationalisation of public governance. 20
- 8) Discuss the significance and characteristics of good governance. 20
- 9) Write a note on conflict management at the macro-level. 20
- 10) Describe the context of ethics and bring out its significance for public administration. 20

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

**Course Code: MPA-012  
Assignment Code: Asst/TMA/2020-21  
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 public administration and bring out the distinction and similarities between public and private administration. 20
- 2) Write a note on typologies of organisation. 20
- 3) Examine the growth of administrative theory over the years. 20
- 4) Discuss F.W.Taylor's contribution to scientific management. 20
- 5) Define bureaucracy and critically analyse Max Weber's model of bureaucracy. 20

**SECTION-II**

- 6) Explain Abraham Maslow's 'hierarchy of needs theory'. 20
- 7) Critically analyse Victor Vroom's 'expectancy theory'. 20
- 8) Explain the goals and anti-goals of new public administration. 20
- 9) Define 'organisational culture' and discuss its major components. 20
- 10) Examine the impact of new public management perspective. 20

**MPA-013: Public Systems Management  
Assignment (TMA)**

**Course Code: MPA-013  
Assignment Code: Asst/TMA/2020-21  
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) Explain the concept of public systems management and discuss its scope. 20
- 2) ‘There are different social factors that affect the organisation and working environment of the public systems’ Comment. 20
- 3) Examine the role of legislature in governance. 20
- 4) Describe the models of inter-governmental relations. 20
- 5) Write a note on the important methods of budgetary control. 20

**SECTION-II**

- 6) Explain the concept of inventory control and discuss its techniques. 20
- 7) Write a note on the important schools of thought in strategic management. 20
- 8) Discuss the various mechanisms to ensure the responsiveness in public systems. 20
- 9) Analyse the changing perspectives of the concept of accountability. 20
- 10) Examine the strategies to deal with dysfunctionalities of public systems management. 20

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

**Course Code: MPA-014  
Assignment Code: Asst/TMA/2020-21  
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 of strategic human resource management. 20
- 2) Define ‘job design’ and describe the meaning and significance of job enlargement and job enrichment. 20
- 3) Highlight the traditional methods of performance appraisal. 20
- 4) Write a note on the principles of remuneration. 20
- 5) Describe employee benefits and explain their important objectives. 20

**SECTION-II**

- 6) Describe the ‘on the job’ and ‘off the job’ training methods. 20
- 7) What is ‘Total Quality Management’ and what are its advantages? 20
- 8) Briefly discuss the various labour laws in India since independence. 20
- 9) Define ‘change’ and discuss the various approaches to change. 20
- 10) Define ‘stress’ and highlight ancient Indian approaches towards managing stress. 20