

**MPA**

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

**MPA**

**Assignments**

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

**For July 2013 and January 2014 Sessions**



**School of Social Sciences  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi-110068**

## M.A. 1<sup>st</sup> 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. 1<sup>st</sup> 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, 2014 for July 2013 Session  September 30, 2014 for January 2014 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: Asst/TMA/2013-2014  
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) ‘The nature of State can be understood through both Liberal and Marxist Perspectives’. Elucidate. 20
- 2) Bring out the views of F.W. Riggs on Society and Administration. 20
- 3) Explain the Gandhian Perspective of Modern State. 20
- 4) Examine the pertinence of the concept of Social Equity in Public Administrative Studies. 20
- 5) Write short notes in about 250 words on each of the following: 10+10
  - a) A Case Study of the Right to Information
  - b) Citizen’s Charter Initiative

**Section - II**

- 6) Throw light on the contemporary Bureaucratic Paradigm. 20
- 7) ‘Public Policy in India is a systematic process involving various steps’. Comment. 20
- 8) Explain the interrelationship of State, Society and Public Administration. 20
- 9) Bring out the important initiatives of Good Governance in India. 20
- 10) Write short notes in about 250 words on each of the following: 10+10
  - a) Conflict Resolution at the Intra-organizational Level.
  - b) New Public Service

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

**Course Code: MPA-012**

**Assignment Code: MPA-012/Asst/TMA/2013-2014**

**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 meaning, nature and scope of Public Administration.   | 20    |
| 2) | ‘Modern management techniques are an extension of the F.W Taylor’s Scientific Management Movement.’ Explain | 20    |
| 3) | Define the concept of Bureaucracy as propagated by Weber and also highlight its limitations.                | 20    |
| 4) | Explain the concept of Organisation and discuss it’s various characteristics.                               | 20    |
| 5) | Write short notes in about 250 words on each of the following:-   | 10+10 |
|    | a) Formal and Informal Organisation   |       |
|    | b) Types of Authority   |       |

**Section – II**

- |     |  |       |
|-----|--|-------|
| 6)  | Examine the views of Abraham Maslow on ‘The Hierarchy of Need Theory’.   | 20    |
| 7)  | ‘Chester Bernard added a new dimension to the study of organisations’ Discuss.   | 20    |
| 8)  | What do you understand by Organisational Culture? Briefly explain the efforts required in creating a new organisational culture. | 20    |
| 9)  | Analyse the impact of New Public Management in the light of the current era of Liberalisation, Privatisation and Globalisation   | 20    |
| 10) | Write short notes in about 250 words on each of the following.   | 10+10 |
|     | a) Goals of New Public Administration  |       |
|     | b) Types of Organisations  |       |

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

**Course Code: MPA-013  
Assignment Code: Asst/TMA/2013-2014  
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 nature and scope of public systems management. 20
- 2) Analyse the political environment of public systems management in India. 20
- 3) The concept of governance is used in several contexts- Examine. 20
- 4) Highlight the important dimensions of inter-governmental relations. 20
- 5) Describe the role of the Ministry of Finance, Finance Commission and Planning Commission in financial management. 20

**Section – II**

- 6) Discuss the principles and techniques of total quality management. 20
- 7) Write a note in brief on important techniques of work measurement. 20
- 8) Throw light on the changing perspectives of accountability. 20
- 9) Bring out the main features of Right to Information Act 2005. 20
- 10) Examine the core dimensions of change in public systems management. 20

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

**Course Code: MPA-014  
Assignment Code: Asst/TMA/2013-2014  
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 HRM and discuss its Hard and Soft Versions.  | 20 |
| 2) | ‘Various Methods are used to obtain data for Job Analysis’. Discuss.  | 20 |
| 3) | ‘Performance Appraisal is of crucial significance towards work efficacy. Discuss with reference to various methods of Performance Appraisal | 20 |
| 4) | Write a note on Principles of Remuneration.   | 20 |
| 5) | Define Redeployment and highlight its general principles and key issues.  | 20 |

Section – II

- |     |   |    |
|-----|---|----|
| 6)  | ‘There are different ways to approach Management Development’. Discuss.                 | 20 |
| 7)  | Discuss the major steps, key objectives and significance of Employee Capacity Building. | 20 |
| 8)  | Write a note on Collective Bargaining.  | 20 |
| 9)  | Define Grievance and bring to light various approaches for its redressal.               | 20 |
| 10) | Define Organisational Change and discuss various approaches to managing Change          | 20 |

