

MPA

M.A. (Public Administration)

MPA

Assignments

(For M.A. 1st Year Course)

For July 2014 and January 2015 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, 2015 for July 2014 Session September 30, 2015 for January 2015 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. 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/2014-2015
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) Bring out the views of F.W Riggs on Society and Administration.
- 2) Explain the Gandhian Perspective of Modern.
- 3) Elucidate the Marxist Perspective of the State.
- 4) 'The concept of Social Equity plays an important role in the Public Administration' Discuss.
- 5) Write short notes in about 250 words on each of the following:
 - a) Views of Robert Nozick on Neo-liberal State
 - b) Citizens' Charter Initiative

Section - II

- 6) Explain the interrelationship of State, Society and Public Administration.
- 7) Bring out the characteristics of Good Governance.
- 8) 'Chilka Movement has been a pertinent democratic people's struggle'. Discuss.
- 9) Examine the impact of Globalisation on Public Administration.
- 10) Write short notes in about 250 words on each of the following:
 - a) Concern for Global Justice and Accountability.
 - b) Nature of Conflict Resolution

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

Course Code: MPA-012

Assignment Code: MPA-012/Asst/TMA/2014-2015

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 importance of Public Administration as a subject and as an activity.
- 2) Write a note on typology of organisations.
- 3) Discuss the general principles of administration.
- 4) “The context and basic principles of scientific management, as laid down by F.W. Taylor form the very basis of Public Administration as a discipline”. Elucidate.
- 5) Write short notes in about 250 words on each of the following. Each question carries 10 marks:
 - a) Karl Marx’s Views on Bureaucracy
 - b) Principles of Delegation

Section - II

- 6) Examine the basic human needs, as identified by Abraham Maslow in an organisation.
- 7) Examine the goals and anti-goals of New Public Administration.
- 8) Bring out the pertinence of critical theory in Public Administration.
- 9) Examine the components of organisational culture.
- 10) Write short notes in about 250 words on each of the following. Each question carries 10 marks.
 - a) Types of Organisational Culture
 - b) Meaning of Critical Theory

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

Course Code: MPA-013

Assignment Code:MPA-013/Asst./TMA/2014-15

Marks: 100

This assignment consists of Sections- I and Sections- 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) Highlight the differences between bureaucratic system and public systems management.
- 2) Analyse the constitutional environment of public systems management in India.
- 3) Examine the impact of ICT-enabled initiatives on public systems management through some case studies.
- 4) Judicial activism is gaining prominence in present days – Discuss.
- 5) Throw light on the nature of inter-governmental relations in the coalition era.

Section - II

- 6) Discuss the important phases of strategic management process.
- 7) Write a note on types of information systems.
- 8) Describe important techniques of improving efficiency and productivity of public systems.
- 9) Bring out the various facets of the relationship between responsiveness and accountability.
- 10) Explain the concept and dimensions of empowerment.

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

**Course Code: MPA-014
Assignment Code: MPA-014Asst/TMA/2014-2015
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 HRD and discuss its characteristics and implications.
- 2) Briefly discuss various Models of SHRM.
- 3) Define Manpower Planning and discuss its process.
- 4) 'Recruitment process comprises various steps'. Discuss
- 5) Write a note on employee Benefits.

Section - II

- 6) Define Learning and Development and bring to light its need.
- 7) What is TQM? Differentiate between TQM and Traditional Management.
- 8) List out the causes of Unsafe Acts and suggest measures to reduce it.
- 9) Define Workers' Participation in Management and highlight its objectives.
- 10) Write a note on Quality Circle.

