

MPA

M.A. (Public Administration)

MPA

Assignments

(For M.A. 1st Year Course)

For July 2012 and January 2013 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, 2013 for July 2012 Session September 30, 2013 for January 2013 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

TUTOR MARKED ASSIGNMENT (TMA)

Course Code: MPA-011

Assignment Code: Asst/TMA/2012-2013

Marks: 100

This assignment consists of Sections I & II. There are five questions in each section. You have to answer a total of five questions in about 400 words each. It is necessary to attempt at least two questions from each section. Each question carries 20 marks. Section-I consists of questions from Units 1 to 10 and Section-II consists of questions from Units 11 to 21.

Section – I

1. Examine the views of F.W Riggs on Society-Administration relationship. 20
2. 'State's role needs to be examined in the context of its Liberal and Marxist perspectives'. Discuss. 20
3. Explain the Neo-liberal Perspective of State. 20
4. 'The nature of social participation is ever changing'. Elucidate 20
5. Answer the following questions in 200 words each:
 - a) Concept of 'Hind Swaraj' 10
 - b) Citizen's Charter 10

Section - II

6. Examine the role of Bureaucracy in policy monitoring and analysis. 20
7. Write a note on the nature and characteristics of good governance. 20
8. Explain the meaning of Ethics, underlying its 'foci' and 'loci'. 20
9. 'The solution to governance challenges lies in civil society movements'. Discuss. 20
10. Answer the following questions in 200 words each:
 - a) Concept of New Public Management 10
 - b) Business Process Engineering 10

MPA-012: ADMINISTRATIVE THEORY

TUTOR MARKED ASSIGNMENT (TMA)

Course Code: MPA-012

Assignment Code: MPA-012/Asst/TMA/2012-13

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. 'Public Administration has acquired a new role in lieu of the era of LPG'. Discuss. 20
2. 'Max Weber explained the features of bureaucracy and Classified authority into three ideal types'. Discuss 20
3. Discuss the evolution and growth of Administrative Theory.
4. Discuss the experiments conducted by Elton Mayo at the Hawthorne Plant. 20
5. Discuss the views of Chris Argyris on Human Personality and its impact on the working of organisation. 20

SECTION – II

6. Examine the view of Abraham Maslow on 'The Hierarchy of Need Theory'. 20
7. Discuss operationalization of Learning Organisation. 20
8. What is Organisational Culture? Discuss types of Organisational Culture. 20
9. What do you understand by Public Choice and what are its characteristic features? 20
10. Explain the New Public Management Perspective of Public Administration. 20

MPA-013: PUBLIC SYSTEMS MANAGEMENT

TUTOR MARKED ASSIGNMENT (TMA)

Course Code: MPA-013
Assignment Code: Asst/TMA/2012-13
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 any four constitutional authorities in India which are playing an important role in public systems management. 20
2. Explain the role of new technologies in public systems management through few case studies. 20
3. Analyse the changing complexion of the relationship between bureaucracy and political executive in governance. 20
4. Write a note on the meaning, nature and areas of application of 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

**TUTOR MARKED ASSIGNMENT
(TMA)**

**Course Code: MPA-014
Assignment Code: Asst/TMA/2012-13
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 implications of SHRM. 20
2. Discuss the advantages and shortcomings of Human Resource Planning. 20
3. 'Merit is ascertained through different methods'. Discuss. 20
4. Write a note on MBO. 20
5. 'Training is of crucial importance in developing human resources'. Discuss with focus on 'Off-the-Job Training Methods'. 20

Section - II

6. Define TQM and differentiate it from Traditional Management. 20
7. Define Health and Safety and suggest ways for tackling Computer Related Health Problems. 20
8. Discuss various Institutional Arrangements for Workers' Participation in Management in India. 20
9. Write a note on Judicial Approach to Discipline. 20
10. Define Stress and discuss the relevance of ancient Indian Approaches in Managing Stress in the present time. 20