

MPA

M.A. (Public Administration)

MPA

Assignments

(For M.A. 1st Year Course)

For July 2015 and January 2016 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, 2016 for July 2015 Session September 30, 2016 for January 2016 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: MPA-11/Asst/TMA/2015-16

Marks: 100

This assignment consists of Sections I and II. There are five questions in each section. You have to answer a total of five questions in about 500 words each. It is necessary to attempt at least two questions from each section. Each question carries 20 marks.

Section - I

- 1) Write a note on the Neo-liberal perspective of the nature of State.
- 2) Examine F.W. Riggs' views on the relationship between the State and society.
- 3) 'There are many institutional devices and strategies for citizens and administration interface'. Comment.
- 4) Describe the Gandhian perspective of 'Swaraj' and the theory of State.
- 5) In what way have the norms of participation changed over time?

Section - II

- 6) Bring out the challenges to Weber's concept of bureaucracy?
- 7) Explain the concept and significance of civil society organizations.
- 8) How is conflict resolved at the micro and macro levels in the organization?
- 9) Discuss the changing nature of State in the globalization era.
- 10) Examine the good governance initiatives in India.
- 11) 'There are various obstacles to ethical accountability'. Elucidate.

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

Course Code: MPA-012

Assignment Code: MPA-012/Asst/TMA/2015-2016

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 of Public Administration and distinguish between Private and Public Administration.
- 2) Highlight the evolution and growth of Administrative Theory.
- 3) What are the different types of authority propounded by Max Weber?
- 4) Analyse the models of decision making and organizational influence as envisaged by Simon.
- 5) Write short notes in about 250 words on each of the following. Each question carries
10 marks
 - a) Characteristics of an Organisation
 - b) Principal conclusions of Hawthorne studies

Section – II

- 6) Discuss the assumptions of Theory ‘X’ and ‘Y’ in the management process.
- 7) Discuss the meaning and components of organizational culture.
- 8) New Public Administration is humanistic whereas New Public Management is market-centric. Discuss.
- 9) Evaluate the impact of Globalisation on Administrative theories.
- 10) Write short notes in about 250 words on each of the following. Each question carries
10 marks
 - a) Relevance of critical theory in Public Administration
 - b) Recent trends in Management of Organisations

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

Course Code: MPA-013

Assignment Code: MPA-13/Asst/TMA/2015-16

Marks: 100

This assignment consists of Sections I and II. There are five questions in each section. You have to answer a total of five questions in about 500 words each. It is necessary to attempt at least two questions from each section. Each question carries 20 marks.

Section - I

- 1) Write a note on the nature and scope of public systems management.
- 2) Analyse the dynamic nature of political environment of public systems management in India.
- 3) Highlight the contextual uses of governance.
- 4) Examine the changing complexion of the relationship between bureaucracy and political executive.
- 5) Discuss the various models of inter-governmental relations.

Section - II

- 6) Explain the concept and steps involved in zero based budgeting.
- 7) Describe the tools and techniques of project management.
- 8) Discuss the evolution and framework of Management Information System.
- 9) Write a note on group decision making techniques.
- 10) Highlight the major components of an action model of managing change in organisations.

MPA-014: HUMAN RESOURCE MANAGEMENT (TMA)

Course Code: MPA-014

Assignment Code: MPA-14/Asst/TMA/2015-16

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 objectives.
- 2) Discuss various methods to obtain data for Job Analysis.
- 3) ‘Merit is ascertained through different methods’. Discuss.
- 4) Write a note on Employee Benefits.
- 5) Discuss the meaning, importance and process of Reskilling.

Section - II

- 6) Discuss various approaches to Management Development.
- 7) Discuss the objectives, significance and process of Capacity Building.
- 8) ‘The most important activity of Quality Circle is to solve work related problems’.
- 9) ‘Conflicts could be resolved through various methods’. Discuss.
- 10) Explain major approaches to Change.