

MPA

M.A. (Public Administration)

MPA

Assignments

(For M.A. 1st Year Courses)

For July 2023 and January 2024 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.

Assignment Number	Date of Submission	Whom to send
Tutor Marked Assignment (TMA) of MPA-011, MPA-012, MPA-013, and MPA-014	March 31, 2024 for July 2023 Session October 31, 2024 for January 2024 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. Alka Dhameja
PROGRAMME COORDINATOR
M.A. (Public Administration)

MPA-011: STATE, SOCIETY AND PUBLIC ADMINISTRATION

Course Code: MPA-011
Assignment Code: MPA-11/Asst/TMA/2023-24
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) Briefly discuss the changing perspectives on the nature of the State. 20
- 2) Examine the role of Neo-liberal State in the era of globalisation. 20
- 3) Describe the significance of people's struggles with special reference to the Right to Information. 20
- 4) Analyse the institutional devices and strategies for citizen- administration interface. 20
- 5) Examine the issues confronting the Indian State. 20

SECTION-II

- 6) Examine the role of bureaucracy in India. 20
- 7) Discuss the impact of globalisation on developing countries. 20
- 8) Explain the concept of internationalisation of public governance. 20
- 9) What kind of reforms have been adopted under the Judicial system? 20
- 10) Elaborate the challenges before the civil society. 20

MPA-012: ADMINISTRATIVE THEORY

Course Code: MPA-012
Assignment Code: MPA-12/Asst/TMA/2023-24
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) Discuss the importance of Public Administration. 20
- 2) Explain the general principles of administration. 20
- 3) Briefly describe Weber's contribution to the theory of bureaucracy. 20
- 4) Write a note on the Hawthorne experiments of Elton Mayo. 20
- 5) Describe the structure of an organisation. 20

SECTION-II

- 6) Examine Maslow's Hierarchy of Needs theory. 20
- 7) Describe the features of Douglas McGregor Theory 'X' and Theory 'Y'. 20
- 8) Discuss the concept and components of Organisational culture. 20
- 9) Write a note on Methodological Individualism, Rationality and Economic Analysis of Politics. 20
- 10) Discuss the impact of New Public Management perspective. 20

MPA-013: PUBLIC SYSTEMS MANAGEMENT

Course Code: MPA-013
Assignment Code: Asst/TMA/2023- 24
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) Explain the concept public systems management and bring out its characteristics. 20
- 2) Economic factors affect the nature, organisation and functioning of public systems-----Elaborate. 20
- 3) Describe the various models of governance. 20
- 4) Discuss the models of relationship between bureaucracy and Political executive. 20
- 5) Examine the areas of judicial activism. 20

Section - II

- 6) Describe the concept and approaches of strategic management. 20
- 7) Write a note on the characteristics and structure of Management of information System. 20
- 8) Discuss important work measurement techniques. 20
- 9) Examine the significance of networking and Inter-Institutional Coordination in governance. 20
- 10) Analyse the models of change management. 20

MPA-014: HUMAN RESOURCE MANAGEMENT

(TMA)

Course Code: MPA-014
Assignment Code: Asst/TMA/2023- 24
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) Write a note in brief on important models of Strategic Human Resource Management (SHRM).
20
- 2) Describe the methods of performance appraisal. 20
- 3) Discuss the principles of fixing remuneration. 20
- 4) Examine the various incentive plans. 20
- 5) Define redeployment and analyse its guiding principles and key issues. 20

SECTION-II

- 6) Discuss the approaches and the elements in the learning process. 20
- 7) What is capacity building? Discuss its objectives and significance. 20
- 8) Write a note on quality circle process. 20
- 9) Discuss the objectives and process of collective bargaining. 20
- 10) There are multiple ways through which the effectiveness of human resource management can be assessed-----Elaborate. 20