

## **M.A PUBLIC ADMINISTRATION 1<sup>ST</sup> YEAR**

### **STUDENT ASSIGNMENTS**

**(SESSION 2018-19)**

#### **INSTRUCTIONS**

The students are required to read carefully and follow the instructions given below:

- Submission of one complete Assignment in each course of the programme every year is compulsory.
- Completed Assignments on prescribed Assignment booklets are to be submitted by hand or through post to the Study Centre/Programme Coordinator, CDOL as per dates mentioned in the Academic Calendar 2018-19 (<http://jmi.ac.in/bulletinboard/academic-calendar/cdol>).
- For Assignments Submitted after dates mentioned in the Academic Calendar, a late fee of **Rs. 100/-** per Assignment will be payable to CDOL through Demand Draft in favour of Jamia Millia Islamia, Payable at New Delhi.
- For Ex-Students who failed to submit Assignments during the course of the programme are required to submit **Rs. 200/-** per Assignment to CDOL in the form of Demand Draft in favour of Jamia Millia Islamia, Payable at New Delhi.
- Write your name, roll number and other details as required on the cover page of **Assignment Booklet**.
- **For your record you may keep a photocopy of your Assignment.**
- Contact your Study Centre/ Programme Coordinator to collect evaluated Assignments.
- **Please go through your Programme Guide carefully.**

## **M.A PUBLIC ADMINISTRATION FIRST YEAR**

### **TUTOR MARKED ASSIGNMENT**

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**Course Title: Public Administration: Concept & Principles**  
**Session: 2018-19**

**Code: MAPA-01**  
**Max Marks: 30**

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**NOTE: Attempt any three questions. All question carry equal marks.**

1. Define Public Administration and evaluate its role in the modern state.
2. Discuss the challenges of Public Administration in developing societies.
3. Critically examine the role of Public Administration in the context of Neo-Liberalism.
4. Differentiate between Classical and Human Relations Theories of Communication.
5. Write Short notes on:
  - (a) Feminism.
  - (b) Public Corporations.

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**Course Name: Administrative Theory**  
**Session: 2018-19**

**Code: MAPA – 02**  
**Max Marks: 30**

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**NOTE: Attempt any three questions. All question carry equal marks.**

1. Discuss Barnard's views on organizations as cooperative systems.
2. What is Policy Science? Describe its basic structure and implications.
3. Define X Y theory and discuss X Y theory of Participative Management.
4. What is the role of Public Administration in the era of Globalization?
5. Write short note on:
  - (a) Integral view and subject matter view.
  - (b) Politics Administrative Dichotomy.

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**Course Name: Personnel Administration & H.R Management**  
**Session: 2018-19**

**Code: MAPA – 03**  
**Max Marks: 30**

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**NOTE: Attempt any three questions. All question carry equal marks.**

1. Discuss the function of Personnel Administration.
2. What are the external sources of recruitment? Discuss the advantages of external recruitment over internal sources of recruitment.
3. Explain the steps involved in training programme.
4. What do you understand by 360 appraisals? Is this method better than Management by Objective (MBO)?
5. Write short notes on:
  - (a) Human relations approach.
  - (b) Sociometry

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**Course Name: Public Policy and Analysis**  
**Session: 2018-19**

**Code: MAPA – 04**  
**Max Marks: 30**

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**NOTE: Attempt any three questions. All question carry equal marks.**

1. Define Public Policy. Discuss the various factors in the making of Public Policy.
2. Explain Lasswell’s theory on policy science.
3. Examine the various agencies involved in policy implementation.
4. What are different methods and challenges of Policy Evaluation?
5. Write short notes on:
  - (a) MANREGA.
  - (b) Broadband Policy.

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**Course Name: Indian Administration: Structure & Functions**  
**Session: 2018-19**

**Code: MAPA – 05**  
**Max Marks: 30**

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**NOTE: Attempt any three questions. All question carry equal marks.**

1. Explain the structures and characteristics of the Mughal administrative system.
2. Examine the Administrative reforms in India since independence.
3. Describe the components of administrative organizations at the district level.
4. Explain the role of municipal bodies as per the 74th constitutional Amendment Act.
5. Write Short Notes on:
  - (a) Citizen's Charter.
  - (b) Right to Information.

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