

## **STUDENT ASSIGNMENTS**

**M.A Public Administration (Distance Mode)**

**(Third Semester)**

**(Academic Session 2020-21)**

### **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 A4 sheet papers / Assignment booklets are to be submitted by hand/post to the Assistant Professor Public Administration CDOE, JMI
- The last date of Submission of the Soft copy of the Assignment is 15 April 2020.
- 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 Assignments.
- Please go through your Programme Guide carefully for further details.

**M.A. Public Administration (Distance Mode)**

**(Third Semester)**

**Course Title: Indian Administration: Structure and Processes**

**Course Code: DMPAS-301**

**Session: 2020-21**

**Max. Marks: 25**

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

- (1) Discuss the constitutional framework of central and state administration in India.
- (2) Critically analyze the changing role of district collector in Indian since independence.
- (3) Discuss the recruitment process of All India Services in India.
- (4) Analyze judicial and legislative controls over administration in India.
- (5) Discuss the structure and role of Public Sector Undertakings in India.

**M.A. Public Administration (Distance Mode)**

**(Third Semester)**

**Course Title: Financial Administration in India**

**Course Code: DMPAS-302**

**Session: 2020-21**

**Max. Marks: 25**

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

- (1) What is budget and analyze budget as a policy and political instrument.
- (2) Discuss meaning, scope and components of Financial Administration.
- (3) Discuss structure and functions of Reserve Bank of India
- (4) Critically examine the major issues of fiscal federalism in India.
- (5) Discuss the concepts of rural and micro finance with special reference to India.

**M.A. Public Administration (Distance Mode)**

**(Third Semester)**

**Course Title: Rural and Urban Government in India**

**Course Code: DMPAS-303**

**Session: 2020-21**

**Max. Marks: 25**

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

- (1) Discuss the various approaches to the study of local government.
- (2) Critically evaluate state-local administrative and financial relations in India
- (3) Discuss 73<sup>rd</sup> Amendment Act to the Constitution of India with special focus 11<sup>th</sup> Schedule.
- (4) Critically examine Smart Cities programme of the Government of India
- (5) Write note on any **two** of the following:
  - a) Gram Swaraj Abhiyan
  - b) Amrut
  - c) Capacity Building of local representatives
  - d) 12<sup>th</sup> Schedule

**M.A. Public Administration (Distance Mode)**

**(Third Semester)**

**Course Title: Disaster Management in India**

**Course Code: DMPAX-304**

**Session: 2020-21**

**Max. Marks: 25**

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

- (1) Discuss meaning, scope and significance of Disaster Management.
- (2) Critically examine the role and responsibilities of State, NGOs, Community and Media in disaster preparedness and disaster response
- (3) Discuss the role of union, state and local governments in disaster response and recovery.
- (4) Critically examine the role of National Disaster Response Force in disaster management in India
- (5) Write note on any **two** of the following:
  - a) Natural Disasters
  - b) Role of Communication in Disaster Management
  - c) Differentiate between disaster response and recovery
  - d) Socio-Political Impact of Disasters

**M.A. Public Administration (Distance Mode)**

**(Third Semester)**

**Course Title: Office Management and Administrative Improvement**

**Course Code: DMPASX-304**

**Session: 2020-21**

**Max. Marks: 25**

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

- (1) Discuss classification, indexing and preservation of office records.
- (2) Define office communication and analyze various methods of office communication
- (3) Discuss Management by Objectives (MBO) and its application in public administration.
- (4) Discuss role of operational research and information technology in office management and administrative improvement.
- (5) Write note on any **two** of the following:
  - a) Work Study
  - b) Critical Path Method
  - c) Total Quality Management