

Assignments Optional Subjects MA Public Administration Semester I

This is for the information to those students of MA Public Administration semester I who have opted the papers other than those five for which USOL provides study material and PCP.

A detailed assignment is required to be submitted in hard copy on the pattern of PU semester exam. Each assignment carries 80 marks (reduced to 20 marks)

Last date for submission is November 23, 2022.

The assignment may be submitted personally or by post on the following address.

**Coordinator,
Department of Public Administration,
University School of Open Learning,
Panjab University,
Chandigarh**

MA PUBLIC ADMINISTRATION SEMESTER-I

PAPER-V (Optional Paper) Administration of NGOs

Maximum Marks: 80 reduced to 20

Instructions

Answer the following in a brief manner (25-30 words each). Each question carries 2 marks.

1. Explain Rationale of NGOs
2. Difference between trust and society.
3. Explain NGO-Private sector partnerships
4. Explain two Issues of Governance
5. Two sources of NGOs funding
6. Difference between Government and Foreign Grants
7. Write on Accountability of NGOs
8. Write on Monitoring and Evaluation of Development Project Proposal
9. Two functions of Voluntary Action Network India (VANI)
10. Explain Foreign Contributions

Attempt the following in detail. Select 1 question from each unit. Each question carries 15 marks.

Unit-I

2. Discuss the Concept, Rationale and Scope Non-Governmental Organisations (NGOs)

3. Discuss National Policy on the Voluntary Sector 2007.

Unit-II

4. Discuss Organisational Forms and Governance Structures of NGOs: Trust; Society; Company
5. Discuss Rationale and practices of NGO-Government & NGO-Private sector partnerships.

Unit-III

6. Discuss the Accountability of NGOs, Rationale Mechanisms and Problems.
7. Discuss the Formulation of a Welfare/Development Project Proposal including Monitoring and Evaluation arrangements

Unit-IV

8. Discuss the Case Study of Organisation, Functions and Working of Self Employed Women's Association (SEWA).
9. Discuss the Case Study of Organisation, Functions and Working of Red Cross Society of India.



ASSIGNMENT **MA I Semester (Public Administration)**

Max Marks: 80 reduced to 20

Paper- Office Management (OPTIONAL PAPER)

Answer the following in a brief manner (25-30 words each). Each question carries 2 marks.

- a. What is the distinguishing nature of an administrative office?
- b. Write any two functions of office organization
- c. What are the effects of coloring in an office?
- d. What are the essential elements of office layout?
- e. What is codification?
- f. Define office manual.
- g. Necessary elements in drafting the minutes.
- h. What is Store Layout
- i. What is the significance of the office management?
- j. Effects of e-governance on office administration.

Attempt the following in detail. Select 1 question from each unit. Each question carries 15 marks.

Unit-I

2. Define administrative management? Elaborate its nature & scope .

OR

Describe the ideal office layout for a private company and a govt. office.

Unit-II

- 3 Explain physical and psychological factors in the office.

OR

Discuss the significance of office procedures and meetings. Also discuss the essential elements of office meetings.

Unit-III

What is record management? Describe its factors and importance

OR

Write an essay on materials management in government offices.

Unit-IV

- 4 Explain office communication & describe its importance.

OR

Elaborate the significance and types of office records and their management.

MA PUBLIC ADMINISTRATION SEMESTER-I

PAPER–VIII Economic Administration Maximum (Optional Paper)

Marks: 80 reduced to 20

Answer the following in a brief manner (25-30 words each). Each question carries 2 marks.

1. Define Economic Administration
2. Difference between Monopoly and Monopolistic Competition
3. Explain National Income
4. Explain two Indian Economic Reforms
5. Explain State versus Market Debate
6. Difference between Free Market Economy and Centrally Planned Economy
7. Write two Objectives of Monetary Policy
8. Write two Objectives of Foreign Exchange Management Act, 1999
9. Explain Rationale for Government Intervention
10. Explain Market Failure

Attempt the following in detail. Select 1 question from each unit. Each question carries 15 marks.

Unit-I

2. Discuss the Relevance of Economics to Public Administration
3. Discuss the features, advantages and disadvantages of Mixed Economy.

Unit-II

4. Discuss the role of Sustainable Socio-economic Development in Indian economy
5. Discuss the Structure and Growth of Indian Economy

Unit-III

6. Discuss the Nature and Scope of Economic Administration.
7. Discuss the Objectives, Instruments and Administration of Fiscal Policy.

Unit-IV

8. Discuss the Rationale, Philosophy and Overview of Economic Legislation.
9. Discuss the objectives and provisions of Competition Act, 2002.