

# **CENTRE FOR DISTANCE AND ONLINE EDUCATION**

**JAMIA MILLIA ISLAMIA, NEW DELHI – 110025**

## **STUDENT'S ASSIGNMENTS**

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

**(Third Semester)**

**(Academic Session 2021-22)**

### **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 student can also submit a copy of scanned assignments on the Google classroom.**
- 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: 2021-22**

**Max. Marks: 25**

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

- (1) Give an account of administration at the central level in India.
- (2) Discuss the structure and functions of state administration in India.
- (3) Discuss the changing role of Public Sector undertakings in India.
- (4) Evaluate the dynamics of administrative reforms in India.
- (5) Write Short notes on the following:
  - a) Role of District Collector
  - b) Law and order

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

**(Third Semester)**

**Course Title: Financial Administration in India**

**Course Code: DMPAS-302**

**Session: 2021-22**

**Max. Marks: 25**

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

- (1) Discuss the meaning and components of Financial Administration.
- (2) Give an account of budget as a political instrument.
- (3) Evaluate the role of RBI in financial administration.
- (4) Give an account of issues plaguing Fiscal Federalism in India.
- (5) Write Short notes on the following:
  - a) Micro Finance
  - b) Public Expenditure

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

**(Third Semester)**

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

**Course Code: DMPAS-303**

**Session: 2021-22**

**Max. Marks: 25**

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

- (1) Discuss any two approaches to the study of local government.
- (2) Evaluate various debates in rural and urban governance in India.
- (3) Give a detailed account of 73 rd constitutional amendment Act.
- (4) With reference to smart cities and Amrut evaluate the contemporary issues plaguing urbanisation.
- (5) Write Short notes on the following:
  - a) Gram Swaraj Abhiyaan
  - b) Features of 74<sup>th</sup> amendment Act.

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

**(Third Semester)**

**Course Title: Disaster Management in India**

**Course Code: DMPAX-304**

**Session: 2021-22**

**Max. Marks: 25**

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

- (1) Discuss the concept and scope of Disaster Management.
- (2) Write about the psychological and Socio-political impacts of disaster.
- (3) Evaluate the role and responsibilities of state, NGO's and Media vis-à-vis Disaster Management.
- (4) Discuss disaster response plan at state and local levels.
- (5) Write Short notes on the following:
  - a) NDRF
  - b) Phases of disaster preparedness

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

**(Third Semester)**

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

**Course Code: DMPASX-304**

**Session: 2021-22**

**Max. Marks: 25**

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

- (1) Write a note on classification, indexing and preservation of records.
- (2) Discuss operational research and information technology as administrative improvement techniques.
- (3) Discuss designing and control of office procedure and office manuals.
- (4) Write about new indicators and method of program evaluation and performance.
- (5) Write Short notes on the following:
  - a) PERT
  - b) TMQ