

# **INTERNAL ASSIGNMENT QUESTIONS M.A. (PUBLIC ADMINISTRATION) PREVIOUS**

**2024**



**PROF. G. RAM REDDY CENTRE FOR DISTANCE EDUCATION**

(RECOGNISED BY THE DISTANCE EDUCATION BUREAU, UGC, NEW DELHI)

**OSMANIA UNIVERSITY**

(A University with Potential for Excellence and Re-Accredited by NAAC with "A" + Grade)

**DIRECTOR**

**Prof. G.B. Reddy**

**Hyderabad – 7 Telangana State**

**PROF.G.RAM REDDY CENTRE FOR DISTANCE EDUCATION  
OSMANIA UNIVERSITY, HYDERABAD – 500 007**

Dear Students,

The student appearing for backlog exams of M.A. Public Administration (Previous) under year-wise scheme and paying examination fee for the first time has to write and submit **Assignment** for each paper compulsorily. Each assignment carries **20 marks**. The marks awarded to the students will be forwarded to the Examination Branch, OU for inclusion in the marks memo. If the student fail to submit Internal Assignments before the stipulated date, the internal marks will not be added in the final marks memo under any circumstances. The assignments will not be accepted after the stipulated date. **The students who paid examination fee and appeared for annual exams in 2023 (or) paid examination fee and not appeared for annual examinations in 2023 are not permitted to submit the assignment now.**

Candidates are required to submit the Exam fee receipt along with the assignment answers scripts at the concerned counter on or before **29.06.2024** and obtain proper submission receipt.

**ASSIGNMENT WITHOUT EXAMINATION FEE PAYMENT RECEIPT (ONLINE) WILL NOT BE ACCEPTED**

**Assignments on Printed / Photocopy / Typed will not be accepted and will not be valued at any cost. Only HAND WRITTEN ASSIGNMENTS will be accepted and valued.**

**Methodology for writing the Assignments (Instructions) :**

1. First read the subject matter in the course material that is supplied to you.
2. If possible read the subject matter in the books suggested for further reading.
3. You are welcome to use the PGRRCDE Library on all working days for collecting information on the topic of your assignments. (10.30 am to 5.00 pm).
4. Give a final reading to the answer you have written and see whether you can delete unimportant or repetitive words.
5. The cover page of the each theory assignments must have information as given in FORMAT below.

**FORMAT**

1. NAME OF THE STUDENT :
2. ENROLLMENT NUMBER :
3. NAME OF THE COURSE :
4. NAME OF THE PAPER :
5. DATE OF SUBMISSION :
6. Write the above said details clearly on every subject assignments paper, otherwise your paper will not be valued.
7. Tag all the assignments paper wise and submit them in the concerned counter.
8. Submit the assignments on or before **29.06.2024** at the concerned counter at PGRRCDE, OU on any working day and obtain receipt.

**DIRECTOR**

# **M.A. PUBLIC ADMINISTRATION (PREVIOUS) INTERNAL ASSESSMENT**

## **PAPER - I: ADMINISTRATIVE THEORY**

### **SECTION - A**

**UNIT – I : Answer the following short questions (each question carries two marks)**

**5x2=10**

1. Define a good theory and explain the basic elements of theory.
2. Critically comment on the governance and good governance.
3. Discuss the elements of management as explained by Henri Fayol.
4. What are the 'Executive Functions' explained by Barnard.
5. Comment on T-group or sensitivity training in organization.

### **Section-B**

**UNIT -II : Answer the following questions (each question carries Five Marks)**

**2X5=10**

1. Identify the similarities and difference of NPA-I and NPA-II.
2. Write an essay on important trends in the study of Public Administration.

# **M.A. PUBLIC ADMINISTRATION (PREVIOUS) INTERNAL ASSESSMENT**

## **PAPER - II: MANAGEMENT SCIENCE & TECHNIQUES**

### **SECTION - A**

**UNIT – I : Answer the following short questions (each question carries two marks)**

**5x2=10**

1. Write a note on different levels of Management.
2. Explain the contributions of Mayo on the Human Relation Movement.
3. Explain the Characteristics of Organisational Structures.
4. Describe the sources of Authority.
5. Explain the Principles and Characteristics of Control.

### **SECTION – B**

**UNIT – I : Answer the following questions (each question carries two marks)**

**2X5=10**

1. Write an essay on contribution of Taylor and Simon to the development of Management thought.
2. Discuss the theories of leadership.

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**PAPER - III: COMPARATIVE AND DEVELOPMENT ADMINISTRATION**

**SECTION - A**

**UNIT – I : Answer the following short questions (each question carries two marks)**

**5x2=10**

1. Characteristics of Comparative Public Administration.
2. Ecological Approach to Comparative Public Administration.
3. Administrative system in United Kingdom.
4. Approaches to Development Administration.
5. Weidner's views on Development Administration.

**SECTION – B**

**UNIT – I : Answer the following questions (each question carries two marks)**

**2X5=10**

1. Explain the nature, scope and importance of comparative public administration.
2. Discuss the meaning, scope and significance of development administration.

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**PAPER - IV: INDIAN ADMINISTRATIVE SYSTEM**

**SECTION - A**

**UNIT – I : Answer the following short questions (each question carries two marks)**

**5x2=10**

1. Functions of Governor.
2. Centre-Staff Administrative Relations.
3. Finance Commission.
4. RTI Act – 2005.
5. Administrative Reforms.

**SECTION – B**

**UNIT – I : Answer the following questions (each question carries two marks)**

**2X5=10**

1. Main Features of British Administration.
2. Powers Functions of President of India.

# **M.A. PUBLIC ADMINISTRATION (PREVIOUS) INTERNAL ASSESSMENT**

## **PAPER - V: FINANCIAL ADMINISTRATION**

### **SECTION - A**

**UNIT – I : Answer the following short questions (each question carries two marks)**

**5x2=10**

1. Principles of Public expenditure.
2. Sources of Public revenue.
3. Functions of Union Finance Commission.
4. Auditing functions of C & AG.
5. Functions of Public Accounts Committee.

### **SECTION – B**

**UNIT – I : Answer the following questions (each question carries two marks)**

**2X5=10**

1. Explain the meaning and scope of Financial Administration.
2. Explain the concept and Principles of budget.

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