

M.A. (Public Administration)

MPA

Assignments

(For M.A. 1st Year Courses)

For July 2026 and January 2027 Session



Faculty of Public Administration

**SCHOOL OF SOCIAL SCIENCES
INDIRA GANDHI NATIONAL OPEN UNIVERSITY MAIDAN
GARHI NEW DELHI-110068**

M.A. 1st Year (Public Administration)

Dear Student,

As a requirement of the Programme, you will have to do one Tutor Marked Assignment (TMA) for each course.

Before you attempt the assignments, please read the instructions carefully provided in the Programme Guide. It is important that you answer the TMA questions in your own words. Your answers should be within the approximate range of the word-limit set for each question. Remember, writing answers to assignment questions will improve your writing skills and prepare you for the term-end examination.

You are to submit the assignments to the Coordinator of your Study Centre. You must obtain a receipt from the Study Centre for the assignments submitted and retain it with you. It is desirable to keep with you a photocopy of the assignments submitted by you.

Submission:

Note:

Assignment Number	Date of Submission	Whom to send
Tutor Marked Assignment (TMA) of MPA-014	March 31, 2027 for July 2026 Session September 30, 2027 for January 2027 Session	To The Coordinator of the Study Centre allotted to you

GUIDELINES FOR DOING ASSIGNMENTS

We expect you to answer each question as per instructions in the assignment. You will find it useful to keep the following points in mind:

- 1) **Planning:** Read the assignments carefully, go through the Units on which they are based. Make some points regarding each question and then rearrange them in a logical order.
- 2) **Organisation:** Be a little selective and analytical before drawing up a rough outline of your answer. Give adequate attention to question's introduction and conclusion. Make sure that:
 - a) The answer is logical and coherent
 - b) It has clear connections between sentences and paragraphs
 - c) The presentation is correct in your own expression and style.
- 3) **Presentation:** Once you are satisfied with your answer, you can write down the final version for submission. **It is mandatory to write all assignments neatly in your own handwriting.** If you so desire, you may underline the points you wish to emphasize. Make sure that the answer is within the stipulated word limit.

Wishing you all the best,

Prof. Alka Dhameja
PROGRAMME COORDINATOR
M.A. (Public Administration)

MPA-014: HUMAN RESOURCE MANAGEMENT

Course Code: MPA-014

Assignment Code: Asst/TMA/2026- 27

Marks: 100

This Assignment consists of Section – I and Section - II. There are five questions in each section. You have to answer a total of five questions in about 500 words each, selecting at least two questions from each section. Each question carries 20 marks.

SECTION – I

- | | |
|--|----|
| 1) Define human resource management (HRM) and discuss its evolution. | 20 |
| 2) Discuss the scope of strategic human resource management (SHRM). | 20 |
| 3) Explain human resource planning and bring out its advantages. | 20 |
| 4) Write a note on the civil service recruitment in India. | 20 |
| 5) Define performance appraisal and highlight its objectives. | 20 |

SECTION – II

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| 6) What do you understand by training? Discuss various methods of training. | 20 |
| 7) Define the meaning of learning and development and highlight its need. | 20 |
| 8) Discuss various approaches to management development. | 20 |
| 9) Critically examine all India civil service conduct rules 1968. | 20 |
| 10) Discuss the concept of Workers' Participation in Management. | 20 |