


ANDHRA UNIVERSITY
SCHOOL OF DISTANCE EDUCATION

VISAKHAPATNAM 530003: ANDHRA PRADESH

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Website: www.andhrauniversity.edu.in/webnew/sde.php

Prof. P. Hari Prakash

DIRECTOR

No.: SDE/E-III/WE&PCP-PG/2018

Date: 1-11-2018

Dear Learner,

Greetings from School of Distance Education. Andhra University.

We are happy to inform you that we have scheduled the **M.A. Political Science / Public Administration** Week-End Classes and Personal Contract Programme at Andhra University Campus, Visakhapatnam and at the following centres as per the schedule given below for the academic year 2018-19 in which lectures will be delivered by well experienced teachers. Your participation in the programmes can supplement effectively your study requirements. You are advised to go through the schedule and attend classes as per your choice. You are also advised to report with your Identity Card at the Centre at 9.00 a.m. Time-table and other instructions about the classes will be given at the time of Registration.

School of Distance Education, A.U. Campus, Visakhapatnam.

Week - end Classes Programme

December, 2018 : 9, 16, 23, 30

January, 2019 : 6, 12, 20, 27

February, 2019 : 3, 10, 17, 24

March, 2019 : 3, 10, 17

School of Distance Education, A.U. Campus, Visakhapatnam.

Personal Contact Programme classes

16th to 20th April, 2019

Tuition Fee Payment (2018-19 batch - Final Year Students) : **Rs. 2,500/-**

(For details, please see overleaf)

Examinations :

Announcement of Examination Schedule : April / May, 2019

Examinations (Tentatively) : June / July, 2019

With best wishes,

Yours sincerely,


(P. Hari Prakash)



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TUITION FEE MEMORANDUM

Sub: M.A / M.Com / M.Sc. Maths Degree course of study through School of Distance Education payment of Tuition Fee for second year-Regarding.

* * *

The students of Second Year M.A / M.Com / M.Sc. Maths Degree course 2018-19 (admitted batch) are hereby informed that they have to pay the tuition fee (as noted below) towards Second year for the academic year as per the following dates by way of crossed Demand Draft drawn **in favour of the Registrar, Andhra University, Visakhapatnam** on any nationalized bank payable at Visakhapatnam.

	M.A / M.Com./ M.A/M.Sc. Maths
Payment towards II Year Tuition Fee	Rs.2,500/-
Last Date without any penal fee	20-12-2018
With a penal fee of <i>RS.50/-</i> upto	19-02-2019
With a penal fee of <i>RS.200/-</i> on or after	19-02-2019

The Students are advised to write clearly the **purpose of the remittance and CODE NUMBER on the reverse of D.D and in the letter enclosed.** Challans, Money Orders, Postal Orders and S.B.I Challans, etc. will **not be accepted.**

Defaulters of Tuition fee to this School will not be supplied with the relevant reading material and their examination applications will not be processed for the ensuing examinations.

Candidates who have already paid the said tuition fee are advised to furnish the payment particulars through a letter. Lessons will be dispatched as and when the tuition fee is received. Academic calendar for the academic year 2018-2019 will be dispatched direct to the candidates in due course.

With best wishes,

Yours sincerely
P. Hari Prakash
DIRECTOR

Note: 1) *Irrespective of the appearances at the University examinations etu; the consequent result, the candidate is deemed to have entered into the Final year of study.*
2) *Oetails of Acadmic programmes will be intimated shortly.*

SCHOOL OF DISTANCE EDUCATION
Assignment Question Paper
M.A (Final) Public Administration
Answer all Questions All Questions carry equal marks

Paper I — RESEARCH METHODS

Answer ALL Questions.

20 Marks

1. (a) Bring out an essay on objectives of political and administrative research .
(or)
(b) Describe the relevance of values and limitations in political science research.
2. (a) Explain the importance of field studies in social science research.
(or)
(b) What is the 'Survey Method'? Discuss the types of survey method.
3. (a) Write about 'probability method' in sampling.
(or)
(b) What is 'Questionnaire'? Explain its models.
4. (a) Describe the measures of 'Central Tendency'.
(or)
(b) Bring out an essay on 'Graphic Analysis'.
5. (a) What are the contents of 'Report Writing'?
(or)
(b) Enumerate the problems in data collection.

Paper I – BEHAVIOURAL SCIENCE METHODOLOGY

Answer ALL Questions.

20 Marks

1. (a) Explain the need and status of Behavioural Science research in India.
(or)
(b) Discuss about the relationship that exists between Validity and reliability in Behavioural Science Research.
2. (a) Examine the importance of 'Case Study' method in Behavioural Science research.
(or)
(b) Explain the difference between Experimental and non-experimental research.
3. (a) Explain the major steps involved in designing a research project.
(or)
(b) What is meant by formulation of 'Research Problem'? What does it involve?
4. (a) Explain the utility in the use of Electronic tools and methods in Data Collection.
(or)
(b) Explain the problems involved in the administration of questionnaire and Interview method in Data Collection.
5. (a) Explain various stages in 'Report Writing'.
(or)
(b) Explain various Co-relational techniques used in Data Analysis.

Paper II — READINGS IN PUBLIC POLICY

Answer ALL Questions.

20 Marks

1. (a) Explain meaning, nature and scope of public policy.
(or)
(b) Elucidate the process of policy formulation.
2. (a) Write an essay on Lasswell's Decision-making Theory.
(or)
(b) Discuss the importance of 'Incremental Model' in public policy.
3. (a) Examine the role of Legislative in policy making.
(or)
(b) Estimate the functioning of civil servants in policy making process.
4. (a) Analyse the techniques of policy evaluation.
(or)
(b) Discuss the major problems in policy implementation.
5. (a) Describe irrigation policies in India.
(or)
(b) Bring out an essay on land reforms in India.

III — COMPARATIVE LOCAL GOVERNMENTS

Answer ALL Questions.

20 Marks

1. (a) Explain the nature and working of local government in medieval India.
(or)
(b) Describe the powers and functions of Zilla parishad.
2. (a) Write an essay on legislative control over local bodies.
(or)
(b) What are the revenue sources to local Governments?
3. (a) Discuss the composition of different units of local Governments in U.K.
(or)
(b) Explain the functions of chief executive officer in local Government in U.K.
4. (a) Analyse the evolution of American local Government.
(or)
(b) Write an essay on state-local relations in USA.
5. (a) What are problems encountering by metropolitan governments in India?
(or)
(b) Critically analyse the financial resources to local Governments in England, USA and India.

Paper III – LOCAL ADMINISTRATION IN ASIA AND WEST

Answer ALL Questions.

20 Marks

1. (a) Examine the salient features of rural local governments in Asian Countries.
(or)
(b) Explain the need and significance of local governments from a historical perspective.
2. (a) Write a note on the performance of local governments in Singapore.
(or)
(b) Discuss about the powers and functions of local governments in China.
3. (a) Describe the working of different local government systems introduced in England.
(or)
(b) Analyse the powers and functions of parish councils in England.
4. (a) Discuss about the relations between States and Local Governments in America.
(or)
(b) Explain about the sources of finance for local governments in America.
5. (a) Analyse the challenges and problems of local governments in Asian continent.
(or)
(b) Discuss about the Similarities in Asian and the Western Local Governments.

Paper IV — DEVELOPMENT ADMINISTRATION

Answer ALL Questions.

20 Marks

1. (a) Describe the evolution of 'Development Administration'.
(or)
(b) Examine the bureaucratic approach to development.
2. (a) Bring out an essay on Karl Deutsch's communication theory.
(or)
(b) What are the reforms required for civil services in India?
3. (a) Bring out the relationship between development and culture.
(or)
(b) Write an essay on the role of political system in development.
4. (a) Describe the working of Human Resource Development Administration in India.
(or)
(b) Estimate the functioning of Educational Administration in India.
5. (a) Discuss the major problems of development administration in India.
(or)
(b) Highlight the role of Science and Technology in Development Administration.

Paper V (A) — SOCIAL WELFARE ADMINISTRATION

Answer ALL Questions.

20 Marks

1. (a) Discuss the meaning, nature and scope of social welfare administration.
(or)
(b) “India is a welfare state”. Explain.
2. (a) Analyse the present economic policy of India and how this policy contributes to social welfare.
(or)
(b) Explain how reservation policy in a social welfare policy in India.
3. (a) Elucidate the steps taken by Government of India for the welfare of religious minorities.
(or)
(b) Discuss about various welfare programmes implemented by Government of India for the welfare of scheduled tribes.
4. (a) Describe the powers and functions of central social welfare board.
(or)
(b) Examine the role of NGOs in social welfare programmes in India.
5. (a) Evaluate the schemes of funding for social welfare in India.
(or)
(b) Explain the impact of New Economic policy on social welfare schemes in India.

Paper V(B) — MANAGEMENT OF PUBLIC ENTERPRISES

Answer ALL Questions.

20 Marks

1. (a) Define ‘Nationalization’ and examine the arguments for and against state’s intervention in economic sector.
(or)
(b) Estimate the working of Holding Companies in India.
2. (a) “Autonomy Vs Control is a major problem area in the working of Public Enterprises” - Discuss.
(or)
(b) Comment on the responsibility of Parent Minister towards Public Enterprises.
3. (a) Write about various types of Boards of Management of Public Enterprises in India.
(or)
(b) Explain the powers, functions and position of Chief Executive in Public Enterprises.
4. (a) What is ‘Human Resource’? Explain the importance of Human Resource Management in Public Enterprises.
(or)
(b) Define ‘Training’. Explain about training methods in Public Enterprises in India.
5. (a) Explain how effective are the legal provisions in India in protecting the consumers.
(or)
(b) What are the methods adopted to measure efficiency in Public Enterprises?

Paper V (C) – OFFICE PLANNING AND MANAGEMENT

Answer ALL Questions.

20 Marks

1. (a) Define planning. What are the issues involved in public office planning? Give suggestions to solve them.
(or)
(b) Explain the factors that promote healthy environment in public offices.
2. (a) Define Office Administration and discuss its scope and significance.
(or)
(b) Explain the significance of office management.
3. (a) Analyse the principles of public office records management and their importance.
(or)
(b) “Correspondence is the nerve system of office administration”. Comment.
4. (a) What is meant by ‘Work study’? Examine the methods of work study.
(or)
(b) Define ‘Management by objectives’ Explain how this process promotes efficiency in Public office.
5. (a) What is meant by office automation? Explain the advantages of office automation.
(or)
(b) Analyse how the modern public office administration suited to present social system.