

## **Assignment Notice**

This is for the information to those students of MA Public Administration semester II who have opted optional 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 8th May, 2023.

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

## MIS AND E- GOVERNANCE

### M.A. (Pub. Admn.) Sem. II Paper VIII

1. What is the main difference between Information System and Information Technology?
2. Areas of Application of computer in Public Administration and Management?
3. How Optical Memory is useful?
4. What is the role Window Explorer?
5. Distinguish between system software and application software.
6. What are the main features of Word Processing?
7. What is radical flow model?
8. Main four problems of e-governance.
9. Name any four common Software's.
10. What is Intranet and Internet?

#### Unit-I

Q.2 Write the types of MIS models. How to effectively implement MIS models. Discuss.

OR

Q.3 What are the various types of information system? Explain with examples.

#### Unit-II

Q.4 Define Network. Explain the different types of Networks.

OR

Q.5 Discuss the concept and application of DBMS and RDBMS.

#### UNIT-III

Q.6 What is the impact of increasing use of information - based. Networked forms of organization on the institutional structures (e.g. Oversight budgeting and accountability system) that regulate governance?

OR

Q.7 What is the meaning of computer ethics? Discuss the various issues in e-governance and Information technology.

#### UNIT-IV

Q.8 What was the need for IT Acts? Analyse the features IT Act 2000. Give suggestions for Improvements in this Act.

OR

Q.9 Compare the major features and working of PRAJA e-seva and lokmitra.

## MA PUBLIC ADMINISTRATION ASSIGNMENT

### Semester-II Paper-VI

#### PROJECT MANAGEMENT

**Maximum Marks: 80**

**Note: Attempt 5 questions in all. Question no.1 is short answer type questions carrying 2 marks each. Attempt one question from each unit carrying 15 marks each**

Q.no. 1. Short Questions. Answer in 25-30 word each.

- i) Types of project.
- ii) Distinguish a project and a programme.
- iii) What in network analysis.
- iv) Define 'Social Cost'.
- v) What is shadow pricing?
- vi) Write two objectives of project analysis?
- vii) Problem in way of project evaluation.
- viii) What is a feasibility study?
- ix) Significance of 'CPM'.

#### Unit-I

2. What is the significance of projects in a developing country and what factors play role in their success.
3. Discuss the major components of a project with special faces or project planning.

#### Unit-II

4. Write an essay on project analysis and its various types.
5. What is project appraisal? Discuss its types and steps.

#### Unit-III

6. What is cost benefit analysis? Discuss the approaches of social-cost-benefit analysis.
7. Write an essay an project Risk Analysis.

#### Unit-IV

8. Discuss various project management techniques with special reference to PERT.
9. Write an essay on Integrated cost planning and Budgeting.

## MA PUBLIC ADMINISTRATION ASSIGNMENT

### Semester-II Paper-VII

### International Administration

Maximum Marks: 80

**Note: Attempt 5 questions in all. Question no.1 is short answer type questions carrying 2marks each. Attempt four long questions of 15 marks each**

Q.no. 1.Short Questions

1. Write 2 important objectives of UNEP.
2. What is the relevance of ILO today?
3. Two functions of UN Secretariat
4. Two functions of Security Council.
5. Two objectives of European Union.
6. Composition of International court of justice
7. Explain veto power
- 8 Two basic problems of IMF
9. Two objectives of ASEAN
10. Two functions of ECOSOC

#### Unit-I

1. Write objectives and current role of UN.
2. Write evolution of UN.

#### Unit-II

3. What is the composition and functions of WTO?
4. Write the composition and functions of ASEAN.

#### Unit-III

5. What is the organization and functions of UN Secretariat.?
6. Write an essay on future of UN.

#### Unit-IV

7. Write composition and functions of WHO.
8. Write functions and role of ICJ.