

PUBA 101- Administrative Theory

Course Code: PUBA 101

Note: This assignment consists of four questions. You must answer a total of two questions in every assignment in about 1000-1500 words.

We expect you to attempt each question in logical manner in **own hand-writing**. You may attempt question in English or Hindi.

नोट: इस असाइनमेंट में चार प्रश्न हैं। आपको कुल दो प्रश्नों का उत्तर लगभग 1000-1500 शब्दों में देना होगा। हम आपसे अपेक्षा करते हैं कि आप प्रत्येक प्रश्न को अपनी हस्तलिपि में तार्किक ढंग से हल करें। आप अंग्रेजी या हिंदी में प्रश्न का प्रयास कर सकते हैं।

Assignment-1

Marks: 10 (5*2)

Q.1. Discuss about the nature, scope and significance of Public Administration.

Q.2. Discuss the relationship of public administration with other social sciences.

Q.3 Explain the features of New Public Management.

Q.4 Differentiate between centralization and decentralization.

Assignment-2

Marks: 10 (5*2)

Q.1 Introduce briefly about scientific management and human relations theory.

Q.2 What do you mean by leadership? Explain different types and functions of leadership.

Q.3 Discuss about hierarchy and principles of organization.

Q.4 Discuss the unity of command and span of control.

Assignment-3

Marks: 10 (5*2)

Q.1 Discuss about the delegation, its meaning, need, elements and hindrances.

Q.2 What do you understand by supervision? Discuss about its meaning, need and methods of supervision

Q.3 Write a note on Authority and Responsibility.

Q.4 What do you understand by Formal and Informal Organization? Discuss its meaning and significance.