

MPUB 307- SKILLS AND TECHNIQUES OF ADMINISTRATION

Course Code: MPUB 307

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

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: 07 (3.5*2)

- Q.1. Bring out the meaning of work measurement. What are its objectives?
- Q.2. Discuss elaborately the techniques and strategies of time management.
- Q.3. What are the causes of stress? What are the measures of management of stress in the organizations?
- Q.4. Write a detailed note on Time Management.

Assignment-2

Marks: 07 (3.5*2)

- Q.1 Explain the concept of Total Quality Management.
- Q.2. What are the issues and challenges of Globalization on administration?
- Q.3. What do you understand by Management Information System (MIS)? What are essentials of good MIS?
- Q.4. Discuss the objectives and functions of O&M approach for Administrative Improvement.

Assignment-3

Marks: 06 (3*2))

- Q.1 What are the ways to inculcate ethical standards in the employees of the organization?
- Q.2. What do you mean by Management by Objectives (MBO) technique for organizational development? Discuss its benefits.
- Q.3. Bring out the meaning of job analysis. What are the methods and purposes of Job Analysis?
- Q.4 Write a detailed note on the concept of Executive Development and explain its process and techniques.