

M.A. [FIRST SEMESTER] EXAMINATION 2013. ⁽¹⁾

SUBJECT: PUBLIC ADMINISTRATION.

PAPER: Third [III]

Title: ADMINISTRATIVE ORGANIZATION:
PRINCIPLES & STRUCTURES

Code: AS - 2078

MODEL ANSWER

SECTION - A (2015-21)

- [Q1]. MOONEY. [Q2] (i) They are Purposeful, Complex human collectivities.
- (ii) They are characterized by secondary (or impersonal) relationship
 - (iii) They are specialized and limited goals
 - (iv) They are characterized by sustained co-operative activity.
 - (v) They are integrated within a larger social system
 - (vi) They provide services & products to their environment.
 - (vii) They are dependent upon exchanges with their environment.
- [Q3] (i) It causes inordinate delay in the disposal of work due to red tapism.
- (ii) It discourages the initiative & drive of the lower level personnel resulting in

Indecisiveness & inefficiency. (2)

(iii) It is not conducive for the growth of dynamic human relations among members of the organisation, as it brings too much rigidity in administration.

(iv) It makes the organisation tall.

(v) It creates superior-subordinate relationship due to difference at various levels in the following respects.

- (a) Distribution of authority & privileges
- (b) nature of responsibilities
- (c) pay scales
- (d) qualification & qualities of the staff.

[84] Function, Time, Space, Personality, Delegation of authority, Tradition & environment of the organisation, Techniques of supervision

[85] Henry Fayol [86] Alter ego

[87] (i) To secure cooperation of states in the execution of the plan.

(ii) To strengthen and mobilize the efforts & resources of the nation in support of the plan.

(iii) To promote common economic policies in all vital spheres.

(iv) To ensure balanced & rapid development of all parts of the country.

[88] Centre or states or centre of states⁽³⁾
both.

[89] LAW, Tradition, Delegation.

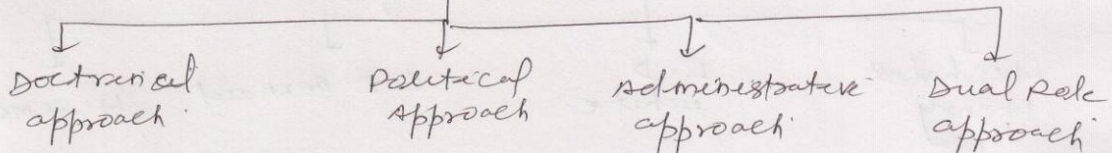
[90] March 1950

[SECTION - B
2015 - 17]

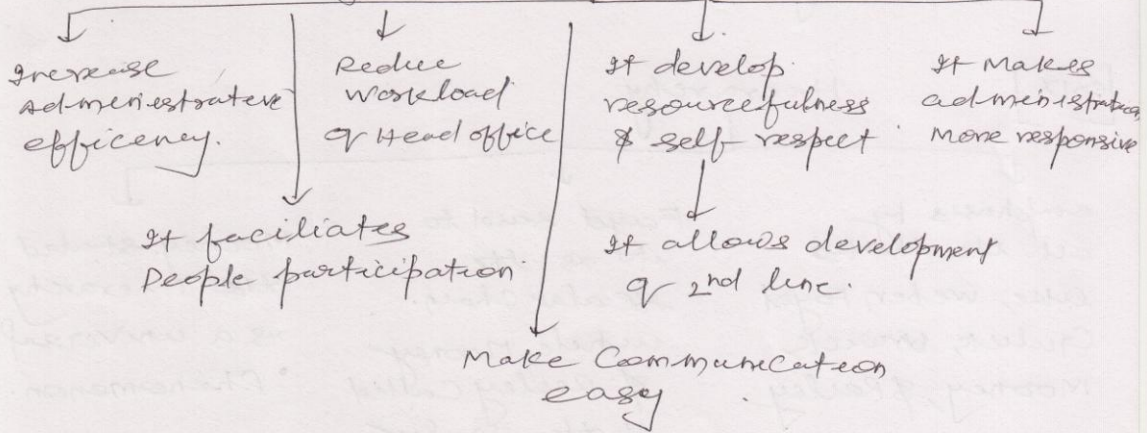
[91] (a) Introduction (why Decentralisation)

(b) Meaning of Decentralisation
(write view of L.D. White & Henry Fayol)

(c) Approaches of decentralisation are:



(d) Significance of Decentralisation are:



(e) Conclusion.

[812]

(a)

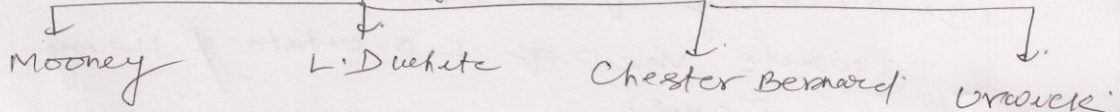
Introduction

(4)

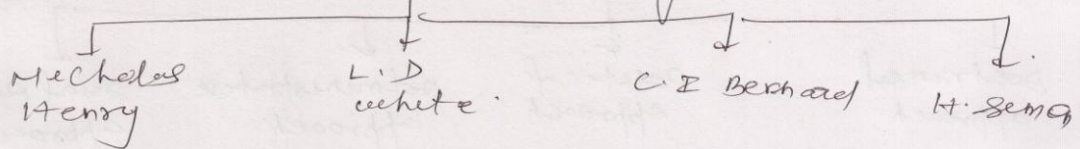
Admin. is a cooperative effort of a group of people in pursuit of common objective.

organisation is an essential element of administration. It facilitates the proper utilisation of Men, Material & Money for the accomplishment of the defined purpose.

(b) Define organisation



(c) Characteristics of organisation



(d) write difference between formal & Informal organisation.

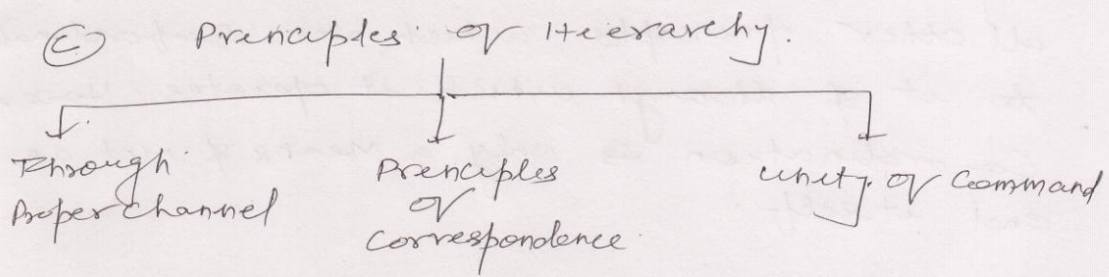
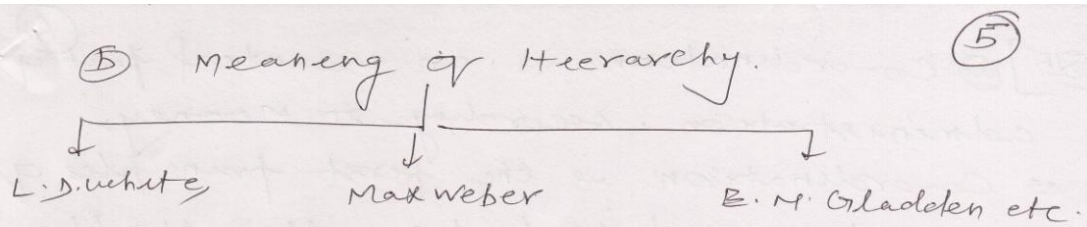
[813]

Hierarchy

emphasis by all the thinkers like, Weber, Fayol, Gulick, Urwick, Mooney, & Reiley

Fayol said to it as the scalar chain. while Mooney & Reiley called it the scalar process

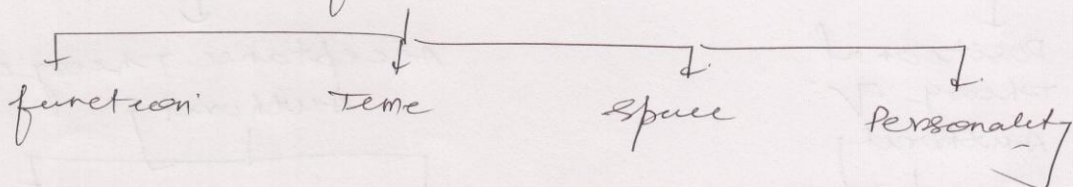
Mooney stated the hierarchy as a universal phenomenon.



⑦ write advantage & disadvantage of Hierarchy.

[Q14] a) span of control means the number of subordinates or the units of work that an officer can personally direct, control & supervise. It is also known as span of supervision or span of management.

⑧ span of control depends on the following factors:

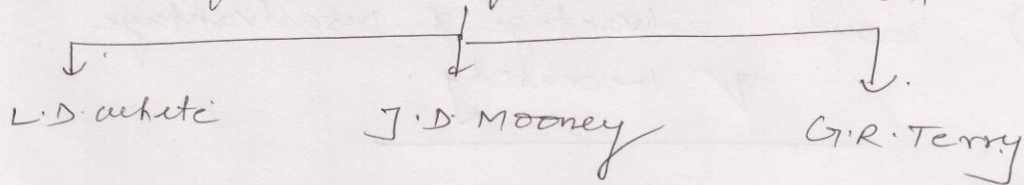


⑨ with the help of the following point as given in ⑧ span of control contribute in organisation. So discuss these points in your answer

⑩ Conclusion.

(815) (a) Co-ordination is an essential part of administration. According to Mooney, Co-ordination is the first principle of organization and includes within itself all other principles which are subordinate to it & through which it operates. However Co-ordination is only a means & not an end itself.

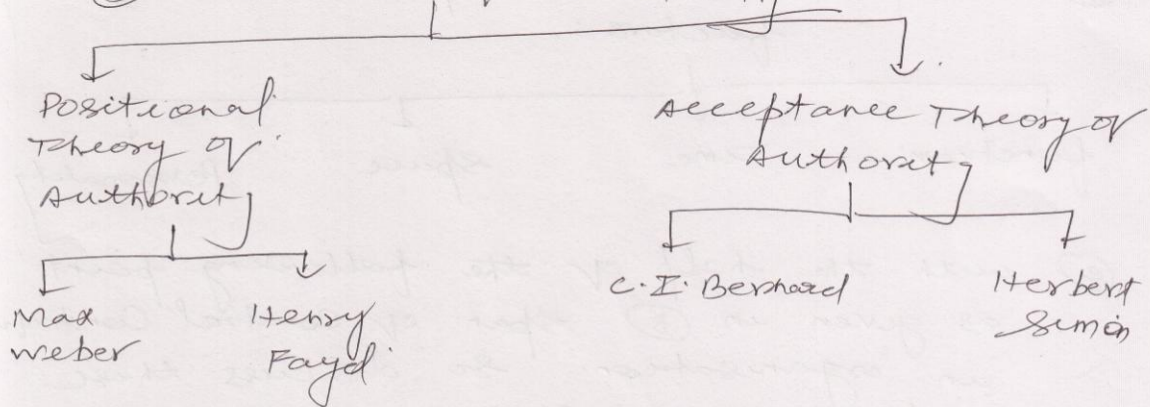
(b) Definition of Co-ordination:



(c) Describe the agencies involved through which Co-ordination is obtained.

(816) (a) Introduction [Discuss about Authority]

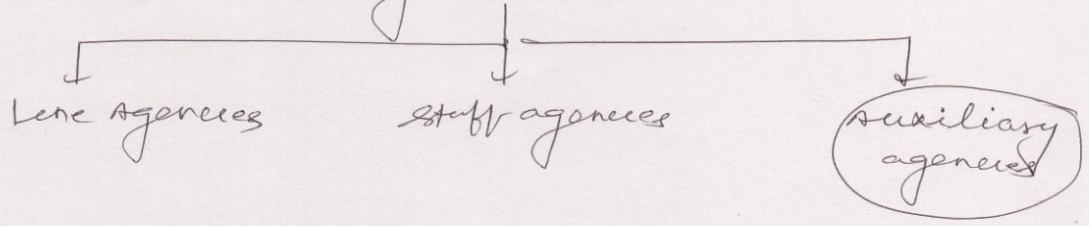
(b) Theories of Authority:



(c) types of Authority

(d) Conclusion

[817] (a) There are three agencies in organisation i.e



- (b) Define the Auxiliary agencies
- (c) types of Auxiliary agencies
- (d) functions of Auxiliary agencies
- (e) Conclusion