

2025

(NEP—2020)

(3rd Semester)

PUBLIC ADMINISTRATION

(Multi-disciplinary Course)

(**Elements of Public Administration**)

(Regular & Repeater)

Full Marks : 75

Time : 3 hours

The figures in the margin indicate full marks for the questions

(**SECTION : A—OBJECTIVE**)

(Marks : 10)

1×10=10

Tick (✓) the correct answer in the brackets provided :

1. Who is the Father of Public Administration?

- (a) Woodrow Wilson ()
- (b) L. D. White ()
- (c) Luther Gulick ()
- (d) Henri Fayol ()

2. The 'D' in POSDCoRB stands for

- (a) downhill ()
- (b) devine ()
- (c) directing ()
- (d) division ()

8. Which of the following provides service common to all other administrative departments?
- (a) Line ()
 - (b) Staff ()
 - (c) Fields ()
 - (d) Auxiliary ()
9. Which of the following is also known as the 'scalar principle'?
- (a) Span of control ()
 - (b) Hierarchy ()
 - (c) Coordination ()
 - (d) Delegation ()
10. Coordination in administration means
- (a) controlling subordinates ()
 - (b) delegating authority ()
 - (c) increasing the span of control ()
 - (d) integrating efforts towards a common goal ()

(SECTION : B—SHORT ANSWERS)

(Marks : 25)

Answer *five* questions, taking at least *one* from each Unit :

5×5=25

UNIT—I

1. What is meant by private administration?
2. Explain POSDCoRB activities.
3. Mention the similarities between public and private administrations.

UNIT—II

4. Write the disadvantages of formal organization.
5. What are the functions of staff agency?
6. What is meant by field agency?