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(CBCS)

(1st Semester)

PUBLIC ADMINISTRATION

FIRST PAPER

(**Elements of Public Administration**)

Full Marks : 75

Time : 3 hours

The figures in the margin indicate full marks for the questions

(**SECTION : A—OBJECTIVE**)

(Marks : 10)

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

1×10=10

1. The main motive of private administration is

- (a) profit earning ()
- (b) social service ()
- (c) public earning ()
- (d) to control public opinion ()

2. In POSDCoRB, the 'Co' stands for

- (a) Cooperation ()
- (b) Control ()
- (c) Coordination ()
- (d) Consistency ()

3. Comparative public administration approach emerged after the

- (a) World War I ()
- (b) World War II ()
- (c) Cold War ()
- (d) Indo-China War ()

4. The Minnowbrook Conference of 1968 is associated with
(a) new public administration ()
(b) new public management ()
(c) new public service ()
(d) development administration ()
5. Informal organization is described as a/an
(a) outside organization ()
(b) shadow organization ()
(c) official and non-official organization ()
(d) inter-department organization ()
6. The terms 'line' and 'staff' agencies are drawn from
(a) police organization ()
(b) administrative organization ()
(c) military organization ()
(d) None of the above ()
7. The span of control refers to
(a) the total number of employees in an organization ()
(b) the level of centralization in an organization ()
(c) the distance between headquarters and field offices ()
(d) the number of subordinates a manager can effectively supervise ()
8. No individual employee should be subject to the orders of more than one immediate superior is
(a) unity of command ()
(b) span of control ()
(c) decentralization ()
(d) supervision ()
9. Judicial control is primarily concerned with
(a) law-making ()
(b) safeguarding citizen's right ()
(c) finance ()
(d) supervision ()
10. The Citizen's Charter was initiated in
(a) India ()
(b) USA ()
(c) Canada ()
(d) UK ()

(SECTION : B—SHORT ANSWERS)

(Marks : 15)

Answer the following questions :

3×5=15

UNIT—I

1. What is meant by public administration?

OR

2. Explain integral view.

UNIT—II

3. What is new public administration?

OR

4. Explain the historical approach to the study of public administration.

UNIT—III

5. What is meant by staff agencies?

OR

6. Define formal organization.

UNIT—IV

7. What is meant by hierarchy?

OR

8. What is meant by decentralization?

UNIT—V

9. What is meant by delegated legislation?

OR

10. Explain good governance.

(SECTION : C—DESCRIPTIVE)

(Marks : 50)

Answer the following questions :

10×5=50

UNIT—I

1. Discuss the nature and scope of public administration.

OR

2. Discuss the similarities and differences between public administration and private administration.

UNIT—II

3. Write a note on new public administration.

OR

4. What is new public management? Explain its main features.

UNIT—III

5. Distinguish between formal and informal organizations, and explain their features.

OR

6. Discuss the relationship between headquarters and field organizations.

UNIT—IV

7. What is meant by coordination? Describe the main types of coordination.

OR

8. Discuss the concept of delegation and explain the barriers to effective delegation.

UNIT—V

9. Discuss the legislative control over administration.

OR

10. Write a note on Citizen's Charter.
