

2012
(1st Semester)

PUBLIC ADMINISTRATION

FIRST PAPER

(Elements of Public Administration)

Full Marks : 75

Time : 3 hours

(PART : B—DESCRIPTIVE)

(Marks : 50)

The questions are of equal value

Answer five questions, selecting **one** from each Unit

UNIT—I

1. Discuss the meaning and nature of Public Administration.
2. Describe the historical approach to the study of Public Administration.

UNIT—II

3. What is hierarchy? Discuss its features.
4. Write down the main differences between formal and informal organisation.

UNIT—III

5. What do you mean by line and staff agencies? Discuss their relationships.
6. What is departmental undertakings? Discuss its main features.

UNIT—IV

7. Explain legislative control over administration.
8. Examine the working of the Estimates Committee.

UNIT—V

9. What is meant by delegated legislation? Write down its merits and demerits.
10. Write a note on Citizen's Charter.

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PUBLIC ADMINISTRATION**FIRST PAPER****(Elements of Public Administration)**

(PART : A—OBJECTIVE)

(Marks : 25)

*The figures in the margin indicate full marks for the questions***SECTION—A**

(Marks : 10)

Tick (✓) the correct answer in the brackets provided : 1×10=10

1. Who is called the Father of Public Administration?

- (a) H. A. Simon ()
- (b) Woodrow Wilson ()
- (c) L. D. White ()
- (d) Chester Bernard ()

(2)

2. Who coined the term POSDCORB?

- (a) F. W. Taylor ()
- (b) Lyndal Urwick ()
- (c) Luther Gullick ()
- (d) Henry Fayol ()

3. Who described hierarchy as a scalar process?

- (a) M. P. Follet ()
- (b) Mooney and Reiley ()
- (c) Marshall E. Dimock ()
- (d) Elton Mayo ()

4. Span of control means

- (a) the number of subordinates that an administrator can effectively supervise ()
- (b) an employee should receive orders from one boss only ()
- (c) the control or supervision over subordinates ()
- (d) the number of people being controlled ()

(3)

5. Government company is created by

- (a) Special Statutes ()
- (b) Executive Order ()
- (c) Parliament ()
- (d) Judiciary ()

6. Independent Regulatory Commission first originated in

- (a) France ()
- (b) India ()
- (c) USA ()
- (d) Switzerland ()

7. Legislative control is concerned with

- (a) law making ()
- (b) implementation ()
- (c) finance ()
- (d) supervision ()

(4)

8. Public Accounts Committee was set up in

- (a) 1921 ()
- (b) 1924 ()
- (c) 1964 ()
- (d) 1975 ()

9. Good governance is

- (a) rigid ()
- (b) responsive ()
- (c) rules and regulations ()
- (d) None of the above ()

10. Public policy means

- (a) declaration of goals ()
- (b) organising ()
- (c) directing ()
- (d) planning ()

(5)

SECTION—B

(Marks : 15)

Answer *all* the questions in about 50 words each : 3×5=15

1. Define the term Public Administration.

(6)

2. Explain the term Coordination.

(7)

3. What do you mean by Auxiliary Agencies?

(8)

4. Write the meaning of Executive Control.

5. What is meant by Administrative Law?
