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( NEP—2020 )

( 1st Semester )

**PUBLIC ADMINISTRATION (MAJOR)**

**( 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.** Who is credited with the idea of politics-administration dichotomy in Public Administration?

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

- 2.** The word 'administration' is derived from a \_\_\_\_\_ word.

- (a) Greek ( )
- (b) Spanish ( )
- (c) Latin ( )
- (d) Hebrew ( )

**3.** Who is called the father of Public Administration?

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

**4.** The oldest approach to the study of administration is the

- (a) philosophical approach ( )
- (b) comparative administration approach ( )
- (c) historical approach ( )
- (d) behavioural approach ( )

**5.** Which of the following is associated with the historical approach to the study of Public Administration?

- (a) Woodrow Wilson ( )
- (b) Frank J. Goodnow ( )
- (c) Charles Lindblom ( )
- (d) S. R. Maheshwari ( )

**6.** The emergence of New Public Administration can be traced back to the late

- (a) 1950s ( )
- (b) 1960s ( )
- (c) 1970s ( )
- (d) 1980s ( )

**7.** *Towards NPA—The Minnowbrook Perspectives* is written by

- (a) J. M. Pfiffner ( )
- (b) C. J. Charlesworth ( )
- (c) Frank Marini ( )
- (d) Dwight Waldo ( )

8. The term New Public Management was coined by
- (a) Christopher Hood (    )
  - (b) Dwight Waldo (    )
  - (c) Garson (    )
  - (d) Overman (    )
9. In which type of organizations are the rules, duties and responsibilities given in writing?
- (a) Formal organizations (    )
  - (b) Informal organizations (    )
  - (c) Private organizations (    )
  - (d) Strategic organizations (    )
10. The terms Line and Staff Agencies are drawn from the
- (a) police (    )
  - (b) administrative organizations (    )
  - (c) military (    )
  - (d) voluntary organizations (    )

**( SECTION : B—SHORT ANSWERS )**

( Marks : 15 )

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

3×5=15

UNIT—I

- 1. Define Public Administration.
- 2. Write the significance of Public Administration.

UNIT—II

- 3. Explain philosophical approach.
- 4. What is meant by comparative approach?

UNIT—III

5. Write any three principles of New Public Service.
6. Write a short note on New Public Service.

UNIT—IV

7. What are the main functions of Staff Agencies?
8. State three features of Informal Organizations.

**( SECTION : C—DESCRIPTIVE )**

( Marks : 50 )

Answer *five* questions, taking at least *one* from each Unit : 10×5=50

UNIT—I

1. Discuss the nature and scope of Public Administration. 10
2. Trace the evolution of the discipline of Public Administration. 10

UNIT—II

3. Write a note on the differences between Public and Private Administrations. 10
4. Discuss the behavioural approach to the study of Public Administration. 10

UNIT—III

5. Write a note on New Public Administration. 10
6. Discuss New Public Management. 10

UNIT—IV

7. What are Line and Staff Agencies? Discuss their roles in the administration. 4+6=10
8. Discuss the relations between Headquarters and Field Agencies. 10

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