

**2 0 2 3**

( NEP—2020 )

( 1st Semester )

**PUBLIC ADMINISTRATION**

( Multi-disciplinary Course )

**( 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 )

Choose the correct answer and place its code in the brackets provided : 1×10=10

**1.** The father of Public Administration is

(a) L. D. White

(b) Woodrow Wilson

(c) Herbert Simon

(d) Luther Gulick

[      ]

**2.** The study of Public Administration as an independent discipline originated in

(a) USA

(b) Germany

(c) United Kingdom

(d) India

[      ]

**3.** The first textbook in Public Administration *Introduction to the Study of Public Administration* was written by

- |                  |                  |          |
|------------------|------------------|----------|
| (a) F. W. Taylor | (b) J. D. Mooney |          |
| (c) L. D. White  | (d) Rumki Basu   | [      ] |

**4.** Luther Gulick identified \_\_\_\_\_ bases of organization.

- |           |          |          |
|-----------|----------|----------|
| (a) three | (b) four |          |
| (c) five  | (d) six  | [      ] |

**5.** In POSDCORB, the letter 'S' stands for

- |               |                  |          |
|---------------|------------------|----------|
| (a) Selection | (b) Scrutiny     |          |
| (c) Staffing  | (d) Satisfaction | [      ] |

**6.** Formal organization lays emphasis on

- |                           |                    |          |
|---------------------------|--------------------|----------|
| (a) personal achievement  | (b) coordination   |          |
| (c) rules and regulations | (d) informal rules | [      ] |

**7.** The number of subordinates a superior officer can effectively supervise is known as

- |                      |                  |          |
|----------------------|------------------|----------|
| (a) span of control  | (b) hierarchy    |          |
| (c) decentralization | (d) organization | [      ] |

**8.** The most important means of coordination is

- |                    |                 |          |
|--------------------|-----------------|----------|
| (a) centralization | (b) supervision |          |
| (c) delegation     | (d) planning    | [      ] |

9. A system of organizing people into different ranks or levels of importance is known as

(a) unity of command

(b) hierarchy

(c) coordination

(d) span of control

[       ]

10. Unity of Command is one of the fourteen principles of

(a) Max Weber

(b) Chester Barnard

(c) Henri Fayol

(d) Paul Appleby

[       ]

**( 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 Public Administration?
2. What do you mean by Private Administration?
3. Explain the significance of Public Administration.

UNIT—II

4. Write any three importance of formal organization.
5. What is meant by headquarters?
6. Briefly discuss any three functions of field agencies.

### UNIT—III

7. Define Unity of Command.
8. Mention three types of coordination.
9. Discuss any three advantages of delegation.

#### ( SECTION : C—DESCRIPTIVE )

( Marks : 40 )

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

10×4=40

### UNIT—I

1. Discuss the scope and nature of Public Administration. 10
2. Explain the evolution of Public Administration as a discipline. 10
3. Differentiate between Public Administration and Private Administration. 10

### UNIT—II

4. Define formal organization and discuss its features. 10
5. Discuss the meaning and significance of an informal organization. 10
6. Examine the relationship between the Headquarters and Field Agencies. 10

### UNIT—III

7. What is meant by hierarchy? Discuss its basic characteristics. 3+7=10
8. Define delegation and discuss its different types. 10
9. Define span of control and discuss its relevance in workplace. 10

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