

PARUL UNIVERSITY
FACULTY OF ARTS
B.A. Summer 2018 -19 Regular Examinations

Semester: 02
Subject Code: 15104153
Subject Name: Introduction to Public Administration

Date: 16/04/2019
Time: 2:00pm to 4:30pm
Total Marks: 60

Instructions:

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.
4. Start new question on new page.

Q.1 Do as directed.

(08)

A. Multiple choice type questions. (Each of 0.5 mark)

1. If the administrative authority within a department is vested in a single individual, then that system is known as:
a) Board b) Bureau
c) Commission d) Council
2. Which of the following administrative thinkers had defined as “the organization and direction of human and material resources to achieve desired ends”?
a) L.D. White b) J.M. Pfiffner
c) J.A. Veig d) H.A. Simon
3. Who says that “power corrupts and absolute power corrupts absolutely”?
a) L.D. White
b) Lord Acton
c) Lord Beveridge
d) Josiah Stamp
4. The most effective means of citizen’s control over administration is:
a) Election
b) Advisory committees
c) Pressure groups
d) Public opinion
5. In hierarchy, the term “scalar” means:
a) Step
b) Position
c) Ladder
d) Process
6. Which of the following is not a function of staff agency?
a) Planning
b) Consultation
c) Advising
d) Achieving goals
7. Bureaucracy that is committed to the programmes of a political party in power is called:
a) Depoliticised bureaucracy
b) Committed bureaucracy
c) Semi politicised bureaucracy
d) Fully politicised bureaucracy
8. Weber’s analysis of bureaucracy was from:
a) Political perspective
b) Sociological perspective
c) Economic perspective
d) Cultural perspective
9. Which of the following have affected the principle of unity of command?

- a) Staff agencies
- b) Line agencies
- c) Auxiliary agencies
- d) Staff and auxiliary agencies

10. The Union Public Service Commission of India has been established under the:

- a) Article 315
- b) Article 320
- c) Article 325
- d) Article 335

11. The Chairman of the Union Public Service Commission submit its Annual Report to:

- a) To the Home minister
- b) To the President
- c) To Parliament
- d) To the Supreme Court

12. Negative motivation is based on:

- a) Fear
- b) Reward
- c) Money
- d) Status

13. Simon was positively influenced by the ideas of:

- a) Terry
- b) Barnard
- c) L.D. White
- d) Henry Fayol

14. How many principles of organisation were propounded by Henry Fayol?

- a) 10
- b) 14
- c) 5
- d) 9

15. Who wrote the book "Towards a New Public Administration: The Minnowbrook perspective"?

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

16. The concept of the "zone of indifference" is associated with:

- a) Decision making
- b) Leadership
- c) Authority
- d) Motivation

B. Terms/ Short notes/ Case study/ Charts/ Graphs/ Tables, etc. (Each of 01 mark)

(07)

1. Define any one advantage of bureaucracy.
2. Suggest any one way to exercise Effective control over Bureaucracy.
3. Define Bureaucracy.
4. Define Unity of Command.
5. Define Span of Control.
6. Define Development Administration.
7. Give the meaning of management of personnel.

Q.2 Answer the following.

- A. Explain the meaning of “ongoing process”. (04)
- B. Describe any two characteristics of bureaucracy. (04)
- C. Describe any two differences between public administration and new public administration. (04)

OR

- C. Explain integral view of public administration. (04)

Q.3 Answer the following.

- A. Explain the disadvantages of Bureaucracy. (05)
- B. Describe any three factors which determines span of control. (05)
- C. Explain the concept of “Development of administration” and “Administration of development”. (05)

OR

- C. Explain Luther Gulick’s scope of Public Administration. (05)

Q.4 Answer the following.

- A. Mention any three rules regarding neutrality in politics among civil servants. (06)
- B. Define Hierarchy, span of control, centralisation and decentralisation. (06)
- C. Explain functions of development administration. (06)

OR

- C. Explain public administration as an art. (06)