

Ba/POL/H/M-5

2025

(FYUGP)

(5th Semester)



POLITICAL SCIENCE

(Minor)

Paper Code : POL/H/M-5

(Introduction to Public Administration)

Full Marks : 75

Pass Marks : 40%

Time : 3 hours

(PART : B—DESCRIPTIVE)

(Marks : 50)

The questions are of equal value

1. Define Public Administration. Discuss its scope in modern governance.

Or

Explain the role and importance of Public Administration in a welfare State.

2. What are the main features of F. W. Taylor's scientific management theory?

Or

Discuss Elton Mayo's contribution to human relations theory.

3. Explain the principle of hierarchy with examples from public organizations.

Or

What do you understand by unity of command? Why is it important?

4. Describe the methods of recruitment in public services.

Or

Write short notes on the following :

- (a) All India Services
- (b) Central Services
- (c) State Services

5. What is New Public Administration? How is it different from traditional administration?

Or

Discuss the meaning and significance of Good Governance.

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(PART : A—OBJECTIVE)

(Marks : 25)

The figures in the margin indicate full marks for the questions

SECTION—I

(Marks : 15)

Put a Tick (✓) mark against the correct answer in the brackets provided : 1×15=15

1. The main concern of Public Administration is

- (a) production of goods ()
- (b) implementation of public policies ()
- (c) profit-making ()
- (d) international trade ()

2. Public Administration is mainly different from private administration because it
- (a) works for the welfare of the people ()
 - (b) has no rules ()
 - (c) works only for profit ()
 - (d) has no accountability ()
3. Which of the following is included in the scope of Public Administration?
- (a) Recruitment and training of civil servants ()
 - (b) Maintenance of law and order ()
 - (c) Policy implementation ()
 - (d) All of the above ()
4. Who is known as the father of Scientific Management?
- (a) Elton Mayo ()
 - (b) Frederick Taylor ()
 - (c) Max Weber ()
 - (d) Henri Fayol ()
5. Elton Mayo's human relations theory mainly emphasized
- (a) strict rules and hierarchy ()
 - (b) workers' social and psychological needs ()
 - (c) maximum production at minimum cost ()
 - (d) centralization of power ()

6. According to scientific management, efficiency in work can be increased through
- (a) trial and error ()
 - (b) scientific study of tasks and time ()
 - (c) worker strikes ()
 - (d) ignoring supervision ()
7. The principle of Unity of Command means
- (a) one subordinate should receive orders from only one superior ()
 - (b) all subordinates should control their superior ()
 - (c) every worker can follow multiple bosses ()
 - (d) authority must always be decentralized ()
8. Span of control refers to
- (a) the number of departments in an organization ()
 - (b) the number of subordinates directly under a superior ()
 - (c) the control of one ministry over another ()
 - (d) the financial control of government offices ()
9. Which of the following ensures smooth functioning of all units in an organization?
- (a) Centralization ()
 - (b) Hierarchy ()
 - (c) Coordination ()
 - (d) Delegation ()

10. Recruitment in Public Administration refers to

- (a) training existing employees ()
- (b) selection and appointment of suitable candidates for jobs ()
- (c) transfer of staff from one office to another ()
- (d) promotion of civil servants ()

11. The All India Services (like IAS, IPS, IFS) are controlled by

- (a) the State Government only ()
- (b) the Central Government only ()
- (c) the Centre and the States jointly ()
- (d) the local self-government ()

12. A 'generalist' in administration is one who

- (a) has specialized knowledge in one technical area ()
- (b) possesses broad knowledge and can handle diverse responsibilities ()
- (c) works only in the finance department ()
- (d) deals exclusively with legal matters ()

13. The New Public Administration (NPA) emerged mainly in response to

- (a) the Industrial Revolution ()
- (b) the First World War ()
- (c) the social and political movements of the 1960s ()
- (d) economic liberalization of the 1990s ()

14. The main emphasis of New Public Management (NPM) is on

- (a) political ideology ()
- (b) people's welfare through government monopoly ()
- (c) efficiency, accountability and adopting private sector techniques ()
- (d) military control over administration ()

15. Good governance is best described as

- (a) government working secretly without public involvement ()
- (b) rule of law, transparency, accountability and citizen participation ()
- (c) centralized decision-making by bureaucrats ()
- (d) administration based only on traditions ()

SECTION—II

(Marks : 10)

Answer the following questions in short :

2×5=10

1. Write a short note on the meaning of Public Administration.

Or

Briefly explain the difference between Public Administration and Private Administration.

2. Explain the main objectives of scientific management.

Or

What is the significance of the Hawthorne experiments in human relations theory?

3. What is meant by 'span of control'?

Or

Distinguish between Centralization and
Decentralization.

4. Why is training important for civil servants?

Or

Discuss the advantages and limitations of having
generalists and specialists in administration.

5. What are the key features of New Public Management (NPM)?

Or

How have contemporary approaches in public administration tried to make government more citizen-centric?
