

## **Question Bank**

### **Political Science**

***B.A. 3rd Year, 5th Semester***

#### ***Paper-II***

**Course Title: Elements of Public Administration**

***Total Questions: 150 (50 Long, 50 Short, 50 MCQs)***

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#### **Section A: Long Questions (50)**

1. Define Public Administration. Explain its nature and scope.
2. Differentiate between Public Administration and Private Administration.
3. Discuss the evolution of Public Administration as an academic discipline.
4. What is Comparative Public Administration? Explain its relevance.
5. Elaborate on the concept and objectives of Development Administration.
6. Explain the characteristics and significance of New Public Administration.
7. Describe the main features of New Public Management.
8. Discuss the principle of hierarchy in organization.
9. Explain the principle of span of control with examples.
10. What is Unity of Command? Why is it important?
11. Define delegation. What are the essential elements of effective delegation?
12. Describe the importance of supervision in administration.
13. What is coordination? How can coordination be achieved in administration?
14. Explain the role and functions of staff, line, and auxiliary agencies.
15. Discuss the structural differences between departments and public corporations.
16. Analyze the structure and functioning of public corporations in India.
17. What is planning? Explain the planning process in India.
18. Discuss the role of NITI Aayog in planning in contemporary India.
19. Explain the significance of planning in administrative functioning.
20. Define personnel administration. What are its key components?
21. Describe the recruitment process in Indian civil services.
22. Discuss the importance of training in public administration.
23. What are the various methods of promotion in public service?

24. Examine the functions and characteristics of bureaucracy.
  25. Critically analyze the generalist vs. specialist debate.
  26. What is civil service neutrality? How is it maintained?
  27. Discuss the types and functions of budget in financial administration.
  28. Describe the stages of the budgetary process in India.
  29. Explain the importance of financial administration in government functioning.
  30. What are the methods of legislative control over administration?
  31. Explain the role of the executive in administrative control.
  32. Discuss the significance of judicial control over public administration.
  33. What is an Ombudsman? Discuss its relevance.
  34. Explain the functions and powers of Lokpal in India.
  35. Discuss the structure and functioning of Lokayukta.
  36. Compare Lokpal and Lokayukta institutions in India.
  37. How can administrative accountability be ensured?
  38. What is public accountability? How is it implemented?
  39. Describe the main challenges in implementing New Public Management.
  40. Explain how public corporations differ from departmental organizations.
  41. Analyze the contributions of Max Weber to the concept of bureaucracy.
  42. What are the essential characteristics of development administration?
  43. Explain the role of training institutions for civil servants in India.
  44. What is fiscal accountability? How is it maintained?
  45. Examine the impact of New Public Administration on policy-making.
  46. Discuss administrative reforms in India with suitable examples.
  47. What are the ethical issues in public administration?
  48. Evaluate the role of citizens in controlling administration.
  49. Describe the importance of performance budgeting.
  50. Explain the challenges and future prospects of public administration in India.
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## **Section B: Short Questions (50)**

1. Define Public Administration.
2. Mention any two differences between public and private administration.
3. What is New Public Administration?
4. Name any two principles of organization.
5. Define span of control.
6. What is meant by delegation?
7. Define supervision in administration.
8. What is the purpose of coordination?
9. What are staff agencies?
10. Name any two auxiliary agencies.
11. Define department in administrative structure.
12. What is a public corporation?
13. What is planning?
14. Mention any two features of Indian planning.

15. What is NITI Aayog?
  16. Define personnel administration.
  17. What is recruitment?
  18. Name two types of training.
  19. Define promotion.
  20. What is bureaucracy?
  21. Who is a generalist?
  22. Who is a specialist?
  23. What is civil service neutrality?
  24. Define budget.
  25. What are the stages of budget formulation?
  26. What is budgetary control?
  27. Define legislative control.
  28. Mention one example of executive control.
  29. What is judicial review?
  30. What is an Ombudsman?
  31. Name the first Lokpal of India.
  32. What is the function of Lokayukta?
  33. Mention any two functions of public corporations.
  34. Define administrative ethics.
  35. What is fiscal discipline?
  36. Mention any two tools of administrative control.
  37. Define development administration.
  38. Mention any two goals of development administration.
  39. What is the principle of unity of command?
  40. What are line agencies?
  41. Name two training institutions in India.
  42. Define executive control.
  43. What is meant by public accountability?
  44. Mention any one challenge of New Public Management.
  45. Who is the current Chairperson of NITI Aayog?
  46. Define performance budgeting.
  47. What is ethics in public administration?
  48. Mention two examples of judicial control.
  49. Define generalist vs. specialist debate.
  50. What is the purpose of administrative reforms?
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### Section C: Multiple Choice Questions (MCQs) (50)

1. Who is known as the father of Public Administration?
  - A. Woodrow Wilson ☒
  - B. Max Weber
  - C. Henri Fayol
  - D. Elton Mayo

2. The term 'New Public Management' emerged in:
  - A. 1950s
  - B. 1960s
  - C. 1980s ☒
  - D. 2000s
3. Which of the following is NOT a principle of organization?
  - A. Hierarchy
  - B. Span of control
  - C. Supervision
  - D. Constitution ☒
4. Line agencies are responsible for:
  - A. Giving advice
  - B. Supporting functions
  - C. Policy implementation ☒
  - D. Technical assistance
5. What is the main function of NITI Aayog?
  - A. Tax Collection
  - B. Planning and Policy-making ☒
  - C. Budget Allocation
  - D. Law Enforcement
6. The principle of Unity of Command means:
  - A. Multiple supervisors
  - B. No supervision
  - C. One subordinate, one supervisor ☒
  - D. Division of work
7. Delegation is a process of:
  - A. Monitoring subordinates
  - B. Assigning responsibility ☒
  - C. Hiring staff
  - D. Auditing budget
8. Development Administration is mainly concerned with:
  - A. Budget planning
  - B. Taxation
  - C. Socio-economic development ☒
  - D. Law enforcement
9. Who introduced the concept of bureaucracy?
  - A. Karl Marx
  - B. Max Weber ☒
  - C. Herbert Simon
  - D. Elton Mayo
10. Which of the following is a type of training?
  - A. Vertical
  - B. On-the-job ☒
  - C. Diagonal
  - D. Lateral

11. A public corporation is created by:  
A. Administrative Order  
B. Judicial Ruling  
C. Legislative Act ☒  
D. Presidential Order
12. The Public Accounts Committee belongs to:  
A. Executive  
B. Judiciary  
C. Legislature ☒  
D. Civil Society
13. Civil Service neutrality means:  
A. Political activism  
B. Support to ruling party  
C. Impartiality in service ☒  
D. Refusing to work
14. Which of the following is NOT a characteristic of bureaucracy?  
A. Impersonality  
B. Nepotism ☒  
C. Hierarchy  
D. Division of labor
15. Lokpal deals with complaints against:  
A. Judiciary  
B. Private sector  
C. Public functionaries ☒  
D. Media
16. The term 'Span of Control' refers to:  
A. Area of control  
B. Number of subordinates supervised ☒  
C. Time span of service  
D. Financial authority
17. Planning Commission was replaced by:  
A. NDC  
B. Finance Commission  
C. NITI Aayog ☒  
D. RBI
18. The current Chairperson of NITI Aayog is:  
A. Amitabh Kant  
B. Narendra Modi ☒  
C. Arvind Panagariya  
D. Suman Bery
19. Supervision ensures:  
A. Freedom of action  
B. Goal deviation  
C. Discipline and guidance ☒  
D. Work stoppage

20. The first ARC was established in:
- A. 1950
  - B. 1966 ☒
  - C. 1975
  - D. 1984
21. Which budget focuses on performance and outcomes?
- A. Traditional Budget
  - B. Zero-based Budget
  - C. Performance Budget ☒
  - D. Line-item Budget
22. Which one is a method of recruitment?
- A. Promotion
  - B. Lateral entry ☒
  - C. Transfer
  - D. Rotation
23. Public Administration differs from Private Administration in terms of:
- A. Profit motive ☒
  - B. Organization
  - C. Management
  - D. Planning
24. Auxiliary agencies provide:
- A. Planning services
  - B. Legal aid
  - C. Technical and administrative support ☒
  - D. Budget execution
25. The Ombudsman in India is known as:
- A. Vigilance Officer
  - B. Public Prosecutor
  - C. Lokpal ☒
  - D. Chief Justice
26. Training is part of:
- A. Planning
  - B. Personnel Administration ☒
  - C. Financial Audit
  - D. Judicial Review
27. Civil Service Reforms aim at:
- A. Increasing corruption
  - B. Administrative efficiency ☒
  - C. Centralization
  - D. Judicial control
28. Which body audits government accounts in India?
- A. Supreme Court
  - B. Parliament
  - C. CAG ☒
  - D. UPSC

29. Which of the following ensures legislative control over administration?
- A. PMO
  - B. Lokpal
  - C. Parliamentary Committees ☒
  - D. UPSC
30. The term 'generalist' refers to:
- A. Expert in one field
  - B. One who performs multiple tasks ☒
  - C. Political leader
  - D. Retired officer
31. One key feature of New Public Management is:
- A. Bureaucratic control
  - B. Rule-orientation
  - C. Performance-based evaluation ☒
  - D. Hierarchical dominance
32. Which is NOT a control mechanism over administration?
- A. Judiciary
  - B. Executive
  - C. Police ☒
  - D. Legislature
33. Which training is done while doing the job?
- A. Pre-entry
  - B. In-service ☒
  - C. Induction
  - D. Specialization
34. Who among the following appoints the Lokpal?
- A. President of India ☒
  - B. Prime Minister
  - C. Chief Justice
  - D. Speaker
35. The rule of law ensures:
- A. Arbitrary power
  - B. Legal equality ☒
  - C. Dictatorship
  - D. Martial law
36. Which is a key function of Financial Administration?
- A. Decision-making
  - B. Budget formulation ☒
  - C. Human resource management
  - D. Judicial control
37. Public Administration became a separate discipline in:
- A. 1800s
  - B. 1887 ☒
  - C. 1900
  - D. 1920

38. The process of transferring responsibility from central to lower levels is:
- A. Coordination
  - B. Centralization
  - C. Decentralization ☒
  - D. Mobilization
39. A performance budget is linked to:
- A. Expenditure items
  - B. Work output ☒
  - C. Voting power
  - D. Judicial orders
40. Staff agencies:
- A. Directly implement policy
  - B. Offer advice and assistance ☒
  - C. Distribute grants
  - D. Maintain discipline
41. The budgetary process starts with:
- A. Parliament
  - B. Finance Ministry ☒
  - C. Prime Minister
  - D. RBI
42. Unity of Command avoids:
- A. Duplication of work ☒
  - B. Work distribution
  - C. Training
  - D. Delegation
43. Judicial review means:
- A. Review of government schemes
  - B. Review of laws by judiciary ☒
  - C. Review of recruitment
  - D. Review of training
44. The UPSC is primarily involved in:
- A. Legal drafting
  - B. Budget control
  - C. Recruitment of civil servants ☒
  - D. Judicial appointments
45. Which term denotes oversight by the people?
- A. Bureaucracy
  - B. Civil Service
  - C. Public Accountability ☒
  - D. Executive Authority
46. Max Weber advocated:
- A. Participative management
  - B. Scientific management
  - C. Bureaucratic model ☒
  - D. Behavioral model



47. Budget passed by Parliament is known as:
- A. Draft Bill
  - B. Finance Bill ☒
  - C. Budget Note
  - D. White Paper
48. The second ARC emphasized on:
- A. Decentralization ☒
  - B. Privatization
  - C. Bureaucracy
  - D. Budget control
49. Lokayukta functions at the level of:
- A. Union Government
  - B. State Government ☒
  - C. Local Government
  - D. Panchayat
50. Which of the following promotes citizen-centric administration?
- A. Budget
  - B. Judicial Review
  - C. New Public Management ☒
  - D. Centralization