

2019

(6th Semester)

COMMERCE

Paper : BC-602

(Public Administration)

Full Marks : 70

Pass Marks : 45%

Time : 3 hours

(PART : B—DESCRIPTIVE)

(Marks : 45)

*The figures in the margin indicate full marks
for the questions*

1. (a) What is Public Administration? Discuss the importance of Public Administration.

2+7=9

Or

- (b) Explain the classical theory of administration.

9

2. (a) "The success or failure of any organization largely depends upon the quality and work of the chief executive." Discuss.

9

Or

- (b) Discuss the various bases of departmental organization and state which is the best basis for departmental organization and why. 6+3=9
3. (a) Discuss the concept of legislative control over administration. In what way, the legislative control is exercised, and how far is it effective? 4+5=9
- Or
- (b) What are the advantages of administrative tribunals? State and explain the factors for the rise of administrative tribunals. 3+6=9
4. (a) Explain the various types of recruitment. 9
- Or
- (b) Discuss the principles of promotion. Support your answer by explaining three main principles involved in promotion. 3+6=9
5. (a) Discuss the procedure of passing the budget in India. 9
- Or
- (b) Discuss the audit functions performed by the Comptroller and Auditor General of India. 9

2019

(6th Semester)

COMMERCE

Paper : BC-602

(Public Administration)

(PART : A—OBJECTIVE)

(Marks : 25)

The figures in the margin indicate full marks for the questions

SECTION—I

(Marks : 15)

1. Indicate whether the following statements are True (T) or False (F) by putting a Tick (✓) mark : 1×5=5

(a) Private Administration has got hierarchical set up, whereas, Public Administration does not.

(T / F)

(b) Staff service is primarily a service of advice and help.

(T / F)

(c) The Lokpal and Lokayukta Act came into operation with effect from 16th January, 2014.

(T / F)

(d) Civil Service often indulges in red tapism.

(T / F)

(e) A deficit budget is one in which revenue exceeds the estimated expenditure.

(T / F)

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

(a) Henry Fayol defined administration in terms of five concepts, such as

(i) planning, organizing, command, coordinating and control

(ii) planning, organizing, directing, coordinating and command

(iii) planning, directing, staffing, reporting and command

(iv) planning, directing, budgeting, controlling and reporting

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(b) _____ are those which under take the advising, assisting or housekeeping service.

(i) Line agencies

(ii) Staff agencies

(iii) Both (i) and (ii)

(iv) None of the above

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(c) 'Zero Hour' is India's innovation in the field of parliamentary practices which has been in use since

(i) 1960

(ii) 1961

(iii) 1962

(iv) 1963

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(d) Bureaucracy is used in a narrow sense to denote those important public servants who occupy

(i) lower level

(ii) middle level

(iii) higher level

(iv) All of the above

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(e) Which type of training is not a part/sub-heads of formal training?

(i) Pre-entry training

(ii) Post-entry training

(iii) Orientation training

(iv) Skills training

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(f) In which century did the classical theory of administration originate?

(i) 19th Century

(ii) 20th Century

(iii) 18th Century

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(g) Which one of the following follows the activities of multifunctional departments?

(i) The Department of Education

(ii) The Department of Defence

(iii) The Department of Agriculture

[]

(h) At present, the UPSC consists of a chairman and _____ other members.

(i) 5

(ii) 15

(iii) 8

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(i) A method of budgeting whereby all the expenses for the new period are calculated on the basis of actual expenses that are to be incurred and not on differential basis is

(i) balanced budget

(ii) zero-based budget

(iii) legislative-type budget

(j) Who appoints the Comptroller and Auditor General of India?

(i) The President of India

(ii) The Governor of States

(iii) The Chief Justice of India

(iv) The Prime Minister of India

SECTION—II

(Marks : 10)

3. Write short notes on the following :

2×5=10

(a) Private Administration

(b) Departments

(c) Lokayukta

SECTION - II

(Write in Hindi)

3-2-10

3. Write short notes on the following:

(a) Private Administration

(d) Short-term and long-term training

(b) Departments

(e) Audit