

Subject: Public Administration
Class: XI

Mos

Time: 3 hrs
I.M: 100 marks

General Instructions:-

1. All questions are compulsory
2. Q1-5 are of 6 marks each. The answer to these questions should not exceed 150-200 words with internal choice.
3. Q 6- 15 are of 4 marks each. The answer should not exceed 100-120 words .
4. Q 16-25 are of 2 marks each. The word limit should not exceed 50.
5. Q 26-35 are of 1 mark each.

Section-A

Long Answer Type Question (6 marks each)

Q1. Why Public Administration is needed? Also discuss its scope.

OR

Meaning of Public Administration and its significance.

Q2. Contribution of Henry Fayol in field of Administration.

OR

Is Max Webber theory of Bureacracy is applicable in modern day? Discuss.

Q3. Decision making with special Reference to H. Simon. Comment.

OR

Give Maslow's Hierarchy of need theory.

Q4. What steps should be taken into consideration while preparing Plan?

OR

What is leadership? What qualities should be in a successful leader?

Q5. Meaning of Public Policy. How the Public Policies are formulated?

OR

Role of media in present scenario.

Section - B

Short Answer Type Questions (4 marks each)

Q6. Describe in brief principles of administration given by Urwick.

Q7. Describe the Bureaucratic approach regarding organization as given by Max Webber.

Q8. Why coordination is necessary in organization?

Q9. Distinguish between line and staff organization.

Q 10. Why Policy needs Review?

Q11. Meaning of Financial Administration and give significance of financial administration.

Q12. Meaning of Budget also discuss its types.

Q13. Role of Public Service Guarantee Act 2011.

Q14. Is Right to Information Act in India is plays its positive role? Discuss.

Q15. Meaning of Good Governance and its features.

Section- C

Very Short Answer Type Questions

(2 marks each)

- Q16. Give meaning of New Public Administration.
Q17. Give Philosophical approach of Public administration.
Q18. Discuss Ecological approach of F.W. Riggs.
Q19. Write short note on Socio- Psychological Approach of Administration.
Q20. Give meaning of decentralization.
Q21. What is supervision?
Q22. What is effective communication?
Q23. Meaning of Financial administration.
Q24. Give brief globalization and public administration.
Q25. What is new in new Public Administration?

Section- D

Multiple Choice Questions

(1 mark each)

- Q26. Administration would differ from one field to another accurate to the subject matter. This statement explain:
(a) Managerial view of Administration
(b) Wider view of Administration.
(c) Integral view of Administration.
(d) Narrow view of Administration.
- Q27. Who coined the acronym POSDCORB
(a) Gullick & Urwick (b) Urwick (c) Gulick (d) H. Fayol
- Q28. Human relation theory is propounded by ;
(a) Gulick (b) A. Mayo (c) Taylor (d) None of the above.
- Q29. Who describe the classical approach as the engineering approach?
(a) Gulick (b) Fayol (c) Urwick (d) Mooney
- Q30. The term "Self actualization" was first coined by:
(a) Maslow (b) Kurt Goldstain (c) Mcgregor (d) Herzberg
- Q31 According to Herzberg, the most important hygienic factor is
(a) Company Policy & administration (c) Achievement
(b) Salary (d) Work condition
- Q32 The RTI was come into force in J & K
(a) 2009 (b) 2010 (c) 2011 (d) None of these
- Q33. The first committee to recommend for establishment of an Ombudsman type of institution in India was
(a) Gorwale committee (c) Sanathan Committee
(b) Kripalani Committee (d) Administrative reform committee
- Q34. The concept of new Public Administration was given by
(a) Dwight Waldo (b) Luther Gulick (c) Henry Fayol (d) None of the above.
- Q35. The concept of new public administration was first introduced in the Minnowbrook Conference
(a) 1959 (b) 1960 (c) 1961 (d) 1962