



ST. XAVIER'S COLLEGE JAIPUR

Nevta- Mahapura Road, Jaipur, Rajasthan - 302029

Approved under Section 2(f) & 12(B) of the UGC Act, 1956

"A Christian Minority Institution"

SEMESTER-I FOUNDATIONS OF PUBLIC ADMINISTRATION QUESTION BANK

UNIT-1

PART-I (SHORT QUESTIONS)

Each question to be answered in 50 words

1. Why public administration is considered crucial for the effective functioning of a democratic setup?
2. How does public administration play a role in socio-economic development and public welfare?
3. In what ways has the scope of public administration expanded in the 21st century?
4. Explain the significance of public administration in developing countries?
5. Explain Managerial View of Public Administration?
6. Define POSDCoRB?
7. Write in brief the role of Woodrow Wilson in the development of Public Administration?
8. Explain Integral and Managerial View of Public Administration.
9. Explain the politico-administration dichotomy?
10. Is Public administration Art or Science?
11. Explain the relationship of public administration with economics/ sociology/ psychology?
12. How do legal frameworks influence the policies and actions of public administrative bodies?
13. Discuss the role of Frank J Goodnow in Politico-administration dichotomy?
14. What is 'NEW' in New Public Administration?
15. Define social equity?
16. New Public Administration is Anti-positivist, Anti-technical and Anti-hierarchical. Comment
17. Explain the themes of New Public Management.
18. Write any four major differences between Traditional Public administration and New Public Administration.
19. Why New Public Management is called as "Second Reinvention" in Public Administration?
20. Why NPM is referred as 'third-party government'?

PART-II (DESCRIPTIVE)

1. Explain the meaning, nature and scope of public administration.
2. Throw light on the importance of public administration in the current changing dynamics of developing countries.
3. What are the implications of globalization on public administration, and how does it influence international relations and cooperation among governments?
4. Examine the role of public administration in the developing countries.

5. Explain Public-Private dichotomy.
6. What were the key contributions of Woodrow Wilson to the development of modern public administration theory and practice?
7. Explain the phases in the evolution of public administration.
8. Explain era of Principles of organisation.
9. How does New Public Administration approach issues of social justice and equity in the context of public policy and administration?
10. What is the historical background of New Public Administration, and how did it emerge as a significant approach to public administration?
11. Describe the key principles and values associated with New Public Administration, and how do they differ from traditional public administration?
12. What are the main differences between the New Public Management (NPM) and New Public Administration (NPA) approaches, and how do they shape public sector management and governance differently?
13. What is the core philosophy (basic themes) and underlying principles (goals) of New Public Management, and how do they differ from traditional public administration approaches?
14. NPM has more result-oriented and customer- centric approach. Explain
15. Assess the evaluation of public administration as a discipline.

UNIT-2
PART-I (SHORT QUESTIONS)

Each question to be answered in 50 words

1. What is the primary focus of the classical approach in public administration?
2. Who are some of the key thinkers associated with the classical approach?
3. What is the central principle of the classical approach concerning organizational structure?
4. Explain the concept of "ECONOMIC MAN" in classical approach.
5. What are some limitations or criticisms of the classical approach in public administration?
6. State the contribution of Elton Mayo in human relations approach.
7. Explain the Hawthorne studies and their significance in the development of the human relations approach?
8. What are some of the potential benefits and criticisms associated with the human relations approach in public administration?
9. Explain the concept of "SOCIAL MAN" in public administration.
10. What is the main concern of the behavioural approach in public administration?
11. Explain the concept of "administrative behaviour" in the behavioural approach?
12. Mention the names of the books associated with the behavioural approach?
13. Explain the concept of "interdependence and inter-relatedness" in the ecological approach?
14. Who are some key proponents of the ecological perspective in public administration?
15. What role does effective public administration play in achieving good governance?
16. What challenges or obstacles can hinder the attainment of good governance in a society?
17. Write any four criticisms of neo-Weberian State?
18. Explain the role of public administrator as per New Public Service.
19. Write major four principles of New Public Service.
20. What are the themes of Good Governance?

PART-II (DESCRIPTIVE)

1. What are the foundational principles of the classical approach in public administration?
2. What criticisms or limitations have been raised against the classical approach?
3. How did the Hawthorne studies contribute to the development of the human relations perspective?
4. What are the central tenets of the human relations approach in public administration?
5. What is the significance of motivation and psychological factors in understanding behaviour within public administration?
6. How do the fundamental principles and assumptions of the behavioural approach in public administration differ from classical theories?
7. Explain the characteristics of behavioural approach?
8. What role does environment play in the context of the ecological approach?
9. How does the ecological approach challenge traditional bureaucratic models?
10. What are the characteristics of the neo-Weberian state? and
11. How neo-Weberian state differ from traditional bureaucratic models of governance?
12. How has the neo-Weberian state influenced the development of public administration?
13. What are the fundamental principles and values that underline the New Public Service (NPS) perspective in public administration? Write the criticism in effective implementation of NPS?
14. Explain the concept of good governance under the framework of accountability and transparency.
15. How does people's participation promotes the concept of good governance?

UNIT-3

PART-I (SHORT QUESTIONS)

1. Write any four principles of organisation.
2. Explain 4P's in formal organisation.
3. What role do formal rules and procedures play in public administration?
4. Why is job specialization important in the formal organization?
5. Write at least four differences between formal and informal organisation.
6. What are informal organisations?
7. How do informal norms and unwritten rules impact behaviour within government organizations?
8. What are the advantages of matrix organizations in public administration?
9. Write four advantages of hierarchy?
10. What is gang-plank?
11. What is the principle of "unity of command" in organization?
12. Why is unity of command important in organizational structure?
13. What factors influence the determination of an appropriate span of control in an organization?
14. Explain Graicunas formula of span of control.
15. How does decentralization differ from centralization?
16. What are the factors which govern decentralization?
17. How does administrative decentralization function?
18. How do staff agencies differ from line agencies?
19. Give examples of line and staff agencies.

20. What are auxiliary agencies?

PART-II (DESCRIPTIVE)

1. What are formal organisations? Explain the merits and demerits of these organisations.
2. What factors can lead to the emergence of strong informal networks within organisations?
3. What are the foundations of informal organizations within formal settings?
4. How do informal organizational dynamics affect conflict resolution?
5. How would you define the concept of hierarchy? State the advantages and disadvantages of hierarchy.
6. Define unity of command? What are the key criticisms of Unity of Command?
7. How does Unity of Command differentiate from the Unity of Direction?
8. How does the nature of the work impact the ideal span of control?
9. How can organizations balance between span of control and layers of hierarchy?
10. Define decentralization? What are primary advantages and potential disadvantages of decentralization?
11. How does decentralization affect the accountability and responsibility structures within an organization?
12. How decentralization differs from delegation?
13. What are the primary responsibilities and roles of line agencies in an organization?
14. Can you illustrate the differences between line and staff functions with specific examples?
15. Highlight the importance of Auxiliary agencies in the government organisations.

UNIT-4

PART-I (SHORT QUESTIONS)

1. Write any four functions of chief executive.
2. How do staff agencies help chief executives in performing his functions?
3. What are the essential conditions of power?
4. Write any four sources of power?
5. What is the meaning of political power?
6. Write three types of authority according to Max Weber?
7. What is the difference between power and Authority?
8. Explain the Acceptance theory of authority?
9. Define responsibility as a principle of public administration?
10. Authority and Responsibility are inter-related. Comment
11. Write any four importance of coordination.
12. Write any four factors which limit the achievement of coordination?
13. Explain the features of delegation?
14. Explain four types of supervision?
15. What is grapevine communication in organizations?
16. What are the seven elements of effective communication?
17. Explain three phases of decision making process.
18. Explain Simon's Bounded Rationality Model of decision making.
19. Write any four measures to improve the morale of the public administrator.
20. What are the advantages of motivation?

PART-II (DESCRIPTIVE)

1. Explain the meaning of chief executive. Differentiate between presidential and parliamentary chief executives.
2. Discuss the concept of power? How it is different from authority?
3. Discuss the kinds and sources of power. State the relationship of power with authority and legitimacy.
4. Define Authority? Discuss its nature and kind
5. Examine the view of Max Weber regarding the concept of Authority.
6. Define responsibility and its kind.
7. Coordination is an essential part of administration. Explain
8. What is the importance of coordination in public administration?
9. Define delegation. What are the advantages of delegation?
10. The principle of supervision is inherent in the hierarchical structure of the organisation. Discuss.
11. Define decision making with special reference to Herbert Simon.
12. Communication is the 'blood stream of administration' Explain.
13. Define Morale. Explain the factors affecting morale.
14. Explain Motivation and its types.
15. Explain Maslow's Need hierarchy theory and Mc Gregor's Theory X and Theory Y.