

BA POLITICAL SCIENCE

Introduction to Public Administration

QUESTION BANK

1. The term 'administration' means management the affairs of:
 - (a) Public
 - (b) Private
 - (c) Public or private
 - (d) None

2. In the, civil servants and academics such as Woodrow Wilson promoted American civil service reform in 1880, moving public administration into academia.
 - (a) USA
 - (b) UK
 - (c) USSR
 - (d) France

3. With the ushering in an era of welfare states, what is construed as a "moral act" and "administrator as a moral agent".
 - (a) Public administration
 - (b) Administration
 - (c) Private administration
 - (d) None

4. In public administration, its motto often being the:

- (a) Welfare of man
- (b) Welfare of animals
- (c) Welfare of all beings
- (d) All

5. Who said: “Administration is a long and slightly pompous word, but it has humble meaning”.

- (a) E N. Gladden
- (b) Powell
- (c) Lucian
- (d) Waldo

6. In the words of Woodrow Wilson, public administration is detailed and systematic application of what?

- (a) Politics
- (b) Law
- (c) Religion
- (d) All

7. ... defines Public administration consists of all those operations having for their purpose the fulfilment or enforcement of public policy.

- (a) Max Weber
- (b) Pareto
- (c) L D White
- (d) Gladden

8. According to, “Public administration concerned with the administration of the government.”

(a) Max Weber

(b) Pareto

(c) Pfiffner

(d) Gladden

9. Who was the originator of the Politics-administration dichotomy?

a)W.F. Willoughby

b)Woodrow Wilson

c).Mary Parker Follet

d)Henry Fayol

10. According to, “Public Administration is that part of the science of administration which has to do with government and thus concern itself primarily with the executive branch where the work of the Government is done”

(a) L D. White

(b) Deutch

(c) Pfiffner

(d) Gullick

11. Waldo defines Public Administration as the art and science of management as applied to the affairs of what?

(a) State

(b) Constitution

(c) Civility

(d) None

12. By common usage and practice the term 'public administration' is restricted to the organisation and operations of the executive branch only. Is it a right statement?

- (a) Yes
- (b) No
- (c) Partially right
- (d) Partially wrong

13. According to which view, public administration is the sum total of all the activities undertaken in pursuit of and in fulfilment of public policy.

- (a) Integral view
- (b) Managerial view
- (c) Constructive view
- (d) None

14. According to this view, the work of only those persons who are engaged in the performance of managerial functions in an organisation constitute administration.

- (a) Integral view
- (b) Managerial view
- (c) Constructive view
- (d) None

15. Who defines the POSDCORB techniques?

- (a) Gullick
- (b) Deutch
- (c) Pfiffner
- (d) L D. White

16. means working out in broad outline the things to be done, the method to be adopted to accomplish the purpose.

- (a) Coordinating
- (b) Budgeting
- (c) Organising
- (d) Planning

17..... means the recruitment and training of the personnel and their condition of work.

- (a) Coordinating
- (b) Budgeting
- (c) Organising
- (d) Staffing

18. According to which view, public administration studies the sum total of the entire activities of the government; the executive, legislature and judiciary.

- (a) Integral view
- (b) Subject Matter view
- (c) Constructive view
- (d) None

19. The management of affairs by private individuals or body of individuals is private administration while management of affairs by central, state or local government is public administration. How do you evaluate this statement?

- (a) Accurate
- (b) Wrong
- (c) Partially right
- (d) Partially wrong

20. In which year, W.F. Willoughby's book *Principles of Public Administration* came as the new orientation of public administration.

- (a) 1925
- (b) 1927
- (c) 1929
- (d) 1931

21. is regarded as the father of Scientific Management.

- (a) Gladden
- (b) LD White
- (c) F.W. Taylor
- (d) None

22. Herbert Simon's *Administrative Behaviour: A study of decision-making processes in administration organization* published in the year:

- (a) 1943
- (b) 1945
- (c) 1947
- (d) None

23. Who has clearly stated in his *Economy and Society: Vol. II* that "The growing complexity of the administrative task and the sheer expansion of the scope increasingly result in the technical superiority of those who have had training and experience and will thus inevitably favour the continuity of at least some of the functionaries.

- (a) LD White
- (b) Weber
- (c) Pffiner
- (d) Waldo

24. According to Barthelmy, is the sum total of the principles according to which the activity of the service (other than judicial) concerned with the execution of law is exercised.

- (a) Administrative wings
- (b) Administration
- (c) Administrative law
- (d) None

25. Which of the following does not come within the ambit of administrative law?

- a) illegal acts done by officials not in their official capacity
- b) claims against government
- c) remedies against administrative action
- d) problems of public personnels

26. According to , Administrative law is “that part of the public law which fixes the organisation and determines the competence of the administrative authorities and indicates to the individual remedies for the violation of rights”.

- (a) Ivor Jennings
- (b) F.G. Goodnow
- (c) Wilson
- (d) None

27. Who defines, “Administrative Law as a system of jurisprudence which on the one hand relieves public officials from amenability to the ordinary courts for acts performed in their official capacity and on the other hand sets up a special jurisdiction to hold them accountable”.

- (a) Ivor Jennings
- (b) F.G. Goodnow
- (c) Wilson
- (d) W.B. Murno

28. According to....., Administrative law is the law which controls the powers of the government.

- (a) Prof. H.W.R. Wade
- (b) Dicey
- (c) Wilson
- (d) F.G. Goodnow

29. Whose statement is that under the English 'rule of law' the administrative authorities and the private citizens had equality before law and the former possessed no special advantage, is also incorrect.

- (a) Dicey
- (b) W.B. Murno
- (c) Wilson
- (d) F.G. Goodnow

30..... is one of the peculiar features of the British constitution.

- (a) Rule of law
- (b) Presidential system
- (c) Federal nature
- (d) None

31. The book titled '**The New Despotism**' was written by

- (a) Ivor Jennings
- (b) F.G. Goodnow
- (c) Wilson
- (d) Lord Heward

32. Who depicted delegated legislation as 'Bureaucracy Triumphant'.

- (a) C K. Allen
- (b) Deutch
- (c) Kant
- (d) Lord Heward

33. Delegated Legislation' refers:

- a) The law making power conferred by legislature on the executive
- b) The law making power conferred by legislature on the judiciary
- c) The law making power conferred by legislature on the people
- d) None of the above.

34. Delegated Legislation is also known as:

- a) Executive legislation
- b) Judicial legislation
- c) Direct legislation
- d) None of the above

35.....means the determination of questions of a judicial or quasi- judicial nature by an administrative department or agency.

- (a) Pubic and private Administration
- (b) Administrative Adjudication
- (c) Delegated legislation
- (d) None

36. In the words of, “administrative adjudication means the investigation and settling of a dispute involving a private party on the basis of a law and fact by an administrative agency.”

- (a) LD White
- (b) Weber
- (c) Pffiner
- (d) Waldo

37. Who defines Administrative adjudication as the process by which administrative agencies settle issues arising in the course of their work when legal rights are in question.

- (a) Weber
- (b) Prof. Dimock
- (c) Oatman
- (d) Waldo

38. describe administrative tribunals or Administrative Courts as, “authorities outside the ordinary court system which interpret and apply the laws when acts of public administration are attacked in formal suits or by other established methods.

- (a) Blachly and Oatman
- (b) Prof. Dimock
- (c) Oatman
- (d) Blachly

39. Who stated, “Organisation is the basic tool by which the administrative process is kept operating”.

- (a) Dimock
- (b) Wilson
- (c) Oatman
- (d) Blachly

40. “is the work of connecting inter- dependent parts so that each has a special function, act, office or relation to the whole”.

- (a) Planning
- (b) Organisation
- (c) Coordination
- (d) None

41. In the words of, “Organisation is an arrangement of personnel for facilitating the accomplishment of some agreed purpose through allocation of functions and responsibilities”.

- (a) LD White
- (b) Oatman
- (c) Pffiner
- (d) Weber

42. According to, “Organisation consists of the relationship of individual to individual and a group to groups which are so related as to bring about an orderly division of labour”.

- (a) Lewey
- (b) Weber
- (c) Pfiffner
- (d) Morrison

43. According to, “Organisation is the formal structure of authority through which work sub-division are arranged, defined and coordinated for the defined objective”.

- (a) Dr. Rajvinder Kaur
- (b) Luther Gullick
- (c) Weber
- (d) None

44. In the opinion of, “Organisation structure is a pattern of inter- related posts connected by line of delegated authority”.

- (a) Milward
- (b) Luther Gullick
- (c) Weber
- (d) None of the above

45. According to, “organisation is concerned with the pattern of relationship between persons in an enterprise, so constructed as to fulfil the enterpriser’s function”.

- (a) Laxmi Kant
- (b) Luther Gullick
- (c) Weber
- (d) Gladden

46. According to L D. White, an organisation has three primary elements

- (a) Persons, Combined Efforts, and a Common Purpose.
- (b) Coordination, Planning, persons
- (c) Structure, Bye laws, Persons
- (d) Persons, Personnel, Purpose

47. The organisation theory which highlights the social and psychological influences on organisational behaviour is called:

- a) bureaucratic theory
- b) system theory
- c) human relations theory
- d) classical theory

48. According to, organisation is a formal structure of plan, amenable to creation in accordance with certain accepted principles in the same way as the plan of a building which can be prepared in advance by the architect according to some principles.

- (a) Constructivism Theory
- (b) Functional Theory
- (c) Structural Theory
- (d) Structural- Functional Theory

49. The theory rejects institutionalization.

- (a) Sociological theory
- (b) Human Relation theory
- (c) Structural- Functional Theory
- (d) None

50.....means a graded organisation of several successive levels in which one of the lower level is immediately subordinate to the next higher one and through it to the other higher steps right up to the top.

- (a) Hierarchy
- (b) Structure
- (c) Span of control
- (d) None

51. By means the number of subordinates, which a superior officer can effectively supervise, direct and control.

- (a) Hierarchy
- (b) Structure
- (c) Span of control
- (d) None

52. In the words of, “The span of control is the number and range of direct, habitual communication contacts between the chief executive of an enterprise and his principal fellow officers.

- (a) Dimock
- (b) Luther Gullick
- (c) Taylor
- (d) None

53. Who described the Span of Control concept is related to the principle of “span of attention”.

- (a) Dimock
- (b) V A. Graicunas
- (c) Lancet
- (d) None

54. It is easy for a supervisor to manage 50 call executives at the same time because they are doing similar work at the same time. On the other hand, a professor can take two or a maximum of four students pursuing a doctorate. Given statement is an example for:

- (a) Hierarchy
- (b) Structure
- (c) Span of control
- (d) None

55..... means that no individual employee should be subject to the orders of more than one immediate superior.

- (a) Unity of command
- (b) Hierarchy
- (c) Span of control
- (d) None

56. In the words of, “The concept of unity of command requires that every member of an organisation should report to one, and only one leader”.

- (a) Laxmi Kant
- (b) Pfiffner
- (c) Presthus
- (d) Pfiffner and Presthus

57. According to, unity of command means “an employee should receive orders from one superior only”.

- (a) Fayol
- (b) Taylor
- (c) Ludwig
- (d) None

58. Unity of command has been seriously affected by the increasing number and growing influence of:

- (a) Auxiliary agencies
- (b) Staff
- (c) Staff and Auxiliary agencies
- (d) None

59. According to Mooney, delegation means conferring of by a higher to a lower authority.

- (a) Authority
- (b) Specified authority
- (c) Delegated authority
- (d) None

60. Delegation is the.....of authority by a superior person to his agent or subordinate subject to his supervision and control.

- (a) Control
- (b) Centralisation
- (c) Devolution
- (d) None

61. According to....., delegation means conferring authority from one executive or organisation unit to other.

- (a) Fayol
- (b) Taylor
- (c) Ludwig
- (d) Terry

62. Which of the following ways are useful for securing coordination in the organisation?

- a) clarifying authority and responsibility
- b) facilitating effective communications
- c) through leadership
- d) all the three above

63. Coordination to be effective must not be:

- a) intermittent
- b) encourage through participative management
- c) horizontal as well as vertical
- d) started at the outset of the activity

64. According to “Coordination is the integration of several parts into an orderly whole to achieve the purpose of the undertaking”.

- (a) Ludwig
- (b) Terry
- (c) Charles Worth
- (d) Weber

65. Who said “coordination is the adjustment of the parts to each other and of the movement and operation of parts in time so that each can make its maximum contribution to the product of the whole”.

- (a) Ludwig
- (b) Terry
- (c) Charles Worth
- (d) Weber

66. According to L D. White, effective coordination is an absolute essential to”.

- (a) Good administration
- (b) Private Administration
- (c) Public administration
- (d) None

67. Which type of coordination is concerned with the coordination of activities of individuals working in an organisation?

- (a) External coordination
- (b) Straight forward coordination
- (c) Internal coordination
- (d) None

68..... is concerned with coordinating the activities of different organisational units.

- (a) External coordination
- (b) Straight forward coordination
- (c) Internal coordination
- (d) None

69..... regards communication as “the blood stream of administrative organisation”.

- (a) Millet
- (b) Terry
- (c) Charles Worth
- (d) Weber

70. Who considered communication as “the heart of management”

- (a) White
- (b) Pfiffner
- (c) Waldo
- (d) None

71. According to “the underlying aim of communication is a meeting of minds on common issues”.

- (a) Morrison
- (b) Pfiffner
- (c) Waldo
- (d) Tead

72. Communication has also been classified as:

- (a) Up and Down
- (b) Up and Across
- (c) Down and Across
- (d) Up, Down and Across

73. communication is achieved by such methods as systematic, written and verbal reports of performance and progress, statistical and accounting reports concerning work, written verbal requests for guidance, suggestion and discussions.

- (a) Down
- (b) Up and Across
- (c) Up
- (d) Up, Down and Across

74. communication is achieved through devices, such as, directives, manuals, written or verbal orders or instructions, staff conferences, budget sanctions and establishment authorization.

- (a) Up and Down
- (b) Up and Across
- (c) Down and Across
- (d) Down

75..... is achieved through exchange of written or verbal information and reports, formal and informal and personal contacts, staff meetings and coordination committees.

- (a) Upward Communication
- (b) Across communication
- (c) Downward Communication
- (d) None

76. . The term “development administration” was first coined by:

- a) Fred W. Riggs
- b) Edward W. Weidner
- c) Goswami
- d) Joseph la Palombra

77. According to Millet, there are seven factors necessary to make the communication effective. Which one of the following is not included in it?

- (a) Adequate
- (b) Timely
- (c) Direct
- (d) Uniform

78. Edward Weidner tries to introduce development administration in a:

- (a) Narrow way
- (b) Scientific way
- (c) Parochial way
- (d) None

79. defined development administration as ‘an action –oriented, goal oriented administrative system guiding an organisation towards the achievement of progressive political, economic and social objectives.

- (a) Waldo
- (b) Weidner
- (c) Lugwig
- (d) None

80..... defines development administration as ‘organized efforts to carry out programmes or projects thought by those involved in efforts to serve developmental objectives.

- (a) Waldo
- (b) Weidner
- (c) Lugwig
- (d) Fred W.Riggs

81. According to..... Development administration is the term used to denote the complex of agencies, management systems, and the process a government establishes to achieve its developmental goals.

- (a) George F. Gant
- (b) Riggs
- (c) Weber
- (d) Pareto

82. The study of development administration makes it explicitly clear that politics administration dichotomy is a:

- (a) Systematic one
- (b) Natural
- (c) Logic
- (d) Myth

83. V.I Pai Panandiker and S.S Kshirsagar have identified 4 characteristics of development administration.

- (a) change orientation, result orientation, citizen participatory orientation, commitment to work.
- (b) client orientation, result orientation, citizen participatory orientation, commitment to government

(c) change orientation, result orientation, Personnel participatory orientation, commitment to work

(d) change orientation, result orientation, Personnel participatory orientation, commitment to citizen

84. Edward Widener, a pioneer in the field also looks development administration as:

(a) Action oriented

(b) Action oriented and goal oriented administrative systems

(c) Goal oriented administrative systems

(d) None

85..... emphasized control from top to bottom in the form of monocratic hierarchy, that is, a system of control in which policy is set at the top and carried out through a series of offices, with each manager and worker reporting to one superior and held to account by that person.

(a) Max Weber

(b) Widener

(c) Deutch

(d) None

86. The name of Max Weber is associated with -----

(a) Bureaucratic theory

(b) System theory

(c) Human relations theory

(d) Administrative theory

87. NPM means

(a) New Public Management

(b) New Public market

(c) New Private Management

(d) New political management

88. The.....of public administration has been explained by F.W Riggs in his books
The Ecology of public administration and administration in Developing Countries.

- (a) Ecological perspective
- (b) Sociological perspective
- (c) Constructive perspective
- (d) None

89. The book 'Ecology of Public Administration' was published by:

- (a) Waldo
- (b) Willoughby
- (c) Riggs
- (d) None

90. Following the structural-functional approach,constructed three ideal type
categories of societies: fused, prismatic, and diffracted society.

- (a) Waldo
- (b) Riggs
- (c) Willoughby
- (d) None

91. The.....has almost no specialisation of roles. It is underdeveloped because in it,
there is a low level of structural differentiation with a corresponding level of integration.

- (a) Prismatic society
- (b) Diffracted society
- (c) Fused society
- (d) None

92. The.....is a developed one because it is at the high level of structural differentiation with a corresponding level of integration.

- (a) Prismatic society
- (b) Diffracted society
- (c) Fused society
- (d) None

93. The.....forms the intermediate category. It is a developing society because in it differentiation of structure occurs faster than their integration with the old structure.

- (a) Prismatic society
- (b) Diffracted society
- (c) Fused society
- (d) None

94. The prismatic- sala model emphasizes:

- (a) Development
- (b) Ecology
- (c) Environmentalism
- (d) None

95. According to which system civil servants are appointed mainly on the basis of party considerations.

- (a) Merit System
- (b) Clientelism
- (c) Spoils System
- (d) None

96. Under system recruitment is made through open competitive examination held by an independent agency.

- (a) Merit System
- (b) Clientalism
- (c) Spoils System
- (d) None

97. In public administration, what means a conscious effort made to improve or increase an employee's skill, powers or intelligence and to develop his attitude and schemes of values in a desired direction?

- (a) Tutoring
- (b) Training
- (c) Teaching
- (d) None

98. The aristocratic system began and developed in:

- (a) India
- (b) USA
- (c) England
- (d) Japan

99. Under system a distinction is made between different grades of personnel and promotion from lower to the higher is strictly restricted.

- (a) Soils system
- (b) Aristocratic System
- (c) Merits system
- (d) None

100. What aims at introducing an employee to the basic concept of his job, to the new work environments, and to the organization and its goals?

- (a) Training
- (b) Orientation Training
- (c) Orientation
- (d) None

Answer Keys

1	C	33	A	65	B	97	B
2	A	34	A	66	A	98	C
3	B	35	B	67	C	99	B
4	A	36	A	68	A	100	B
5	A	37	B	69	A		
6	B	38	A	70	B		
7	C	39	A	71	D		
8	D	40	B	72	D		
9	B	41	A	73	C		
10	D	42	C	74	D		
11	A	43	B	75	B		
12	A	44	A	76	C		
13	A	45	D	77	C		
14	B	46	A	78	B		
15	A	47	C	79	B		
16	D	48	D	80	D		
17	D	49	B	81	A		
18	B	50	A	82	D		
19	A	51	C	83	A		
20	B	52	A	84	B		
21	C	53	B	85	A		
22	C	54	C	86	A		
23	B	55	A	87	A		
24	C	56	D	88	A		
25	A	57	A	89	C		
26	B	58	C	90	B		
27	D	59	B	91	C		
28	A	60	C	92	B		
29	A	61	D	93	A		
30	A	62	d	94	B		
31	D	63	a	95	C		
32	A	64	C	96	A		