

**First Year Examination of the  
Three -Year Degree Course, 2001  
(Faculty of Arts)  
PUBLIC ADMINISTRATION  
Paper-I  
Element of public Administration**

Time : 3 Hours

[ Maximum Marks :100 ]

Candidate have to attempt **five** questions,  
selecting **one** question from each unit,  
All questions carry equal marks.

**UNIT-I**

1. Define Public Administration. Describe nature of public administration as a Science or Arts or both. 8+12
2. Write essay on evolution of Public Administration as an independent academic discipline. 20

**UNIT-II**

3. Discuss humanistic approach to the study of Public Administration. Give its merits and demerits. 10+5+5
4. Describe the relationships of Public Administration, Law and Sociology. 8+8+4

### UNIT-III

5. Explain the concept of Formal and Informal Organisation. Point out difference between formal and informal. 12+8

6. Discuss **any two** of following : 10+10

(i) Co-ordination

(ii) Unity of command.

(iii) Span of Control

### UNIT-IV

7. Define Decision Making. Describe steps of decision making process with special reference to H.Simon. 8+12

8. Explain the following in brief:

(i) Line and Staff Agencies.

(ii) Public Relations.

### UNIT-V

9. Explain the meaning and objects of Training. Describe the Methods of Training. 5+5+10

10. What is Recruitment. Discuss the problems of Recruitment in brief. 6+14