

Biyani's Think Tank

Concept based notes

Administrative Institutions in India

[BA Part-II]

[Paper-I]

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Preface

I am glad to present this book, especially designed to serve the needs of the students. The book has been written keeping in mind the general weakness in understanding the fundamental concepts of the topics. The book is self-explanatory and adopts the “Teach Yourself” style. It is based on question-answer pattern. The language of book is quite easy and understandable based on scientific approach.

Any further improvement in the contents of the book by making corrections, omission and inclusion is keen to be achieved based on suggestions from the readers for which the author shall be obliged.

I acknowledge special thanks to Mr. Rajeev Biyani, *Chairman* & Dr. Sanjay Biyani, *Director (Acad.)* Biyani Group of Colleges, who are the backbones and main concept provider and also have been constant source of motivation throughout this Endeavour. They played an active role in coordinating the various stages of this Endeavour and spearheaded the publishing work.

I look forward to receiving valuable suggestions from professors of various educational institutions, other faculty members and students for improvement of the quality of the book. The reader may feel free to send in their comments and suggestions to the under mentioned address.

Author

PUBLIC ADMINISTRATION

Scheme	Min. Pass marks : 72	Max. Marks :200
Paper-I	3 Hrs. duration	100 Marks
Paper-II	3 Hrs. duration	100 Marks

Note : There shall be two papers in all, and each paper shall be of three hours durations and of 100 marks. Each papers shall consist of two parts. The first part consisting two compulsory questions carry 40 marks. There shall be twenty multiple choice objective type questions of one marks each in the first compulsory question. The second compulsory question will comprise ten questions of two marks each. These will be short answer questions and answers should be of not more than twenty words. Marks may be deducted if the word limit is exceeded. This part of the question paper will be given maximum one hour duration and shall relate to all the three sections covering there by the entire course. The second part of the questions paper shall be divided into three sections comprising 6 essay type questions of 20 marks each. Candidates will be required to attempt 3 questions selecting one question from each section. This part of the questions paper shall be of 60 marks.

Paper-I : ADMINISTRATIVE INSTITUTIONS IN INDIA

Section-A

Administrative Institutions in a Democratic and Socialist Society. The concepts of Laissez aire; Welfare State and Administrative State.

Organization of Government : Legislature- its role and reasons of decline in modern times;
Executive : Types and Relationship with Legislature.

Judiciary : Functions and Role with special reference to the Power of Judicial Review, Judicial Activism.

Section-B

Democracy and Administration, Features of democratic administration. Role of Bureaucracy, Political Parties and Pressure Groups and their interaction with each other.

Organization and administrative working of Finance Commission, Planning Commission of India and the National Development Council. Election Commission and the administration of elections in India.

Section-C

Organization and working of following administrative Institutions :

(1) University Grants Commission, (2) U.P.S.C., (3) Railway board, (4) Reserve Bank of India.

(5) Cental Social Welfare Board.

Books Recommended :

A. Core Books :

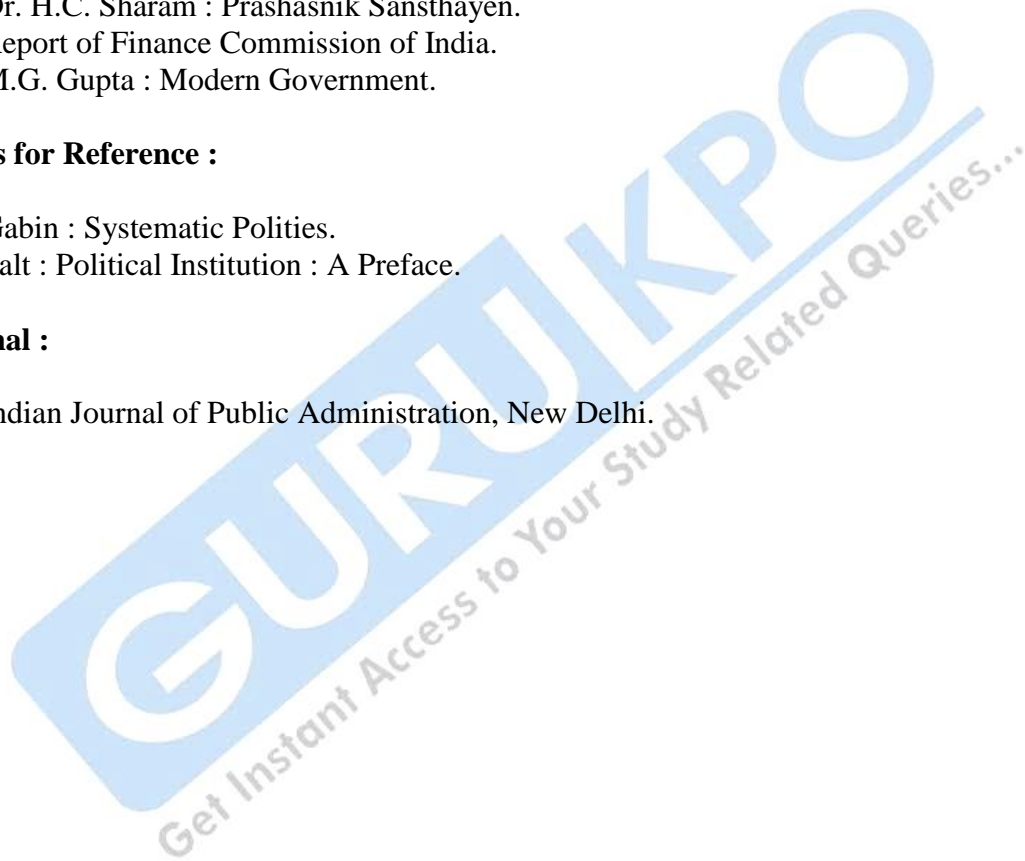
1. Waldo : Administrative State.
2. Field : Government in Modern Society.
3. Paranjape : Planning Commission.
4. I.I.P.A. : Organisation of the Government of India.
5. jiyauddin khan & Atar Singh : prashasnik sansthayn
6. Dr. H.C. Sharam : Prashasnik Sansthayen.
7. Report of Finance Commission of India.
8. M.G. Gupta : Modern Government.

B. Books for Reference :

1. Gabin : Systematic Polities.
2. Salt : Political Institution : A Preface.

C. Journal :

1. Indian Journal of Public Administration, New Delhi.



Contents

S. No.	Chapter Name
1.	Administrative Institutions in a Democratic and Socialist Society
2.	The Concept of Laissez Faire State
3.	Welfare State
4.	Administrative State
5.	Legislature
6.	Executive
7.	Judiciary
8.	Democracy and Administration
9.	Bureacracy
10.	Political Parties
11.	Pressure Groups
12.	Finance Commission
13.	Planning Commission
14.	National Development Council
15.	Election Commission in India
16.	University Grants Commission
17.	Union Public Service Commission
18.	Railway Board
19.	Reserve Bank of India
20.	Central Social Welfare Board
21.	Unsolved Papers 2011 - 2007

CHAPTER-1

Administrative Institutions in a Democratic and Socialist Society

Q.1 What do you mean by Administrative Institutions? What are the objectives of these institutions?

Ans. The administrative institutions are concerned with the organization and functioning of government, its various organs, political parties and other institutions affecting or being affected by administration / politics.

Objectives of Administrative Institutions.

- (a) Providing social status to everyone.
- (b) To emphasis social change.
- (c) To assure social stability.
- (d) Nation building and socio-economic change.
- (e) Preserve and promote culture of the society.
- (f) Instrument of Governance.
- (g) Work for spread of Education.
- (h) Eradication of untouchability.
- (i) Equality in society.

Q.2 Discuss the characteristic features of administrative institutions.

Ans.: The characteristic features of administrative institutions are:

- (1) Administrative Institutions are regulated by law and rules.
- (2) They provide service to the community.
- (3) They fulfill various needs of people.
- (4) These institutions are responsible to the public.

- (5) The Institutions are consistent in procedure and uniform in dealings with the public.
- (6) They are subjected to the principle of external financial control of the legislature.
- (7) These institutions take up a vast array of new tasks.
- (8) Corruption is flourishing in the administrative institutions.
- (9) The procedure of administration is cumbersome.

Q.3 How many types of Administrative Institutions are there?

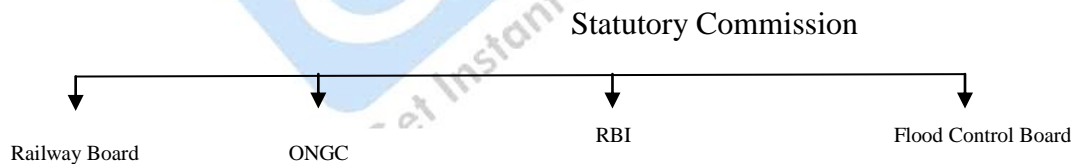
Ans. There are four types of Administrative institutions. They are

- (1) Constitutional Institutions.
- (2) Statutory Institutions.
- (3) The commissions set up by Executive order.
- (4) Advisory Institutions.

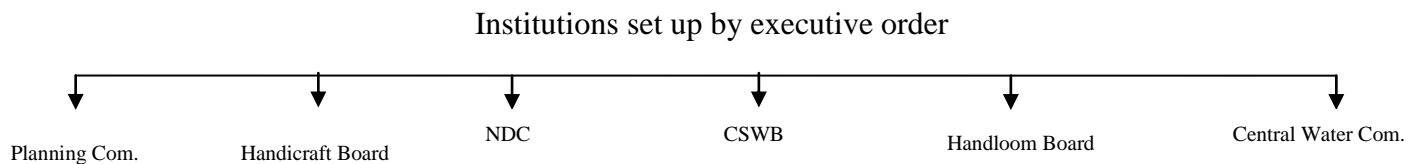
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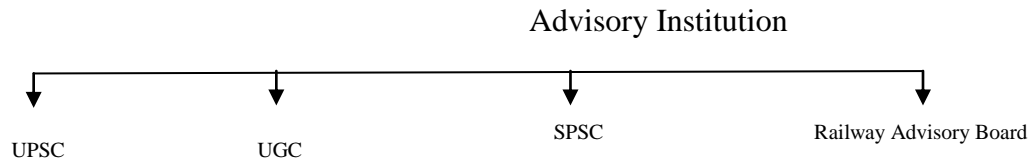
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CHAPTER-2

The Concept of Laissez Faire State

Q.1 What is Laissez Faire state?

Ans. The word Laissez Fare is a French term which means leave alone Laissez Faire (individualism) recognizes the individual as the centre of all social life and aims to establish that the state should leave him alone to determine his own destiny and the fullest and free development of his capacities and interest. It signified non intervention by the state in economic activities of the individuals.

Q.2 Mention the features of laissez faire state.

Ans.

- (1) This states believes in atomistic concept of society. Like an atom, each individual is separated, solitary and isolated from others.
- (2) In this state, every individuals happiness is purely personal.
- (3) Every individual has ample freedom.
- (4) Every individual can distinguish between good or bad for him and for society.
- (5) It gives individual liberty.
- (6) State is a means and the individual is an end.
- (7) The state is servant and not the master of individual.
- (8) The interference of this state is as little as possible.
- (9) The state is a necessary evil.
- (10) It believes in free competition and free production in society.

Q.3 Narrate the arguments in favour and against the Laissez Fair state.

Ans Arguments in favour of Laissez Faire state

- (a) **Economic Aspect:** According to this state every citizen very well knows his profit and loss so the state should not interfere in the life of citizen.

- (b) **Moral Aspect:** According to laissez faire state, every citizen can perform those functions which he considers morally appropriate.
- (c) **Historical Aspect:** Whenever the state tried to interfere in social and religious aspect, there were revolutions and agitations. So the state should follow the policy of non-interference.
- (d) **Practical Aspect:** The states can't perform all the functions like economic, social, religious etc. So the functions of the state can't be increased because the administrators are overburdened with work.

Arguments against laissez faire state

- (1) A person cannot always take decision for his personal interest.
- (2) According to this state, the state is an evil but nowadays it is becoming an institution for prosperity and development.
- (3) According to the concept of this state, the state and independence are opposite but these days this principle can't be accepted because the aim of the state is to coordinate the interest of different people and section.
- (4) This concept believes that the state should not interfere but the interference is positive and not negative. It provides services to its people.

CHAPTER-3

Welfare State

Q.1 What is welfare state?

Ans. Welfare state guarantees essential liberties to the people. It believes in individual freedom and this freedom is restricted when it becomes nuisance to the liberty of another person. The welfare state uses its power in a way so that the fundamental liberties of people are not crushed.

Dr. Abraham says “welfare state is that state where there is equal distribution of wealth”.

According to **Kaint** –“Welfare state is that state which provides social services”.

Thus, welfare state is that state which makes policy for the welfare of the people. It also plays an important role in execution of these policies.

Q.2 What are the aims of welfare state?

Ans.: The aims of welfare state are :

1. Welfare state provides independence to its citizens.
2. The welfare state performs its functions so that the independence of the people is not affected.
3. The functions of the welfare state are concerned with public interest.
4. The welfare state provides minimum standard of living to the people.
5. Welfare state performs many social functions.

Q.3 Mention the functions of Welfare State?

Ans.: The functions of welfare state are

- (1) **Social Reform:** The welfare state makes effort for the alleviation of various social evils like dowry, untouchability, child marriage and casteism.
- (2) **Labour welfare:** The welfare state always make provisions for labour welfare.

- (3) **Agriculture, Industry and business:** The welfare state controls and regulates the activities related with agriculture industry and business so that weaker sections may not be exploited.
- (4) **Education:** It is the responsibility of a welfare state to get its people educated and for this purpose it establishes schools, colleges, libraries etc.
- (5) **Health:** The welfare state provides facility like cleanliness of city, establishes hospitals, research centre etc.
- (6) **Economic Security:** The welfare state provides economic security to the people. It aims at equal distribution of wealth. It also provides employment to its citizens.



CHAPTER-4

Administrative State

Q.1 What is an administrative state?

Ans. The state was earlier known as police state because of its limited functions. But now because of the increase in functions of state, the police state has now been converted to socialistic welfare state. The welfare and prosperity of the state depends on the efficient management of administration. So importance of administration is increasing day by day. Modern state is known as administrative state. In present state, Executive, Legislature and Judiciary exist but for day to day working the citizen depends on administration. Thus administration has become the part of state. Administrative state means bureaucratic administration or the administration where there are administrators.

According to **Michael Crozier** – “A state is the government by the bureaucrats” .

According to **John A Veig** – “There is no modern state which do not have administrative machine”.

Q. 2. Discuss the merits and demerits of administrative state.

Ans Merits of Administrative State are:

- (1) **Rules and Regulations:** - The state is administered according to the rules and regulations. The administrators are trained in a manner so that whatever function they perform should be according to the rules and regulations.
- (2) **Administration by Specialists:** - The state is known as the administration run by specialist because the administrators are appointed on the basis of specialization.
- (3) **Leadership of Executive:** - The administrative state is responsible for the success of executive because the administrators implement those policies which are formulated by the executive.

- (4) **Fulfillment of the needs of society:** - The requirements of the society are fulfilled by the administrators because the society has become complex and technology oriented. These functions are efficiently managed by the administrators.

Demerits of Administrative State

(1) The state is against democratic system

The administrative state is known as bureaucratic administration which can be called as against the democratic system. The administrators are considered as more important as compared to public representatives.

- (2) **Red Tapism:** In this state, the rules, laws and formalities are given prime importance which causes delay.
- (3) **Lust for power:** Bureaucrats have the lust for power and due to this they forget the public interest.
- (4) **Bureaucrats are not change oriented:** The Bureaucrats are traditional in their working and are against innovations.
- (5) **Superiority complex:** The officers of administrative state generally have superiority complex. They have some special privileges so that they consider themselves separate from the common mass.

CHAPTER-5

Legislature

Q.1 What is legislature?

Ans. In democracy, the legislature enacts the general rules of society in the form of law. The law of the state prescribes the manner in which people are expected to live in a politically organized society. The legislature unquestionably occupies a superior place. The primary and most important function of the state is its legislative functions. The executive and judiciary cannot function until the legislature makes the law.

There are two types of legislature

- (a) Unicameral Legislature
- (b) Bicameral Legislature

The legislature where there is one legislative assembly is known as unicameral legislature but when there are two houses of legislature, it is known as Bicameral legislature:

Q2. What are the reasons for the decline of legislature?

Ans. The reasons for the decline of legislature are as follows-

- (1) The area of authority originally belonging to legislature has been reserved by the executive.
- (2) The powers of courts to look into the constitutional validity of legislative action have also affected the authority of legislature.
- (3) Role of politics has also supported the decline of legislature. The top leaders of the party keep the members under their strict control with the result that members have to follow the official line.
- (4) Delegated Legislation: It has also contributed in the decline of legislature. The executive gets the law making power by the legislature, making it more powerful.

- (5) Generally the advice of specialist is taken before the frame work of any law. So when the questions are asked in parliament, it is said that sufficient advice of the specialist has been taken. This is also a reason for the decline of legislature.



CHAPTER-6

Executive

Q.1 What is an executive?

Ans. Executive is that part of government where the rules and policies are implemented. According to **Gilchrist**: "The Executive is that branch of government which carries out or executes the will of the people".

According to **Garner**: "In a broader and collective sense the executive organ embraces the aggregate of all the functionaries and agencies which are concerned with the execution of the will of the state".

Q. 2. What are the various types of Executive?

Ans. Various types of Executives are as follows-

- (a) Political and Permanent executives.
- (b) Nominal and Real executive.
- (c) Singular and Plural Executives.
- (d) Hereditary and Elected Executives.
- (e) Responsible and Non Responsible Executives.

(a) **Political and Permanent Executive**: The administrators and public representatives jointly perform the executive functions. The public representatives are political executive and the administrators are permanent executive. The tenure of political executive depends upon election system and tenure of permanent executive depends on their retirement.

(b) **Nominal and Real executive**: This definition is applied in Parliamentary form of government. Nominal executive is that executive where it does not have real powers and practically these powers are exercised by real executives. For example: President of India, British Monarch are Nominal Executives and Prime Minister of India is Real Executive.

- (c) **Singular and Plural Executive:** The executive where ultimate power lies with the singular person is called as Single executive and when powers of executive are in the hands of a committee consisting of several members, it is known as plural executive.

For Example Singular Executive - President of America
 Plural Executive - Swiss council

- (d) **Hereditary and Elected executive:**

If the head of the state gets power hereditarily, it is known as hereditary executive. When the head of the state is elected by the people either directly or indirectly, it is known as elected executive.

For Example

British Monarch - Hereditary Executive
Indian President - Elected Executive (Indirectly elected)
American President - Elected Executive (Directly elected)

- (e) **Responsible and Non-responsible Executive:**

In a Parliamentary system, the Executive is responsible to the Parliament but in the Presidential form of government the Executive is not responsible to the parliament (congress). So it is known as Non Responsible executive.

For Example

Indian Prime Minister and Council of Ministers - Responsible Executive
American Executive - Non Responsible Executive

Judiciary

Q.1. What is Judiciary?

Ans. Judiciary is an important part of administration. It protects the rights of citizens and punishes those who violate the laws. Judiciary is that part of government which interprets the laws and gives punishment to those who do not act according to the law. So the organizations which interpret the laws as well as punishes those who violate them is called as Judiciary. It is the group of those persons who have the right to mitigate the conflicts of society by law.

According to **Lord Brice**: "There is no better test of the excellence of government than the efficiency of its judicial system".

Garner says that a society without legislative organ can exist but a civilized society cannot exist without judiciary.

Q.2. Discuss the organizational structure of Judiciary?

Ans. The organizational structure of Judiciary is as follows-

- (1) **Pyramidal Structure**: Usually the judiciary is Pyramidal at the top of the hierarchy. In judiciary there is a supreme court. At the state level there are high courts and in the district there are district courts. At the top level the structure becomes narrow and as it goes down, it becomes broader.
- (2) **Bench system in supreme court**: The supreme court decides every case through the bench system. All the judges in the bench are independent to investigate and take decisions. The number of judges in every bench is decided on the basis of the complexity of cases.
- (3) **General and Administrative Courts**: There are two types of courts i.e. General courts and Administrative courts. Administrative courts are related with administrative affairs. All other cases are investigated by general courts.
- (4) **Special courts**: In some countries the judiciary is organized on the basis of specialization. There are separate courts to deal with various matters like criminal, administrative, constitutional etc. Example: West Germany.

Q.3 What are the criteria followed for the selection of judges?

Ans. Following criteria are followed for the selection of Judges-

- (1) Appointment by the executive: In India and America, the Judges are appointed by the Chief Executive for a fixed tenure.
- (2) Election by Legislature: The judges are elected by the members of legislature in Switzerland.
- (3) Election by public: In some states of America, the judges are elected by citizens.

Q.4 What are the functions of Judiciary?

Ans. Judiciary is responsible for the following functions-

- (1) **Justice:** The most important function of judiciary is to provide justice to the people.
- (2) **Protecting rights of citizens:** The Judiciary protects rights of citizens provided by the constitution.
- (3) **Protection of constitution:** The Judiciary protects the constitution. It can declare the laws formulated by legislature as ultra vires which are against the constitution. This is known as Judicial Review.
- (4) **Resolving conflicts between Union and State:** When there is conflict between union and state on any matter, the decision of Supreme Court is final.
- (5) **Advisory function :** The Judiciary is consulted in various matters by the head of the state. In India, the President can take advise of the supreme court on constitutional matters.
- (6) **Administrative Functions:** The court appoints its personnel and makes rules in this regard.

CHAPTER-8

Democracy and Administration

Q 1. What do you mean by Democracy? Discuss various principles of democracy.

Ans. The word Democracy is derived from Greek word "**Demos**" and "**Kratos**" which means the people and power respectively. So democracy means power of the people.

According to **Greeko** : "Democracy is the government in which people rule over themselves".

Abraham Lincon states that "Democracy is a government of the people, by the people and for the people".

Professor Seeley says "Democracy is a government where everyone contributes".

Thus, Democracy is that form of government in which sovereign power of the state is in the hands of the people and the people are the source of the state power who directly take part in the activities of government or through their representatives.

Q.2. What are the various types of Democracy?

Ans. There are two type of democracy. They are-

- (1) Direct Democracy or pure Democracy
- (2) Indirect or Representative Democracy.

Pure or Direct Democracy: When the people themselves directly express their will on public affairs, it is known as direct democracy. This kind of democracy first started in ancient Greek cities.

- 1) **Indirect Democracy:** In this democracy the will of the state is not expressed and formulated directly by the people but by their representatives to whom they delegate the power of decision making. This type of government was established in England in 17th century. In India this system was introduced in 1919. Today it is prevalent in Japan USA, India, France, and Canada etc.

Q.3 Discuss the basic principles of Democracy?

Ans. The basic principles of Democracy are as follows-

- (1) **Liberty:** Liberty and equality are two important requirements of Democracy. The people enjoy maximum equality and liberty in a democratic set up.
- (2) **Equality:** In democracy, special emphasis is given to provide equal opportunities in the formulation and execution of policies.
- (3) **Responsibility:** In Democracy the administration is responsible to the public, According to this principle the government officers function according to the will of the ministers because they are the representatives of public and are responsible to the Parliament.
- (4) **Open decision making:** - In a democratic administration, the decisions are not kept secret and they are disseminated through media to the public. The citizens have the right to criticize the policies of the government.
- (5) **Public Relation:** In democracy, public relations are given utmost importance. The government keeps itself in contact with the people.
- (6) **Control over Arbitration:** In democratic government, the administration cannot be arbitrary. It has to act within the limits of constitution. It is controlled by the Parliament and Judiciary.
- (7) **Decentralization:** The democratic administration is decentralized, so that the decisions can be taken with the help of public representatives at the local level.
- (8) **Based on Ideals and values:** In Democracy, there are some ideals and values on which it is based. This administration always makes efforts for the independence and equality of opportunity to its people.
- (9) **Democratic structure of administration:** Democracy gives importance not only to the cordial relations between government officers and citizens but also between the various officers.
- (10) **Supremacy of political leadership:** In democracy the politicians are supreme and the public servants are supervised and directed by the politicians.

CHAPTER-9

Bureaucracy

Q.1 What is Bureaucracy?

Ans. The word Bureaucracy is derived from a French word '**Bureau**' which means a bench or a desk.

According to **Kingsley** and Stahl "Bureaucracy is a hierarchical administrative structure in which official fits like a cog in a machine and all important relationships are defined according to a pyramid of authority which is divided into levels of responsibility".

According to Gladden "Bureaucracy is a government of officials".

According to Dimock: Bureaucracy means specialization, hierarchy and long lines of communication.

Technically, the term bureaucracy is used in two senses. In its larger sense it is used to describe any personnel system where the employees are classified in a system of administration composed of hierarchy of sections divisions, bureaus of departments. In its narrow sense it is described as a body of public servants organized in hierarchical manner.

Q.2 What are the various kinds of Bureaucracy?

Ans. According to **Morstein Marx** Bureaucracy can be divided into 4 categories.

- (a) Guardian Bureaucracy
- (b) Caste Bureaucracy
- (c) Patronage Bureaucracy
- (d) Merit Bureaucracy.

Q.3 What are the characteristic features of Bureaucracy?

Ans. Bureaucracy can be characterized as follows-

- (1) **Belief in Rules :** Bureaucracy follows rules and laws in its working method.

- (2) **Authority:** In Bureaucracy, every position has a definite authority.
- (3) **Specialization :** The Bureaucrats do their functions in a specific manner.
- (4) **Salary:** The Bureaucrats are paid a fixed salary according to their qualification and designations.
- (5) **Paper work:** In Bureaucracy the activities are conducted on the basis of written documents and files.
- (6) **Politically Neutral:** The civil servants do not belong to any political party.
- (7) **Professional :** The civil servants are professional in nature. They need special capability to perform their functions. Thus they become specialized.
- (8) **Hierarchy:** The civil services are organized in a hierarchical manner. Hierarchy means rule of higher over the lower.
- (9) **Red Tapism :** In Indian civil services, rules and regulations are rigidly followed. This causes delay.
- (10) **Three tier structure:** The structure of Indian civil services is three tier. These services are All India Services, Central Services and State Services.

CHAPTER-10

Political Parties

Q.1. Discuss the meaning of political parties.

Ans. Political parties serve as the online force in crystallizing public opinion. They are necessary links between the people and representatives of government. The political parties are responsible for maintaining a continuous connection between the people and those who represent them either in the government or in the opposition.

By political party, we mean an organization of citizen who hold common views on public question and acts as a political unit.

According to **Huber** "Political parties are the lubricating oil in the wheels of Democracy".

According to **Laski** "The parties are our best defence against the growth of czarism in the country".

According to **Edmund Burke** "Political parties are a body of persons united for the purpose of public welfare".

According to **Gattle** "A party consists of a group of citizen more or less organized which act as a political unit and by the use of voting power aim to control the government and carry out general policy".

Q.2. What are the conditions to constitute a political party?

Ans. There are 5 necessary conditions to constitute a political party.

- (1) There must be an agreement on fundamental principles which bind the people together as a political unit.
- (2) The political party should seek to carry out its policies by constitutional means.
- (3) Political party must endeavour to promote national interest as distinguished from personal interest.

- (4) To form a political party, the leaders have to present a united front because the slightest deviation is sure to plague the party.
- (5) The men and women having similar views must be duly organized. So a political party without a well knit organization is nothing.

Q.3 What are the functions of political party?

Ans. A Political Party is responsible to perform following functions-

- (1) **Policy formulation:** The political parties give information about the policies and programmes to public to gain their support. They aware the people about various political, economic and social problems.
- (2) **Administrative Function:** The political parties after having majority, form the government. The ministers are appointed from these parties and they implement those policies which are stated in the manifesto of elections.
- (3) **Criticism of the government:** Those parties which do not get majority sits as opposition in the Parliament. It awares the people about the drawbacks of administration. It also introduces alternative policies by criticism.
- (4) **Elections:** The importance of elections can be recognized only through political parties. They prepare the manifestos, publicize them and try to win elections.
- (5) **Political Training:** The citizens are trained politically through the canvassing of political parties. The people become politically aware with the help of these parties.
- (6) **Party functions:** Every political party has to do various functions like registration of new member in the party, public meetings, collection of funds, publishing of articles, journals related with the ideology of the party.

Pressure Groups

Q.1. What are Pressure Groups?

Ans. In every political community, there are organized interest groups, attempting to bring changes in the policy of the government. The increasing activities of the government in the field of development have stimulated the creation and consolidation of organized group for the purposes of pressurizing the government. The role of pressure group now has become of increasing importance. The pressure Groups are identified with various names like: influence organization, interest groups, NGO's, informal groups etc.

According to Zeglar "Pressure Groups are such organized groups which influence the government decision making without capturing using government positions".

According to Hyron "Pressure groups are such groups which are out of administrative structure and are always influencing the law formulation and implementation of government policy".

Q.2 What are the characteristic features of pressure groups?

Ans. The characteristics features of pressure groups are as follows-

- (1) **Specific aims and objectives:** the pressure groups have some limited objectives and restrict their activities to certain limits.
- (2) **Formal or informal existence:** The pressure groups can be formal or informal. The All India Trade union is organized pressure group (formal) and the groups organized on the basis of caste, religious, community etc. are informal pressure groups.
- (3) **Limited Membership:** The Pressure groups are concerned with limited interest and not with national interest so the membership of the pressure groups is limited.
- (4) **Role of pressure Groups in politics and administration:** The pressure groups pressurize the political parties to meet their interest. So, they have an important role in politics and administration.
- (5) **Unstable time period:** The pressure groups play hide and seek role in politics. Pressure groups terminate their existence after the fulfillment of their objectives.

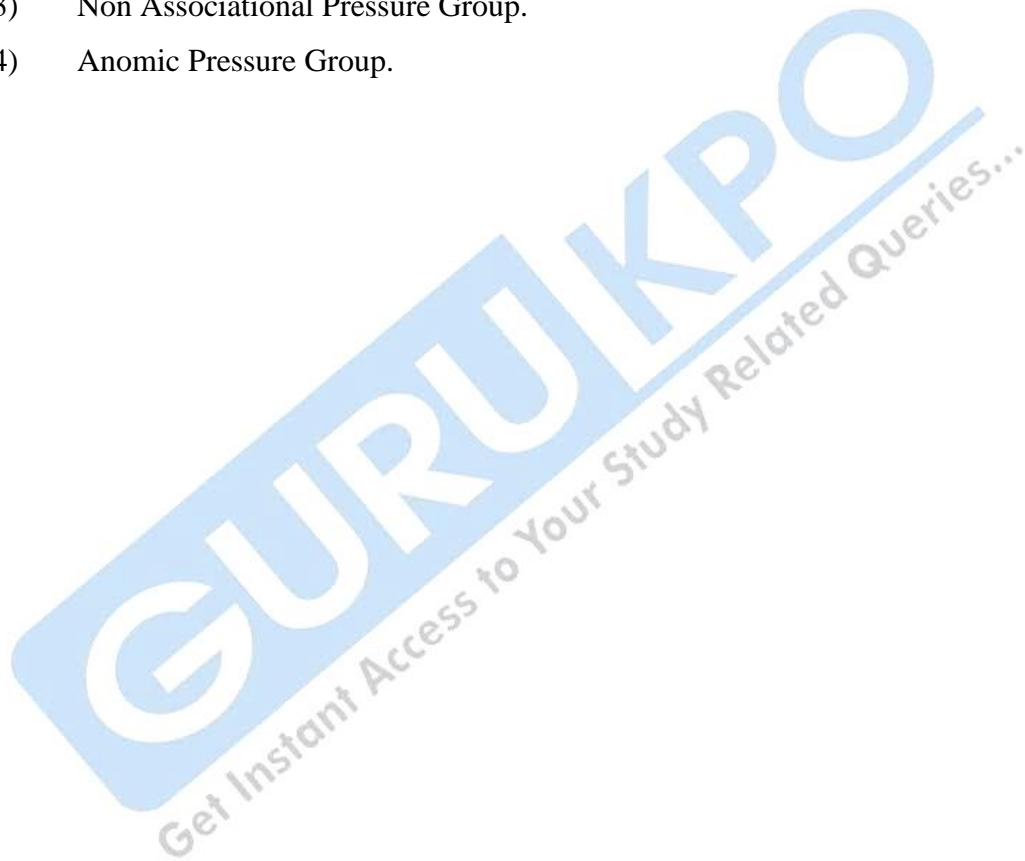
- (6) **Use of fair and unfair mean:** The aim of pressure group is the fulfillment of personal objectives and for this purpose they apply fair or unfair means.

Q.3 How many types of Pressure Groups are there?

Ans. Pressure Groups can be classified in the following manner-

G.A. Almond and G.Powell have classified pressure groups in four categories in their book "Comparative Politics".

- (1) Institutional Pressure Group
- (2) Associational Pressure Group
- (3) Non Associational Pressure Group.
- (4) Anomic Pressure Group.



Finance Commission

Q.1. Discuss the composition of Finance Commission.

Ans. Article 280 of the Constitution of India provides for a Finance Commission. It is constituted by the President of India after the interval of 5 years or at such earlier times as he considers necessary.

Composition of Finance Commission

- (1) The Finance Commission consist of a chairman and four others members. They are appointed by the President.
- (2) The Constitution authorizes the Parliament to determine the qualification of the members of Finance Commission and the manner in which they should be selected.
- (3) The Chairman should be a person having experience in public affairs and the four other members are selected from amongst the following
 - (a) A Judge of High court or qualified to be appointed as a Judge.
 - (b) A person who has specialized knowledge of finance or accounts of the government.
 - (c) A person who has wide experience in financial matters and administration
 - (d) A person who has specialized knowledge of economics.

Q.2 What are the Functions of Finance Commission?

Ans. The Finance Commission performs following functions-

According to Article 280, The finance commission is required to make recommendation to the President of India on the following matters.

- (1) The distribution of net proceeds of taxes to be shared between the centre and states and the allocation between the states, the respective shares of each proceeds.
- (2) The principles which should govern the grants in aids to the state by the centre from the consolidated fund of India.

- (3) The measures needed to augment the consolidated fund of a state to supplement the resources of the Panchayats and the Municipalities in the state on the basis of recommendations made by Finance Commission
- (4) Any other matter referred to it by the President in the interest of sound finance.



CHAPTER-13

Planning Commission

Q.1 What is Planning Commission ?

Ans: The Planning commission was established in March 1950 by an executive resolution of the government of India. Planning commission is neither a constitutional body nor a statutory body. In India, it is the supreme organ of planning for social and economic development.

Q.2 What are the functions of Planning Commission?

Ans.: The functions of Planning Commission are

- (1) To make an assessment of material, capital and human resources of the country and investigate the possibilities of augmenting them.
- (2) To formulate a plan for the most effective and balanced utilisation of country's resources.
- (3) To determine priorities and to determine steps in which the plan should be carried out.
- (4) To indicate the factors which retard economic development.
- (5) To determine the nature of the machinery required for successful implementation of the plan in each stage.
- (6) To appraise from time to time, the progress achieved in execution of the plan and to recommend necessary adjustments.

CHAPTER-14

National Development Council

Q.1 What is National Development Council?

Ans. NDC was established in August 1952 by an executive resolution of the Government of India. It consists of:

- (a) Prime minister of India.
- (b) All union cabinet minister
- (c) Chief Minister of all states
- (d) Chief Minister / Administrators of all union Territories
- (e) Members of the Planning Commission.
- (f) Secretary.

Q.2. What are the Objectives of NDC?

Ans. The objectives of NDC are

- (1) To secure cooperation of states in the execution of the plan.
- (2) To strengthen and mobilize the efforts and resources of the nation in support of the plan.
- (3) To promote common economic policies in all vital spheres.
- (4) To ensure rapid and balanced development of all parts of the country.

Q.3 What are the functions of NDC?

Ans. NDC is responsible to perform following functions-

- (1) To prescribe guidelines for preparation of the national plan.
- (2) To consider the national plan as prepared by the planning commission.
- (3) To make an assessment of the resources which are required for implementing the plan and to suggest measures for augmenting?
- (4) To consider important questions of social and economic policy affecting national development
- (5) To review the working of the national plan from time to time.
- (6) To recommend measures for achievement of the aims and targets set out in the national plan.

Election Commission in India

Q.1 What is the organizational structure of Election Commission in India?

Ans. The Election commission is a permanent and independent body established by the constitution of India to ensure free and fair elections in the country.

Article 324 of the constitution provides that the power of superintendence, direction and control of elections to Parliament, State Legislature, the office of President of India and office of Vice President of India shall be vested in the Election Commission.

Thus, the Election commission is an all India body because it is common to both the central government and the state government.

Composition of Election Commission

Article 324 of the constitution provides the composition of Election commission.

The Election Commission consist of the Chief Election Commissioner and such number of other election commissioners if any, as the President may fix from time to time.

- (1) The appointment of Chief Election Commissioner and other Election Commissioners shall be made by the President.
- (2) When any other Election Commissioner are appointed, the Chief Election Commissioner shall act as the chairman of the Election Commission.
- (3) The President may also appoint after consulting with Chief Election Commissioner such regional commissioners as he may consider necessary.
- (4) The conditions of service and tenure of the office of the election commissioners shall be determined by the President.

CHAPTER-16

University Grants Commission

Q.1 What is University Grants Commission?

Ans. The matters related to higher education in India are discussed in union list. There is a central agency named as University Grants Commission which is concerned with the matter of college education. UGC is established under an Act of 1956. It makes effort to maintain standards in higher education and coordination between various institutes for higher studies. It acts as an important link between union, state and various higher studies institutions. It provides grants for the university education and advises union and states in maintaining standard in higher education.

Q.2 What are the Functions of UGC?

Ans. The functions of UGC are as follows-

- (1) **Allocation and distribution of grants:** The Commission provides grants to university and its affiliated colleges.
- (2) **Advice and recommendation to university:** UGC gives advice to university on various aspects like distribution of grants to various universities, establishments of new universities in states and conduction of various programmes in universities.
- (3) **Assistance to colleges :** The commission gives assistance to graduate and P.G. College
- (4) **Inspection:** The UGC inspects the universities from time to time to know about educational activities, exams, results etc.
- (5) **National Eligibility Test :** UGC conducts NET exam for the appointment of lecturers in various colleges and universities
- (6) **Academic Staff College:** The academic staff colleges are established to impart training to lecturers.
- (7) **Autonomous colleges:** UGC grants autonomous status to various colleges.

Union Public Service Commission

Q. 1 Define the organization of Union Public Service Commission.

Ans. UPSC (Union Public Service Commission) consists of a Chairman and other members appointed by the President of India. Usually the commission consist of 9 to 11 members including the chairman.

Q.2. What are the functions of UPSC?

Ans. The functions of UPSC are

- 1) It conducts examinations for the appointment to the All India Services, Central Services and public services of the centrally administered territories.
- 2) It assists the states in making and operating schemes of joint recruitment for any services.
- 3) It serves all or any of the needs of a state on the request of the state Governor.
- 4) It advises the President on
 - (a) Methods of recruitment.
 - (b) Principles to be followed in making appointment to civil services.
 - (c) Disciplinary matters.
 - (d) Claim for reimbursement of legal expenses incurred by civil servant in defending legal proceeding against him.
 - (e) Matters of temporary appointment
 - (f) Any other matter related to personnel management.
- 5) Additional functions can be conferred on UPSC by Parliament.
- 6) Orders issued by union Government can confer additional powers and functions on the UPSC.
- 7) UPSC presents, annually, to the president a report on its performance.

Railway Board

Q.1 What is Railway Board?

Ans. The Indian Railway is a departmental enterprise with the Railway Board taking the place of the Board of management. It is a department agency so far as it functions as a ministry. It is also top executive authority of the Railway Department. Railway Board is a statutory authority. It comprises of chairman, the financial commissioner and five other functional members.

Q.2 What are the functions of Railway Board ?

Ans: The functions of Railway Board are :

- 1) **Policy and plan formulation:** The most important functions of Railway Board is to aid and advise the Minister in formulation of policies.
- 2) **Regulatory Functions:** Railway Board is also responsible for construction and maintenance of various railway works.
- 3) **Supervision:** The Railway Board watches the day to day movement of important trains to maintain punctuality.
- 4) **Developing Decision:** Railway Board supervises its attached agency for designs for construction of railway track, rolling stock design, buildings design and layout of yards.
- 5) **Administrative function:** The Railway Board is also responsible to look into personnel administration.
- 6) **As a coordinator:** The Board acts as a coordinator between various offices concerned with railways.

Reserve Bank of India

Q.1 What are the functions of Reserve Bank of India?

Ans. The functions of RBI are classified as

- (a) Central Banking Functions
- (b) General Banking Functions

Central Banking Functions:

- (1) **Issue of Currency:** Reserve Bank is the sole authority for the issue of currency in India other than Re. 1. Coin / notes and subsidiary coins. They are issued by the government of India but they are put into circulation through R.B.I
- (2) **Control of Credit :** As a regulator of credit, R.B.I possess the usual instruments of general credit control such as bank rate, open market operation and the powers to vary the requirements of banks & the powers of credit regulations.
- (3) **Banker's Bank and lender:** As Bankers Bank, the Reserve Bank acts as a custodian of the cash reserves of the banks. As a lender, the Reserve Bank makes funds available to the banks on the basis of approved security.
- (4) **Supervision and regulation of Banking:** Every Bank wishing to commence banking business in India is required to obtain a license from the Reserve Bank.
- (5) **Banker to the Govt.:** RBI acts as a banker to the central government. This involves the receipt and payment of money on behalf of various government departments.
- (6) **Regulation of Foreign Exchange:** The Reserve Bank has the responsibility of maintaining external value of rupee. The Reserve Bank has the authority to enter into foreign exchange transactions, both on its own and on behalf of government.
- (7) **Collection of Statistics:** The Reserve Bank collects continuously on the basis of economic financial and banking data to study monetary and related problems and keep a watch over the trends and development at home and abroad.

General Banking Functions:

The Reserve Bank is estimated with some general banking functions performed through banking department. The banking department is sub divided into 4 departments.

- (a) Public Accounts Department
- (b) Public Debt office
- (c) Deposit Accounts Department
- (d) Securities Department.

- 1) **Public Accounts Department :** It maintains and operate the deposit accounts of central government, state government and various government departments.
- 2) **Public Department office:** It handles the functions related to centralization and coordination of public debt accounts of the central government and state government and makes preliminary arrangement for loans.
- 3) **Deposit Accounts Department:** It maintains the banks internal account and current deposit like account of certain public bodies, financial corporation and foreign central banks.
- 4) **Securities Department:** It deals mainly with the purchase and sales of security securities on behalf of government department and certain approved institutions and safe custody of securities deposited with the bank.

CHAPTER-20

Central Social Welfare Board

Q.1 What are the objectives of establishing central social welfare board?

Ans.

- (1) To study the needs and requirements of social welfare organization from time to time.
- (2) To coordinate assistance given to social welfare activities.
- (3) To evaluate the programmes and projects of aided agencies.
- (4) To promote the setting up of social welfare organization on a voluntary basis.
- (5) To render technical and financial assistance to social welfare organization.
- (6) To promote social welfare activities for the general welfare of public.
- (7) To promote program of training in social work.
- (8) To organize through its machinery, emerging relief in cases of calamity whenever necessary.

Q.2 In how many units, CSWB is divided?

Ans. CSWB is divided into favouring units:

- (1) Socio economic programme Division.
- (2) Project Division.
- (3) Field Counseling and Inspectorate Division
- (4) Grants Division.
- (5) Finance and Accounts Division.
- (6) Publication Division

- (7) Administrative Division
- (8) Research, Evaluation and statistical Division.



KeyTerms

1. **Administration:**

The word administration is derived from the Latin word “ad” and “ministrare” which means to serve, to care for or look after people.

2. **Institution:**

It is sometimes the practice to refer to anything which is socially established as an institution.

3. **Laissez Faire:**

The term ‘laissez faire’ is derived from French word. Laissez Faire means individualism.

4. **Welfare State:**

Welfare state is a government which ceases to rely on the individual & takes general responsibility in providing economic security, health and general well being of its citizens.

5. **Administrative State:**

Administrative state is a police state.

6. **Delegated Legislation:**

The law making power of legislature delegated to the executive by the legislature itself.

7. **Legislature:**

The legislature is that organ of govt. which is responsible for the formulation of laws.

8. **Executive:**

The executive is that organ of govt. by which the laws formulated by the legislature are implemented by executive.

9. **Single Executive:**

It is that executive where the final control belongs to one individual or a body with one voice.

10. **Plural Executive:**

It is that executive where ultimate executive authority is vested in two or more individuals.

11. **Hereditary Executive:**
It is the executive where no elections are held and executive power passes to the son or daughter of the next kin according to the hereditary principle.
12. **Elected Executive:**
It is that executive where the executive authority is elected either directly or indirectly.
13. **Judiciary:**
It is the third organ of government concerned with the job of doing justice.
14. **Judicial Review:**
Judicial Review is a control device against possible abuses by the political executive or the legislature against anyone.
15. **Habeas Corpus:**
It means to have a body. It is a court order directing an official who has a person in custody to bring the prisoner to court & to show cause for his detention and to set him free if there is no legal justification for his confinement.
16. **Mandamus:**
Mandamus means a "Command". It demands some activity on the part of the body or person to whom it is addressed.
17. **Prohibition:**
It is a writ issued by the Supreme Court or a High Court to an inferior court.
18. **Quo Warranto:**
It means 'by what authority'. It is a writ issued by the courts to enquire into the legality of the claim which a party asserts to an office.
19. **Democracy:**
It is derived from the Greek words, 'Demas' which means people and 'Kratia' which means power. So democracy means the government by the people.
20. **Bureaucracy:**
It means 'desk government'. The authority which various govt. departments and their branches arrogate to themselves over fellow citizens
21. **Guardian Bureaucracy:**
It may be defined as the scholastic officialdom trained in right conduct according to the classics.
22. **Caste Bureaucracy:**
The caste bureaucracy has a class base and arises from the class connection of those in the controlling positions.
23. **Patronage Bureaucracy:**
It is also called 'Spoils System' by some thinker's and social scientist.
24. **Merit Bureaucracy:**

- It has, as its basis, merit of the public official and, as its aim, efficiency of the civil service.
25. **Political Party:**
It is an association organized in support of some principles which by constitutional means it endeavors to make the determinant of government.
26. **Pressure Group:**
It is a group, which is a non-political party and it try to bring about political change and reform by various methods like 'strike', 'bandh'.
It is found in those states in which government is in the hands of a single party.
27. **Single Party System:**
It is found in those states in which government is in the hands of a single party.
28. **Bi-Party System:**
In this system, there are mainly two political parties.
29. **Multi-Party System:**
In this system more than two parties exist.
30. **Planning:**
Planning for development is perhaps the most important task of the chief executive in developing countries.
31. **Constitutional Institutions:**
Administrative institutions established on the basis of the constitution.
32. **Statutory Institutions:**
Institutions which are set up by the Act of parliament.
33. **Advisory Institutions:**
Institution set up for giving advice on general or specific matters.
34. **Liberal Democratic State:**
Liberal democratic state means a political system in which democracy is over others.
35. **Executive Institutions:**
Institutions set-up by an order of the executive.
36. **Unicameral Legislature:**
A legislature which consists of one house is called unicameral.
37. **Bicameral Legislature:**
A legislature of two houses is known as bicameral.
38. **Parliamentary Executive:**
It is chosen from the legislature and is accountable to the legislature.
39. **Presidential Executive:**
It is not chosen from the legislature but elected by the people.
40. **Permanent Executive:**
It is non-political permanent Executive & it continues to function permanently irrespective of the change of political executive.

Case-study

1. A political party is a body of men united for promoting by their joint endeavor's the national interest upon some political principle in which they are agreed - This statement is given by Edmund Burke.
 - a. Read the above statement and explain whether the parties are inevitable in a democracy or not?
2. Bureaucracy is a form of organization marked by hierarchy, specialization of roles and a high level of competence displayed by incumbents trained to fill these roles.
 - a. Read the above statement of Corl. J. Fredrick and narrate the importance of Bureaucracy

B.A. (Part-II) Examination, 2011

(10+2+3 Pattern)

(Faculty of Arts)

[Also common with subsidiary Paper of B.A. (Hons.) Part-II]

(Three Year Scheme of 10+2+3 Pattern)

Public Administration

First Paper : Administrative Institution in India

Total Time : Three Hours

Max. Marks.: 100

Part-I (Objective)

Time: 1 Hour

Max. Marks: 40

Question Nos. 1-20 (Each question carries 1 mark). Question Nos. 21-30 (Each question carries 2 marks give the answers of these questions in not more than 15-20 words each.

1. When was the Central Social Welfare Board established?
(a) 1947 (b) 1949
(c) 1953 (d) 1963
2. Who appoints the chairman and members of Union Public Service Commission?
(a) Prime Minister (b) Parliament
(c) President (d) Supreme Court
3. When was Planning Commission established?
(a) 1947 (b) 1948
(c) 1957 (d) 1950
4. Railway Board Commission established?
(a) Jefferson Committee
(b) Robertson Committee
(c) Administrative Reforms Commission
(d) Santhanam Committee
5. When was the railway budget separated from the main budget?
(a) 1947 (b) 1921
(c) 1923 (d) 1941
6. In which countries multiparty system works?
(a) India and France (b) America and Russia
(c) China and Russia (d) Japan and China

7. What do you mean by Administrative State?
(a) Dependence of Administrative on the state
(b) Dependence of state on Administration
(c) Dependence of Administration on society
(d) Dependence of state on Military
8. U.G.C. submits its annual report directly to:
(a) President (b) Lok Sabha
(c) Governor (d) Central Government
9. Besides chairman, how many members are there in Finance Commission.
(a) 6 members (b) 2 members
(c) 5 members (d) 4 members
10. Where is the office of UGC situated?
(a) Delhi (b) Mumbai
(c) Chennai (d) Bengaluru
11. In Administrative state which is the most powerful body?
(a) Legislative (b) Executive
(c) Judiciary (d) All of the above
12. When was U.G.C. Act passed?
(a) 1953 (b) 1956
(c) 1951 (d) 1959
13. The chairman and member of UPSC hold office for a term of:
(a) 3 Years (b) 4 Years
(c) 5 Years (d) 6 Years
14. The demerit of bureaucracy include:
(a) Red Tapism (b) Rigidity
(c) Delay (d) All of the above
15. The pressure groups may also be referred as:
(a) Parties (b) Interest group
(c) Power organization (d) Union
16. Out of the following which is not the function of Election Commission?
(a) Conduction of Election (b) Selection of candidates
(c) Registration of Party (d) Allocation of symbols

17. The First Finance Commission was set up in:
 (a) 1951 (b) 1956
 (c) 1960 (d) 1964
18. The functions of UPSC can be extended by:
 (a) President (b) Prime Minister
 (c) Ministry of Personnel (d) Parliament
19. Which one is not the function of UGC?
 (a) Financial assistance to Universities
 (b) Conducting University Examination
 (c) To give grants to colleges
 (d) To facilitate higher education
20. Planning Commission is:
 (a) A Constitutional Body (b) A Legal Body
 (c) An Advisory Body (d) A Pressure Group Body
21. Explain the separation of power principle.
22. Define democracy.
23. What do you mean by Laissez -faire state?
24. Define Judicial Review.
25. Two main function of National Development Council.
26. Two differences in political party and pressure group.
27. What do you mean by Administration state?
28. Explain two function of UGC?
29. Explain two main functions of Planning Commission.
30. Explain two features of Welfare State.

Part-II (Descriptive)

Time : 2 Hours

Max. Marks.: 60

Attempt three questions, selecting one question from each Section. All questions carry equal 20 marks.

Section-A

1. What do you understand by Welfare State? How does it differ from a laissez-faire state?

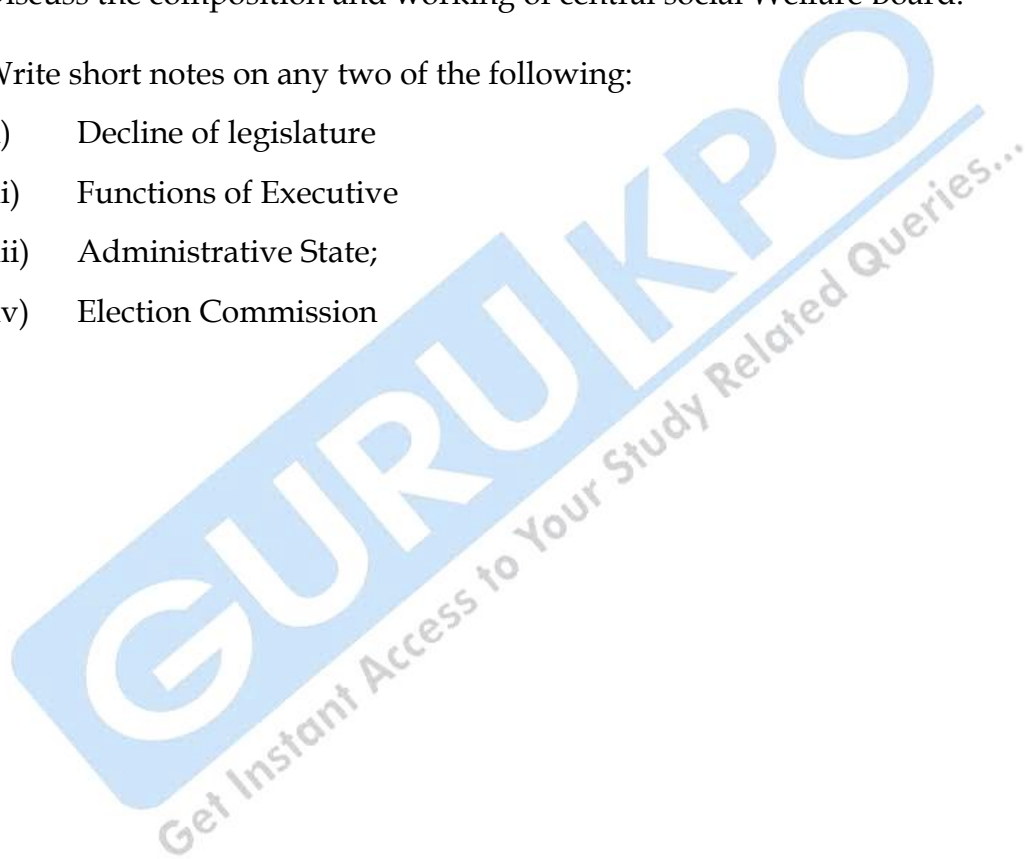
2. Evaluate the role of Legislature in a Democratic System of Government.

Section-B

3. Discuss the composition and working of the National Development.
4. Discuss the role of Political parties in democracy.

Section-C

5. Discuss the composition and working of central social Welfare Board.
6. Write short notes on any two of the following:
 - (i) Decline of legislature
 - (ii) Functions of Executive
 - (iii) Administrative State;
 - (iv) Election Commission



B.A. (Part-II) Examination, 2010

(10+2+3 Pattern)

(Faculty of Arts)

[Also common with subsidiary Paper of B.A. (Hons.) Part-II]

(Three Year Scheme of 10+2+3 Pattern)

Public Administration

First Paper : Administrative Institution in India

Total Time : Three Hours

Max. Marks.: 100

Part-I (Objective)

Time: 1 Hour

Max. Marks: 40

Question Nos. 1-20 (Each question carries 1 mark). Question Nos. 21-30 (Each question carries 2 marks give the answers of these questions in not more than 15-20 words each.

1. The real executive in India is:

(a) President	(b) Prime Minister
(c) Parliament	(d) Chief Justice

2. The head office of Railway Board is in:

(b) Mumbai	(b) Jaipur
(c) Ajmer	(d) New Delhi

3. The main function of Political Party is:

(a) Formulation and Regulation of Government	(b) To Spread communal hatred
(c) To check Corruption	(d) Training of Masses

4. Retirement age of Supreme Court Judges in India is:

(a) 60 Years	(b) 70 Years
(c) 65 Years	(d) 75 Years

5. "Democracy is the government of the people, for the people and by the people". Who said this?

(a) J.S. Mill	(b) Adam Smith
(c) Abraham Lincoln	(d) Mahatma Gandhi

6. When did the reserve Bank of India Commence its total functioning as a National Institution ?

(a) January, 1949	(b) March, 1950
(c) August, 1947	(d) March, 1952

7. "Administrative State" Book was written by:
(a) L.D. White (b) Woodrow Wilson
(c) Waldo (d) F.W. Taylor
8. Central social Welfare Board is related to:
(a) Railway (b) Recruitment
(c) Training (d) Social Welfare
9. The office of UPSC is situated in:
(a) Jaipur (b) Kota
(c) Mumbai (d) New Delhi
10. National Development Council was established in the year:
(a) 1947 (b) 1950
(c) 1952 (d) 1962
11. Democracy word is taken from DEMOS+CRATIA. These words belong to which language?
(a) French (b) English
(c) Latin (d) Greek
12. How many organs are there in Government?
(a) 3 (b) 4
(c) 5 (d) 6
13. Prime Minister is the Chairman of:
(a) Election Commission (b) Finance Commission
(c) Planning Commission (d) Railway Board
14. Chief Executive of Reserve Bank of India is known as:
(a) Governor (b) Dy. Governor
(c) Director (d) Chief Executive
15. The chief Election Commission in India is appointed by:
(a) Parliament (b) President
(c) Prime Minister (d) Home Minister
16. "New Despotism" is written by:
(a) Lord Hewart (b) Lord Bryce
(c) Garner (d) Gilchrist
17. The tenure of the Chairman of Finance Commission is:

- (a) 3 Years (b) 4 Years
(c) 5 Years (d) 6 Years
18. Indian Party System is known as:
(a) One party system (b) Two Party System
(c) Multi Party System (d) None of the above
19. The main function of Legislature is:
(a) Law Making (b) Law Execution
(c) Law Interpretation (d) Law Preparation
20. "Laissez-Faire" word is of which language?
(a) English (b) Hindi
(c) Latin (d) French
21. Write two causes of the decline of Legislature.
22. Point out major defects of Indian Electoral System.
23. Define Bureaucracy.
24. Write the names of four National Political Parties.
25. Write two major functions of U.G.C.
26. Enumerate three Pressure Groups of India.
27. What is Democratic Administration?
28. Give two main demerits of Bureaucracy.
29. Write names of any three zones of Railways.
30. Write two main functions of Laissez Faire State.

Part-II (Descriptive)**Time : 2 Hours****Max. Marks.: 60**

Attempt three questions, selecting one question from each Section. All questions carry equal 20 marks.

Section-A

1. What do you mean by Administrative State? How does it differ from a Welfare State?
2. Describe the major types of executive. Explain the functions of execution.

Section-B

3. "Bureaucracy is an agent of social change" Explain
4. Critically evaluate the role of Planning Commission in India.

Section-C

5. Describe the organization and function of the Union Public Service Commission.
6. Write short notes on any two of the following:
 - (i) Election commission
 - (ii) Function of Reserve Bank of India
 - (iii) Role of University Grants Commission;
 - (iv) Zonal level Officers of Railway

B.A. (Part-II) Examination, 2009

(10+2+3 Pattern)

(Faculty of Arts)

[Also common with subsidiary Paper of B.A. (Hons.) Part-II]

(Three Year Scheme of 10+2+3 Pattern)

Public Administration

First Paper : Administrative Institution in India

Total Time : Three Hours

Max. Marks.: 100

Part-I (Objective)

Time: 1 Hour

Max. Marks: 40

Question Nos. 1-20 (Each question carries 1 mark). Question Nos. 21-30 (Each question carries 2 marks give the answers of these questions in not more than 15-20 words each.

1. India is a.....State.

(a) Laissez Faire State	(b) Police State
(c) Welfare State	(d) Communist State

2. Administrative State book was written by:
 - (a) L.D. White
 - (b) Aristotle
 - (c) Adam Smith
 - (d) Waldo

3. Laissez-Faire word is from which language:
 - (a) Latin
 - (b) English
 - (c) French
 - (d) Greek

4. How many organs are there in Government:
 - (a) 1
 - (b) 2
 - (c) 3
 - (d) 4

5. Who was the supporter of Socialistic State:
 - (a) Garner
 - (b) Bryee
 - (c) Gandhi
 - (d) Karl Marx

6. The main function of Legislature is:
 - (a) Law making
 - (b) Law execution
 - (c) Law interpretation
 - (d) None

7. Judicial Review was propounded by:
 - (a) Britain
 - (b) America
 - (c) France
 - (d) India

8. Who is the supporter of Bureaucracy:
 - (a) Max Weber
 - (b) Riggs
 - (c) Taylor
 - (d) Gullick

9. National Development council came into existence in year:
 - (a) 1950
 - (b) 1952
 - (c) 1954
 - (d) 1956

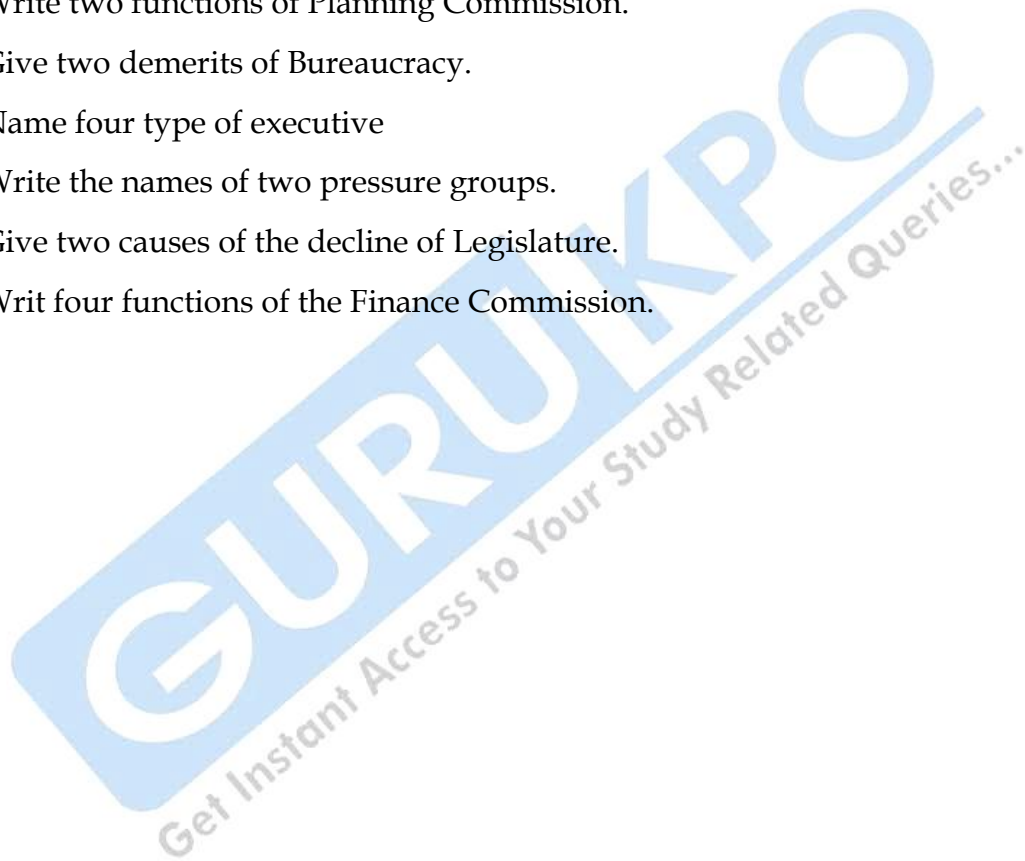
10. Who is the author of book "Modern Democracy".
 - (a) Bryee
 - (b) J.S. Mill
 - (c) Abraham Lincoln
 - (d) Laski

11. Prime Minister is the Chairman of:
 - (a) Election commission
 - (b) Finance Commission
 - (c) Planning Commission
 - (d) Railway Board

12. The chief election commissioner is appointed by:
 - (a) Parliament
 - (b) President
 - (c) Prime Minister
 - (d) Cabinet

13. The office of UPSC is situated in:
 - (a) Jaipur
 - (b) Ajmer
 - (c) New Delhi
 - (d) Mumbai
14. The tenure of the chairman of UGC is:
 - (a) 3 Years
 - (b) 4 Years
 - (c) 5 Years
 - (d) 6 Years
15. Among the following which one is not the characteristic of bureaucracy:
 - (a) Corruption
 - (b) Redtapism
 - (c) Delay in work
 - (d) Delegation
16. Britain has.....party system:
 - (a) One party system
 - (b) Two party system
 - (c) Multi party system
 - (d) None
17. Central social welfare board is related to:
 - (a) Social welfare
 - (b) Railway
 - (c) Recruitment
 - (d) Training
18. Dr. Manmohan Singh was Governor of:
 - (a) RBI
 - (b) Railway Board
 - (c) Planning Commission
 - (d) Delhi
19. Name the Chairman of the First Finance Commission:
 - (a) K.C. Pant
 - (b) K.C. Niyogi
 - (c) K. Santhanam
 - (d) A.M. Khusro
20. The chief Executive in India is:

- (a) President
 - (b) Vice President
 - (c) Prime Minister
 - (d) Parliament
21. Define Welfare State.
 22. What is legislature?
 23. Write two functions of Socialistic State.
 24. What is Judicial Review?
 25. Write two functions of Planning Commission.
 26. Give two demerits of Bureaucracy.
 27. Name four type of executive
 28. Write the names of two pressure groups.
 29. Give two causes of the decline of Legislature.
 30. Writ four functions of the Finance Commission.



Part-II (Descriptive)**Time : 2 Hours****Max. Marks.: 60**

Attempt three questions, selecting one question from each Section. All questions carry equal 20 marks.

Section-A

1. Discuss the concept and significance of the Administration State.
2. Examine the role of Judiciary in Democracy.

Section-B

3. Discuss the role of Political parties. Differentiate between Political party and Pressure group.
4. Describe the organization and role of Election commission in India.

Section-C

5. Discuss the organization and function of the University Grants Commission.
6. Write short notes on any two of the following:
 - (i) Railway Board
 - (ii) Role of Union Public Service Commission.
 - (iii) Central Social Welfare Board
 - (iv) Reserve Bank of India.

B.A. (Part-II) Examination, 2008

(10+2+3 Pattern)

(Faculty of Arts)

[Also common with subsidiary Paper of B.A. (Hons.) Part-II]

(Three Year Scheme of 10+2+3 Pattern)

Public Administration**First Paper : Administrative Institution in India****Total Time : Three Hours****Max. Marks.: 100****Part-I (Objective)****Time: 1 Hour****Max. Marks: 40**

Question Nos. 1-20 (Each question carries 1 mark). Question Nos. 21-30 (Each question carries 2 marks give the answers of these questions in not more than 15-20 words each.

1. The chairman of Planning Commission is:
(a) Dr. Manmohan Singh (b) K.C. Pant
(c) N.D. Tiwari (d) Sonia Gandhi
2. Which Article of Indian Constitution is related of Election commission:
(a) 280 (b) 324
(c) 324 (d) 352
3. In India the age of Voter is:
(a) 20 Years (b) 21 Years
(c) 18 Years (d) 25 Years
4. The chairman of UPSC is appointed by:
(a) President (b) Vice-president
(c) Prime Minister (d) Parliament
5. Which committee is related to the Railway Board:
(a) Appleby Committee
(b) Gorwala Committee
(c) Robertson Committee
(d) Kothari Committee
6. The central office of RBI is in:
(a) Mumbai (b) Jaipur
(c) Delhi (d) Chennai
7. Which country is known for Judicial Review:

- (a) U.K. (b) USA
(c) China (d) France
8. The main function of Political Party is:
(a) Formation and regulation of Government
(b) to spread communal hatred
(c) corruption
(d) Training
9. The office of University Grants Commission is situated in:
(a) New Dehi (b) Mumbai
(c) Jaipur (d) Ajmer
10. The tenure of the Chairman of Finance Commission is:
(a) 3 Years (b) 4 Years
(c) 5 Years (d) 6 Years
11. Who was the supporter of Welfare state:
(a) Harold Laski (b) Aristotle
(c) Bryce (d) Garner
12. Wealth of Nations book was written by:
(a) L.D. White (b) Adam Smith
(c) Waldo (d) F.W. Taylor
13. Laissez Faire word means:
(a) Corruption (b) Leave me alone
(c) Waldo (d) F.W. Taylor
14. Democracy word is taken from DEMOS+CRATIA words it belongs to which language
(a) French (b) English
(c) Latin (d) Greek
15. The main features of Welfare state is:
(a) Democratic Rule (b) Social Security
(c) Social Justice (d) Economic Justice
16. The function of Executive is:
(a) Law making (b) Law execution
(c) Law interpretation (d) None
17. The role of Civil Service is:

- (a) Policy making (b) Law making
(c) Policy implementation (d) All
18. 'Ideal type of Bureaucracy' was given by:
(a) Max Weber (b) Karl Marx
(c) Ferrel Heady (d) F.W. Riggs
19. Name the author of book New Despotism:
(a) Woodrow Wilson (b) Lord Hewart
(c) Lord Rippon (d) Lord Clive
20. National Development Council was established in the year:
(a) 1947 (b) 1950
(c) 1952 (d) 1962
21. Define Administrative State.
22. Write two main functions of Laissez Faire State.
23. Give two functions of Judiciary.
24. What is Democracy?
25. Write four functions of Executive.
26. Give four differences between political party and pressure group.
27. What is the main problem of Democracy?
28. Write four function of the election Commission in India.
29. Give names of four Political Parties.
30. Write four functions of U.G.C.

Part-II (Descriptive)

Time : 2 Hours

Max. Marks.: 60

Attempt three questions, selecting one question from each Section. All questions carry equal 20 marks.

Section-A

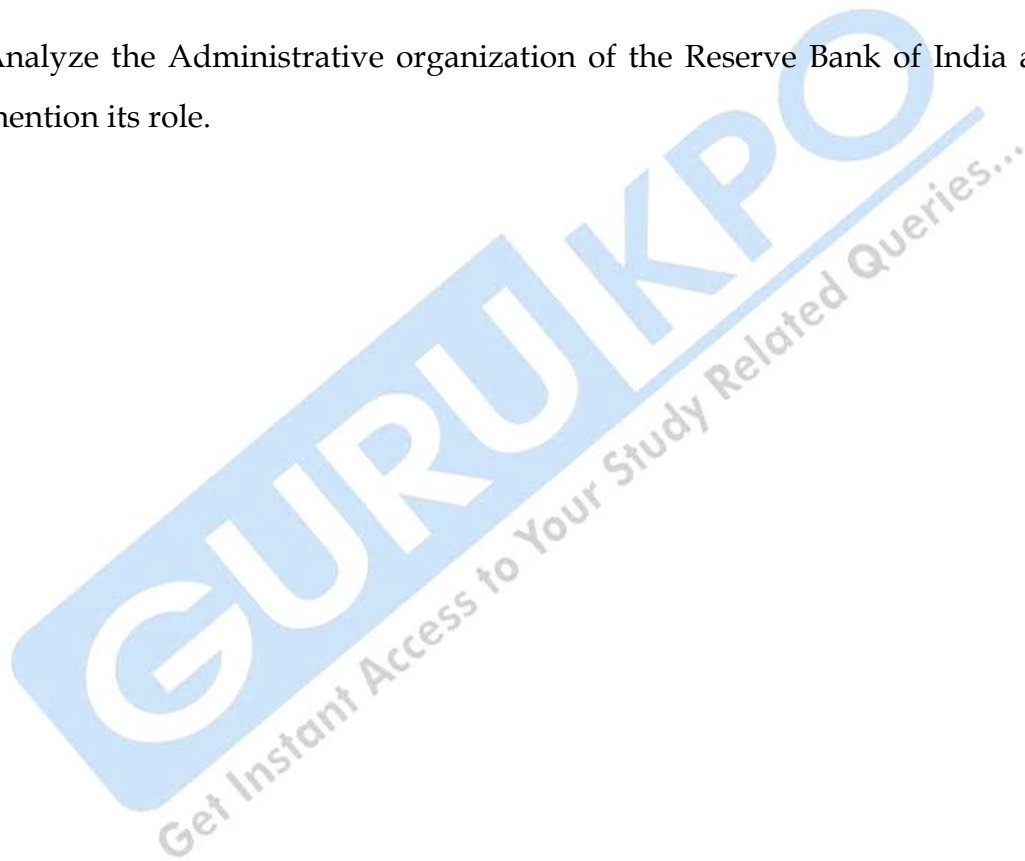
1. Examine the concept and significance of the Welfare State.
2. Discuss the role of Legislature and also given reasons for its decline in modern times.

Section-B

3. Define Bureaucracy. Explain its role.
4. Describe the organization and function of the Planning Commission in India.

Section-C

5. Discuss the organization and functions of the Railway Board.
6. Analyze the Administrative organization of the Reserve Bank of India and also mention its role.



B.A. (Part-II) Examination, 2007

(10+2+3 Pattern)

(Faculty of Arts)

[Also common with subsidiary Paper of B.A. (Hons.) Part-II]

(Three Year Scheme of 10+2+3 Pattern)

Public Administration**First Paper : Administrative Institution in India****Total Time : Three Hours****Max. Marks.: 100****Part-I (Objective)****Time: 1 Hour****Max. Marks: 40**

Question Nos. 1-20 (Each question carries 1 mark). Question Nos. 21-30 (Each question carries 2 marks give the answers of these questions in not more than 15-20 words each.

1. In every Government how many organs are there:
(a) 2 (b) 3
(c) 4 (d) 5
2. Administrative State book was written by:
(e) L.D. White (b) Woodrow Wilson
(c) Waldo (d) F.W. Taylor
3. "Laissez-Faire" word is of which language:
(a) English (b) French
(c) Latin (d) Hindi
4. Who is the supporter of "Laissez Faire State":
(a) Herbert Spenser (b) T.W. Kent
(c) Laski (d) Karl Marx
5. Harold Laski was the supporter of which state:
(a) Socialistic State
(b) Welfare State
(c) Laissez-Faire State
(d) Police State
6. Modern State is known as:
(a) Police State
(b) Administrative State
(c) Laissez Faire State

- (d) Autocratic State
7. "Democracy is the Government of the people, for the people and by the people" Who said this:
(a) J.S. Mill (b) Adam Smith
(c) Abraham Lincoln (d) Mahatma Gandhi
8. Which organ of Government is responsible for law making:
(a) Legislature (b) Executive
(c) Judiciary (d) Bureaucracy
9. Judicial review was for the first time propounded by:
(a) India (b) America
(c) Nepal (d) China
10. "Rule of Law" principle was given by:
(a) Dicey (b) Wilson
(c) Taylor (d) Nehru
11. The real executive in India is:
(a) President (b) Prime Minister
(c) Parliament (d) Chief Justice
12. Multi-party system is present in which country:
(a) India (b) China
(c) Britain (d) America
13. In which country the concept of pressure groups have emerged:
(a) America (b) India
(c) France (d) Britain
14. The Chairman of Planning commission is:
(a) President (b) Vice-President
(c) Prime Minister (d) Planning Minister
15. Who was the Chairman of the First Finance commission:
(a) K. Santhanam (b) K.C. Niyogi
(c) K.C. Pant (d) A.M. Khusro
16. The tenure of the Chairman of UGC is:
(a) 3 years (b) 4 Years
(c) 5 Years (d) 6 Years

17. The chief Election Commission in India is appointed by:
(a) Parliament (b) Present
(c) Prime Minister (d) Home Minister
18. The office of Union Public Service Commission is situated in:
(a) Ajmer (b) Mumbai
(c) New Delhi (d) Chennai
19. Which Article of the Indian constitutions is related to U.P.S.C.
(a) Article 14 (b) Article 321
(c) Article 341 (d) Article 356
20. The head office Railway Board is in:
(a) Mumbai (b) Jaipur
(c) Ajmer (d) New Delhi
21. Define Welfare State.
22. Write two main features of Laissez faire State.
23. Give two main features of Laissez faire state.
24. Write four function of executive.
25. What is the meaning of Bureaucracy?
26. Write the names of two pressure groups.
27. Who is the Vice-chairman of Planning commission?
28. Give two functions of the Finance Commission.
29. Give four demerits of Bureaucracy.
30. Write four functions of the Planning Commission.

Part-II (Descriptive)

Time : 2 Hours

Max. Marks.: 60

Attempt three questions, selecting one question from each Section. All questions carry equal 20 marks.

Section-A

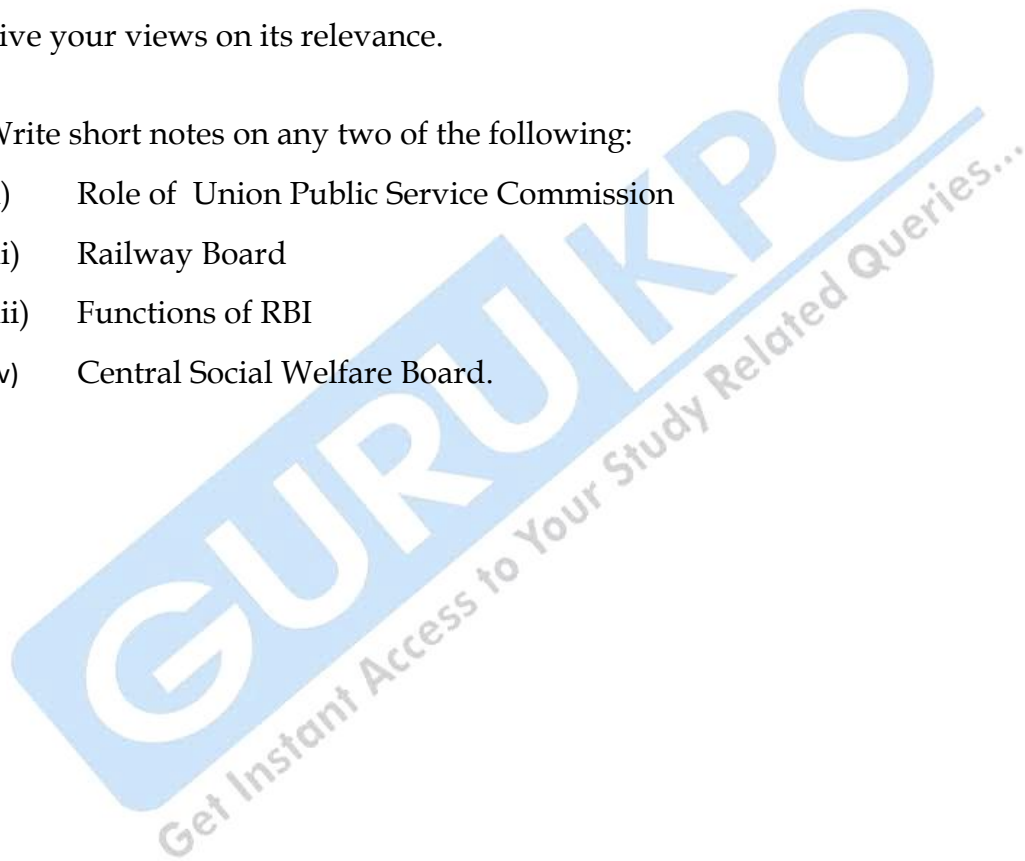
1. Discuss the concept and importance of the Administration State.
2. What do you mean by Independent Judiciary? Examine its role in India.

Section-B

3. What are Political Parties? Distinguish between Political parties and pressure groups.
4. Describe the organization and function of the election Commission in India.

Section-C

5. Explain the organization and function of the University Grants Commission. Also give your views on its relevance.
6. Write short notes on any two of the following:
 - (i) Role of Union Public Service Commission
 - (ii) Railway Board
 - (iii) Functions of RBI
 - (iv) Central Social Welfare Board.



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