

POL123 List of Questions

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Q1 On which of these basis is Public Administration organised? ____

- ☐ delegation and Geographical basis
- ☒ Functional and Geographical basis
- ☐ effective and Geographical basis
- ☐ plan and Geographical basis

Q2 The following principles: specialisation, integration, hierarchy and permanency are linked to ____

- ☐ development administration
- ☒ geographical administration
- ☐ bureaucratic administration
- ☐ Functional administration

Q3 The Principle of Specialisation in administration is geared towards ____

- ☐ delegation
- ☒ efficiency and economy in work
- ☐ efficiency and planning in work
- ☐ functionality and staffing in work

Q4 Which of the levels of government enjoys autonomy in a decentralised system? ____

- ☒ lower
- ☐ higher
- ☐ middle
- ☐ central

Q5 Administration is machinery for the execution of ____

- ☒ public will
- ☐ private will
- ☐ executive will
- ☐ social will

Q6 The localization of administration presupposes ____

- ☐ delegation of administrative authority
- ☐ hierarchy of administrative authority
- ☐ authorization
- ☒ division of administrative authority

Q7 On what authority is the administrative machinery for the execution of public will determined? ____

- ☐ constitutional
- ☒ political
- ☐ bureaucratic
- ☐ private

Q8 Nigeria gained independence since 1960 however, its system of administration is still ____

- ☐ scandinavian
- ☐ American
- ☒ British
- ☐ european

Q9 All modern democracies uphold the third principle of administration too be ____

- ☐ efficiency
- ☐ integration
- ☐ focus
- ☒ hierarchy

Q10 The term \diamond ??comparative \diamond ? \diamond in administration is applicable only to ____

- ☐ Nomoethics
- ☐ empirism
- ☒ empirical, homothetic studies
- ☐ comparative management in administration

Q11 A peculiarity of Public administration in different cultural areas or environments is its feature of being ____.

- ☐ Work-oriented
- ☐ direction-oriented
- ☒ culture-bound
- ☐ efficiency-bound

Q12 In which of these was emphasis shifted from general managerial approach to contextual and situational approach? ____

- ☐ comparative private administration
- ☐ cooperative public administration
- ☐ public administration
- ☒ comparative public administration

Q13 The tasks and process of formulating and implementing the four Ps (Plans, Policies, programmes and projects) in administration is the purview of ____

- ☐ Public Administration
- ☒ Development administration
- ☐ Private Administration
- ☐ New Administration

Q14 Which of these is the study of the administrative system of any country predicated upon? ____

- ☐ custom

- ☐ culture
- ☐ sociology
- ☐ history

Q15 Administration of development and development of administration are a sum of ____

- ☐ public administration
- ☐ economic Administration
- ☐ development administration
- ☐ modernization administration

Q16 Ministers rely upon the advice of their ____ for a legal shape in their policies.

- ☐ advisers
- ☐ consultants
- ☐ secretaries
- ☐ legal drafters

Q17 Law making by administration presupposes ____

- ☐ directives
- ☐ decentralization
- ☐ Delegated legislation
- ☐ devolution

Q18 Bills are drafted by ____ who grounded in the technical knowledge of jurisprudence and law-making.

- ☐ civil servants
- ☐ secretaries
- ☐ Public servants
- ☐ legal drafters

Q19 Which of these forms of administration may not function within the framework of law of the country? ____

- ☐ private administration
- ☐ Public administration
- ☐ civil administrators
- ☐ Personnel administration

Q20 A good administrator needs the skills of a ____ to perform efficiently.

- ☐ economist
- ☐ sociologist
- ☐ psychologist
- ☐ politician

Q21 The following principles can be categorized under the functional basis of public administration, except;

- ☐ Specialisation
- ☐ Integration
- ☐ Communication
- ☐ Hierarchy

Q22 An administrative type whereby there is a close relation between officials responsible to different levels of government is referred to as -----

- ☐ Normative
- ☐ Centralised
- ☐ De-centralized
- ☐ Behavioural

Q23 The ----- conference was held in 1968 to promote the New Public Management approach.

- ☐ Paris
- ☐ Madrid
- ☐ London
- ☐ Minnowbrook

Q24 The New Public Administration advocates a ----- approach

- ☐ Traditional
- ☐ Client centered
- ☐ Modern
- ☐ Pragmatic

Q25 The article entitled 'The Study of Administration' was published in 1887 by -----

- ☐ Karl Marx
- ☐ Jean Bodin
- ☐ Woodrow Wilson
- ☐ V.I Lenin

Q26 The scope and purpose of public administration is for -----

- ☐ Efficiency
- ☐ Profit making
- ☐ None of the above
- ☐ All of the above

Q27 A major proponent of the politics-administrative dichotomy is -----

- ☐ Charles Jean Boning
- ☐ Harold Lasswel
- ☐ Woodrow Wilson
- ☐ J.J Rousseau

Q28 An understanding of ----- is the key to an understanding of public administration.

- ☐ Bureaucracy

- ☐ Politics
- ☐ Human beings
- ☐ Society

Q29 The concept of New Public Administration emerged after the-----

- ☐ World War II
- ☐ Cold war
- ☐ Nigerian civil war
- ☐ World War I

Q30 Public administration can be regarded as;

- ☐ A science
- ☐ An art
- ☐ All of the above
- ☐ None of the above

Q31 Unlike private administration, public administration is directly responsible to -----

- ☐ Public officials
- ☐ God
- ☐ Permanent secretaries
- ☐ The people

Q32 Administrative concentration or dispersal due to the vast size of states refers to ----- basis of public administration

- ☐ Geographical
- ☐ Functional
- ☐ Economical
- ☐ Political

Q33 The word POSDCORB, which refers to the seven principles of administration was promoted by

- ☐ Aristotle
- ☐ Woodrow Wilson
- ☐ Gulick and Urwick
- ☐ Harold Lasswel

Q34 The emergence of public administration as a separate and independent discipline of study can be traced back to the year ----?

- ☐ 1900
- ☐ 1887
- ☐ 1960
- ☐ 1866

Q35 The book 'Principles of Public Administration' was written by -----

- ☐ Harold Lasswel
- ☐ Jean Bodin
- ☐ J.J Rousseau
- ☐ Charles Jean Boning

Q36 Public Administration has a link with the following disciplines except

- ☐ Psychology
- ☐ Philosophy
- ☐ History
- ☐ Law

Q37 Constant change of elected officials and not administrators refers to the principle of ----- in public administration?

- ☐ Supremacy
- ☐ Integration
- ☐ Relevance
- ☐ Permanency

Q38 Which of the following is regarded as the oldest of profession

- ☐ Law
- ☐ Medicine
- ☐ Administration
- ☐ Teaching

Q39 The following are attributes of public administration except -----

- ☐ Permanence
- ☐ Partisanship
- ☐ Professionalism
- ☐ Technicality

Q40 In a ----- system, the government at lower levels enjoys certain amount of autonomy guaranteed by the constitution?

- ☐ Centralised
- ☐ Unitary
- ☐ Modern
- ☐ Decentralised

Q41 In a presidential form of government, the ----- is the chief executive.

- ☐ Governor
- ☐ Ambassador
- ☐ President
- ☐ Minister

Q42 The following factors according to Millet make communication effective except -----

- ☐ Flexibility

- ☐ Ambiguosity
- ☐ Acceptability
- ☐ Uniformity

Q43 Which of the following is a problem of bureaucracy in Nigeria?

- ☐ Bribery and Corruption
- ☐ Dishonesty
- ☐ Gross Inefficiency
- ☐ All of the above

Q44 The systematic and continuous process of telling, listening and understanding is referred to as -----

- ☐ Administration
- ☐ Supervision
- ☐ Communication
- ☐ Mentoring

Q45 Civil servants can also be referred to as -----

- ☐ Legislators
- ☐ Bureaucrats
- ☐ Politicians
- ☐ Staff

Q46 The conferment of specified authority by a higher to a lower authority is referred to as -----

- ☐ Delegation
- ☐ Administration
- ☐ Authorization
- ☐ Application

Q47 The following are the influence of cultural environment on public administration except -----

- ☐ Language
- ☐ Religion
- ☐ Education
- ☐ Health

Q48 The type of planning that does not centralise all the socio-economic activities at one focal point is known as

- ☐ Over-all Planning
- ☐ Administrative Planning
- ☐ Limited Planning:
- ☐ Future Planning

Q49 The principle of ----- in Administration includes the systematic study and recording of new methods.

- ☐ Evolution
- ☐ Research
- ☐ Public Relations
- ☐ Organisation

Q50 Which of the following can be regarded as a hindrance to delegation?

- ☐ Organisational hindrances
- ☐ Personal Hindrance
- ☐ All of the above
- ☐ None of the above

Q51 The ----- of administration can be acquired and improved upon through continuous practice

- ☐ System
- ☐ Science
- ☐ Art
- ☐ Model

Q52 Codes of conduct and manual of organisations are examples of ----- communication

- ☐ Formal
- ☐ Direct
- ☐ Informal
- ☐ Indirect

Q53 The ----- system gives the executive an effective means of control over administration.

- ☐ Political
- ☐ Budgetary
- ☐ Judicial
- ☐ Administrative

Q54 The managerial view restricts the definition of public administration to the activities of -----?

- ☐ Government
- ☐ Private managers
- ☐ Civil servants
- ☐ Few persons at the top

Q55 The following can be regarded as duties of a supervisor except -----?

- ☐ To plan the execution of the work
- ☐ To train the personnel
- ☐ To deceive subordinates
- ☐ To plan the execution of the work

Q56 The Following Arguments support development planning except -----?

- ☐ It is Farsighted

- ☐ Maintenance of Economic Stability
- ☐ Achievement of Market Perfection
- ☐ Its rigidity supports growth

Q57 The three phases of a supervisor's job include the following except -----?

- ☐ Technical
- ☐ Administrative
- ☐ Institutional
- ☐ Personal

Q58 In a Parliamentary form, executive powers lie with the -----?

- ☐ President
- ☐ Governor
- ☐ Prime Minister
- ☐ Minister

Q59 The following are the basic tasks and responsibilities of an administrator except -----?

- ☐ Reporting
- ☐ Law making
- ☐ Coordinating
- ☐ Planning

Q60 Bureaucracy existed in ancient period in the following countries except -----?

- ☐ Rome
- ☐ India
- ☐ China
- ☐ Syria

Q61 Which of the following describes the qualities of good Supervisors

- ☐ Command of Job Content
- ☐ Courage and Fortitude
- ☐ Curiosity and Intellectual Ability
- ☐ All of the above

Q62 The collective action of one person with another or others towards a common goal can be referred to as -----

- ☐ Cooperation
- ☐ Communication
- ☐ Coordination
- ☐ Configuration

Q63 The following thinkers have criticized the role of bureaucracy as an agent of socio-economic change except -----

- ☐ Robert K. Merton,
- ☐ Alvin Gouldner
- ☐ Woodrow Wilson
- ☐ Warren Bennis

Q64 Which of the following can be described as a rational, dynamic and integrative process

- ☐ Communication
- ☐ Administration
- ☐ Organisation
- ☐ Planning

Q65 The process of guiding an organisation toward the achievement of progressive objectives is known as -----

- ☐ Public administration
- ☐ Development administration
- ☐ Modern administration
- ☐ Traditional administration

Q66 The following are characteristics of planning except -----

- ☐ Planning is an independent process
- ☐ Planning is flexible as it is concerned with future conditions which are dynamic
- ☐ Planning is comprehensive and includes every course of action in the organisation
- ☐ Planning involves selection of the best alternative to achieve the objectives of the organisation

Q67 The following have an influence on administration except -----?

- ☐ Health
- ☐ Education
- ☐ Communication system
- ☐ Agriculture

Q68 Which of the following factors are essential to make communication effective?

- ☐ Use mutually known words
- ☐ Employ examples and visual aids
- ☐ Practice delaying reactions
- ☐ All of the above

Q69 Effective public administration helps the state to achieve the following except;

- ☐ Enhance the calls for secession of component units
- ☐ Protection against diseases and insecurity
- ☐ The maintenance of peace and order
- ☐ The progressive achievement of justice

Q70 Under a parliamentary system of government, members of the executive are usually selected from the -----

- ☐ Population

- ☐ Civil service
- ☐ Legislature
- ☐ Ruling party

Q71 Voluntary coordination can be achieved through the following ways except -----

- ☐ Consultation
- ☐ Conferences
- ☐ circular letters
- ☐ Decentralisation of Activities

Q72 The process of determining the objectives of administrative effort and devising the means calculated to achieve them is known as -----

- ☐ Planning is an independent process
- ☐ Organisation
- ☐ Reporting
- ☐ Directing

Q73 The following describes the general principles of delegation except -----

- ☐ It should be written and specific
- ☐ Display of favouritism
- ☐ Policies, regulations and procedures should be well defined
- ☐ It should be properly planned and systematized

Q74 Which of the following can be regarded as the most fundamental public benefit in any society

- ☐ Provision of health facilities
- ☐ Provision of quality education
- ☐ Preservation of human life
- ☐ Provision of stable employment

Q75 The term bureaucracy was first coined by Vincent De Gournay in the year

- ☐ 1740
- ☐ 1900
- ☐ 1800
- ☐ 1712

Q76 Administration in ancient times can be classified as public administration as -----

- ☐ An art
- ☐ A science
- ☐ All of the above
- ☐ None of the above

Q77 The principle of -----draws attention to the need for careful organisation or structuring of the administrative machinery.

- ☐ Productivity
- ☐ Reality
- ☐ Efficiency
- ☐ Organisation

Q78 A major problem commonly associated with public administration is -----

- ☐ Efficiency
- ☐ Red - tapism
- ☐ Inadequate training of officers
- ☐ Poor remuneration

Q79 The ----- is the person or body of person at the head of the administrative system of a country.

- ☐ Speaker
- ☐ President
- ☐ Chief executive
- ☐ Chief justice

Q80 The authoritative direction and superintending of the work of others is referred to as -----?

- ☐ Administration
- ☐ Organisation
- ☐ Mentoring
- ☐ Supervision

Q81 One of the paradoxes of bureaucracy is that although it is basic to human society, it is not concerned about _____

- ☐ human concepts
- ☐ human centralizations
- ☐ human conciliations
- ☐ human arbitrations

Q82 When an official is referenced as 'Incognito' in Public Administration, the presupposition is that of an ____

- ☐ disclosed identity
- ☐ Undisclosed identity
- ☐ recognition
- ☐ Command of respect

Q83 Which of these two activities captures the focal point of administration?

- ☐ the pursuit of and fulfillment of management policy
- ☐ the pursuit of and fulfillment of public policy
- ☐ the pursuit of and fulfillment of personnel administration
- ☐ the pursuit of and fulfillment of civil administration

Q84 The science of administration is an essential instrument in the uplifting of human welfare because of all of these except ____.

- ☐ undertaking functions

- ☐ co-ordination
- ☐ control of the establishment
- ☐ supervision

Q85 The position of an ____ within an establishment or organisation is strategic and pivotal.

- ☐ undertaker
- ☒ administrator
- ☐ organizer
- ☐ coordinator

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