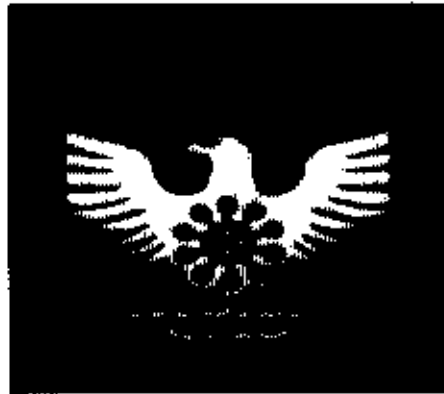


**CENTRAL UNIVERSITY**

**RESIT EXAMINATION**

**2022/2023**



**DEPARTMENT OF MANAGEMENT AND PUBLIC ADMINISTRATION**

**CBMG 206 INTRODUCTION TO PUBLIC ADMINISTRATION  
3 CREDITS**

**SESSION: MORNING, EVENING AND WEEKEND**

**DURATION: 2 $\frac{1}{2}$  HOURS**

**MARCH 2023**

**STUDENT ID No: .....**

**INSTRUCTIONS:**      **Section A:** Answer **ALL** questions  
                                 **Section B:** Answer **ONE** (1) question

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INVIGILATOR**

**LECTURER: ALEXANDER ABADA**

## SECTION A

### Answer all Questions in this Section

1. In Max Weber's classification of legitimate authority, the form of authority in which the leader is obeyed because he/she possesses certain trait or characteristics is known as.....
  - A Charismatic Authority
  - B Legal-Rational Authority
  - C Feudal Authority
  - D Traditional Authority
  - E Patriarchal Authority
  
2. Which of the following is not a function of public administration according to Gerald Caiden?
  - A Institutionalization of socio-economic development
  - B Management of not-for-profit organizations
  - C Maintenance of stability and order
  - D Protection of the weaker section of the society
  - E Formation of public opinion
  
3. A good public administration system possesses the following characteristics except.....
  - A Helps in resource mobilization and utilization
  - B Supports in the execution of personal policies and plans
  - C Develops responsibility in administration
  - D Helps in the formulation of policies which are realistic, feasible and practical
  - E Undermines speedy and effective development.
  
4. The system of government in which power to exercise government authority devolves hereditarily is termed.....
  - A Republican
  - B Federalism

- A Systematic division of labour
- B Consistency in the application of the rules
- C Organization of offices follows the principles of hierarchies
- D Personal official obligations
- E Consistent system of abstract rules

9 The paradigm shift in public administration that emphasizes market competition, business principles, managerial autonomy, customer choice, and performance standard is known as.....

- A Privatization
- B New Public Management
- C Devolution
- D Deconcentration
- E Development Administration

10 The definition of public policy as **“what government intends to do or not to do and the desired goals and means for their achievement”** is attributed to .....

- A Anderson
- B Thomas Dye
- C Robert Simons
- D Howlett Considine
- E Bridgeman and Davis

11 The process of setting out the formal structures of authority and the flow of work in such a way that the work in the various sub-divisions, sections or branches are carefully arranged, clearly defined and effectively supervised in order to accomplish the task of the organization is the administrative function of .....

- A Coordinating
- B Reporting
- C Leading

- D Controlling
- E Organizing

12 One of the foreign objectives of the government as enshrined in the **Directive Principles of State Policy (DPSP)** section of the Fourth Republican Constitution is .....

- A To preserve and protect historical artefacts and places of historic interest
- B To promote and protect the country's interest
- C To form associations to promote and protect their interest in development
- D To encourage foreign investment
- E To build a united and independence country

13 The source of power that arises from a leader's knowledge or talent that commands respect and admiration from subordinates is termed .....

- A Connection power
- B Expert power
- C Reference power
- D Coercive power
- E Reward power

14 The administrator who works out in broad outlines the things that have to be done by his department or organization and also decides on the method to be used in accomplishing the purpose set for the department or the organization is performing the administrative function of .....

- A Organizing
- B Planning
- C Reporting
- D Directing
- E Coordinating

5. A system of organizational structures and procedures that are created for orderly processing of public policy is termed .....

- A Public policy system
- B Public administration system
- C Public procurement system
- D Public institution system
- E Public enterprise system

16 The following are the main features of public policy except.....

- A Dynamic
- B Complex
- C Result Oriented
- D Futuristic
- E Hierarchical conformation

17 The study of public policy that calls for greater knowledge about its origin, the processes by which it is developed and its consequences for society culminates in .....

- A Professional study
- B Scientific study
- C Political study
- D Psychological study
- E Sociological study

18 The body set up to investigate the 1948 Riot in the Gold Coast was .....

- A Mills Odoi Commission
- B Watson Commission
- C Coussey Committee
- D Lidbury Commission

E Bourne Commission

19 The control and management of public enterprises are usually entrusted to Board of Directors who are ..... by the Head of State.

- A Elected
- B Nominated
- C Appointed
- D Selected
- E Directed

20 Any personnel system where employees are classified in a system of administration composed of hierarchy of sections, divisions, departments and the likes can be described as .....

- A Public Administration System
- B Public Policy System
- C Bureaucratic System
- D Human Resource System
- E Management system

21 ..... defines bureaucracy as a system of government, the control of which is solely in the hands of officials who use their powers to jeopardise the liberty of individuals

- A Max Weber
- B Harold Laski
- C Peter Self
- D Murray
- E Henri Fayol

22 The arm of government mandated to adjudicate and settle disputes in a country is .....

- A The Legislature

- B The Executive
- C The Judiciary
- D The Ombudsman
- E The Special Prosecutor

23 The body appointed in 1948 to draft a constitution for the Gold Coast which would in the event lead the country to a limited self-government was .....

- A Watson Commission
- B Mills Odoi Commission
- C Coussey Committee
- D Lidbury Commission
- E Van L'are Commission

24 .....define(s) public administration as the management of affairs of public bodies and that the administrator is a servant and not a master.

- A Carson and Harris
- B J.D Williams
- C E.N Gladden
- D Pfiffner and Presthus
- E Woodrow Wilson

25 The process by which administrative responsibilities are shifted from the central government ministry to its field staffs without transferring corresponding authority to make decisions on the spot is termed .....

- A Devolution
- B Privatization
- C Deconcentration
- D Delegation
- E Decentralization

26 ..... is one of the factors responsible for public policy failures in developing countries.

- A Provision of adequate resources required for the policy programme
- B Inadequate involvement of the agencies expected to implement policies and programmes
- C Good policy design
- D Holistic approach to problems and issues
- E Hiring of adequate skilled man-power

27 What does the acronym **PDC** stand for?

- A Provisional Defence Committee
- B Private Defence Commission
- C People's Defence Committee
- D Popular Defence Committee
- E People's Defence Commission

28. A Parliamentary Bill (PB) is a

- a) law on matters of detail made by a person or body authorised to do so by the relevant enabling legislation.
- b) statutory note issue by Parliament of the remunerations of top government officials.
- c) proposal for a new law, or a proposal to change an existing law that is presented for debate before Parliament.
- d) All of the above

29. The state is...

- a) the ruling party at any given time.
- b) the bureaucratic machine.
- c) a range of institutions which includes, among other things, the bureaucracy, judges, the police and the security services.
- d) an all-powerful network of individuals from similar social backgrounds, all of whom conspire to deprive ordinary people of their rights.

30. The process through which executive nominees are appointed is .....

- A Election
- B Vetting



- C Electoral College
- D Public Opinion

31. The court that is responsible for settling parliamentary disputes in Ghana is

- A Circuit Court
- B High Court
- C Appeal Court
- D Supreme Court

32. Which of the following alternative answers are most correct?

- a) Professional accountability requires that politicians are held accountable to the voters.
- b) Organisation(al)/administrative accountability requires a clear-cut hierarchical relationship between centres of responsibility and the units where such commands are acted upon.
- c) Bureaucratic accountability requires that public service officials and holders of political offices act responsibly.
- d) All of the above.

33. At the district level, the day-to-day administration of the assemblies is entrusted to Executive Councils headed by .....

- A Presiding member
- B The President
- C The District Chief Executive
- D The Member of Parliament

34. The concentration of all decision-making powers, functions and resources in the central government is known as .....

- A Decentralisation
- B Privatisation
- C Delegation
- D Centralisation

35. Which of the following alternative answers are most correct?

- a) The three parts or branches or arms of the judiciary are the Supreme Court, the Superior Courts of Judicature and the Court of Appeal.
- b) The three parts or branches or arms of government are the legislature, the executive and the judiciary.
- c) The three parts or branches or arms of Parliament are the legislature, the Lower and Upper Houses of Parliament.
- d) All of the above.

36. The supreme policy making body of Russia is termed .....

- A Politburo
- B Parliament
- C Congress
- D Senate
- E Knesset

37. A Legislative Instrument (LI) is a

- a) petition brought by an aggrieved party before the Supreme Court of the country.
- b) law on matters of detail made by a person or body authorised to do so by the relevant enabling legislation.
- c) law on matters not related to regulations, rules and determinations.
- d) None of the above.

38. Parliament is to Ghana as ..... is to Israel

- A Politburo
- B Parliament
- C Congress
- D Knesset
- E Senate

39. Public administration is mostly about.....

- A The functions of the executive

- B The functions of the legislature
- C The functions of the judiciary
- D The functions of the Civil Society Organisations

40. The study of public policy that calls for greater knowledge about its origin, the processes by which it is developed and its consequences for society culminates in .....

- A Professional study
- B Scientific study
- C Political study
- D Psychological study

## **SECTION B**

### **Answer only one (1) question from this Section**

1. State and explain the main differences between public and business administration.
2. Define decentralization and discuss the advantages and disadvantages of decentralized system of administration.
3. State and explain five (5) obstacles to effective public administration system in Ghana.