

CENTRAL UNIVERSITY
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DEPARTMENT OF MANAGEMENT AND PUBLIC ADMINISTRATION

CBNG 206 INTRODUCTION TO PUBLIC ADMINISTRATION

3 CREDITS

CAMPUSES: MIOTSO/MATAHEKO

SESSION: MORNING, EVENING AND WEEKEND

DURATION: 1 HOUR 15 MINUTES

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STUDENT ID No:

INSTRUCTIONS: Answer **ALL** questions

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LECTURER: ALEXANDER ABADA

1. The system of government in which power to exercise government authority devolves hereditarily is termed.....
- A Republican
 - B Monarchical
 - C Diarchical
 - D Democratic
2. 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
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
4. The branch of philosophy that is concerned with what is right or wrong conduct including values and actions in a given set of situation is termed.....
- A Religion
 - B Morality
 - C Ethics
 - D Legality
5. The creation or strengthening of sub-national unit of government, the activities of which are substantially outside the direct control of the central government is termed.....
- A Devolution

- B Delegation
- C De-concentration
- D Privatization

6 Local government authorities are legal entities, this implies.....

- A A change in government does not affect them
- B They can sue and be sued
- C They are not accountable to their respective communities
- D They are permitted to make bye-laws.

7 The following are characteristics of bureaucracy except.....

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

8 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

9 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

10 According to Pollit et al, the following are essential characteristics of public policy except.....

- A They are processes of decision-making and activity
- B They occur within a framework of prescribed organizational roles
- C They involve exchanges of information resources, discussion and bargaining
- D They are strategic and long term nature

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 Organizing
- C Leading
- D Controlling

12 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

13 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

14. 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

15 The letters 'POSDCORB' which sum up the main techniques of public administrations applicable in all situations is associated with

- A Woodrow Wilson
- B Max Weber
- C Karl Marx
- D Luthur Gulick

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

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

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
- 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
- 19 Which of the following is not part of the structure of Ghana Civil Service?
- A Clerical class
 - B Legislative class
 - C Administrative class
 - D Professional class
- 20 The practice where a civil servant is expected not to be bias in dealing with public matters, advise the political head based on honest appreciation of the facts on the ground and what he conceives to be the best to be done in the circumstances is known as
- A Anonymity
 - B Permanency
 - C Neutrality
 - D Loyalty
- 21 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

22 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

23 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 is associated with.....

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

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

- A The Legislature
- B The Special Prosecutor
- C The Judiciary
- D The Ombudsman

25 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

- 26 The following are a feature of The Civil Service in Ghana except
- A Anonymity
 - B Permanency
 - C Neutrality
 - D Autonomy
- 27 Public administration as the management of affairs of public bodies and that the administrator is a servant and not a master. This definition is ascribed to.....
- A Carson and Harris
 - B J.D Williams
 - C E.N Gladden
 - D Pfiffner and Presthus
- 28 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
- 29 One of the factors responsible for public policy failures in developing countries is
- 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
- 30 Corruption can take the following forms except.....
- A Graft

- B Patronage
- C Whistle Blowing
- D Embezzlement

31 What does the acronym PDC stand for?

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

32. Authority is best understood as...

- a) something which is guaranteed to anyone who holds a high office of state.
- b) the strength to impose one's will.
- c) the possession of legitimate power.
- d) having a lot of admirers within the media.

33. 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.

34. Which of the following statements is/are correct?

- I. The civil service comprises all servants of the state, i.e. the body of government officials who are employed in civil occupations that are neither political nor judicial.
 - II. The civil service comprises all holders of political or judicial offices and who receive remuneration wholly and directly out of money voted by parliament.
 - III. The civil service comprises all bureaucrats employed in public and private offices.
 - IV. The civil service comprises all whose remuneration is paid wholly and directly out of money voted by parliament.
- a) Only I above.
 - b) I & II above.
 - c) I & IV above.
 - d) Only II above.

35. "In Ghana, a civil servant is a person employed in the public sector by a government department or agency or public sector undertakings. A civil servant works for the central government as well as MDAs and local governments. A civil servant answers to the government, not a political party. The position of the Head of Civil Service is a political one. The Civil Service is a permanent government service."

With regards to the above statements, which of the following statement(s) is/are correct?

- I. The Head of Civil Service appoints the President of the Republic of Ghana.
 - II. The Head of Civil Service is a civil servant.
 - III. The President of the Republic of Ghana is a civil servant.
 - IV. The Head of Civil Service is not a civil servant.
- a) Only I above.
 - b) I & II above.
 - c) I & IV above.
 - d) Only IV above.

36. Promotion in Civil Services indicates

- a) such changes in the situation which indicate difficult work and more important responsibility.
- b) change in the place of work.
- c) transfer of work from field to Headquarters.
- d) always an increase in pay.

37. Which of the following alternative answers is most correct?

- a) In Ghana, to be a Civil Service employee, it is not required to have any educational and training background or pass any examination so long as one knows a prominent person in government.
- b) The Civil Service in Ghana is an organized body of men and women with different educational and training backgrounds, various expertise and skills employed by a government to assist it in the governance of the country.
- c) In the Ghana Civil Service, promotion, remuneration and transfers are not dependent on merit but essentially on the favour of one's supervisor.
- d) None of the above.

38. Who is the newly-appointed head of the World Trade Organisation (WTO)?

- a) Ngozi Okonjo-Iweala.
- b) Georgina Theodora Wood.
- c) Ellen Johnson Sirleaf
- d) Miriam Makeba

39. The current Managing Director (MD) and Chairperson of the International Monetary Fund (IMF) is

- a) Ghanaian diplomat Gloria Adwoa Amon Nikoi.
- b) Bulgarian economist Kristalina Georgieva.

- c) Antoinette Sassou Nguesso of the Republic of the Congo.
- d) Winnie Madikizela-Mandela of the Republic of South Africa.

40. 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 issued 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

41. 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.

42. Which of the following alternative answers is most correct?

- a) Politics is the study of authority relations between individuals and groups, and the hierarchy of power which establishes itself within all numerous and complex communities.
- b) Administration is the study of authority relations between individuals and groups, and the hierarchy of power which establishes itself within all numerous and complex communities.
- c) Politics is an activity or process concerned with the means for carrying out prescribed ends.
- d) Bureaucracy is the study of authority relations between individuals and groups, and the hierarchy of power which establishes itself within all numerous and complex communities.

43. Which of the following alternative answers is most correct?

- a) Nigeria is a/an unitary state as Ghana is a federal state.
- b) Ghana is a/an unitary state as Nigeria is a federal state.
- c) Ghana is a federal state as Nigeria is a/an unitary state.
- d) Nigeria is a federal state as Ghana is a/an monarchical state.

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

- I. According to J. D. Williams, business administration is all about the management of scarce resources to accomplish the goals of public policy.
 - II. Representative democracy, as a type of indirect democracy is by far the most common form of democracy across the world.
 - III. Politics of Ghana takes place in a framework of a two-party political system and a democratic republic.
 - IV. Considering the three arms of government, Parliament is by far the most obvious representation of the people.
- a) I & IV above.
 - b) III & IV above.
 - c) II & IV above.
 - d) Only IV above.

45. 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.

46. 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.

47. The need for accountability has risen

- a) because of the massive injection of donor funds and loans
- b) because of the discretionary powers of officials
- c) because whenever an action is taken in the name of the state, the state becomes responsible for the action.

d) All of the above.

48. The study of elections is known as.....

- A Apiology
- B Crabology
- C Psephology
- D Philosophy

49. 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

50. The practice where material possessions, position and economic power determined the status and prestige of persons in society thereby causing poor civil servant to fall prey to corrupt practices is influenced by

- A Economic causes
- B Historical causes
- C Environmental causes
- D Lack of strong public opinion against the evils of corruption

51. 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

52. The differences between public and business administration are associated with
- A Urwick
 - B Peter Self
 - C Murray
 - D Follet
53. In the ministry, the class responsible for advising the political heads in the areas of policy formulation and strategic decisions is
- A The executive class
 - B The clerical class
 - C The political class
 - D The administrative class
54. The concentration of all decision-making powers, functions and resources in the central government is known as
- A Decentralisation
 - B Privatisation
 - C Centralisation
 - D Deconcentration
55. The process through which executive nominees are appointed is
- A Election
 - B Vetting
 - C Electoral College
 - D Public Opinion

56. The court that is responsible for settling parliamentary disputes in Ghana is
- A Circuit Court
 - B High Court
 - C Appeal Court
 - D Supreme Court
57. In Ghana, in the absence of the president it is the who acts on his behalf
- A Speaker of Parliament
 - B Chief Justice
 - C Auditor General
 - D Vice President
58. The practice of government which is solely in the hands of the military is called kakistocracy
- A False
 - B True
59. In Ghana, presidential disputes are settled at
- A Circuit Court
 - B High Court
 - C Appeal Court
 - D Supreme Court
60. The crossroad incident of 1948 in Ghana was exacerbated by the death of
- A Seargeant Adjetey, Corporal Attipoe and Odartey Lamptey
 - B Seargeant Utuka, Corporal Odartey Wellington and Acheampong
 - C Afrifa, Hilla Liman and Atta Mills

D None of the above