

CENTRAL UNIVERSITY

END-OF-SEMESTER II EXAMINATIONS

2018/2019



DEPARTMENT OF MANAGEMENT AND PUBLIC ADMINISTRATION

CBNG 206 INTRODUCTION TO PUBLIC ADMINISTRATION

3 CREDITS

SESSION: MORNING, EVENING AND WEEKEND

DURATION 2 HOURS

APRIL 27, 2019

INSTRUCTIONS:

Section A: Answer ALL questions

Section B: Answer ONE (1) question

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SECTION A

Answer all Questions in this Section for 40 marks

1. Public administration is mostly about.....
 - A The functions of the judiciary
 - B The functions of the legislature
 - C The functions of the executive
 - D The functions of the Civil Society Organisation
 - E The function of non-governmental organization

 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

 4. 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

E Devolution

5 The system of government in which power to exercise government authority devolves hereditarily is termed.....

A Republican

B Federalism

C Diarchical

D Democratic

E Monarchical

6 The supreme policy making body of Russia is termed

A Congress

B Parliament

C Politburo

D Sanete

E Knesset

7 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

E Political decentralization

8 The process or series of governmental activities or decisions that are designed to remedy some public problems either real or imagined is known as.....

- A Public administration
- B Business administration
- C Public policy
- D Business policy
- E Public process

9 Local government authorities are legal entities, this implies all the following except

- A They never die
- B They can sue and be sued
- C They can pass bye-laws
- D They are not permitted to make bye-laws
- E They can only act within the framework of the laws

10 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 Political causes
- E Lack of strong public opinion against the evils of corruption

11 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 Personal official obligations
- E Consistent system of abstract rules

12 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

13 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 administrative class
- D The political class
- E The messengerial class

14 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
- E They are viewed as goal-oriented, problem-oriented or problem-solving

15 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

16 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

17 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

18 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

19. 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

20. 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
- E Herbert Simeon

21. Corruption is a general term covering the misuse of authority as a result of considering personal gain which needs not be monetary. This definition is made by

- A Robert Brooks
- B Jacob Kalveren
- C David Bailey
- D Negro and Negro
- E Marshal Dimock

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

A Dynamic

B Complex

C Result Oriented

D Futuristic

E Hierarchical conformation

23 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

24 The current number of Metropolitan, Municipal and District Assemblies (MMDs) in Ghana is put at.....

A 110

B 65

C 254

D 236

E 259

25 The machinery put in place to organize, control and coordinate the activities of the public sector as well implement governmental policies is termed

A Public policy

B Public administration

C Business administration

- D Business Policy
- E Public process

26 The branch government responsible for adjudicating and settlement of disputes in a democratic state is

- A The Executive
- B The Legislature
- C The Judiciary
- D The BNI
- E The CHRAJS

27 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
- E Efficiency

28 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

29 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

30 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 Murra
- E Henri Favol

31 The differences and similarities between public and business administration are associated with

- A Urwick
- B Peter Self
- C Murra
- D Folle
- E B.L. Smith

32 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 Coussev Committee
- D Lidbury Commission
- E Van L'arc Commission

33 The following are a feature of The Civil Service in Ghana except

- A Anonymity
- B Permanency
- C Neutrality
- D Loyalty
- E Autonomy

34define(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

35 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

36 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

37 Corruption can take the following forms except.....

- A Grant
- B Patronage
- C Bribery
- D Embezzlement
- E Whistle Blowing

38 The PNDC District Assembly Concept was promulgated in 1988 by the following law

- A PNDCL702
- B PNDCL207
- C PNDCL107
- D PNDCL170
- E PNDCL407

39 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

40 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
- E The Paramount Chief

SECTION B

Answer only one question from this Section (20 marks)

1. Critically examine Max Weber's Ideal-Type bureaucracy.
2. State and explain five features of public policy.
- 3 Explain civil service and discuss its main structure.

END OF PAPER