



WINSMART ACADEMY

MOTTO: PERSONALISED TUTORING FOR LEADERS OF TOMORROW

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POL123 - INTRODUCTION TO PUBLIC ADMINISTRATION

The course title of POL123 is _____

Introduction to Public Administration

POL123: Introduction to Public Administration is a _____ credit unit course for undergraduate students in Political science.

three

POL123: Introduction to Public Administration is a three credit unit course for undergraduate students in _____.

Political science

_____ is in our bone.

Bureaucracy

Prehistoric evidence unearthed at archaeological digs suggests that the rudiments of a bureaucratic social order were in place _____ years ago.

19,000

_____ may not be basic to the human conciliations but it is basic to human society.

Bureaucracy

Bureaucracy may not be basic to the human conciliations but it is basic to _____ society.

human

_____ deals with the science of getting things done in the most efficient ways in the Public sector

Public Administration

Nigeria gained independence in _____

1960

_____ have been so preoccupied with series of political problems and disturbances

Successive rulers

_____ was defined for the first time by Hamilton in the Federalist Papers

Public Administration

Public Administration was defined for the first time by _____

Hamilton

Public Administration was defined for the first time by Hamilton in the _____

Federalist Papers

In _____, Charles Jean Boning, a French wrote a book titled "Principles of Public Administration".

1812

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In 1812, _____, a French wrote a book titled "Principles of Public Administration".
Charles Jean Boning

_____ set the tone for the early study of public Administration in an essay titled, "The Study of Administration".
Woodrow Wilson

The essay titled, "The Study of Administration", was published in the Political Science Quarterly in _____
1887

The essay titled, "The Study of Administration", was published by _____
Woodrow Wilson

A systematic study of Public Administration has begun since the beginning of the _____ century
Twentieth

In the late _____s two important text books on the theory of Public Administration were published in U.S.A
1920

Which two books set a trend for writing textbook on the Study of Public Administration?
L.D. Introduction to the Study of Public Administration (1925) and W.F. Willoughby's Principles of Public Administration (1927)

Public Administration is primarily an _____ idea.
American

Public Administration is primarily an American idea.
True

The immediate effect of all one sentence or one paragraph definitions of public Administration is a mental paralysis rather than _____ and _____.
enlightenment and stimulation

_____ exist in any organisation set up for a defined purpose or objective.
Administration

_____ is concerned with both the formulation and implementation of public policies.
Public Administration

_____ simply means the activities undertaken by the government to fulfill its desired ends.
Administration

Administration simply means _____
the activities undertaken by the government to fulfill its desired ends

_____ says "Public Administration comprises all activities of persons or groups in governments or their agencies, whether these organisations are international, regional or local in their scope, to fulfill the purposes of those governments or agencies while Officer and Presthus lay more emphasis on the coordinating role of administration."
Hodgson

_____ consists of getting the work of government done by coordinating the efforts of the peoples so that they can work together to accomplish their set tasks.

Administration

_____ in his view sees Public Administration as “The work which the government does to give effect to a law”.

Walker

_____ sees Public Administrations, as “the art and science of management as applied to the affairs of a state.”

Waldo

_____ opines that Public Administrations is the fulfillment or enforcement of Public policy as declared by the competent authorities.

Dimock

_____ is law in action.

Public Administration

Public Administration is _____ in action.

law

Public Administration is the _____ side of government.

executive

Every organisation in modern society consists of many different groups of people woven together in a complicated process to achieve the _____ of the organisation.

objectives

The importance of _____ has tremendously increased with increase in state activities.

Public Administration

The importance of Public Administration has tremendously increased with increase in _____ activities.

state

The state is no longer regarded as a preserver of the status quo.

True

Everybody needs the services of the _____ and we wonder at the vast organisation which is needed to provide this service.

Post Office

The _____ position within an establishment or organisation is strategic and pivotal.

administrator's

The administrator's _____ within an establishment or organisation is strategic and pivotal.

position

The administrator's position within an establishment or organisation is strategic and _____.

pivotal

The administrator's position within an establishment or organisation is _____ and pivotal.

strategic

The administrator's position within an establishment or organisation is _____ and _____.

strategic and pivotal

_____ is concerned with the planning, co-ordination, supervision and control of the enterprise or establishment.

Administration

_____ is the device used to reconcile bureaucracy with democracy.

Public Administration

Public Administration is the device used to reconcile _____ with democracy.

bureaucracy

Public Administration is the device used to reconcile bureaucracy with _____.

democracy

The tasks performed by _____ have been carried on throughout history.

modern administrators

The most fundamental public benefit in any society is _____

the preservation of human life, and only government is responsible for safeguarding its citizens

When government fails to protect its people _____

its relevance is reasserted by default

_____ is the non-political machinery of the government carrying on its work for the welfare of the people according to the laws set up by the state.

Public Administration

_____ in his book written in 1949, opinioned that we are no longer confronted with several administrative sciences but with one which can be applied equally well to the public and private affairs".

Fayol

Fayol wrote his book in the year _____

1949

_____ in 1973 pointed out four basic elements of similarity between public and private administration.

Negro and Negro

Negro and Negro in _____ pointed out four basic elements of similarity between public and private administration.

1973

Negro and Negro in 1973 pointed out _____ basic elements of similarity between public and private administration.

four

_____ provide one of the better analyses of the components of the complex structured web concept.

Benn and Gaus

Publicness and privateness in society are comprised of three dimensions: _____

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Agency, Interest and Access

_____ in society are comprised of three dimensions: Agency, Interest and Access.
publicness and privateness

Publicness and privateness in society are comprised of _____ dimensions
three

_____ refer to the basic distribution between an agent acting privately, that is, on his own account, or publicly, that is as an officer of the city/society
Agencies

The legally sanctioned policies are implemented by the _____ branch of the governments.
executive

_____ does not have as much great responsibility towards the public.
Private administration

Private administration does not have as much great responsibility towards the _____.
public

Private administration does not have as much great responsibility towards the public.
True

_____ is directly responsible to the people to a very great extent
Public Administration

_____ is only responsible to the people indirectly, and that too generally to secure its own ends and not necessarily for the welfare of the people.
Private administration

_____ is concerned with the status of the people who will be better or worse off for whatever is in question.
Interest

It is the _____ of the private firm to benefit only the people in it or who own it.
interest

It is the interest of the _____ firm to benefit only the people in it or who own it.
private

_____ is conducted with service motive
Public Administration

Public Administration is conducted with _____ motive
service

The motive of _____ is profit making.
private administration

The motive of private administration is _____.
profit making

_____ refers to the degree of openness that distinguishes 'public ness' from 'private ness'.

Access

_____ encompasses access to activities

Access

A _____ does things on his/her own behalf and is well known in the business circles.

private administration (entrepreneur)

Private administration is also called an _____

entrepreneur

The following are the differences between public administration and private administration

- Public administration is bureaucratic whereas private is business like
- Public administration is political whereas private administration is non-political
- Public administration is characterised by “red-tape” whereas private administration is free from it.

A private administration need not worry very much about uniformity in treatment.

True

_____ can be likened to a state made of a glass house, we see what it tries to do, and all its failures, the partial or total, are made the most of.

Public administration

_____ is sheltered under good opaque, bricks and mortar.

Private enterprise

Private enterprise is sheltered under good _____, bricks and mortar.

opaque

Private enterprise is sheltered under good opaque, _____ and mortar.

bricks

Private enterprise is sheltered under good opaque, bricks and _____.

mortar

The _____ in the study of the scope and purpose of public administration is the emphasis on the concept of efficiency.

keynote

The keynote in the study of the _____ and _____ of public administration is the emphasis on the concept of efficiency.

scope and purpose

The keynote in the study of the scope and purpose of public administration is _____

the emphasis on the concept of efficiency

The keynote in the study of the scope and purpose of _____ is the emphasis on the concept of efficiency.

public administration

_____, President of the United States, asserted that the tasks of government were sufficiently simple so much so that any person of intelligence could perform them without preparation or training.

Andrew Jackson

In _____, Woodrow Wilson was Professor of Political Science at Yale in the USA
1887

In 1887, _____ was Professor of Political Science at Yale in the USA
Woodrow Wilson

_____ stressed that the task of public administration was to straighten the paths of government, to make its business less un-business-like, to strengthen and purify its organisation, and to crown its duties with dutifulness.

Woodrow Wilson

_____ stressed the importance of studying the administrative institutions of government.
Woodrow Wilson

According to _____, public administration is a sum total of all the activities undertaken in pursuit of and in fulfillment of public policy.

Integral view

_____ is a sum total of all the activities undertaken in pursuit of and in fulfillment of public policy.
public administration

_____ is conceived in a comprehensive sense to include all activities of the government whether they are performed in the executive, legislative or judiciary branches of the government.

public administration

According to _____, public administration “consists of all those operations having for their purpose, the fulfillment or enforcement of public policy”.

White

According to _____, the works of only those persons who are engaged in the performance of managerial functions in an organisation constitute public administration.

Managerial view

The term _____ is also used in a narrow sense to refer to those patterns of behaviours that are common to many kinds of cooperating groups and that do not depend upon either the specific goals towards which they are cooperating or the specific technological methods used to reach these goals”.

administration

The _____ view includes all the activities of all person engaged in administration

integral

The _____ view restricts itself only to the activities of a few persons at the top.

managerial

The _____ view postulates all types of activities from manual to managerial, from non-technical to technical

integral

_____ view makes us court only managerial activities in an organisation.

managerial

Administration, according to the _____ view, would differ from one sphere to another depending upon the subject-matter

integral

_____, according to the integral view, would differ from one sphere to another depending upon the subject-matter

Administration

_____ promoted seven principles of administration

Gulick and Urwick

_____ and Urwick promoted seven principles of administration

Gulick

Gulick and _____ promoted seven principles of administration

Urwick

Gulick and Urwick promoted _____ principles of administration
seven

Gulick and Urwick promoted seven _____ of administration
principles

Gulick and Urwick promoted seven principles of _____
administration

_____ gave students of public administration that snappy anagram, summing up these managerial techniques in one word "POSDCORB".

Gulick and Urwick

Gulick and Urwick gave students of public administration that snappy anagram, summing up these managerial techniques in one word _____

POSDCORB

Each letter of the word stands for different administrative principles/techniques, i.e.

- **P** – Planning
- **O** – Organising
- **S** – Staffing
- **D** – Directing
- **CO** – Coordinating
- **R** – Reporting
- **B** – Budgeting

The first important activity of public administration is _____.

planning

_____ means the working out in broad outline the things that need to be done, the methods to be adopted to accomplish the purpose set for the enterprise.

Planning

Nigeria makes _____ year plans or rolling plans for socio-economic development of the country
five

_____ is the setting out of the formal structure of authority and flow of work in such a way that the work in the various subdivisions, sections and branches is carefully arranged, clearly defined, and effectively co-coordinated in order to accomplish the objective of the organisation or department.

Organising

After creating the _____ structure of authority, suitable persons are appointed to the various posts in the organisation.

formal

After creating the formal structure of _____, suitable persons are appointed to the various posts in the organisation.

authority

After creating the formal structure of authority, suitable _____ are appointed to the various posts in the organisation.

persons

_____ activities cover the whole of personnel management.

Staffing

_____ is the continuous task of making decisions, embodying them in specific and general instructions and setting the pace as the leader of the organisation instructions or orders issued might be in the form of circular letters, memoranda or verbal.

Directing

_____ feature bothers on interrelating various parts of the work and, thus, eliminating overlapping and conflict in different activities of an organisation.

Coordinating

_____ is a means of keeping both the supervisors and subordinates informed of what is going on and arranging for the collection of such information through inspection, research and records.

Reporting

_____ is the hallmark of an administrator's position, since finance and administration are inseparable.

Budgeting

Every administration has its financial implications.

True

The management of _____ is therefore one of the first, and one of the inescapable responsibilities of administration.

finance

Public administration is only a means to the attainment of the objectives of the state itself including

- i. The maintenance of peace and order
- ii. The progressive achievement of justice
- iii. The instruction of the young
- iv. Protection against diseases and insecurity
- v. The adjustment and compromise of conflicting groups and interest

_____ is a distinct field of administration

Public administration

Public administration is a _____ field of administration

distinct

Public administration is a distinct field of _____
administration

Public administration is a distinct field of administration
True

The administrative dichotomy between the scholars of integral view and managerial view was put to rest with the intervention of eminent scholars _____
Gulick and Urwick

The list of snappy anagram or acronym is commonly called _____
POSDCORB

_____ was public administration in 1937.
POSDCORB

POSDCORB was _____ administration in 1937.
public

POSDCORB was public administration in _____.
1937

There are _____ views among scholars on whether public administration is a science or an art.
divergent

_____ as an art is practiced daily in all governmental organisations.
Public administration

Public administration as an _____ is practiced daily in all governmental organisations.
art

The early writers on the study of public administration like Woodrow Wilson called it the _____.
Science of public administration

_____ in 1926 asserted, "In administration there are certain fundamental principles of general application analogous to those characterising any science".
Willoughby

Willoughby in _____ asserted, "In administration there are certain fundamental principles of general application analogous to those characterising any science".
1926

The advocates of science of public administration had been classified into _____ main categories.
three

Public administration is very closely related to the study of _____.
political science

Public administration is very closely related to the study of political science.
True

_____ and administration are the two sides of a single coin
Politics

Politics and _____ are the two sides of a single coin
administration

_____ has rightly said that in some cases, politics and administration 'are so inter-mingled and confused that a clear distinction is difficult'

Pfiffner

_____ was the first person who pointed out in 1887 that both these disciplines were quite separate from each other with their own specialized field.

Woodrow Wilson

Woodrow Wilson was the first person who pointed out in _____ that both these disciplines were quite separate from each other with their own specialized field.

1887

_____ lies outside the proper sphere of politics.

Administration

Administration lies outside the proper sphere of _____.

politics

Administration lies outside the proper sphere of politics.

True

The field of administration is a field of _____

business

The general belief is that _____ is a mere record of past events.

history

The general belief is that history is a mere record of _____.

past events

_____ supplies very valuable materials for the study of public administration.

History

History supplies very valuable materials for the study of public administration.

True

_____ studies the social progress of man.

History

The importance of history to the study of public administration can be well judged from the meticulous practice of keeping _____ in the archives of the governments.

records

The importance of history to the study of public administration can be well judged from the meticulous practice of keeping records in the _____ of the governments.

archives

The importance of _____ to the study of public administration can be well judged from the meticulous practice of keeping records in the archives of the governments.

history

The importance of history to the study of _____ can be well judged from the meticulous practice of keeping records in the archives of the governments.

public administration

Public administration has much in common with _____.

economics

Public administration has much in common with economics.

True

_____ were framed to regulate hours of work, condition of service, etc of the workers.

Laws

Administration has borrowed a great deal of techniques as well as _____ from business administration.

terminology

Administration has borrowed a great deal of techniques as well as terminology from _____.

business administration

The field of _____ is considerably contributing in improving a lot of the masses.

private business

The field of _____ is the field of economics.

business

The field of business is the field of _____.

economics

The _____ is the field of economics.

field of business

The field of business is the _____.

field of economics

_____ is the study of human behaviour in a group.

Sociology

_____ studies various types of groups and how they influence human instincts and activity.

Sociology

All human beings who live in _____ have to interact with one another.

society

All human beings who live in society have to interact with one another.

True

_____ is the mother of all social sciences and it deals with society in its fundamental forms and their off-shoots

Sociology

_____ studies different kinds of groups existing in a society.

Sociology

_____ deals with the administrative aspects of the society, and thus, both are closely related.

Public administration

_____ is a co-operative endeavour in which large number of people get together to achieve certain objectives.

Administration

The larger the organisation the greater the growth of smaller social groups

True

_____ provides to administration very useful information about these groups, how they function and how they influence social life.

Sociology

_____ essay on Bureaucracy in his book, *The study of public administration*, is a valuable contribution in this regard.

Max Weber's

_____ looks upon bureaucracy as a social structure meant to carry community action into a rationally ordered social action.

Max Weber

Max Weber looks upon _____ as a social structure meant to carry community action into a rationally ordered social action.

bureaucracy

Public administration has to be studied in the _____ context.

environmental

_____ developed what may be called Ecology of Administration.

Herbert Simon

Herbert Simon developed what may be called _____.

Ecology of Administration

_____ has given public administration a new perspective which may broaden the horizons of public administration a great deal.

Sociology

During the 18th and 19th centuries, public administration refused to be influenced by psychology because _____

it regarded itself as a perfect science, capable of discovering immutable laws of organisation and management

Human behaviour is not as perfectly rational as public administration thought it to be.

True

_____ is not as perfectly rational as public administration thought it to be.

Human behaviour

An _____ has got to be a psychologist as well otherwise he will prove a flop.

administrator

An administrator has got to be a _____ as well otherwise he will prove a flop.

psychologist

An administrator has got to be a psychologist as well otherwise he will prove a _____.
flop

_____ has developed the staff training techniques as well as public relation and publicity systems of the government.

Psychology

_____ a body of principles the purpose of which is the adjustment and ordering of human relations in the society.

Law

Public Administration has been described by _____ as a “Systematic and detailed execution of law”

Woodrow Wilson

Public Administration is also related to _____ in as much as the latter sets standards of integrity and honesty for human actions.

Ethics

_____ morality now constitute an integral part of the study of Public Administration.

Public and professional

Public and professional _____ now constitute an integral part of the study of Public Administration.
morality

In the words of _____, “moral performance begins in individual self-discipline on the part of officials involving all that is meant by the word character.”

Dr. Appleby

The official individually and organisationally must be concerned to be beyond simple honesty to a devoted _____ of the continuing reality of democracy.

guardianship

The official individually and organisationally must be concerned to be beyond simple honesty to a devoted guardianship of the continuing reality of _____.

democracy

_____ in 1889 drew a sharp distinction between politics and administration and opined that the later must steer clear of the former.

Prof. Woodrow Wilson

Prof. Woodrow Wilson in _____ drew a sharp distinction between politics and administration and opined that the later must steer clear of the former.

1889

The politics-administrative _____ need was criticized being both impracticable and undesirable.
dichotomy

The _____ dichotomy need was criticized being both impracticable and undesirable.

politics-administrative

The politics-administrative dichotomy need was criticized being both _____ and _____.

politics-administrative

The ideas of an academic get together of younger-age-group on public administration called the “Minnowbrook Conference” held in_____.

1968

_____ argued that New Public Administration differs from the old public administration only in its response to a different set of societal problems from those of other periods.

Campbell

_____ holds that new public administration must be counted as a partial success at best and perhaps only a cruel reminder of the gap in the field between aspiration and performance.

Robert T. Golembiewski

The _____ Conference was a youth conference which felt that old public administration had failed to solve the current social problems.

Minnowbrook

The New public administration has not yet developed a theory of its own.

True

According to James_____, “Public administration theory has not caught up with emerging problems. The huge military industrial complex, riots, labour unions and strikes, public school conflicts, still slum the impingement of sciences and developing countries”.

C. Charles Worth

The books published in _____ by H. George Frederickson, Negro and Negro, are of the view that the new public administration has certainly broken fresh ground and seriously jolted the traditional concepts.

1980

The sphere of development administration has acquired an immense importance in the countries of Asia, Africa and Latin American since the _____s.

1960

_____ is of recent origin.

Development administration

Edward Weidner defined _____ as “The process of guiding an organisation toward the achievement of progressive political, economic and social objectives that are authoritatively determined in one manner or the other”.

Development administration

_____ defined Development administration as “The process of guiding an organisation toward the achievement of progressive political, economic and social objectives that are authoritatively determined in one manner or the other”.

Edward Weidner

_____ regarded development administration as “a carrier of innovating values, it embraces the way of the new functions assumed by developing countries embarking on the path of modernisation and industrialisation.

Merle Fairsoul

_____ involves the establishment of machinery for planning economic growth and mobilising and allocating resources to expand national income”.

Development administration

According to _____, development administration connotes “carrying planned change in the economy or capital infrastructure and to a lesser extent in the social services especially, health and education”.

Montgomery

Development administration is used in _____ inter-related senses.

two

_____ refers to the administration of development programmes, to the methods used by large scale organisation, notably government to implement policies and plans designed to meet these developmental objectives

Development administration

_____ analysed the concept of development administration in terms of plans, policies, programmes and projects towards the achievement of developmental goals.

Donald Stones

_____ is concerned primarily with the tasks and process of formulating and implementing the four Ps (Plans, Policies, programmes and projects), in respect to whatever mixture of goals and objectives may be politically determined.

Development administration

The development of administration means _____

development of administrative machinery and processes suited to the task of national development

_____ can be structurally and behaviorally geared to the task of development.

Bureaucracy

The _____ is often regarded as the dividing line between the old and new literature on the subject of public administration.

World War II

In the field of _____, emphasis shifted from general managerial approach to contextual and situational approach.

comparative public administration

The comparative administration group of the American society for public administration was set up in _____

1963

The comparative administration group of the American society for public administration was set up in 1963 under the chairmanship of _____

Fred Riggs

_____ is defined as “The theory of public administration applied to diverse cultures and national setting and the body of factual data, by which it can be examined and tested”.

Comparative public administration

_____, holds that the term “comparative” should be used only for empirical, homothetic studies.

Fred Riggs

Administration cannot normally be improved very much without changes in the environmental _____
constraints

The development of administration means development of _____ and processes suited to the task of national development.

administrative machinery

Only through an effective _____ can the goals of socio-economic development and nation-building be achieved.

administrative system

Only through an effective administrative system can the goals of _____ development and nation-building be achieved.

socio-economic

Only through an effective administrative system can the goals of socio-economic development and _____ be achieved.

nation-building

_____ observes that bureaucracies in developing countries helped to maintain the framework of a unified polity as well as the capacity to absorb varied demands and to relate them effectively.

Eisenstadt

There is no basic conflict between _____ and development.

bureaucracy

There is no basic conflict between bureaucracy and _____.

development

There is no basic conflict between bureaucracy and development.

True

_____ can be structurally and behaviorally geared to the task of development.

Bureaucracy

The World War II is often regarded as the _____ between the old and new literature on the subject of public administration.

dividing line

_____ was the product of World War II.

Development administration

Development administration was the product of _____.

World War II

In the field of _____, emphasis shifted from general managerial approach to contextual and situational approach.

comparative public administration

In the field of comparative public administration, emphasis shifted from general managerial approach _____ and _____ approach.

to contextual and situational

In the field of comparative public administration, emphasis shifted from _____ to contextual and situational approach.

general managerial approach

In the field of comparative public administration, emphasis shifted from general managerial approach to contextual and _____.

situational approach

_____ is essentially culture-bound and develops its own peculiar characteristics in different cultural areas or environments.

Public administration

Public administration is essentially _____ -bound and develops its own peculiar characteristics in different cultural areas or environments.

culture

The comparative administration group of the American society for public administration was set up in _____

1963

Generally speaking, public administration is the administration of the _____ of a state.

affairs

Generally speaking, public administration is the _____ of the affairs of a state.

administration

In recent years, the _____ of the world have been drawn closer together through the improvement and speeding up of communications and transport.

sovereign states

The _____ are not only physically closer but even otherwise they depend on each other for their mutual national development.

modern states

The further progress of _____ now depends on developing fruitful international cooperation.

mankind

The further progress of mankind now depends on developing fruitful international_____.

cooperation

There is no international government yet in the sense of supra-national authority whose writ should be binding on all states.

True

The _____ was the first world organisation to enforce international law and improve the living conditions of the weaker sections like labour.

League of Nations

The League of Nations was the first world organisation to enforce _____ and improve the living conditions of the weaker sections like labour.

international law

The League of Nations was the first world organisation to enforce international law and improve the living conditions of the weaker sections like_____.

labour

The _____ failed to prevent the Second World War

League of Nations

The League of Nations failed to prevent the _____ World War

Second

The League of Nations failed to prevent the Second World War

True

The replacement of League of Nations was in_____

1945

The United Nations originally consisting of _____ members represents almost universal membership.

26

NATO stands for_____

North Atlantic Treaty Organisation

EU stands for_____

European Economic Community

AU stands for_____

African Union

SAARC stands for_____

Common Wealth of Nations, World Bank, South Asian Association for Regional Co-operation

The key-note of _____ is an intense sensitivity to and concern for the social problems of the day.
New Public Administration

The key-note of New Public Administration is an intense _____ to and concern for the social problems of the day.
sensitivity

The key-note of New Public Administration is an intense sensitivity to and concern for the _____ of the day.
social problems

The _____ advocates a client centered approach.
New Public Administration

The New Public Administration advocates a _____ centered approach.
client

The New Public Administration advocates a _____ approach.
client centered

The New Public Administration advocates a client centered approach.
True

In the words of Negro and Negro, “_____ is recommended along with debureaulisation, democratic decision-making, and decentralisation of administrative process in the interest of more effective and human delivery of public services.”
Client-focused administration

_____ is about rational organisation and the management of men, women and material.
Administration

Administration is about rational organisation and the management of _____, _____, and _____
men, women and material

The arrangement of _____ for facilitating the accomplishment of some agreed purpose through the allocation of functions and responsibilities is organisation.
personnel

The arrangement of personnel for facilitating the accomplishment of some agreed purpose through the _____ of functions and responsibilities is organisation.
allocation

The arrangement of personnel for facilitating the accomplishment of some agreed purpose through the allocation of functions and responsibilities is _____.
organisation

A person has to be found to be fit in the _____ of sound organisation.
framework

A person has to be found to be fit in the framework of sound organisation.
True

Public Administration is organised on _____ basis
two

Public Administration is organised on two basis: _____ and _____

Functional basis and Geographical basis

From the _____ point of view, administrative organisation is based upon your main principles,
functional

From the _____ point of view, the organisation may be based upon centralised system or decentralised system.

geographical

To ensure efficiency and economy in work, the administration is divided into numerous administrative agencies called _____

departments

_____ continues to work into the lower levels of organisation.

Specialisation

Specialisation continues to work into the _____ levels of organisation.

lower

Administration is divided into _____ according to the principle of specialisation

departments

Administration is divided into departments according to the _____

principle of specialisation

Administration is divided into departments according to the principle of _____

specialisation

The problem of _____ deals with the inter-relations of various administrative units on the same level of government.

integration

The problem of integration deals with _____

the inter-relations of various administrative units on the same level of government

The importance of _____ hardly needs any emphasis.

integration

The importance of integration hardly needs any emphasis.

True

_____ is desirable to achieve the purpose of administration

Integration

Integration is desirable to achieve the purpose of _____

administration

The following are the principles common to the administrative set-up of all the modern democracies

- Principle of Hierarchy
- Principle of Integration
- Principle of Specialisation
- Principle of Permanency

The third principle common to the administrative set-up of all the modern democracies is the principle of_____.

hierarchy

The third principle common to the administrative set-up of all the modern democracies is the_____.

principle of hierarchy

All administrative organisations follow the pattern of the superior-subordinate relationships through a number of levels of responsibility reaching from the top to the bottom of the structure.

True

All _____ follow the pattern of the superior-subordinate relationships through a number of levels of responsibility reaching from the top to the bottom of the structure.

administrative organisations

All administrative organisations follow the pattern of the superior-subordinate relationships through a number of levels of responsibility reaching from the top to the bottom of the structure. This form of organisation is called_____

scalar process

_____ is a pyramid-cal type of organisation.

Scalar process

_____ consists of arranging the administrative units in such a way that there is a supreme leadership leading at the top and a broad base at the bottom.

Scalar process

Every position in the organisation finds its appropriate place in the_____.

hierarchy

The _____ gives orders to the subordinates

superior

The superior gives orders to the _____

subordinates

The _____ accepts the decisions of the superior as a guide to his own behaviour.

subordinate

The subordinate accepts the decisions of the _____ as a guide to his own behaviour.

superior

The subordinate accepts the decisions of the superior as a guide to his own_____.

behaviour

The subordinate accepts the decisions of the superior as a _____ to his own behaviour.

guide

Through link after link, the _____ is united with each individual employee.

chief executive

Administration is machinery for the execution of public will as determined by the_____.

political authority

Nigeria had turned out _____ but she had not turned out the British legacy of administrative permanency.

colonialism

Nigeria had turned out colonialism but she had not turned out the _____ legacy of administrative permanency.

British

_____ in modern democracies resemble a cone whose base is divided into a number of departments

Public administrations

Public administrations in modern democracies resemble a _____ whose base is divided into a number of departments

cone

All the sections of the cone converge on the vortex which is presided over by a political authority called _____.

chief executive

_____ may be concentrated or dispersed.

Administrative authority

Administrative authority may be _____ or dispersed.

concentrated

Administrative authority may be concentrated or _____.

dispersed

Due to the vast size of the modern states, it is generally _____.

dispersed

The division of administrative authority is called _____.

localisation of administration

In every modern state, administrative life is centred in _____ foci of action

three

In every modern state, administrative life is centred in three _____ of action

foci

The three foci fall on a _____ line.

vertical

A _____ is one in which there are close relations between officials responsible to different levels of government as federal -state or state- local.

centralised administration

When much administrative power is vested in the hands of the officials of the central government with a consequent diminution of the authority and discretion of officials in lower government agency, the system is _____.

centralised

The process of transfer of administrative authority from a lower to a higher level of government is _____.

centralisation

In a _____ system, the government at lower levels enjoys certain amount of autonomy as given by the constitution or statute.

decentralised

In a decentralised system, the government at lower levels enjoys certain amount of _____ as given by the constitution or statute.

autonomy

In a decentralised system, the government at lower levels enjoys certain amount of autonomy as given by the _____ or statute.

constitution

In a decentralised system, the government at lower levels enjoys certain amount of autonomy as given by the constitution or _____.

statute

In a decentralised system, the government at _____ levels enjoys certain amount of autonomy as given by the constitution or statute.

lower

In _____ system, the control of the central governments over the local government is restricted.

decentralised

_____ has written, "A centralised administration is and tends to enervate the nation in which it operates by incessantly diminishing and crystallising at a given moment or at a given point all the responsible resources of the people, impairing the renewal of these resources."

De Tocqueville

De Tocqueville has written, "A _____ is and tends to enervate the nation in which it operates by incessantly diminishing and crystallising at a given moment or at a given point all the responsible resources of the people, impairing the renewal of these resources."

centralised administration

_____ is certainly not a product of decentralisation.

Efficiency

Efficiency is certainly not a _____ of decentralisation.

product

Efficiency is certainly not a product of _____.

decentralisation

Efficiency is certainly not a product of decentralisation.

True

_____ is a process rather than a status and it is a process which inevitably grows out of the social environment of the age in response to the necessity for dealing with specific and concrete situation.

Centralisation

_____ and authority are forever inseparable and without one we cannot have the other.

Responsibility

Responsibility and _____ are forever inseparable and without one we cannot have the other.
authority

The _____ government should exercise reasonable supervision which should be general, intelligent and sympathetic.
central

The central government should exercise reasonable supervision which should be_____, _____, and_____
general, intelligent and sympathetic

_____ is a decentralised form of administration.
Federation

Federation is a _____ form of administration.
decentralised

Federation is a decentralised form of_____.
administration

Federation is a decentralised form of administration.
True

The fundamental principle of _____ is the division of power between the federal and the constituent governments.
federation

The fundamental principle of federation is the division of _____ between the federal and the constituent governments.
power

The fundamental principle of federation is the division of power between the _____ and the constituent governments.
federal

The fundamental principle of federation is the division of power between the federal and the _____ governments.
constituent

Broadly speaking, the units of _____are autonomous in the field of administration allocated them
federation

Broadly speaking, the units of federation are _____ in the field of administration allocated them
autonomous

The _____ of Nigeria makes numerous provisions whereby the central Government can exercise considerable control over the administrative machinery of the states.
constitution

The constitution of Nigeria makes numerous provisions whereby the _____ Government can exercise considerable control over the administrative machinery of the states.
central

In spite of the increasing tendency towards centralisation the difference between a decentralised system and a centralised system of administration still persists.

True

Every country has its own peculiar administrative structure which suits the following

- Geography
- History
- National character
- Form of government

Public administration is a social science

True

The emergence of public administration can be traced back to the year _____
1887

_____ published an article entitled The Study of Administration
Woodrow Wilson

Woodrow Wilson published an article entitled _____
The Study of Administration

The study of public administration has been approached from the following approaches

- i. Mechanical Approach
- ii. Philosophical Approach
- iii. Structural Approach
- iv. Juridical/Legal Approach
- v. Behavioural Approach
- vi. Case Method Approach
- vii. Historical Approach

_____ is the earliest approach to the study of public administration.
Mechanical Approach

The main advocates of Mechanical Approach are _____
L.D. White, W.F. Willoughby, Taylor and Warner

_____ believed that the problems of efficiency were alike in private industry and public administration.

Taylor

Who held the view that one could discover the best way of principles of managing everything?
Taylor

_____ was concerned with mechanical efficiency and viewed administration as a technical problem.
Taylor

The basic idea underlying the _____ approach is that administration is a mechanical organisation and that we can find out certain principles which will make the organisation function efficiently.
mechanical

The mechanical approach may also called _____
efficiency oriented approach or scientific management approach

_____ is said to be the oldest approach, Plato's republic, Hobbes Leviathan, Locke's Treatise on Civil government are examples of the approach.

Philosophical Approach

Which approach takes within its purview all aspects of administrative activities?

Philosophical Approach

_____ approach studies public administration in terms of its structure.

Structural Approach

_____ emphasises the study of POSDCORB techniques of administration.

Structural Approach

_____ studies administrative organisations, personnel management and financial administration.

Structural Approach

_____ gave due importance to the study of financial administration.

W.F. Willoughby

W.F. Willoughby gave due importance to the study of _____.

financial administration

_____ is one of the oldest systematically formulated approaches.

Juridical/Legal Approach

_____ was the main advocate of juridical approach.

Frank J. Goodnow

Frank J. Goodnow was the main advocate of _____.

juridical approach

The behavioural approach also called the _____ is basically concerned with the scientific study of human behaviour in diverse social settings.

socio-psychological approach

The _____ also called the socio-psychological approach is basically concerned with the scientific study of human behaviour in diverse social settings.

behavioural approach

In public administration, _____ dates back to 1930's

behaviouralism

In public administration, behaviouralism dates back to _____ with the human relations movement and was later popularised by Chester Inging Barnard, Herbert Alexander Simon and others.

1930s

_____ argued that 'Administrative behaviour' is part of behavioural science movement and the only difference lies in the subject-matter of various disciplines.

Simon

In his book, _____, Simon rejects the traditional approach and holds that public administration should be concerned with the study of human behaviour in organisation.

administrative behaviour

In his book, administrative behaviour, _____ rejects the traditional approach and holds that public administration should be concerned with the study of human behaviour in organisation.

Simon

In his book, administrative behaviour, Simon rejects the traditional approach and holds that public administration should be concerned with the study of _____ in organisation.

human behaviour

In his book, administrative behaviour, Simon rejects the _____ and holds that public administration should be concerned with the study of human behaviour in organisation.

traditional approach

In his book, administrative behaviour, Simon rejects the traditional approach and holds that public administration should be concerned with the study of _____ behaviour in organisation.

human

_____ attained popularity in the thirties of the 20th century.

Case Method Approach

Case Method Approach attained popularity in the thirties of the _____ century.

20th

A _____ narrates of what actually has taken place in administration.

case

_____ seeks to recreate a chapter of history as it attempts to study the public administration of the past within a particular time span and interpret the organisation and information on chronological order.

Historical Approach

An _____ should not be considered a substitute for scholarship.

approach

An approach should not be considered a _____ for scholarship.

substitute

An approach should not be considered a substitute for _____.

scholarship

An approach should not be considered a substitute for scholarship.

True

An _____ is the product of utility of all approaches to the extent feasible.

academic sound study

_____ made an important contribution to the study of administration in developing countries, believes in empirical analysis and an ecological approach to the study of administrative behaviour.

Fred W. Riggs

Who stressed the importance of a comparative study of administration?

Fred W. Riggs

_____ deals with human beings

Public Administration

Public Administration deals with _____
human beings

No administrator can ignore his/her circumstances.
True

Economic conditions always have deep impact on economic structure and organisation of the society.
True

_____ always have deep impact on economic structure and organisation of the society.
Economic conditions

Economic conditions always have deep impact on _____ and organisation of the society.
economic structure

Economic conditions always have deep impact on economic structure and _____ of the society.
organisation

Economic conditions always have _____ impact on economic structure and organisation of the society.
deep

Economic conditions always have deep _____ on economic structure and organisation of the society.
impact

Administrative system contributes in economic development
True

Public administration deals with human beings and as such it is a _____.
human activity

The idea of need of study of environments on public administration was derived from _____.
biology

_____ of a country is influenced by political and constitutional set up of the country.
Public Administration

Public Administration of a country is influenced by _____ and constitutional set up of the country.
political

Public Administration of a country is influenced by political and _____ set up of the country.
constitutional

Public administration is always influenced by _____ and _____ environments of the country.
constitutional and political

The impact culture factors which influence public administration include:

- i. Language
- ii. Communication System
- iii. Religion
- iv. Education
- v. Cultural Values

Communication system influences administration.

True

Administration becomes easier in single religious society than in multi religion dominated society like Nigeria.

True

Administration becomes easier in single religious society than in multi religion dominated society like Nigeria because_____

religion binds the people in bonds of unity which in turn makes the task of administrators easy

_____ helps in producing a good number of trained administrators

Education

Education helps in producing a good number of _____ administrators

trained

Education helps in producing a good number of trained _____

administrators

The following are the principles of administration

- i. Principle of Political Direction
- ii. Public Administration
- iii. Principle of Public Responsibility
- iv. Principle of Efficiency
- v. Principle of Organisation
- vi. Principle of Public Relations
- vii. Principle of Evolution and Progress
- viii. Principle of Research

Public administration is an _____ of government.

agency

Public administration is an agency of_____.

government

Public administration is an agency of government.

True

The administrative machinery obeys the general direction as issued by the _____.

political authority

_____ is carried by persons who have certain powers or authority.

Public Administration

_____ is the power or right of a person commanding other people to do things and in general of getting work done by them.

Authority

The _____ that comes to an administrator results from the position of superiority occupied by some people over others.

authority

The authority that comes to an _____ results from the position of superiority occupied by some people over others.

administrator

The authority that comes to an administrator results from the position of _____ occupied by some people over others.

superiority

The authority which a superior exercises is of _____ sorts

three

_____ is the principle of public responsibility which as shown above is responsible for all acts to the political executive who in turn is responsible to the general public through the legislature.

Principle of Public Responsibility

A _____ should work with the clear idea of bringing more and more efficiency.

public administrator

A public administrator should work with the clear idea of bringing more and more _____.

efficiency

A public administrator should work with the clear _____ of bringing more and more efficiency.

idea

Which principle draws attention to the need for careful organisation or structuring of the administrative machinery?

Principle of Organisation

_____, _____ and _____ are necessary words covering a multitude of administrative virtues given that every department of public administration must be correlated with each other.

Co-ordination, correlation and integration

_____, correlation and integration, are necessary words covering a multitude of administrative virtues given that every department of public administration must be correlated with each other.

Co-ordination

Co-ordination, _____ and integration, are necessary words covering a multitude of administrative virtues given that every department of public administration must be correlated with each other.

correlation

Co-ordination, correlation and _____, are necessary words covering a multitude of administrative virtues given that every department of public administration must be correlated with each other.

integration

_____ is a means and not an end in itself.

Public administration

Public administration is a means and not an end in itself.

True

A peep into _____ reveals the mass and momentum of public administration as well as the rate at which it has increased and is increasing everyday.

history

A peep into history reveals the _____ and _____ of public administration as well as the rate at which it has increased and is increasing everyday.

mass and momentum

The principle of _____ includes the systematic study and recording of new methods.

Research

ASCON stands for _____

Administrative Staff College of Nigeria

The word Bureaucracy has been derived from the root _____

Bureau

In popular parlance bureaucrats are called _____.

civil servants

A _____ is a professional body of officials, permanent, paid and skilled.

civil servant

A civil servant is _____

a professional body of officials, permanent, paid and skilled

_____ writes that "it is a function of a civil servant to administer and of the ministers and the cabinet to control administration.

Jennings

_____ conceives bureaucracy as "a system of government, the control of which is so completed in the hands of officials that their power jeopardises the liberties of the ordinary citizens".

Laski

_____ own conception of bureaucracy is that without them the government cannot move hence his succinct position that "such manifold tasks fall rather to the body of officials and employees known as the permanent civil servants.

Professor Ogg's

The system of _____ is as old as ancient civilization.

bureaucracy

The system of bureaucracy is as old as _____.

ancient civilization

The term bureaucracy was first coined by _____

Vincent De Gournay

The term bureaucracy was first coined by Vincent De Gournay in _____

1712

Vincent De Gournay was a _____ economist

French

We have an illness in France which bids fair to play havoc with us, this illness is called _____".

bureaumania

Bureaucracy was discussed as a subject of importance in its own right by _____ in his *Elementi di science Politica* in 1895

Mosca

Bureaucracy was discussed as a subject of importance in its own right by Mosca in his *Elementi di science Politica* in _____

1895

_____ attributes the rise of bureaucracy to several factors.

Laski

_____ founded the sociological study of bureaucracy which has become most familiar with social scientists. in 1864.

Max Weber

Max Weber founded the sociological study of bureaucracy in _____.

1864

_____ defined bureaucracy in terms of its structural characteristics.

Max Weber

_____ emerges as a unique impersonal, neutral passive, and instrumental with behavioural characteristics that bother on objectivity, precision and consistency.

Bureaucracy

_____ questioned the role of bureaucracy in the development administration by saying that bureaucracy is likely to go out of use in the wake of new social system.

Warren Bennis

_____, an Indian thinker, stated that "The Weberian model, according to the critics, is subject to dysfunctional consequences of failing to take into account the individual or behavioural aspects of the people who worked within the organisational system."

Mohit Bhattachary

The following are the violations of administrative responsibility in Nigeria

- i. Bribery and Corruption
- ii. Dishonesty
- iii. Unethical Behaviour
- iv. Acting without legal Authority
- v. Unfair treatment of Workers
- vi. Gross Inefficiency
- vii. Violation of procedural Due process
- viii. Denial of Rights
- ix. Failure to Exercise Administrative initiative

_____ could be regarded as the worst acts against administrative responsibility in Nigeria.

Bribery and corruption

_____ is quite associated with corruption, as dishonest official indulges in corrupt practices such as fraud, forgery, embezzlement of public funds, cheating, stealing or misappropriation of public property which are wide-spread in the Nigerian public service.

Dishonesty

_____ is quite a serious canker–worm which wrecks the public services in Nigeria and which results in inefficiency and low productivity.

Dishonesty

_____ negates administrative responsibility.

Unethical behaviour

_____ is an administrative act which even though not against the letter of the law, is morally wrong as its intent is in exploiting the loop–holes in the law.

Unethical behaviour

_____ is an act that lacks in administrative integrity

Unethical behaviour

_____ is rampant among public officials in Nigeria.

Acting without legal authority

_____ often take decisions which violate principles of social justice and fair play.

Public officers

Public officers often take decisions which violate principles of _____ and fair play.

social justice

Public officers often take decisions which violate principles of social justice and _____.

fair play

According to _____ (1973) “In general terms, procedural due process means that all public officials at all levels of government must be fair in their dealings.

Nigro and Nigro

_____ is dehumanising and is a manifestation of sheer administrative irresponsibility.

Denial of human rights

_____ are given under the law certain limits of administrative discretion.

Public officials

Public officials are given under the _____ certain limits of administrative discretion.

law

Public officials are given under the law certain _____ of administrative discretion.

limits

Public officials are given under the law certain limits of _____.

administrative discretion

A _____ has a responsibility to contribute a maximum not a minimum of service to the organisation which he/she serves.

public officer

_____ is an essential requirement for organisational efficiency and high productivity.

Administrative initiative

The _____ of officials to have initiative could be highly risky.

failure

The failure of _____ to have initiative could be highly risky.
officials

The failure of officials to have initiative could be highly risky.
True

The failure of officials to have initiative could be _____.
highly risky

Public officials do not take positive decisions by exercising the legitimate discretion.
True

_____ observed that bureaucracies in developing countries “help to maintain the framework of a unified policy as well as the capacity to absorb varied demands and to relate them effectively.”
Eisenstadt

The _____ occupies a central position in public administration.
chief executive

By _____ we mean the persons or body of person at the head of the administrative system of a country.
chief executive

By chief executive we mean _____.
the persons or body of person at the head of the administrative system of a country

The administrative structure of a country is like a _____ broad at base and ending in a simple point at the apex.
pyramid

The _____ is the apex of the administrative pyramid.
chief executive

In a parliamentary form of government, in the nominal sense the chief executive is the _____.
president

In the real sense, the _____ is the chief executive.
cabinet

In the real sense, the cabinet is the _____.
chief executive

In a presidential form of government, the _____ is the chief executive.
president

In a _____ form of government, the president is the chief executive.
presidential

In a presidential form of government, the president is the _____.
chief executive

In a _____, the Queen/King is the chief executive.

monarchy

In a monarchy, the _____ is the chief executive.

Queen/King

At every level of Government for instance in a Federal country like Nigeria, _____ are chief Executives of various states.

Governors

The types of Chief Executives are _____ and _____

Parliamentary and Presidential

The following are the features of Chief Executive

- i. Scalar System
- ii. Chief Executive, the Master of Civil Service
- iii. Control Over Institutional Activities
- iv. Control Over Administrative Reports

_____ system establishes a pyramidal system which consists of arranging the administrative groups or units steps upon steps in a scale from which the term 'scalar' has been derived.

Scalar System

All administrative reports are submitted to the _____ through the executive.

legislature

All administrative reports are submitted to the legislature through the _____.

executive

The heads of departments do not appear before the legislature.

True

_____ coined the word POSDCORB for the administrative functions of the chief executive.

Luther Gullick

Luther Gullick coined the word _____ for the administrative functions of the chief executive.

POSDCORB

Luther Gullick coined the word POSDCORB for the administrative functions of the _____.

chief executive

_____ defined administrative policy as "the form in which the ministerial administrator or board carries the will of the government into effect"

E.M. Gladden

E.M. Gladden defined _____ as "the form in which the ministerial administrator or board carries the will of the government into effect"

administrative policy

In _____ form of government the chief executive or his representative presents the budget in the legislature and sees to its passage.

parliamentary

In parliamentary form of government the _____ or his representative presents the budget in the legislature and sees to its passage.

chief executive

_____ of the budget means no confidence in the government.

Rejection

Rejection of the _____ means no confidence in the government.

budget

Rejection of the budget means _____

no confidence in the government

The chief Executive is always the chief executive.

True

The following are the functions of the legislature

- Determination of organisation
- Determination of personnel
- Determination of rules of procedure
- Determination of grant of funds
- Legislative supervision

The policy to be adopted by the government both in the internal and external field is set out by the _____.

Legislature

_____ is a body of politicians representing particular territories and interests.

Legislature

_____ are interested primarily in their territories.

Legislature

The _____ represents and is interested in the entire territory and government of the state.

executive

_____ is the medium through which individuals work as a group and as effectively as each would work alone.

Organisation

_____ consists of the relationships of individuals to individuals and of group to groups which are so related as to bring about an orderly division of labour.

Organisation

Generally speaking, organisation is divided into _____, _____, _____ and _____

departments, bureaus, divisions and sections

_____ are created in the services where the work of the service is done not only at the head quarters of the government

field stations

In the _____, the number and character of the administrative departments that shall be created to handle administrative affairs are more or less definitely determined by the constitution.

United States of America

In _____, departments are set up by the Executive decree.

France

In France, departments are set up by the_____.

Executive decree

In_____, the power of creating new departments rests with the president.

Nigeria

In Nigeria, the power of creating new departments rests with the_____.

president

In _____ the power of establishing new departments rests with the president acting through the prime minister.

India

In India the power of establishing new departments rests with the _____ acting through the prime minister.

president

In India the power of establishing new departments rests with the president acting through the_____.

prime minister

_____ are the body of persons who actually run the administration.

Personnel

Personnel may be of two types – directing personnel

Those who are responsible for direction of service are called_____

directing personnel

The directing personnel are commonly called _____

officers

Those occupying subordinate positions and having as their general duties, the carrying out of orders given to them are referred to as_____

employees proper

In _____respectively, the senate approves most of the top appointments made by the president.

USA and Nigeria

In USA and Nigeria respectively, the _____ approves most of the top appointments made by the president.

senate

In USA and Nigeria respectively, the senate approves most of the top appointments made by the _____.

president

_____ is of the opinion that it is not wise to control personnel other than directing personnel, by the first method.

Willoughby

_____ is the source of all administrative authority and makes money available for carrying out the administration

Legislature

The source of all administrative authority which makes money available for carrying out the administration is _____

legislature

_____ provide the means by which it shall be able to exercise due supervision and control over its agents.

Legislature

Every official is responsible to and under the control of his/her administrative superiors who are known as _____.

ministers

A _____ is responsible for all that goes on within his department.

minister

The ministers or executives exercise control over administration through the following methods:

- i. Political direction
- ii. Budgetary system
- iii. Recruitment system
- iv. Executive legislation

The _____ has the power of direction, control and supervision.

minister

The _____ determines the total financial and personnel resources which no department may exceed give the executive an effective means of control over administration.

budgetary system

The _____ has to work within the budgetary allocation.

civil servant

The civil servant has to work within the _____ allocation.

budgetary

The money is to be spent according to the _____.

financial rules

Proper accounts are to be maintained which are subject to _____.

audit

The _____ is to be spent according to the financial rules.

money

Proper _____ are to be maintained which are subject to audit.

accounts

In a democracy the most effective device for legislative to control public administration is to _____
act in skeleton form and empower the executive to fill in the details

The scope of _____ making is very wide in the modern social welfare states.

administrative law

The scope of administrative law making is very wide in the modern social welfare states.
True

The executive control on all administration is _____ and _____.
constant and continuous

Executive controls are not negative or coercive but _____ and _____.
positive and corrective

_____ says, "The closest most influenced form of control is in my judgment, that of executive agencies of the auxiliary type."
Prof. Negro

The _____ control over administration is general and periodic in nature.
legislative

The _____ control is corrective and stimulating in nature.
executive

The legislative control over administration is _____ and _____ in nature.
general and periodic

The executive control is _____ and _____ in nature.
corrective and stimulating

Generally, _____ in the civil service is placed in the hands of public service commission which is an independent body.
recruitment

The general rules of _____ are laid down by the government.
recruitment

The general rules of recruitment are laid down by the _____.
Government

The general rules of recruitment are laid down by the government.
True

The executive exercises power of legislation which is termed _____.
delegated legislation

The _____ passes positive development and enticement of standards and safeguard in the actual operation of substance of department.
legislature

The minister is always amateur because _____.
he occupies his position not by virtue of his ability but because of his popularity

The success of any government depends upon the harmonious relations between the _____.
two

_____ is a means of public welfare.
Administration

Administration is a means of _____ welfare.
public

According to the doctrine of minister responsibility _____
it is the minister who is responsible to the legislature for acts of omission and commission of the officials in his department and if anything goes wrong in his department, he may even be asked to resign his office

The _____ is the source of all administrative authority.
legislature

It is the _____ which lays down the public policy – the work programme.
legislature

It is the legislature which lays down the _____ – the work programme.
public policy

_____ decides the nature and scope of administration and the numbers of personnel require manning the administrative machinery.

Legislature

The _____ makes the law which determines the organisation, functions and procedures of public administration.

legislature

The legislature makes the _____ which determines the organisation, functions and procedures of public administration.

law

Generally, the task of laying down the detailed rules is left to the executive who is known as _____.

Delegated legislation

_____ constitute a very powerful device of parliamentary control over administration.

Questions

The _____ while auditing the expenditure ensures that the money spent was given due sanction by the competent authority and that it is spent for the purpose for which sanction was granted.

Auditor-General

The report submitted by the _____ is scrutinized by the public Accounts committee of the legislature and therefore the legislature discusses its findings.

Auditor General

The report submitted by the Auditor General is scrutinized by the _____ of the legislature and therefore the legislature discusses its findings.

public Accounts committee

_____ are a very important occasion for the parliament to examine and scrutinize the activities and efficiency of various governmental agencies.

Debates and discussion

The _____ speech of the finance minister provides another opportunity to the parliament to review and criticize the function of administration.

Budget

The following committees deal with financial control of public administration

- Public Accounts Committee
- Estimates Committee
- Committee on Public Undertakings

The _____ scrutinises the report of the auditor-general concerning the propriety of expenditure incurred by administrative departments and then reports its finds to the legislature.

public accounts committee

The _____ examines the estimates (proposals of expenditure in the budget) sent by different ministries before they are considered for debates and discussions by the parliament.

estimate committee

The _____ as the name implies scrutinizes the reports and accounts of the public sector undertaking.

public undertaking committee

The _____ is responsible for ensuring that the assurance given by the minister from time to time is implemented within time frames.

committee on assurance

The _____ enjoys a privileged position vis-à-vis administration.

legislature

Judicial control over administration means _____

the powers of the courts to examine the legality of the officials' acts and the safeguard of the rights of the citizens

The purpose of legislative supervision is principally to _____

control the policy and the expenditure of the executive branch, the end sought by judicial control of administrative acts is to ensure their legality and thus protect citizens against unlawful trespass on their constitutional or other rights

_____ are available against the government officials in the cases mentioned above.

Judicial remedies

_____ can be in the form of suing the state or the government itself or the public official concerned for his/her wrongful acts.

Judicial control

The system of _____ implies that everybody, high or low, official or private citizen is subject to the same ordinary law of the land and that the official cannot take shelter behind the state sovereignty in defending him/herself.

rule of law

The writ of _____ is a prerogative writ of highest constitutional importance.

Habeas Corpus

The purpose of _____ is not to punish wrong doers but merely to secure the release of the person illegally detained.

Habeas Corpus

The writ of _____ is issued by the superior court and the High court to the inferior court to prohibit a body from proceeding any further with the case in question.

prohibition

The writ of _____ is issued while the process is going on
prohibition

_____ can only be issued after the decision has been taken.
certiorari

The writ of _____ is issued by a senior court to lower courts or tribunals for quashing the decisions of those courts, if those decisions were found to be without jurisdiction.
certiorari

A writ of _____ is directed to the inferior, courts, tribunals, cooperation or officer, requiring the performance of a specified duty fixed by law.
Mandamus

_____ means what is your authority?
Quo – Warrantor

Quo – Warrantor means _____
what is your authority?

Judiciary cannot go beyond the constitution.
True

A _____ administration must be responsible to the people.
democratic

The head of the state is usually elected by the people _____ or _____.
directly or indirectly

The president of Nigeria and USA are elected _____ by the people.
directly

The ministers are the members of the legislative and are elected by the people.
True

The system of _____ is the logical corollary of the election of officials.
recall

The system of _____ makes the official continuously subject to popular whims and understanding and thus neglectful of the correct practices of his/her profession.
recall

_____ is an American terminology for a section of the public organised and active in pursuit of some special interests which its members join to promote.
Pressure group

A _____ is a vested group.
pressure group

A pressure group is a _____ group.
vested

_____ is a group of industrialist and traders with organised commercial interests.
Pressure group

_____ consist of important citizens and of representatives of special interests.

Advisory committees

The most effective means of community control over administration is a _____ and informed public opinion.

vigorous

The most effective means of community control over administration is a vigorous and _____ public opinion.

informed

_____ is the price of liberty.

Eternal vigilance

Eternal vigilance is the price of_____.

liberty

_____ are those controls which operate from within the administrative machinery.

Internal controls

The Internal controls range from top to bottom.

True

The Internal controls range from_____.

top to bottom

The administrative machine is _____ in structure.

hierarchical

The _____ structure of administration provides for clear lines of responsibility.

hierarchical

_____ and Accountability are impossible without authority

Responsibility

Responsibility and _____ are impossible without authority

Accountability

Responsibility and Accountability are impossible without _____

authority

Responsibility and Accountability are impossible without authority.

True

The power to control is called_____

authority

Corruption in civil service is widely prevalent in this country.

True

The _____ civil servant is known for its administrative ethics.

British

The British civil servant is known for its administrative_____

ethics

The British civil servant is known for its_____.

administrative ethics

_____ is a cooperative endeavour for achieving a particular objective.

Management

According to_____, “The heart of administration is the management of programmes designed to serve the general welfare.”

Dr. Appleby

Management is a difficult concept to define.

True

_____ defines management as “The process of directing and facilitating the work of people organised in formal groups to achieve a desired goal”.

Millett

Millett defines _____ as “The process of directing and facilitating the work of people organised in formal groups to achieve a desired goal”.

management

_____ is the means of ensuring performance of any undertaking.

Management

_____ aims at utilising limited resources to accomplish maximum output with speed and efficiency.

Management

_____ is of the opinion that “Public Administration is an instrument for the exercise of political power”.

Millet

In the words of_____, “Management is the accomplishment of predetermined objective through the efforts of other people”.

Terry

The following are the characteristics of the concept of management

- i. Management is a process of organised activities.
- ii. The organised activities are directed towards an objective or set of objective.
- iii. The goal-oriented organised activities establish relationships among the available resources which include materials, money and people in the organisation.
- iv. Management involves working through other to accomplish the desired objectives.
- v. Management involves decisions to get things done by others.

In a large-scale organisation _____ pattern is adopted.

hierarchical

At the top management is run by an elite termed as_____.

managers or directors

Management is not the task of one person.

True

Management has been described as a profession.

True

A _____ has been defined as a call in which one professes to have acquired specialised knowledge which is used in instructing, guiding or advising others.

profession

According to Terry, the four fundamental function of management are: _____

planning, organising, actuating and controlling

_____ divides the function of management into two forms.

Millett

Millett divides the function of management into _____ forms.

two

According to _____, this process involves planning, organising co-coordinating and controlling.

Fayal

According to Fayal, this process involves _____

planning, organising co-coordinating and controlling

_____ comprises of political and administrative personal.

Top management

Top management is mainly concerned with _____ and control.

direction

Top management is mainly concerned with direction and _____.

control

_____ means providing for the right kind of action.

Direction

_____ means looking towards the attainment of accountability for and execution of a policy.

Control

_____ includes planning, co-coordinating, and programming.

Direction

_____ involves organisation, supervision, documentation, and reporting.

Control

The concept of power and leadership has common relationship.

True

Authority and leadership are closely related.

True

Authority is created in every organisation.

True

Authority is vested in the leader.

True

_____ enables the leader to penalise those who do not work well and reward those who perform honestly and sincerely.

Authority

According to Bernard, a leader performs only four functions, such as:

- (a) The determination of objectives
- (b) The manipulation of means
- (c) The control of the instrumentality of action
- (d) The stimulation of coordinated action

According to _____, “The life of authority and responsibility flow along the path of hierarchy.

White

The following are the four most important leadership styles or typologies.

- Authoritarian
- Democratic
- Charismatic
- Laissez faire type

The _____ leader is described as directive and production – centred.

authoritarian

A _____ leader is said to be participatory and employee centred.

democratic

The _____ leader is not concerned with the welfare of his/her employees rather he/she is only interested in higher productivity.

authoritarian

A _____ leadership is employee-centred.

democratic

_____ is based on human relations approach which in keeping with democratic norms, cannot be supplied wholesale.

Democratic leadership

There is a need to search for a mid-course (middle ground) the new group is called_____

Reality-Oriented Leadership

The idea of charismatic leadership was put by_____

Marx Weber

_____ means a decision as to what shall be done and how, when and where.

Policy

In the words of _____ “A Policy is a verbal, written or implied basic guide to action that is adopted and followed by a manager”.

Terry

In the words of _____, “Policies are the consciously acknowledged rules of conduct that guide administrative decisions”.

Dimmock

According to____, “Policies are general statements or understandings which guide or channel thinking in the decision making of subordinates”.

Koonte and O’ Donnell

Policy is not the same thing as rule because_____

policy is dynamic and flexible whereas rule is specific and rigid

The following are the attributes of policy

- (i) Policy is formulated in the context of organisational objectives.
- (ii) Policy may be in the form of an explicit declaration in writing or may be interpreted from the behaviour of top level members.
- (iii) Policy is formulated through decision-making process
- (iv) Policy provides guidelines to the members in the organisation for choosing a course of action.

According to Gladden (1953), “_____is the policy worked out by the officials in operating the techniques of professional attitudes and moral”.

Technical policy

The dictionary defines the term _____ as ‘the act of determining in ones own mind upon an opinion or course of action’

decision

The _____English learner’s dictionary defines the term ‘decision’ “as the act of deciding, reaching an opinion and thought”.

Collins

The Collins English learner’s dictionary defines the term ‘_____’ “as the act of deciding, reaching an opinion and thought”.

decision

Decision is a means to an end and not an end in itself.

True

_____ may be defined as “swaying influences or undue leaning to one side”.

Bias

_____ is an unfavourable opinion or feeling formed before taken a decision without knowledge of reason.

Prejudice

_____ is a mental preference of a favourable predisposition towards a particular issue or matter or person.

Predilection

Bias is conscious or deliberate when _____

an individual or an agency willingly develops it as part of a policy

Bias is _____ when an individual or an agency willingly develops it as part of a policy.

conscious or deliberate

Nigeria is a _____ state.

federal

_____ is preparation for action.

Planning

_____ is an inherent part of individual and of co-operative or collective endeavour.

Planning

_____ is deciding in advance what is to be done.

Planning

In the words of David Cleland and William King, “_____ is the process of thinking through and making explicit the strategy, actions, and relationships necessary to accomplish an overall objective or purpose”.

Planning

In the words of _____, “Planning is the process of thinking through and making explicit the strategy, actions, and relationships necessary to accomplish an overall objective or purpose”.

David Cleland and William King

_____ is simply the endeavour to apply foresight to human activity, planning anticipates desired results and prepares the steps necessary for their realization.

Planning

_____ acts as a moderator to the over-estimated target of policy.

Planning

While policy formation is a _____ task, planning is an administrative task.

political

While policy formation is a political task, planning is an _____ task.

administrative

While policy formation is a _____ task, planning is an _____ task.

political, administrative

Planning is a _____, _____ and _____ process.

rational, dynamic and integrative

Negatively, _____ means the removal of conflicts and overlapping in administration

coordination

Positively, _____ means to secure cooperation and teamwork amongst the numerous employees of an organisation.

coordination

According to _____, Coordination is ‘the orderly synchronisation of efforts to provide the proper amount, timing and directing of execution resulting in harmonious and unified actions to a stated objectives’.

Newman

According to _____, Coordination is the adjustment of the parts to each other and of the movement and operation of parts in time so that each can make its maximum contribution to the product of the whole

Terry

According to_____, Coordination is a process causing disjunct elements to a concentration on a complex of forces and influence which cause the mutually independent elements to act together”

D. White

According to_____, Coordination is the integration of the several parts into an orderly whole to achieve the purpose of the undertaking

Charles Worth

According to_____, Coordination as “the all important duty of interrelating the various parts of the work

Seekler Hundson

According to_____, Coordination is the first principle of organisation and includes within itself all other principles which are subordinate to it and through which it operates

Mooney

In general, ____ means making all parts of an organisation work harmoniously, without conflicts and without cross-purposes, to achieve the defined goal.

coordination

_____ is a first principle of organisation.

Coordination

Coordination is a _____ principle of organisation.

first

_____ is a feature common to all types of large scale organisations.

Delegation of authority

_____ provides the necessary flexibility to the otherwise rigid procedures.

Delegation

_____ helps to adjust procedures according to the needs of situations.

Delegation

According to_____, delegation means conferring of specified authority by a higher to a lower authority.

Mooney

According to Mooney, _____ means conferring of specified authority by a higher to a lower authority.

delegation

_____ is the devolution of authority by a superior person to his agent or subordinate subject to his supervision and control.

Delegation

Delegation may be _____ or general.

specific

Delegation may be specific or _____.

general

_____ is the authority to act in a certain way independently but within the limits prescribed by the delegation.

Delegation

Delegation has a dual character.

True

Delegation is an art.

True

Communication is a _____ way traffic in organisation.

two

Communicate is both upward and downward.

True

_____ means inter-change of thoughts, partaking of ideas and a sense of participation and sharing.

Communication

In the words of Louis A. Allen, '_____ is the sum of all the things one person does when he wants to create understanding in the mind of another.

communication

According to _____, "The word communication describes the process of conveying messages (facts, ideas, attitudes and opinions) from one person to another so that they are understood".

M.W. Cunnning

_____ means interchange of thought, ideas and sense of participation and sharing between two or more people.

Communication

Generally, _____ is viewed as the use of symbols for transferring certain information, but the more important aspect of communication is the fact that communication is a personal process that involves the exchange of behaviour.

Communication

_____ communication deals with the relationship between the organisation and its employees.

Internal

_____ communication is concerned with the relations of the agency with the public and is called public relations. Interpersonal communication means the relationships among the agency's employees.

External

_____ communication is attained by systematic, written and verbal reports of performance and progress, statistics and accounting reports concerning work, written and verbal request for guidance, suggestions and discussions.

Upward

_____ communication is achieved through devices through directives from written or verbal orders, staff conferences, budget sanctions, manuals and establishment authorization.

Downward

A _____ communication is attained through exchange of written or verbal information and reports, formal and informal contacts, co-ordination committees and staff meetings.

cross

Through _____ communication, decisions and instructions can be transmitted to those for whom they are meant.

formal

_____ means to oversee or superintend.

Supervision

_____ is defined as the authoritative direction and superintending the work of others.

Supervision

_____ is something more than the use of authority it has educative aspect too.

Supervision

_____ is to check compliance with instructions, and investigation is to deter or direct wrong doing.

Inspection

Recruitment in the civil service is placed in the hands of _____

Public service commission

The first principle of organisation is _____

Coordination

Communication is understood, as a _____ process.

Two-way

The synchronisation of efforts for a common purpose is known as _____

Coordination

At the end of colonial rule, the emerging free states were called _____

Third World Countries

The executive power of legislation is termed _____

Delegated legislation

The book titled "Principles of Public Administration" was written by which of these nationals _____

The French

What is the Federalist Papers, No 72 famous contribution to Public Administration?

The Conceptualization of Public Administration

Which of these scholars set the tone for the early study of public Administration?

Woodrow Wilson

Public administration basically is an idea of the _____

Americans

Archaeological facts point to _____ as the oldest profession

Administration

The science of getting things done in the most efficient ways in the public sector is called _____

Public Administration

The tone for the study of Public Administration was set by _____

Woodrow Wilson

It has been widely remarked that the conception of a more or less autonomous science or discipline called Public Administration is principally an _____ idea

American

The legally sanctioned policies are implemented by the _____ branch of the government

Executive

While Public Administration is directly responsible to the people to a very great extent _____ is only responsible to the people indirectly, and generally to secure its own ends

Private Administration

Private administration is conducted with _____ motive

Profit making

The snappy anagram summing up the managerial techniques which Gulick and Urwick gave students of Public administration is _____

POSDCORP

Many writers in public administration have sought to emphasize the importance of the _____ in the functions and processes of governmental administration?

Efficiency

The process of interrelating various parts of the work and, thus eliminating overlapping and conflict in different activities of an organization is known as _____

Coordinating

There is a consensus amongst scholars that _____ and public administration are two species of the same genus

Politics

The new public administration places emphasis on _____ at the expense of efficiency?

Man

Development administration is peculiar to _____ countries because they are engaged in the developmental tasks of nation-building and socioeconomic progress

Third world

The shifting of emphasis from general managerial approach to contextual and situational approach is called _____

Comparative Public Administration

The study of _____ has helped in eliminating the narrowness of provincialism and regionalism

Comparative Public Administration

Generally speaking, international organizations function as the organ of _____

International Bureaucracy

The two basis of Public Administration are functional basis and _____ basis

Geographical

The earliest approach to the study of public administration is _____

Mechanical approach

The study of public administration is incomplete without the study of its interaction with the _____
Environment

The basic facts of administration having general application are summed as _____.

Principles of Administration

There exists _____ principles of administration

Eight

In popular parlance, bureaucrats are called _____

Civil servants

The term _____ was first coined by a French economist, Vincent De Gournay in 1712

Bureaucracy

Mass mobilization and popular participation are two essential ingredients of _____

Developmental administration

The government being the principle planner, financier, promoter and director of national development depends on _____ for its functioning

Bureaucracy

The management of public affairs in Nigeria is grossly afflicted by various abuses of administrative powers described as _____ of administrative responsibility?

Violation

The worst acts against administrative responsibility in Nigeria could be regarded as _____

Corruption

Despite its generally conceded pitfalls, bureaucracy in Nigeria as in other African countries is the major instrument of _____

Social change

The person or body of persons at the head of the administrative system of a country is referred to as _____

Chief executive

The forms and powers of the chief executive of a country is patterned on the basis of the types of the _____ that a country has adopted

Constitution

In the presidential form of government, there is only a _____ chief executive

Single

In modern times, the prime responsibility and authority of making fundamental decisions in respect of location and exercise of the general function of direction, supervision and control of administration rest with the _____

Legislature

The body of persons who actually run the administration are _____

Personnel

_____ determines the total financial and personnel resources which no department may exceed
Budgetary system

The power to make law outside the legislature i.e. based on Act of parliament is termed _____
Delegated legislation

In the parliamentary form of government, the executive control of administration is exercised by _____
The cabinet

In a parliamentary system, ministerial responsibility is _____
Collective

A very powerful method of parliamentary control over administration is known as _____
Question Hour

The essence of the judicial control over administration is to examine the _____ of the officials' acts and the safeguard of the citizens
Legality

If a public officer acts beyond his authority or outside the geographical limits of his powers, his acts will be declared _____ by the courts
Ultra vires

The system of _____ implies that everybody, high or low, official or private citizen is subject to the same ordinary law of the land.
Rule of law

In Nigeria, _____ from legal liability is granted to the president of the Federal Republic of Nigeria and the State Governors, for any act done in exercise of their powers and duties as laid down in the constitution.
Personal immunity

An order issued by the court for the release of a person who is been unlawfully detained is called _____
Habeas corpus

An order compelling a junior authority to exercise power in accordance with the mandate of law is called _____
A write of Mandamus

The system in which the electorate call for the dismissal of an elected official before the expiry of such official's term in office is called _____
Recall

One of the potent methods used by the pressure group to exert influence on the legislature is called _____
Lobbying

The most effective means of community control over administration is _____
Public opinion

Archaeological facts point to _____ as the oldest profession
Administration

The science of getting things done in the most efficient ways in the public sector is called _____
Public Administration

It has been widely remarked that the conception of a more or less autonomous science or discipline called Public Administration is principally an _____ idea
American

While Public Administration is directly responsible to the people to a very great extent _____ is only responsible to the people indirectly, and generally to secure its own ends?
Private Administration

Private administration is conducted with _____ motive
Profit making

Many writers in public administration have sought to emphasize the importance of _____ in the functions and processes of governmental administration
Efficiency

The process of interrelating various parts of the work and, thus eliminating overlapping and conflict in different activities of an organization is known as _____
Coordinating

The fundamental reason that public administration cannot be called as a science is because of the predominance of _____ in public administration?
Human element

There is a consensus amongst scholars that _____ and public administration are two species of the same genus
Politics

The importance of history to the study of public administration derives from the meticulous practice of keeping _____ in the archives of the governments
Records

The new public administration places emphasis on _____ at the expense of efficiency
Man

Development administration is peculiar to _____ countries because they are engaged in the developmental tasks of nation-building and socioeconomic progress
Third world

The shifting of emphasis from general managerial approach to contextual and situational approach is called _____
Comparative Public Administration

Generally, international organizations function as the organ of _____
International Bureaucracy

The study of public administration is incomplete without the study of its interaction with its _____
Environment

The basic facts of administration having general application are summed as _____
Principles of Administration

In popular parlance, bureaucrats are called _____

Civil servants

Mass mobilization and popular participation are two essential ingredients of _____

Development administration

The government being the principal planner, financier, promoter and director of national development depends on _____ for its functioning

Bureaucracy

The management of public affairs in Nigeria is grossly afflicted by various abuses of administrative powers described as _____

Violation of administrative responsibility

The worst acts against administrative responsibility in Nigeria could be regarded as _____

Bribery and corruption

Despite its generally conceded pitfalls, bureaucracy in Nigeria as in other African countries is the major instrument of _____

Social change

The person or body of persons at the head of the administrative system of a country is referred to as _____

Chief executive

The forms and powers of the chief executive of a country is patterned on the basis of the types of the _____ that a country has adopted?

Constitution

Public administration has been and still continues to be a part of brand of the study of _____

Political Science

The fact that meticulous practice of keeping records in the archives of the governments make _____ very important to public administration.

History

The fact that public administration deals with the administrative aspects of the society makes it to be closely related to _____

Sociology

The approach that may also be called efficiency oriented approach or scientific management approach is called _____

Mechanical approach

An attempt to study the public administration of the past within a particular time span and interpret the organisation and information on chronological order is called the _____

Historical approach

One of the principles of public administration is that it is _____ to the political executive which is the supreme organisation.

Subordinate

In order to ensure efficiency in public administration, neither religion nor sex but _____ of the person should be the sole criteria for making all appointments.

Ability

The legislature control of the administration is through _____

Power of the purse

The president of Nigeria and USA are elected directly by the _____.

People

Pressure groups normally bring pressure to bear upon the legislature through _____

Lobbying

The most effective means of community control over administration is a vigorous and informed _____

Public Opinion

The _____ of administration provides for clear lines of responsibility.

Hierarchical structure

The group of people who render the clerical service, which forms the operative part of an organisation are called _____

Rank and file

It is impossible for leaders not to have _____

Power

According to Allen, management leadership must be _____

Learnt

A daily policy which is concerned with the systematic analysis of the administrative policy is called _____

Technical policy

The process of choosing one course of action rather than another, finding a suitable solution to a new problem posed by a changing world is called _____

Decision making

The swaying influences or undue leaning to one side refers to _____

Bias

The mental preference of a favourable predisposition towards a particular issue or matter or person is called _____

Predilection

Prior to our independence, the relationship between Nigerians and the colonial administrators was _____

Not healthy at all

Each ministerial organisation of civil servants is headed by a _____.

Permanent secretary

The political head of the ministry charged with policy matters is _____.

Minister/Commissioner

In military form of government _____
Political powers are always centralised

In public administration, _____ is always a two-way traffic
Communication

_____ means making all parts of an organisation work harmoniously, without conflicts and without cross-purposes, to achieve the defined goal of an organisation.
Coordination

The process where functional unit is independent and the central authority coordinates them is known as _____
Decentralisation of Activities

Coordination should start at the early possible stage, that is, at the stage of _____ and policy making.
Planning

The principle that states that all factors in a situation are reciprocally related is called _____
Reciprocal relations

The lack of knowledge, experience, wisdom and character among leaders and their confused and conflicting ideas and objectives can be a major hindrance to _____
Coordination

_____ of authority is a feature common to all types of large scale organisations.
Delegation

A principle of administration that helps the chief executive to devote his/her time and energy to more important decisions of the organisation is called _____
Delegation

Public administration is political whereas private administration is non-political.
True

The authority to be delegated should be within the competence of _____ to exercise safely.
Subordinates

Delegation should be written and specific.
True

For the successful achievement of agency objectives, effective _____ is really of vital importance.
Communication

External communication is concerned with the relations of the agency with the public and is called _____
Public relations

Interpersonal communication means the relationships between the agency and the surrounding community.
False

Interpersonal contacts and relationship constitute the media of informal communication.
True

Communication suffers a setback due to tyranny of words which at best constitute poor means for the expression of ideas.

True

Differences in background, education and expectation result in different social and political views constitute the greatest handicaps to effective communication in an organisation.

True

The bigger an organisation and the larger the number of its employees, the easier the difficulty of communication.

False

Supervision is one of the most important tasks of the rank and file.

False

Everybody that goes to school can be a good supervisor.

False

Co-operative spirit, evenness of temper, honesty, ability to attract, to motive, to enthuse and unite others are critical personal qualifications of a good _____

Supervisor

It is the duty of a _____ divide the work among the subordinate.

Supervisor

It is the duty of a _____ to be cooperative with colleagues and seek advice and assistance when needed.

Supervisor

The importance of Public Administration has tremendously increased with increase in church activities.

False

The process of recruiting suitable persons to the various posts in an organisation is called _____

Staffing

Psychology has developed the staff training techniques as well as public relation and publicity systems of the government.

True

A body of principles the purpose of which is the adjustment and ordering of human relations in the society is called _____

Law

The assertion that as soon as primitive men began to act jointly with their fellows, they started to plan, organise and coordinate makes what the oldest profession?

Administration

Who first defined Public Administration?

David Easton

What is the view on public administration that sees public administration as a sum total of all the activities undertaken in pursuit of and in fulfilment of public policy called?

Internal view

The principle of public administration that means the working out in broad outline the things that need to be done, the methods to be adopted to accomplish the purpose set for the enterprise is called_____

Coordinating

How is public administration viewed?

A science or an Art

Which of the following involves the establishment of machinery for planning economic growth and mobilising and allocating resources to expand national income?

Political administration

Since the government is the principal planner, financier, promoter and director of national development, which of the following did it depend on for its functioning?

Bureaucracy

Which of the following is the first world organisation formed to enforce international law and improve the living conditions of the weaker sections like labour?

The African Union

What is the name of a system where the government at lower levels enjoys certain amount of autonomy as given by the constitution or statute?

Centralised system

Since organisations and systems are not the same all over the world, which of the following is very crucial in the study of public administration?

Bureaucracy

Which of the following set up greatly influences the Public Administration of any country?

Environmental and institutional

The cultural factor that helps in producing a good number of trained administrators in every society is called_____

Communication system

The right establishment of public relations is cardinal in order for a democratic system of WHAT to be effective?

Civil service

Which of the principle of public administration includes the systematic study and recording of new methods?

Principle of research

What is the right acronym of Administrative Staff College of Nigeria?

ASCON

Who is a bureaucrat?

A civil service leader

Who was the person that first coined the term bureaucracy in 1712?

Vincent De Gournay

Who defined bureaucracy in terms of its structural characteristics?

Max Weber

Which of the following is not used to describe the violation of administrative responsibility in Nigeria?

Bribery and Corruption

In which of the following is administrative inefficiency manifested in Nigeria?

Average productivity

Which of the following is not an importance of bureaucracy?

Instruments for unification and centralisation

What is the position of the chief executive in public administration?

Chief accounting officer

What is the person who occupies the apex of the administrative pyramid is called?

Chief Bureaucrat

What determine the forms and power of the chief executive of a country?

Type of constitution adopted

How is the form of government in which the executive powers lie with the Prime Minister called?

Theocratic form of government

Who coined the word POSDCORB for the administrative functions of the chief executive?

Max Weber

Which of the following is not an administration function according to L.D. White's categorisation?

Deciding Administrative Policy

What determines the total financial and personnel resources which no department may exceed?

Statement of account

Which of the following is responsible for recruitment in the civil service in Nigeria?

Public Complaint Commission

What is the power of legislation exercised by the executive called?

Delegated legislation

In parliamentary democracies, what is the opening hour of the parliament meetings called?

Question hour

Which of the following agency of the government does the legislature control public expenditure through?

Public Accounts Committee

What is the important occasion where the parliament examines and scrutinizes the activities and efficiency of various governmental agencies?

Initiating and discussing

Which of the following does not warrant judicial intervention in administrative process?

Whenever there is grave error of law and facts

What is the process where the electorate can call for the dismissal of an official before the expiry of his/her term called?

Re-election

What is the implication of too many hierarchical levels to an organisation?

It makes decision to be very fast

What are those controls which operate from within the administrative machinery called?

Integrated controls

Which of the following is a strategy that has always been of great importance in the control of Public business?

Instruction

Which of the following is not a professional code of ethics for a public servant?

They should be non-partisan

Which of the organs of the administration is responsible for the collective utilisation of human resources and material in an effort to reach the known goal?

Management

What is the best way to achieve organisational goal since no single person can achieve it?

Teamwork

What is the principal concern of management in the operation of an enterprise?

Efficiency

Which of the following is not an acceptable zone in which the organisation of a large-scale body falls?

Top management

Which of the zones of management is mainly concerned with direction and control?

Top management

Which of the following is not a function of middle management?

Advice

Which of the following may not be means of the attaining leadership?

Superior strength

In order for an organisation to run smoothly and achieve its goal; where must the authority be vested?

In the leader

Which of the following is not a function of a leader according to Bernard?

The determination of objectives

Which of the following is a quality of a good leadership?

Intelligence

Which of the following is not among the four leadership styles?

Theocratic