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UNIVERSITY OF GHANA

DEPARTMENT OF POLITICAL SCIENCE

FIRST SEMESTER EXAMINATIONS, 2016/2017 ACADEMIC YEAR

POLI 213: INTRODUCTION TO PUBLIC ADMINISTRATION (3 CREDITS)

(MAIN AND ACCRA CITY CAMPUSES)

TIME ALLOWED: TWO HOURS AND THIRTY MINUTES

INSTRUCTIONS: ANSWER ALL QUESTIONS IN SECTIONS "A" AND "B"
ON THE QUESTION PAPER AND ANY ONE QUESTION
IN SECTION "C" IN THE ANSWER BOOKLET

Identify your group by the name of the Lecturer who taught you at the back of the answer booklet, i.e., indicate whether Prof Debrah or Prof Gyampo taught you.

SECTION A

Answer all questions in this section for 25 marks
(Circle the alphabet that corresponds to your answer)

1. Herbert Simon regards "Administration" as the
 - a. projected goals of an organization
 - b. determined action taken in pursuit of conscious purpose
 - c. attainment of what is in the greatest interest
 - d. conscious planned effort towards groups' action

2. Herbert Simon further explained that administration always involves
 - a. cooptation
 - b. cooperation
 - c. co-habitation
 - d. coordination

3. Public administration is widely understood as the
- activities of organizations
 - action side of government
 - means for achieving private business
 - mobilization of funds for groups' struggles
4. Public administration was identified with the executive branch of government because it
- emphasized efficient delivery of government policies
 - served as the instrument for accomplishing government policies
 - provided the means by which institutions and groups interacted
 - determined the principal motives of the governed
5. In delivering his lecture, Woodrow Wilson explained that administration is the
- broad plans of governmental actions
 - application of the general law
 - enactment of political decisions
 - systematic review of public law
6. Unlike in public administration, the business administer pays particular attention to expenditure, controls employees, and will fire those who do not perform in the organization because of the desire for
- policies
 - profit
 - security
 - power
7. The public interest is the driving force in
- public administration
 - business administration
 - private organizations
 - cooperate bodies
8. According to Luther Gulick, public administration is similar to business administration because both are concerned with
- POSDCORB
 - Esprit de Corps and centralization
 - policy implementation
 - Public-Policy-Platform
9. Woodrow Wilson believed that
- administration could be confined to politics
 - politics can be subsumed under administration
 - administration was separable from politics
 - politics was inherently in administration

10. Frank Goodnow said that
- politics begins from where administration starts
 - administration begins from where politics ends
 - politics ends from where administration ends
 - administration ends from where politics begins
11. According to J. S. Stillman, operate in a glass or 'goldfish bowl'.
- civil servants
 - private organizations
 - traditional authorities
 - business administrators
12. Max Weber advocates a depoliticized bureaucracy so that
- public servants will carry out the orders of their superiors
 - individual administrators will make policy decisions
 - bureaucrats can interfere in political decisions
 - individual citizens can act against the ministers
13. How do civil servants participate in politics? They
- control distribution of goods and services
 - maintain close association with ministers
 - draft the bills
 - pass the bills
14. Identify one reason that has served as a motivation for you to study public administration in the department of political science at the University of Ghana?
- maintain organizational contacts
 - gain experience in administration
 - understand the workings of government
 - promote ideological connections
15. The new concept, **government by contract** in public administration affirms the
- unity between public administration and politics
 - desire to connect government to the people
 - unity between administration and organization
 - collaboration between public and business administration
16. Henri Fayol believes that administration/management consists of certain
- conditions that are common to all organizations
 - accounting and control structures
 - methods for efficient accountability
 - planned resources and goals

17. When the Chief Executive of Newmont Gold set up a board to implement its corporate social responsibility program, little did you understand that the company has performed something similar to the

- a. private interest
- b. public interest
- c. political interest
- d. business interest

18. Elton Mayo observed that whereas workers are influenced by the 'logic of sentiment', managers are concerned by the logic of

- a. cost and efficiency
- b. performance and respect
- c. economy and profit
- d. change and cost

19. Elton Mayo's Human Relations principles highlight the importance of

- a. formal group
- b. informal group
- c. scalar chain
- d. science of work

20. Henri Fayol believes that the manager should promote

- a. equilibrium of resources
- b. equitable remunerations
- c. imitate other managers
- d. structure resources

21. According to Henri Fayol, the technical side of an organization involves

- a. protection
- b. production
- c. construction
- d. stocktaking

22. A weakness in Henri Fayol's management principles is the

- a. overemphasis on functional side of organizations
- b. identification of managerial activities
- c. de-emphasis of the importance of decentralization
- d. attention paid to the rule of thumb

23. Elton Mayo's Hawthorne experiment shows that workers tend to be effective when there are channels of communication and -----between them and management

- a. interaction
- b. mutual gains
- c. suitability
- d. promotion

24. Elton Mayo's Hawthorne experiment further indicates that productivity is not affected by

- a. physical work conditions
- b. factory employees
- c. fiscal environment
- d. mutual respect

25. We can say that the scope of public administration was limited at a time when the state played the role as a night watchman because the duty of government largely revolved around, the

- a. proclamation of war
- b. maintenance of law and order
- c. performance of resources
- d. expansion of territories

SECTION B

Answer all questions in this section in the spaces provided (25 marks)

1. Illustrating with examples, explain the term "Public" within the context of Public Administration (2mks)

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2. Mention two factors that influenced the rise of the New Public Management paradigm (2 mks)

i).....
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ii).....
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3. Identify and explain one reason that led to the emergence of the New Public Administration? (1mk)

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4. Mention three changes introduced into the discipline of public administration by the New Public Administration movement (3 mks).

i).....
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ii).....
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iii).....
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5. State and explain the main concern of Woodrow Wilson regarding Politics and Administration Dichotomy debate (2 mks).

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6. Why has the charismatic leadership theory not been promoted in public administration (1mk)

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7. Outline two key reasons advanced by the Realist School regarding Politics-Administration Convergence (2 mks)

i).....

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ii).....
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8. Why is it very necessary for the public administrator to delegate administration responsibilities? (2 mks)

i).....
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9. Your colleague who studies Physics ran to you seeking your explanation to the term, 'de-concentration', which entered his academic vocabulary through the Vice-Chancellor's speech delivered at the just ended Congregation, please help him/her (2 mks)

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10. Distinguish between Unity of Command and Unity of Direction (2 mks)

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11. Identify and explain two criticisms against the traditional view of leadership

i).....

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ii).....

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12. Briefly explain the main distinction between a Democratic Leader and a Laissez-Faire Leader (1 mks)

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13. State four reasons to support your claim that the Pro-Vice Chancellor who is the manager of students' academic affairs is also a leader

- i)..... (1/2 mk)
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- ii)..... (1/2 mk)
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- iii)..... (1/2 mk)
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- iv)..... (1/2 mk)
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14. Give two reasons in support of the claim that public bureaucrats are 'organizational politicians' (1mk).

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SECTION C

**ANSWER ANY ONE QUESTION FROM THIS SECTION IN THE
ANSWER BOOKLET (30 MARKS)**

1. To what extent has Information and Communication Technology transformed public administration?

2. Why did the Scientific Management Principles fail to receive employees' acceptance?

EXAMINERS: PROF. EMMANUEL DEBRAH & PROF. RANSFORD GYAMPO