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<input type="checkbox"/>	Question Type	Question	A	B	C	D	A
<input type="checkbox"/>	FBQ	The _____ and the numerous problems that followed on account of it, compelled the state to interfere in the economic and industrial fields.	Industrial Revolution				
<input type="checkbox"/>	FBQ	_____ was the first person who pointed out in 1887 that Public Administration and Political Science are separate from each other with their own specialized fields.	Woodrow Wilson				
<input type="checkbox"/>	FBQ	Public administration and _____ are disciplines of the same specie and genus.	Political Science				
<input type="checkbox"/>	FBQ	Ethics has to do with the moral values of the community while administration enforces _____	Public policy				
<input type="checkbox"/>	FBQ	Modern scientific developments and industrial civilization have created several administrative problems, such as health problems, housing problems and _____	Employment				
<input type="checkbox"/>	FBQ	The three phases necessary for the completion of a supervisor's task include: Substantive or technical, _____ and Personal.	Institutional				
<input type="checkbox"/>	FBQ	_____ is important if an administration is to be superintended.	Supervision				

<input type="checkbox"/>						
<input type="checkbox"/>	FBQ	Expressions such as “with immediate effect”, “Without delay”, “With impromptu attention”, were common phrases in which forms of government _____	Military regimes			
<input type="checkbox"/>	FBQ	The Udeoji and Dotun Philips commission in Nigeria was instituted by the _____	Royal Commission			
<input type="checkbox"/>	FBQ	The conduct of private administration is motivated by profit making, but, that of public administration is motivated by _____	Service			
<input type="checkbox"/>	FBQ	The three components of Public administration are: agency, interest and _____	access			
<input type="checkbox"/>	FBQ	_____ is the policy adopted by the officials in operating the techniques of professional attitudes and morals. _____	Technical Policy			
<input type="checkbox"/>	FBQ	The four ways through which necessary information are collated in an administration are the: Internal, External Sources, Special Investigation and _____	technical Policy			
<input type="checkbox"/>	FBQ	Any policy that emanates either from the legislature or administration must be based on factual data and _____	Accurate information			
<input type="checkbox"/>	FBQ	Administrators participate in the making of policy for the future through formulating and recommending actions for _____	Legislation			
<input type="checkbox"/>	FBQ	_____ cannot be completely divorced from policy-making.	Administration			
<input type="checkbox"/>	FBQ	One of the attributes of a Policy is that it may be in the form of an explicit _____ _____ in writing or may be interpreted from the behaviour of top level members.	declaration			

<input type="checkbox"/>						
<input type="checkbox"/>	FBQ	A large scale administrative body organizes its roles between three categories of management such as: Top management, Middle management and	The rank and file			
<input type="checkbox"/>	FBQ	The test of management efficiency include the following: satisfactory service, Timely Service, Ample Service, Continued Service, Progressive Service,	Responsible Performance	Participative Management		
<input type="checkbox"/>	FBQ	The true goals of management according to Gullick include: to make the conduct of affairs technically sound, politically responsible, publicly acceptable, progressively approved, and	Socially Constructive			
<input type="checkbox"/>	FBQ	In management, input refers to the quantity of men, money and in the working of an organization.	Material			
<input type="checkbox"/>	FBQ	Efficiency is measured in terms of output in proportion to	Input			
<input type="checkbox"/>	FBQ	Waldo posited that economy and are the twin beacons which should guide administrative reformers and writers.	Efficiency			
<input type="checkbox"/>	FBQ	The principal concern of management is in the operation of an enterprise.	Efficiency	Growth		
<input type="checkbox"/>	FBQ	The public committee of the legislature scrutinizes the report submitted by the Auditor-General	Accounts			
<input type="checkbox"/>	FBQ	The audit report of an organization outside the home country is submitted to the	legislature			

<input type="checkbox"/>						
<input type="checkbox"/>	FBQ	The control over public expenditure is done by the legislature, through the <input type="text"/>	Auditor-General			
<input type="checkbox"/>	FBQ	The <input type="text"/> _hour in parliament is very important because it serves as a check on administration.	question			
<input type="checkbox"/>	FBQ	The problem of leadership , supervision, planning and public relations are addressed under <input type="text"/> _direction.	work			
<input type="checkbox"/>	FBQ	<input type="text"/> _is regarded as the collective utilization of human resources and material in an effort to reach the known goal.	management			
<input type="checkbox"/>	FBQ	Judicial control over administration means the powers of the courts to examine the <input type="text"/> _of official acts and the safeguard of citizens rights.	legality			
<input type="checkbox"/>	FBQ	P in the acronym PODCORB stands for <input type="text"/>	planning			
<input type="checkbox"/>	FBQ	<input type="text"/> _could be regarded as acts against administrative responsibility in Nigeria.	bribery	corruption		
<input type="checkbox"/>	FBQ	<input type="text"/> _defined bureaucracy as “a system of government, the control of which is in the hands of officials whose power jeopardizes the liberties of the ordinary citizens”.	Laski			
<input type="checkbox"/>	FBQ	<input type="text"/> was established to actualize the need for advanced professional training and research in public administration.	ASCON	Administrative Staff College of Nigeria		
<input type="checkbox"/>	FBQ	The full meaning of the acronym ASCON is <input type="text"/>	Administrative Staff College of Nigeria			
<input type="checkbox"/>	FBQ	Public Administration of a country is influenced by the <input type="text"/> _set up of the country.	Political and constitutional			

<input type="checkbox"/>						
<input type="checkbox"/>	FBQ	The head of service controls, and co-ordinates the activity of the entire civil servants within <input type="text"/> and <input type="text"/>	ministries, departments			
<input type="checkbox"/>	FBQ	The <input type="text"/> applies to a government at a lower level enjoying certain amount of autonomy as given by the constitution or statute.	decentralization			
<input type="checkbox"/>	FBQ	The transference of administrative authority from a lower to a higher level of government is known as <input type="text"/>	centralization			
<input type="checkbox"/>	FBQ	Bureaucracy is basic to <input type="text"/> society.	human			
<input type="checkbox"/>	FBQ	Managerial, technical, manual and <input type="text"/> _are activities adopted in administration in pursuit of and in fulfillment of public policy.	clerical			
<input type="checkbox"/>	FBQ	The body of persons who run administration are known as <input type="text"/>	Personnel			
<input type="checkbox"/>	FBQ	The laissez faire kind of leadership is <input type="text"/>	charismatic			
<input type="checkbox"/>	FBQ	The first basic element between public and private administration is <input type="text"/>	cooperative element			
<input type="checkbox"/>	FBQ	Who defined bureaucracy in terms of its structural characteristics? <input type="text"/>	Max Weber			
<input type="checkbox"/>	FBQ	<input type="text"/> leadership is based on human relations approach in line with democratic norms.	Democratic leadership			
<input type="checkbox"/>	FBQ	The laissez faire concept in administration means <input type="text"/>	non-intereference			

<input type="checkbox"/>						
<input type="checkbox"/>	FBQ	Which type of leadership takes into consideration the welfare of employees before productivity? <input type="text"/> —	Democratic leadership			
<input type="checkbox"/>	FBQ	Which leader is concerned with higher productivity rather than the welfare of his/her employees? <input type="text"/> —	An authoritarian leader			
<input type="checkbox"/>	FBQ	The administrative role of the Queen/King in the parliamentary system of government is <input type="text"/>	Titular	nominal		
<input type="checkbox"/>	FBQ	The scalar system is essential in administration because of its unity of <input type="text"/>	command			
<input type="checkbox"/>	FBQ	A <input type="text"/> _leader is said to be participatory and employee centred	democratic			
<input type="checkbox"/>	FBQ	A <input type="text"/> is “a professional body of officials, permanent, paid and skilled”.	civil servant			
<input type="checkbox"/>	FBQ	Public Administration is the science which deals with getting things done in the most efficient way in the <input type="text"/> sector.	Public			
		On which of these basis is Public Administration organised	Functional and Geographical basis			
		Administration is machinery for the execution of ____	public will			
		The localization of administration presupposes____	division of administrative authority			

		Which of these is the study of the administrative system of any country predicated upon	history			
		Law making by administration presupposes _____	Delegated legislation			
		Bills are drafted by _____ who grounded in the technical knowledge of jurisprudence and law-making.	civil servants			
		A good administrator needs the skills of a _____ to perform efficiently.	psychologist			
		The ----- conference was held in 1968 to promote the New Public Management approach.	Minnowbrook			
		The New Public Administration advocates a ----- approach	Client centered			
		The article entitled 'The Study of Administration' was published in 1887 by -----	Woodrow Wilson			
		The scope and purpose of public administration is for -----	Efficiency			
		A major proponent of the politics-administrative dichotomy is -----	Woodrow Wilson			
		The concept of New Public Administration emerged after the-----	World War II			

		The position of an _____ within an establishment or organisation is strategic and pivotal.	administrator			
		Which of these two activities captures the focal point of administration	the pursuit of and fulfillment of public policy			
		The position of an _____ within an establishment or organisation is strategic and pivotal.	administrator			
		Administration in ancient times can be classified as public administration as -----	An art			
		A major problem commonly associated with public administration is -----	Red - tapism			
		The ----- is the person or body of person at the head of the administrative system of a country.	Art			
		The ----- of administration can be acquired and improved upon through continuous practice	Formal			
		Codes of conduct and manual of organisations are examples of ----- communication	Formal			
		The ----- system gives the executive an effective means of control over administration.	Budgetary			
		The managerial view restricts the definition of public administration to the activities of -----	Few persons at the top			

		The Following Arguments support development planning except -----	Its rigidity supports growth			
		In a Parliamentary form, executive powers lie with the -----	Prime Minister			
		Bureaucracy existed in ancient period in the following countries except -----	Syria			
		can be described as a rational, dynamic and integrative process	Planning			
		The following are characteristics of planning except -----	Planning is an independent process			
		The process of guiding an organisation toward the achievement of progressive objectives is known as -----	Development administration			
		Voluntary coordination can be achieved through the following ways except -----	circular letters			
		parliamentary system of government, members of the executive are usually selected from the -----	Legislature			
		The term bureaucracy was first coined by Vincent De Gournay in the year	1712			
		Constant change of elected officials and not administrators refers to the principle of ----- in public administration	Permanency			

		Which of the following is regarded as the oldest of profession	Administration				
		In a presidential form of government, the ----- is the chief executive.	President				
		The principle of ----- in Administration includes the systematic study and recording of new methods.	Research				
<input type="checkbox"/>	MCQ	In the words of Dr. Appleby, "The heart of administration is the management of programmes designed to serve the -----"	general welfare	People	public welfare	organization	A
<input type="checkbox"/>	MCQ	The cultivation of ----- is vital for public officials	brown envelop	high standards of conduct	altitude	nepotism	B
<input type="checkbox"/>	MCQ	This is a process of achieving a desired goal in public administration: -----	management	Organization	human resources	Efficiency	A
<input type="checkbox"/>	MCQ	Millet is of the opinion that "Public Administration is an instrument for the exercise of -----"	Economic Power	political power	Financial Power	Psychological Power	B
<input type="checkbox"/>	MCQ	In the words of -----, "Management is the accomplishing of predetermined objective through the efforts of other people".	Soyinka	Awolowo	Terry	Millet	C
<input type="checkbox"/>	MCQ	This is the process of directing and facilitating the work of people organized in formal groups to achieve a desired goal: -----	administration	management	Personnel	organization	B
<input type="checkbox"/>	MCQ	The success or failure of public administration depends largely on the -----	administration	organization	personnel	government	D
<input type="checkbox"/>	MCQ	The force of ----- is a strategy used to correct the inherent defects of bureaucracy.	self-consciousness and responsibility	group-consciousness and responsibility	government service and responsibility	efficiency and responsibility	B
<input type="checkbox"/>	MCQ	The administration of an organisation can be internally controlled through ----- management.	structural	personal	personnel	organisation	B
<input type="checkbox"/>	MCQ	The method which a section of the public uses in pursuing the promotion of some special interests at the legislature is known as -----	Advocacy	walk-to-rule	lobbying	pressurizing	C

<input type="checkbox"/>	MCQ	A ----- is a vested group of industrialist and traders with organized commercial interests.	commercial group	pressure group	Laison group	lobbying group	B
<input type="checkbox"/>	MCQ	When an electorate calls for the dismissal of an official before the expiry of his/her term is known as -----	re-posting	plebiscite	referendum	recall	D
<input type="checkbox"/>	MCQ	A writ of ----- is directed to the inferior, courts, tribunals, cooperation or officer, requiring the performance of a specified duty fixed by law.	Mandamus	Habeas Corpus	Certiorari	Quo-Warrantor	C
<input type="checkbox"/>	MCQ	Habeas Corpus not only punishes wrong doers but -- ---	legal proceedings of the detained	secures legality of the persons detention	secures the release of the person illegally detained	judicial adjudication	C
<input type="checkbox"/>	MCQ	When an aggrieved citizen brings a civil or criminal suit in a court of law against a public servant , it is regarded as ---- control over administration.	civil rights	bureaucratic	judicial	Executive	C
<input type="checkbox"/>	MCQ	The organisation of public administration is determined by the -----	legislature	Executive	Civil service commission	Judiciary	C
<input type="checkbox"/>	MCQ	The general task of laying down detailed rules which is the prerogative of the executive is known as -----	Transference of authority	Executive bureaucracy	Delegated legislation	Executive authority	C
<input type="checkbox"/>	MCQ	The ----- makes the law which determines the organization, functions and procedures of public administration.	ministry	Chief Executive	Civil Service Commission	legislature	D

<input type="checkbox"/>							
<input type="checkbox"/>	MCQ	This forms the second element of the special minds of government: -----	the bureaucrat	the chief executive	the civil service	the minister	D
<input type="checkbox"/>	MCQ	This forms the first element of the special minds of government: -----	the civil service	the minister	the people	the public servant	A
<input type="checkbox"/>	MCQ	The Administrative responsibility consists of the sum total of the following except -----	statutory administrative rules	judicial rules	Precedents	delegation of official actions	D
<input type="checkbox"/>	MCQ	The ministers as well executives exercise control over administration through all of these methods except -----	Economic direction	budgetary system	recruitment system	Executive legislation	A
<input type="checkbox"/>	MCQ	In all democratic countries, the ----- determines the amount of money which is to be made available for expenditure to the executive.	wages and salaries commission	revenue commission	legislature	the central bank	C
<input type="checkbox"/>	MCQ	The acronym POSDCORB was coined by -----	L.D White	W.F. Willoughby	Vincent de Pfinners	Luther Gullick	D
<input type="checkbox"/>	MCQ	The ----- system pyramidically arranges the administrative groups or units in a scale.	sysco	Scale	Scalar	hyrachical	C
<input type="checkbox"/>	MCQ	The ----- occupies a central position in public administration.	Adminstrator	chief executive	public servant	staff	B
<input type="checkbox"/>	MCQ	This is a co-operative endeavour in which large number of people get together to achieve certain objectives: -----	unionism	Administration	management	line and staffing	B
<input type="checkbox"/>	MCQ	Public administrative techniques as well as terminology are borrowed from -----	commercial administration	economic administration	business administration	financial administration	C
<input type="checkbox"/>	MCQ	Bureaucracy is uniquely impersonal, neutrally passive, and instrumental with behavioural characteristics that bother on -----	objectivity,precision and consistency	neutrality,consistency,effectiveness	efficiency,probity,progressive	efficiency,objectivity, administrative	A
<input type="checkbox"/>	MCQ	The term bureaucracy was first coined in eighteenth century by ----- a French economist	Vincent De Gournay in 1711	Vincent De Gournay in 1721	Vincent De Gournay in 1712	Vincent De Gournay in 1713	C
<input type="checkbox"/>	MCQ	A bureaucrat is known as -- ----	public servant	civil servant	permanent servant	skilled servant	B
<input type="checkbox"/>	MCQ	The word 'Bureaucracy' was derived from -----	bureau	beaucrat	beau	bureacrat	A

<input type="checkbox"/>							
<input type="checkbox"/>	MCQ	During the 18th century, and the early years of the 19th century, the scope of public administration was confined not only to the maintenance of law and order but the -----	administration of efficiency	administration of personnel	administration of justice	administration of skill	C
<input type="checkbox"/>	MCQ	What activity is the bane of public administration: -----	socio-economic	economic	social	political	C
<input type="checkbox"/>	MCQ	In public administration the ---- and ----- are studied in the organisation	efficiency and effectiveness	welfare and management	personnel and efficiency	the governmental organization and relationship of human beings	D
<input type="checkbox"/>	MCQ	Which approach is premised on the ability of an organisation to find out about certain principles which will facilitate the efficient functioning of an organisation -----	Development approach	mechanical approach	organizational approach	administrative approach	B
<input type="checkbox"/>	MCQ	The coordinating feature in public administration apart from inter-relating various parts of work also aims at -----eliminating .	overlapping and conflict	consensus	centralization	mainstreaming	A
<input type="checkbox"/>	MCQ	According to the integral view, public administration activities include not only managerial and technical but -----	red-tapism and delegation	organization and management	personnel and clerical	manual and clerical.	D
<input type="checkbox"/>	MCQ	Staffing in public administration presupposes -----	line of staff	personnel management	hierarchy	staff administration	B
<input type="checkbox"/>	MCQ	In 1973 Negro and Negro pointed out four basic elements of similarity between public and private administration, of which the first was the ----- element.	managerial	personnel	public	cooperative	D
<input type="checkbox"/>	MCQ	The quantity of men, money and material applied in the working of an organisation is an aggregate of ----	line and staff management	input in management	output in management	personnel management	B
<input type="checkbox"/>	MCQ	The activities undertaken by the government to fulfill its desired ends means -----	administration	delegation	devolution	staff and line	A
<input type="checkbox"/>	MCQ	The functional principles of the administrative organization include all of these except -----	principle of specialization	principle of centralization	principle of hierarchy	principle of permanency	B
<input type="checkbox"/>	MCQ	Public administration is essentially -----	personnel-bound	Economy -bound	culture-bound	centre bound	C
<input type="checkbox"/>	MCQ	The four P's of public administration include the following -----	Planning, Policy-making, programmes and projects	Plans, Policies, programmes and projects	Progress, Policies, programmes and projects	People, Policies, programmes and projects	B

<input type="checkbox"/>							
<input type="checkbox"/>	MCQ	This administration is concerned primarily with the tasks and process of formulating and implementing the four P's of administering an organisation: -----	Organizational	Public	Personnel	Development	D
<input type="checkbox"/>	MCQ	Which aspect of administration is recent: ----	Political administration	management administration	Development administration	economic administration	C
<input type="checkbox"/>	MCQ	A valuable material necessary for the study of public administration is -----	Personnel	History	People	bureaucracy and principles	B
<input type="checkbox"/>	MCQ	Law making by the means of administration aligns with -----	Devolution	Decentralization	Delegated legislation	law and routine	C
<input type="checkbox"/>	MCQ	Psychology could not influence public administration because of its capability of discovering immutable laws of -----	essence and efficiency	organization and management	efficiency and coordination	bureaucracy and principles	B
<input type="checkbox"/>	MCQ	The Ecology of Administration was developed by -----	Peter Blater	Philip Pinner	Philip Max	Herbert Simon	D
<input type="checkbox"/>	MCQ	To be acquainted with Public administration, it has to be studied within a country's -----	Political Context	Geographical Context	Socio-economic Context	environmental context	D
<input type="checkbox"/>	MCQ	To ----- bureaucracy is 'a social structure meant to propel community action into a rationally ordered social action'.	Pinner's	Max Weber	Peter Blater	Robert Merton	B
<input type="checkbox"/>	MCQ	The 'power-relationships' study in administration is linked to -----	Karl Max	Max Weber	Lenin	Max Kramer	B
<input type="checkbox"/>	MCQ	This defined administration as 'the field of business outside the proper sphere of politics' -----	Pinner's Jackson	Ralph Wordorf	Basil Davidson	Woodrow Wilson	D
<input type="checkbox"/>	MCQ	The book titled 'Principles of Administration' was written by -----	Charles Barley	Charles Richards	Charles Jean Boning	Charles James	D
<input type="checkbox"/>	MCQ	The word CO in the acronym POSDCORB means -----	Cooperative	cooperating	coordinating	consensus	C
<input type="checkbox"/>	MCQ	Public Administration deals with the science of getting things done efficiently in the -----	cooperatives	institutions	Public sector	Private Sector	C
<input type="checkbox"/>	MCQ	Bureaucracy is basic to -----	coo-perative society	human society	Professional society	all of the above	B
<input type="checkbox"/>	MCQ	The second basic element between public and private administration is the -----	cooperative element	bureaucratic element	concepts of management	principles of consensus	B

<input type="checkbox"/>							
<input type="checkbox"/>	MCQ	Public Administration is known for its -----	Structure	Nature	principles	bureaucracy	D
<input type="checkbox"/>	MCQ	This ensures the adjustment and ordering of human relations in the society: -----	administration	Law	government	service	B
<input type="checkbox"/>	MCQ	The writings of the following authors have significant relevance for public administration studies except -----	Peter Blaius	Brian Chrines	Robert k. Merton	Monroe Berger	B
<input type="checkbox"/>	MCQ	Administration is organised in a ----- structure to achieve certain objectives	staff-and line	hierarchical	efficient	lower to senior	B
<input type="checkbox"/>	MCQ	S.B Chrines work titled, An Introduction to the Administrative History of Medieval England, is an example of a -----	disciplinary study	American study	historical study	administrative study	C
<input type="checkbox"/>	MCQ	The study of the administrative system of any country is dependent upon its ----- background.	colonial	historical	independence	communal	B
<input type="checkbox"/>	MCQ	According to Pfiffners the following features distinguish administrative from political officers except: -----	parmanent	non-partisan	temporary	technical	C
<input type="checkbox"/>	MCQ	According to Pfiffners the following features distinguish political from administrative officers except: -----	Amateur	non-technical	partisan	professional	D
<input type="checkbox"/>	MCQ	The first person who pointed out in 1887 that politics and administration disciplines were separate fields was -----	Hefner Peter	Woodrow Wilson	Peter Adler	Pfinner's	B
<input type="checkbox"/>	MCQ	This is the work which the government does to give effect to a law: ----	delegation	Governance	Administration	Decentralization	B
<input type="checkbox"/>	MCQ	The earliest advocate of public Administration was -- ----	Peter Woodrow	Noam Chomsky	Woodrow Wilson	Pfinner's	C
<input type="checkbox"/>	MCQ	The definition of Public Administration was documented for the first time in the ----- of eighteenth century, U.S.A.	Statute papers	Legal Papers	Bureau Papers	federalist papers	D
<input type="checkbox"/>	MCQ	This is among the classified functions of management according to Millett: -----	Organizational direction	Work direction	management and leadership	Personnel direction	B
<input type="checkbox"/>	MCQ	The ----- function of management is focused on addressing the peculiar problems of the organization.	first	second	third	fourth	A

<input type="checkbox"/>							
<input type="checkbox"/>	MCQ	Fayol in 1949 defined management neither as a particular responsibility of the head of senior members of the ----- business through _	executive privilege	conscious privilege	immunity	financial privilege	A

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