

FBQ	_is the systematic and continuous process of telling, listening and understanding.	Communication		
FBQ	Delegation is said to bewhen embodied in written rules, by laws or orders.	Formal		
FBQ	Delegation is conditional when the action of a subordinate is subject toandby the superior.	Confirmation, revision		
FBQ	The devolution of power from a higher to a lower authority, and between equal authorities is known as	Delegation		
FBQ	The following constitute the principles of coordination: Direct contact, Early Beginning, Continuity and	Reciprocal Relations		
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		
FBQ	_positively means to secure co-operation and teamwork amongst the numerous employees of an organization.	Coordination		
FBQ	_negatively relates to the removal of conflicts and overlapping in administration.	Coordination		
FBQ	The _regime in Nigeria can be described as not only an aberration but an abnormality in public administration.	Military		

FBQ	Expressions such as "with immediate effect", "Without delay", "With impromptu attention", were common phrases in which forms of government	Military regimes			
FBQ	The Udeoji and Dotun Philips commission in Nigeria was instituted by the	Royal Commission			
FBQ	The conduct of private administration is motivated by profit making, but, that of public administration is motivated by	Service			
FBQ	The three components of Public administration are: agency, interest and	access			
FBQ	_is the policy adopted by the officials in operating the techniques of professional attitudes and morals.	Technical Policy			
FBQ	The four ways through which necessary information are collated in an administration are the: Internal, External Sources, Special Investigation and	technical Policy			
FBQ	Any policy that emanates either from the legislature or administration must be based on factual data and	Accurate information			
FBQ	Administrators participate in the making of policy for the future through formulating and recommending actions for	Legislation			
FBQ	_cannot be completely divorced from policy-making.	Administration			
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			

FBQ	Policy differs from rule because the former is dynamic and flexible while the latter is	Specific	Rigid	
FBQ	Public administration deals with thesector	public		
FBQ	Nigeria became a social _state after the inauguration of the independent Constitution in 1960.	Welfare		
FBQ	Appointments into positions in the ministerial organization of the state civil service is made by the	Chief Executive of the State Government	Governor	
FBQ	The apex administrative position of each of both the Federal and States Civil Service Structure in Nigeria, is the	Head of Service		
FBQ	The civil service of Nigeria is organized into Federal Civil Service and	the Civil Service of the State Governments	state civil service	
FBQ	The four most important leadership typologies are Authoritarian, Democratic, Charismatic and	Laissez faire		
FBQ	The first basic element between public and private administration is	cooperative element	cooperation	
FBQ	The activities undertaken by the government to fulfill its desired ends means	Administration		
FBQ	The feature of timely Service is a test ofin administration.	management efficiency		
FBQ	The concept of power and _has common relationship in public administration.	Leadership		

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			
FBQ	The test of management efficiency include the following: satisfactory service, Timely Service, Ample Service, Continued Service, Progressive Service,	Responsible Performance	Participative Management		
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			
FBQ	In management, input refers to the quantity of men, money and _in the working of an organization.	Material			
FBQ	Efficiency is measured in terms of output in proportion to	Input			
FBQ	Waldo posited that economy and _are the twin beacons which should guide administrative reformers and writers.	Efficiency			
FBQ	The principal concern of management is _in the operation of an enterprise.	Efficiency	Growth		
FBQ	The public _committee of the legislature scrutinizes the report submitted by the Auditor-General	Accounts			
FBQ	The audit report of an organization outside the home country is submitted to the	legislature			

FBQ	The control over public expenditure is done by the legislature, through the	Auditor-General			
FBQ	_hour in parliament is very important because it serves as a check on administration.	question			
FBQ	The problem of leadership , supervision, planning and public relations are addressed under	work			
FBQ	_is regarded as the collective utilization of human resources and material in an effort to reach the known goal.	management			
FBQ	Judicial control over administration means the powers of the courts to examine the _of official acts and the safeguard of citizens rights.	legality			
FBQ	P in the acronym PODCORB stands for	planning			
FBQ	_could be regarded as acts against administrative responsibility in Nigeria.	bribery	corruption		
FBQ	_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			
FBQ	was established to actualize the need for advanced professional training and research in public administration.	ASCON	Administrative Staff College of Nigeria		
FBQ	The full meaning of the acronym ASCON is	Administrative Staff College of Nigeria			
FBQ	Public Administration of a country is influenced by theset up of the country.	Political and constitutional			

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

FBQ	Which type of leadership takes into consideration the welfare of employees before productivity?	Democratic leadership				
FBQ	Which leader is concerned with higher productivity rather than the welfare of his/her employees?	An authoritarian leader				
FBQ	The administrative role of the Queen/King in the parliamentary system of government is	Titular	nominal			
FBQ	The scalar system is essential in administration because of its unity of	command				
FBQ	Aleader is said to be participatory and employee centred	democratic				
FBQ	is "a professional body of officials, permanent, paid and skilled".	civil servant				
FBQ	Public Administration is the science which deals with getting things done in the most efficient way in the sector.	Public				
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	
MCQ	The cultivation of is vital for public officials	brown envelop	high standards of conduct	altitude	nepotism	
MCQ	This is a process of achieving a desired goal in public administration:	management	Organization	human resources	Efficiency	
MCQ	Millet is of the opinion that "Public Administration is an instrument for the exercise of"	Economic Power	political power	Financial Power	Psychological Power	
MCQ	In the words of, "Management is the accomplishing of predetermined objective through the efforts of other people".	Soyinka	Awolowo	Terry	Millet	

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	E
MCQ	The success or failure of public administration depends largely on the	administration	organization	personnel	government	ſ
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	E
MCQ	The administration of an organisation can be internally controlled through management.	structural	personal	personnel	organisation	E
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
MCQ	A is a vested group of industrialist and traders with organized commercial interests.	commercial group	pressure group	Laison group	lobbying group	E
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	
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
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	(
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	(
MCQ	The organisation of public administration is determined by the	legislature	Executive	Civil service commission	Judiciary	(
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
MCQ	The makes the law which determines the organization, functions and procedures of public administration.	ministry	Chief Executive	Civil Service Commission	legislature	

MCQ	This forms the second element of the special minds of government:	the bureaucrat	the chief executive	the civil service	the minister	
MCQ	This forms the first element of the special minds of government:	the civil service	the minister	the people	the public servant	4
MCQ	The Administrative responsibility consists of the sum total of the following except	statutory administrative rules	judicial rules	Precedents	delegation of official actions	
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
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
MCQ	The acronym POSDCORB was coined by	L.D White	W.F. Willoughby	Vincent de Pfinners	Luther Gullick	[
MCQ	The system pyramidically arranges the administrative groups or units in a scale.	sysco	Scale	Scalar	hyrachical	(
MCQ	The occupies a central position in public administration.	Adminstrator	chief executive	public servant	staff	E
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	E
MCQ	Public administrative techniques as well as terminology are borrowed from	commercial administration	economic administration	business administration	financial administration	C
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	4
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
MCQ	A bureaucrat is known as	public servant	civil servant	permanent servant	skilled servant	E
MCQ	The word 'Bureaucracty' was derived from	bureau	beaucrat	beau	bureacrat	A

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
MCQ	What activity is the bane of public administration:	socio-economic	economic	social	political	(
MCQ	In public administration the and are studied in the organisation	efficiency and effectiveness	welfare and management	personnel andefficiency	the governmental organization and relationship of human beings	
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	adminstrative approach	E
MCQ	The coordinating feature in public administration apart from inter-relating various parts of work also aims ateliminating	overlapping and conflict	consensus	centralization	mainstreaming	4
MCQ	According to the integral view, public administration activities include not only managerial and technical but	red-tapism and delegation	organization and management	personel and clerical	manual and clerical.	
MCQ	Staffing in public administration presupposes	line of staff	personnel management	hierachy	staff administration	E
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	С
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	E
MCQ	The activities undertaken by the government to fulfill its desired ends means	administration	delegation	devolution	staff and line	A
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	Е
MCQ	Public administration is essentially	personnel-bound	Economy -bound	culture-bound	centre bound	(
MCQ	The four P's of public administration include the following	Plannning, Policy- making, programmes and projects	Plans, Policies, programmes and projects	Progress, Policies, programmes and projects	People, Policies, programmes and projects	E

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	Developmen	
MCQ	Which aspect of administration is recent:	Political administration	management administration	Development administration	economic administration	
MCQ	A valuable material necessary for the study of public administration is	Personnel	History	People	bureacracy and principles	
MCQ	Law making by the means of administration aligns with	Devolution	Decentralization	Delegated legislation	law and routine	
MCQ	Psychology could not influence public administration because of its capability of discovering immutable laws of	essence and efficience	organization and management	efficiency and coordination	bureacracy and principles	
MCQ	The Ecology of Administration was developed by	Peter Blater	Philip Pfinner	Philip Max	Herbert Simon	
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	
MCQ	To bureaucracy is 'a social structure meant to propel community action into a rationally ordered social action'.	Pfinner's	Max Weber	Peter Blater	Robert Merton	
MCQ	The 'power-relationships' study in administration is linked to	Karl Max	Max Weber	Lenin	Max Kramer	
MCQ	This defined administration as the field of business outside the proper sphere of politics'	Pfinners Jackson	Ralph Wordorf	Basil Davidson	Woodrow Wilson	
MCQ	The book titled 'Principles of Administration' was written by	Charles Barley	Charles Richards	Charles Jean Boning	Charles James	
MCQ	The word CO in the acronym POSDCORB means	Cooperative	cooperating	coordinating	consensus	
MCQ	Public Adminstration deals with the science of getting things done efficiently in the	cooperatives	institutions	Public sector	Private Sector	
MCQ	Bureaucracy is basic to	coo-perative society	human society	Professional society	all of the above	
MCQ	The second basic element between public and private adminstration is the	cooperative element	bureaucratic element	concepts of management	principles of consensus	

MCQ	Public Adminstration is known for its	Structure	Nature	principles	bureaucracy	D
MCQ	This ensures the adjustment and ordering of human relations in the society:	administration	Law	government	service	В
MCQ	The writings of the following authors have significant relevance for public administration studies except	Peter Blaius	Brian Chrines	Robert k. Merton	Monroe Berger	В
MCQ	Administration is organised in a structure to achieve certain objectives	staff-and line	hierarchical	efficient	lower to senior	В
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	С
MCQ	The study of the administrative system of any country is dependent upon its background.	colonial	historical	independence	communal	В
MCQ	According to Pfiffners the following features distinguish administrative from political officers except:	parmanent	non-partisan	temporary	technical	С
MCQ	According to Pfiffners the following features distinquish political from administrative officers except:	Amateur	non-technical	partisan	professional	D
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	В
MCQ	This is the work which the government does to give effect to a law:	delegation	Governance	Administration	Decentralization	В
MCQ	The earliest advocate of public Administration was	Peter Woodrow	Noam Chomsky	Woodrow Wilson	Pfinner's	С
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
MCQ	This is among the classified functions of management according to Millett:	Organizational direction	Work direction	management and leadership	Personnel direction	В
MCQ	The function of management is focused on addressing the peculiar problems of the organization.	first	second	third	fourth	A

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