

**COVENANT UNIVERSITY
NIGERIA**

*TUTORIAL KIT
OMEGA SEMESTER*

**PROGRAMME: POLITICAL
SCIENCE**

COURSE: PAD 121

DISCLAIMER

The contents of this document are intended for practice and leaning purposes at the undergraduate level. The materials are from different sources including the internet and the contributors do not in any way claim authorship or ownership of them. The materials are also not to be used for any commercial purpose.

PAD 121: INTRODUCTION TO PUBLIC ADMINISTRATION

Lecturers: Dr. J. Ibietan and Ms. A. Oyeyemi

QUESTIONS

1. Explain the contributions of Henri Fayol to Management thought.
2. To what extent are Woodrow Wilson and Max Weber relevant to Public Administration?
3. Define centralization and decentralization of authority. Discuss the merits and demerits of decentralization in Public Administration.
4. Write short notes on any two of the following theorists: Abraham Maslow; Douglas McGregor; Rensis Likert; Mary Parker-Follet
5. Outline and discuss the significance of Hawthorne experiments to Human Relations school of thought and administration.
6. Identify the essential differences between public administration and business administration
7. Discuss the features of Max Weber's bureaucratic theory.
8. What are the essential features of public administration?
9. Trace the origin, nature and scope of public administration.
10. Explain the legal basis of public administration in Nigeria.
11. Discuss the role of public bureaucracy in policy making and implementation in Nigeria.
12. How relevant are administrative institutions to public administration in Nigeria.
13. Identify and discuss the approaches to the study of public administration.
14. What are the contributions of Frederick Taylor to Management thought?
15. Explain the significance of Abraham Maslow's theory to public administration.
16. Account for the relevance of Frederick Herzberg and Douglas McGregor theories to public administration.
17. How useful is Chris Argyris theory in public administration?
18. Examine the contributions of Mary Parker-Follet to public administration.
19. Can the systems theory be applied to public administration?
20. To what extent is Likert's principle of supportive relationships relevant to public administration?

MODEL ANSWERS IN ALTERNATE SEQUENCE (ODD NUMBERS)

Question 1

Introduction: Background information on Henri Fayol.

Body: His contributions to Management thought /practice are through the elements of management namely: Technical, Commercial, Financial, Security, Accounting, Managerial and principles of management as follows: Division of work, authority, discipline, unity of command, unity of direction, subordination of individual interest to the general interest, remuneration; scalar chain; order, equity, stability of tenure of personnel, initiative; esprit de corps.

Conclusion; Modern organizations depend on these elements and principles to function effectively.

Question 3

Define Centralisation.

Define Decentralisation

Mention the merits of decentralisation: facilitates planning; creates awareness for flexibility; effective communication; develops management skills, creates friendly relationship; brings decision making closer to subordinates, it is cheaper than centralization.

Mention the demerits of decentralisation: may not necessarily facilitate effective and easy management; could lead to duplication of functions; if the feedback mechanism is deficient, the chief executive may lose control of the organization.

Question 5

Introduction; Elton Mayo and his Harvard colleagues sought to verify the claims of scientific management school of thought on economic principles and man-machine model in work relations. This led them to conduct series of experiments which was famously referred to as the Hawthorne experiments which took place between 1924 and 1932.

Body: Candidates are expected to discuss the following: Effect of Illumination on productivity (1924-27). Relay Assembly Experiment (1928-30). Bank Wiring Observation Room Experiment (1931-32).

Conclusion: The above experiments led to the discovery of the role of group relations in work process, leadership styles and motivation impact on productivity, theories were propounded on motivation and leadership styles among others.