MGT111 Introduction to Public Administration

Important mcqs

Lec 1 - Introduction

1. What is the purpose of an introduction?

- a) To provide the main argument or idea
- b) To summarize the entire work
- c) To engage the audience's attention and provide background information
- d) To conclude the work

Answer: c) To engage the audience's attention and provide background information

2. What is typically included in an introduction?

- a) The conclusion of the work
- b) The main argument or idea
- c) The background information, purpose, and scope of the work
- d) None of the above

Answer: c) The background information, purpose, and scope of the work

3. What is a thesis statement?

- a) A statement that summarizes the entire work
- b) A statement that presents the main argument or idea
- c) A statement that concludes the work
- d) A statement that provides background information

Answer: b) A statement that presents the main argument or idea

4. What is the significance of a well-crafted introduction?

- a) It can captivate the audience and motivate them to read or listen further
- b) It can provide a summary of the entire work
- c) It can conclude the work
- d) None of the above

Answer: a) It can captivate the audience and motivate them to read or listen further

5. Which section of a piece of writing or a speech is the introduction?

- a) The concluding section
- b) The middle section
- c) The opening section
- d) None of the above

Answer: c) The opening section

6. What is the tone of an introduction?

- a) Formal and serious
- b) Casual and lighthearted
- c) Angry and hostile
- d) None of the above

Answer: a) Formal and serious

7. What should be the length of an introduction?

- a) No more than one sentence
- b) No more than one paragraph
- c) No more than one page
- d) There is no specific length requirement

Answer: d) There is no specific length requirement

8. Why is it important to include background information in an introduction?

- a) To provide context for the topic
- b) To avoid engaging the audience's attention
- c) To skip to the main argument or idea
- d) None of the above

Answer: a) To provide context for the topic

9. What is the scope of a work?

- a) The audience's attention
- b) The purpose of the work
- c) The length of the work
- d) The extent of the topic that the work covers

Answer: d) The extent of the topic that the work covers

10. What is the primary goal of an introduction?

- a) To provide a summary of the entire work
- b) To engage the audience's attention and provide background information
- c) To present the conclusion of the work
- d) To entertain the audience

Answer: b) To engage the audience's attention and provide background information

Lec 2 - Evolution of Public Administration

- 1. Which of the following is not considered an ancient civilization that contributed to the evolution of public administration?
 - a. Greek
 - b. Roman
 - c. Chinese
 - d. French

Answer: d. French

- 2. Who is considered the father of scientific management and an early contributor to the evolution of public administration?
 - a. Max Weber
 - b. Frederick Taylor
 - c. Woodrow Wilson
 - d. Herbert Simon

Answer: b. Frederick Taylor

- 3. Which era of public administration focused on the principles of efficiency and productivity?
 - a. Progressive Era
 - b. New Deal Era
 - c. Post-World War II Era
 - d. Digital Era

Answer: a. Progressive Era

- 4. Which of the following is not one of the core principles of the New Public Management movement?
 - a. Decentralization
 - b. Accountability
 - c. Privatization
 - d. Bureaucratization

Answer: d. Bureaucratization

- 5. Which of the following is not one of the key features of the Digital Era of public administration?
 - a. E-government
 - b. Open data
 - c. Social media
 - d. Max Weber's bureaucracy

Answer: d. Max Weber's bureaucracy

- 6. Which of the following is not considered one of the three branches of government according to Montesquieu's theory of separation of powers?
 - a. Legislative

- b. Executive
- c. Judicial
- d. Administrative

Answer: d. Administrative

- 7. Which of the following is not one of the four functions of government according to the classic theory of public administration?
 - a. Planning
 - b. Organizing
 - c. Directing
 - d. Controlling

Answer: c. Directing

- 8. Who is known for advocating for a more humanistic and participatory approach to public administration?
 - a. Max Weber
 - b. Mary Parker Follett
 - c. Frederick Taylor
 - d. Herbert Simon

Answer: b. Mary Parker Follett

- 9. Which of the following is not a factor that influenced the evolution of public administration?
 - a. Political factors
 - b. Economic factors
 - c. Technological factors
 - d. Philosophical factors

Answer: d. Philosophical factors

- 10. Who is considered the founder of the classical theory of public administration?
 - a. Woodrow Wilson
 - b. Max Weber
 - c. Frederick Taylor
 - d. Herbert Simon

Answer: a. Woodrow Wilson

Lec 3 - Classical School of Thoughts – I

1. Who is known as the father of scientific management?

- a. Max Weber
- b. Frederick Taylor
- c. Henri Fayol
- d. Elton Mayo

Answer: b. Frederick Taylor

2. According to the scientific management approach, what is the best way to improve efficiency?

- a. Increasing worker autonomy
- b. Decreasing worker specialization
- c. Standardizing work procedures
- d. Encouraging worker creativity

Answer: c. Standardizing work procedures

3. Which of the following is not one of the principles of management identified by Henri Fayol?

- a. Unity of direction
- b. Scalar chain
- c. Span of control
- d. Unity of command

Answer: c. Span of control

4. The concept of bureaucracy was first introduced by:

- a. Frederick Taylor
- b. Henri Fayol
- c. Max Weber
- d. Elton Mayo

Answer: c. Max Weber

5. According to Max Weber, what is the ideal type of bureaucracy?

- a. A flexible and adaptive organization
- b. A highly centralized and hierarchical organization
- c. A decentralized and participatory organization
- d. A profit-oriented and market-driven organization

Answer: b. A highly centralized and hierarchical organization

6. Who proposed the Administrative Management approach?

- a. Frederick Taylor
- b. Henri Favol
- c. Max Weber
- d. Elton Mayo

Answer: b. Henri Fayol

7. According to the Administrative Management approach, what is the primary function of management?

- a. To increase efficiency through scientific analysis
- b. To coordinate and control activities to achieve organizational goals
- c. To provide a supportive work environment for employees
- d. To facilitate employee participation in decision-making

Answer: b. To coordinate and control activities to achieve organizational goals

- 8. Which of the following is not one of the functions of management identified by Henri Fayol?
 - a. Planning
 - b. Organizing
 - c. Staffing
 - d. Empowering

Answer: d. Empowering

- 9. What is the main criticism of the Classical School of Thoughts?
 - a. It ignores the importance of human motivation and behavior
 - b. It overemphasizes the role of technology in management
 - c. It is too focused on short-term goals and profitability
 - d. It does not provide a clear framework for decision-making

Answer: a. It ignores the importance of human motivation and behavior

- 10. Which of the following is not an example of bureaucracy?
 - a. A government agency
 - b. A hospital
 - c. A university
 - d. A startup company

Answer: d. A startup company

Lec 4 - Classical School of Thoughts – II

1. Which school of thought focused on the human factor in organizations?

- a) Scientific Management
- b) Administrative Management
- c) Classical School of Thoughts II
- d) Behavioral Management

Answer: c) Classical School of Thoughts - II

2. Who is considered the founder of the Neoclassical School of Thoughts?

- a) Frederick Taylor
- b) Henri Fayol
- c) Max Weber
- d) Elton Mayo

Answer: d) Elton Mayo

3. What is the concept of informal organization introduced by the Neoclassical School of Thoughts?

- a) An organization that does not follow any formal structure
- b) An organization that is highly bureaucratic
- c) An organization that is highly specialized
- d) An organization that exists alongside the formal organization and influences behavior

Answer: d) An organization that exists alongside the formal organization and influences behavior

4. Who emphasized the importance of communication and leadership in achieving organizational goals?

- a) Frederick Taylor
- b) Henri Fayol
- c) Max Weber
- d) Elton Mayo

Answer: d) Elton Mayo

5. What is the main focus of the Neoclassical School of Thoughts?

- a) Scientific analysis of work procedures
- b) Standardization of work tasks
- c) Human behavior and motivation
- d) Coordination and control

Answer: c) Human behavior and motivation

6. What is the main criticism of the Classical School of Thoughts by the Neoclassical School of Thoughts?

- a) Being too rigid and bureaucratic
- b) Ignoring the importance of individual behavior and motivation
- c) Overemphasis on informal organization
- d) Lack of attention to financial incentives

Answer: b) Ignoring the importance of individual behavior and motivation

7. Who developed the concept of bureaucracy?

- a) Frederick Taylor
- b) Henri Fayol
- c) Max Weber

d) Elton Mayo

Answer: c) Max Weber

- 8. Which school of thought emphasized the need for a highly formalized and hierarchical organization structure?
 - a) Scientific Management
 - b) Administrative Management
 - c) Classical School of Thoughts II
 - d) Behavioral Management

Answer: a) Scientific Management

- 9. Who developed a set of 14 principles of management?
 - a) Frederick Taylor
 - b) Henri Fayol
 - c) Max Weber
 - d) Elton Mayo

Answer: b) Henri Fayol

- 10. Which school of thought emphasized the importance of coordination and control in achieving organizational goals?
 - a) Scientific Management
 - b) Administrative Management
 - c) Classical School of Thoughts II
 - d) Behavioral Management

Answer: b) Administrative Management

Lec 5 - Human Relations Schools

1. What is the Human Relations School of thought?

- A) Emphasizes efficiency and standardization in organizations
- B) Focuses on individual behavior and motivation in organizations
- C) Emphasizes bureaucratic rules in organizations
- D) Focuses on the technical aspects of organizations

Answer: B

2. Who is considered the founder of the Human Relations School of thought?

- A) Max Weber
- B) Frederick Taylor
- C) Elton Mayo
- D) Henri Fayol

Answer: C

3. What is the Hawthorne effect?

- A) The impact of social and personal relationships on individual behavior and motivation in the workplace
- B) The potential for bureaucracy to become too rigid and bureaucratic rules to impede organizational performance
- C) The impact of lighting on employee productivity
- D) The impact of financial incentives on employee motivation

Answer: A

4. What is the informal organization?

- A) The official hierarchy and structure of an organization
- B) The social and personal relationships between individuals within an organization
- C) The rules and procedures that govern an organization
- D) The physical layout of an organization

Answer: B

5. What is the role of effective communication in the Human Relations School of thought?

- A) To ensure efficiency and standardization in organizations
- B) To motivate employees with financial incentives
- C) To build strong personal relationships within the organization
- D) To ensure that all individuals within an organization are aware of the organization's goals and objectives

Answer: D

6. What is the role of effective leadership in the Human Relations School of thought?

- A) To enforce bureaucratic rules and procedures
- B) To motivate employees with financial incentives
- C) To direct individuals towards achieving organizational goals
- D) To ensure efficiency and standardization in organizations

Answer: C

7. What is the focus of the Human Relations School of thought in terms of organizational performance?

- A) Technical aspects of organizations
- B) Efficiency and standardization in organizations
- C) Social and psychological factors in organizations

D) Bureaucratic rules and procedures in organizations

Answer: C

8. Which approach to management theory emphasizes individual behavior and motivation in the workplace?

- A) Classical School of thought
- B) Neoclassical School of thought
- C) Human Relations School of thought
- D) Contingency School of thought

Answer: C

- 9. Who developed the concept of bureaucracy?
 - A) Elton Mayo
 - B) Max Weber
 - C) Henri Fayol
 - D) Frederick Taylor

Answer: B

- 10. What is the importance of understanding the informal organization in the Human Relations School of thought?
 - A) It ensures efficient and standardized performance in organizations
 - B) It provides a clear hierarchy and structure in organizations
 - C) It highlights the impact of social and personal relationships on organizational performance
 - D) It ensures adherence to bureaucratic rules and procedures in organizations

Answer: C

Lec 6 - Power And Politics

1. What is power in an organizational context?

- A) The ability to influence others
- B) The authority to make decisions
- C) The ability to control resources
- D) All of the above

Answer: D) All of the above

2. Which of the following is NOT a source of power?

- A) Expertise
- B) Charisma
- C) Gender
- D) Legitimacy

Answer: C) Gender

3. Which type of power is based on the ability to reward or punish others?

- A) Coercive power
- B) Legitimate power
- C) Reward power
- D) Referent power

Answer: C) Reward power

4. What is the difference between power and authority?

- A) Authority is derived from one's position, while power is based on personal attributes
- B) Power is derived from one's position, while authority is based on personal attributes
- C) There is no difference between power and authority
- D) Both are derived from personal attributes

Answer: A) Authority is derived from one's position, while power is based on personal attributes

5. Which of the following is a political tactic used in organizations?

- A) Negotiation
- B) Collaboration
- C) Sabotage
- D) Teamwork

Answer: C) Sabotage

6. Which type of power is based on the admiration and respect of others?

- A) Coercive power
- B) Legitimate power
- C) Reward power
- D) Referent power

Answer: D) Referent power

7. Which type of power is based on knowledge and expertise?

- A) Coercive power
- B) Legitimate power
- C) Reward power
- D) Expert power

Answer: D) Expert power

8. What is the difference between a formal and informal leader?

- A) Formal leaders are appointed, while informal leaders emerge naturally
- B) Formal leaders are more powerful than informal leaders
- C) There is no difference between formal and informal leaders
- D) Informal leaders are appointed, while formal leaders emerge naturally

Answer: A) Formal leaders are appointed, while informal leaders emerge naturally

9. Which type of power is based on the ability to control information?

- A) Coercive power
- B) Legitimate power
- C) Reward power
- D) Information power

Answer: D) Information power

10. What is the difference between power and influence?

- A) Power is the ability to control others, while influence is the ability to persuade others
- B) There is no difference between power and influence
- C) Influence is the ability to control others, while power is the ability to persuade others
- D) Power and influence are the same thing

Answer: A) Power is the ability to control others, while influence is the ability to persuade others.

Lec 7 - History of Public Administration – I

- 1. Which ancient civilization had a sophisticated system of administration?
 - a) Egypt
 - b) Greece
 - c) Rome
 - d) China

Answer: d) China

- 2. The term "bureaucracy" was coined by which French philosopher?
 - a) Jean-Jacques Rousseau
 - b) Montesquieu
 - c) Voltaire
 - d) Max Weber

Answer: d) Max Weber

- 3. Who is considered the father of Indian Public Administration?
 - a) Kautilya
 - b) Mahatma Gandhi
 - c) Jawaharlal Nehru
 - d) Rabindranath Tagore

Answer: a) Kautilya

- 4. Which ancient Greek city-state is associated with the concept of democracy?
 - a) Sparta
 - b) Athens
 - c) Corinth
 - d) Thebes

Answer: b) Athens

- 5. Which Roman emperor introduced a vast administrative system that included a civil service?
 - a) Julius Caesar
 - b) Augustus
 - c) Nero
 - d) Constantine

Answer: b) Augustus

- 6. The feudal system of administration emerged during which period in Europe?
 - a) Renaissance
 - b) Middle Ages
 - c) Enlightenment
 - d) Industrial Revolution

Answer: b) Middle Ages

- 7. Who wrote the book "The Prince," which outlined the principles of effective governance during the Renaissance period?
 - a) Machiavelli
 - b) Hobbes
 - c) Locke
 - d) Rousseau

Answer: a) Machiavelli

- 8. Which Chinese philosopher emphasized the importance of a well-ordered society and the rule of law?
 - a) Confucius
 - b) Laozi
 - c) Sun Tzu
 - d) Mencius

Answer: a) Confucius

- 9. Which ancient Indian text provides insights into the principles of governance and administration?
 - a) Ramayana
 - b) Mahabharata
 - c) Arthashastra
 - d) Vedas

Answer: c) Arthashastra

- 10. Who is considered the father of modern public administration in Europe?
 - a) Max Weber
 - b) Woodrow Wilson
 - c) Frederick Taylor
 - d) Henri Fayol

Answer: b) Woodrow Wilson

Lec 8 - History of Public Administration – II

- 1. What was the major focus of New Public Management (NPM)?
 - a) Decentralization and delegation of power
 - b) Professionalization of bureaucracy
 - c) Emphasis on public service values
 - d) Social equity and justice

Answer: a) Decentralization and delegation of power

- 2. The development of electronic governance is also known as:
 - a) E-governance
 - b) I-governance
 - c) Digital governance
 - d) Virtual governance

Answer: a) E-governance

- 3. Which of the following is not a challenge of globalization for public administration?
 - a) Managing diversity and cultural differences
 - b) Ensuring accountability and transparency
 - c) Balancing regional and national interests
 - d) Reducing interdependence among nations

Answer: d) Reducing interdependence among nations

- 4. Which approach focuses on citizens' participation and involvement in public decisionmaking?
 - a) Performance-based management
 - b) Collaborative governance
 - c) Public-private partnership
 - d) Scientific management

Answer: b) Collaborative governance

- 5. What is the primary goal of outcome-based performance management?
 - a) Achieving organizational objectives
 - b) Enhancing employee motivation
 - c) Ensuring public accountability
 - d) Maintaining ethical standards

Answer: a) Achieving organizational objectives

- 6. Which model of public administration emphasizes citizen participation and democratic governance?
 - a) New Public Management
 - b) Public Choice Model
 - c) Participatory Model
 - d) Scientific Management

Answer: c) Participatory Model

- 7. The development of social media has led to which of the following?
 - a) Greater privacy concerns
 - b) Reduced citizen engagement
 - c) Decreased access to information
 - d) Increased transparency and accountability

Answer: d) Increased transparency and accountability

- 8. Which of the following is a criticism of public-private partnerships?
 - a) Lack of accountability and transparency
 - b) Reduced efficiency and effectiveness
 - c) Decreased innovation and flexibility
 - d) Increased government control over private sector

Answer: a) Lack of accountability and transparency

- 9. Which approach to public management emphasizes collaboration, learning, and continuous improvement?
 - a) Traditional model
 - b) Rational model
 - c) Systems model
 - d) Learning model

Answer: d) Learning model

- 10. Which of the following is not a characteristic of the new public service model?
 - a) Focus on professionalism and expertise
 - b) Emphasis on results and outcomes
 - c) Recognition of the importance of political leadership
 - d) Emphasis on public service values

Answer: c) Recognition of the importance of political leadership

Lec 9 - Civil Service

- 1. What is the primary objective of civil service?
 - A) Promote political agenda
 - B) Promote merit-based hiring and promotion
 - C) Promote corruption
 - D) None of the above

Answer: B) Promote merit-based hiring and promotion

- 2. Civil servants are:
 - A) Elected officials
 - B) Political appointees
 - C) Non-political, permanent employees
 - D) None of the above

Answer: C) Non-political, permanent employees

- 3. The civil service system is intended to promote:
 - A) Professionalism
 - B) Impartiality
 - C) Accountability
 - D) All of the above

Answer: D) All of the above

- 4. Which of the following is a merit-based system of recruitment?
 - A) Nepotism
 - B) Cronyism
 - C) Patronage
 - D) Competitive examination

Answer: D) Competitive examination

- 5. Which of the following is an advantage of the civil service system?
 - A) Promotes corruption
 - B) Promotes political interference
 - C) Promotes impartiality and accountability
 - D) None of the above

Answer: C) Promotes impartiality and accountability

- 6. In which country did the concept of civil service originate?
 - A) China
 - B) India
 - C) United Kingdom
 - D) United States

Answer: A) China

- 7. The Pendleton Civil Service Reform Act was passed in:
 - A) 1877
 - B) 1883
 - C) 1890
 - D) 1901

Answer: B) 1883

- 8. The concept of "spoils system" is associated with which US president?
 - A) Andrew Jackson
 - B) Abraham Lincoln
 - C) Thomas Jefferson
 - D) George Washington

Answer: A) Andrew Jackson

- 9. Which of the following is not a principle of civil service?
 - A) Professionalism
 - B) Impartiality
 - C) Accountability
 - D) Partisanship

Answer: D) Partisanship

- 10. Which organization is responsible for overseeing the civil service in the United States?
 - A) Office of Personnel Management
 - B) Department of Defense
 - C) Environmental Protection Agency
 - D) Department of Education

Answer: A) Office of Personnel Management

Lec 10 - Civil Service Reforms

- 1. Which country was the first to introduce the civil service system?
 - A) China
 - B) France
 - C) England
 - D) United States

Answer: A) China

- 2. Who among the following is known for his contribution to the merit system in civil service?
 - A) Woodrow Wilson
 - B) Max Weber
 - C) Frederick Taylor
 - D) Adam Smith

Answer: A) Woodrow Wilson

- 3. Which of the following is not one of the principles of the Pendleton Act?
 - A) Merit system
 - B) Competitive examinations
 - C) Patronage
 - D) Prohibition of political activity by civil servants

Answer: C) Patronage

- 4. Which of the following acts led to the creation of the modern civil service system in the United States?
 - A) Hatch Act
 - B) Pendleton Act
 - C) Taft-Hartley Act
 - D) Wagner Act

Answer: B) Pendleton Act

- 5. The New Public Management model emphasizes on:
 - A) Hierarchical structure
 - B) Bureaucratic control
 - C) Customer satisfaction
 - D) Centralized decision making

Answer: C) Customer satisfaction

- 6. Which of the following is a characteristic of the reinventing government movement?
 - A) Centralization of power
 - B) Emphasis on rules and procedures
 - C) Decentralization of power
 - D) Emphasis on hierarchy

Answer: C) Decentralization of power

- 7. Who among the following is considered to be the founder of the scientific management movement?
 - A) Max Weber
 - B) Woodrow Wilson
 - C) Frederick Taylor
 - D) Chester Barnard

Answer: C) Frederick Taylor

8. The Civil Service Reform Act of 1978:

- A) Established the Office of Personnel Management
- B) Created the Senior Executive Service
- C) Established the Merit Systems Protection Board
- D) All of the above

Answer: D) All of the above

9. Which of the following is not a feature of the contemporary civil service system?

- A) Political neutrality
- B) Merit system
- C) Job security
- D) Political patronage

Answer: D) Political patronage

10. Which of the following is a criticism of the New Public Management model?

- A) Emphasis on results over process
- B) Lack of accountability
- C) Lack of customer satisfaction
- D) Emphasis on rules and procedures

Answer: B) Lack of accountability

Lec 11 - 1973 Constitution of Pakistan

- 1. When was the 1973 Constitution of Pakistan adopted?
 - a) April 12, 1973
 - b) August 14, 1947
 - c) March 23, 1956
 - d) December 16, 1971

Solution: a) April 12, 1973

- 2. What is the name of the previous constitution that was replaced by the 1973 Constitution?
 - a) Constitution of 1956
 - b) Constitution of 1962
 - c) Both a and b
 - d) None of the above

Solution: c) Both a and b

- 3. Which principles is the 1973 Constitution based on?
 - a) Democracy
 - b) Federalism
 - c) Islamic socialism
 - d) All of the above

Solution: d) All of the above

- 4. What is the form of government defined by the 1973 Constitution?
 - a) Federal parliamentary republic
 - b) Absolute monarchy
 - c) Military dictatorship
 - d) Presidential republic

Solution: a) Federal parliamentary republic

- 5. Who is the head of state under the 1973 Constitution?
 - a) Prime Minister
 - b) President
 - c) Chief Justice
 - d) None of the above

Solution: b) President

- 6. Who is the head of government under the 1973 Constitution?
 - a) President
 - b) Prime Minister
 - c) Chief Justice
 - d) None of the above

Solution: b) Prime Minister

- 7. Which article of the 1973 Constitution guarantees fundamental rights to all citizens?
 - a) Article 14
 - b) Article 19
 - c) Article 25
 - d) Article 32

Solution: b) Article 19

- 8. What is the state religion recognized by the 1973 Constitution?
 - a) Christianity
 - b) Hinduism
 - c) Islam
 - d) None of the above

Solution: c) Islam

- 9. Which article of the 1973 Constitution ensures religious freedom for minorities?
 - a) Article 20
 - b) Article 25
 - c) Article 30
 - d) Article 36

Solution: b) Article 25

- 10. Which document is the 1973 Constitution of Pakistan?
 - a) The first constitution of the country
 - b) The second constitution of the country
 - c) The third constitution of the country
 - d) The fourth constitution of the country

Solution: c) The third constitution of the country

Lec 12 - Structure of Government

- 1. What is the main function of the legislative branch of government?
 - a) Enforce laws
 - b) Interpret laws
 - c) Create laws
 - d) Execute laws

Answer: c) Create laws

- 2. Who is the head of the executive branch of government in a parliamentary system?
 - a) President
 - b) Prime Minister
 - c) Speaker of the House
 - d) Chief Justice

Answer: b) Prime Minister

- 3. Which branch of government is responsible for interpreting laws?
 - a) Legislative
 - b) Executive
 - c) Judicial
 - d) Administrative

Answer: c) Judicial

- 4. In a federal system of government, power is divided between which two levels?
 - a) National and international
 - b) International and local
 - c) National and local
 - d) Local and municipal

Answer: c) National and local

- 5. Which of the following is not a characteristic of a presidential system of government?
 - a) Separation of powers
 - b) Fixed terms of office
 - c) Direct election of the executive
 - d) Strong role of the legislature

Answer: d) Strong role of the legislature

- 6. Which branch of government is responsible for implementing laws?
 - a) Legislative
 - b) Executive
 - c) Judicial
 - d) Administrative

Answer: b) Executive

- 7. Which branch of government is responsible for approving treaties and appointments?
 - a) Legislative
 - b) Executive
 - c) Judicial
 - d) Administrative

Answer: a) Legislative

- 8. Which of the following is not a principle of a democratic system of government?
 - a) Rule of law
 - b) Separation of powers
 - c) Majority rule
 - d) One-party system

Answer: d) One-party system

- 9. Which type of government is characterized by a single party holding all political power?
 - a) Democracy
 - b) Monarchy
 - c) Dictatorship
 - d) Anarchy

Answer: c) Dictatorship

- 10. What is the purpose of the administrative branch of government?
 - a) Create laws
 - b) Implement laws
 - c) Interpret laws
 - d) Enforce laws

Answer: b) Implement laws

Lec 13 - Public and Private Administration

- 1. Which of the following is a key difference between public and private administration?
 - a) Accountability
 - b) Organizational structure
 - c) Management principles
 - d) All of the above

Answer: a) Accountability

- 2. Public administration is primarily responsible for:
 - a) Generating profit
 - b) Providing services for the common good
 - c) Serving shareholders
 - d) All of the above

Answer: b) Providing services for the common good

- 3. Private administration is primarily accountable to:
 - a) The public
 - b) Shareholders
 - c) Government agencies
 - d) None of the above

Answer: b) Shareholders

- 4. Public administration is typically associated with:
 - a) Government agencies
 - b) Private corporations
 - c) Non-profit organizations
 - d) All of the above

Answer: a) Government agencies

- 5. Private administration is primarily focused on:
 - a) Providing services to the public
 - b) Generating revenue and profit
 - c) Promoting social welfare
 - d) All of the above

Answer: b) Generating revenue and profit

- 6. Public administration is accountable to:
 - a) Shareholders
 - b) Government agencies
 - c) The public
 - d) None of the above

Answer: c) The public

7. Private administration is primarily responsible for:

- a) Serving the public interest
- b) Maximizing shareholder wealth
- c) Providing public goods and services
- d) All of the above

Answer: b) Maximizing shareholder wealth

8. The organizational structure of public administration is typically:

- a) Hierarchical and centralized
- b) Decentralized and flexible
- c) Flat and non-hierarchical
- d) None of the above

Answer: a) Hierarchical and centralized

9. The organizational structure of private administration is typically:

- a) Hierarchical and centralized
- b) Decentralized and flexible
- c) Flat and non-hierarchical
- d) None of the above

Answer: b) Decentralized and flexible

10. Which of the following is a common goal of both public and private administration?

- a) Maximizing profit
- b) Providing services
- c) Promoting social welfare
- d) None of the above

Answer: b) Providing services

Lec 14 - Organization

- 1. Which of the following is a characteristic of a well-organized workplace?
 - a. Lack of communication among employees
 - b. Chaotic and cluttered work environment
 - c. Clear job roles and responsibilities
 - d. Undefined goals and objectives

Answer: c. Clear job roles and responsibilities

- 2. Which of the following is not a type of organizational structure?
 - a. Hierarchical
 - b. Matrix
 - c. Flat
 - d. Random

Answer: d. Random

- 3. What is the process of dividing work into smaller, more manageable tasks called?
 - a. Delegation
 - b. Coordination
 - c. Planning
 - d. Division of labor

Answer: d. Division of labor

- 4. What is the term for the formal system of authority, communication, and roles within an organization?
 - a. Hierarchy
 - b. Network
 - c. Matrix
 - d. Structure

Answer: a. Hierarchy

- 5. Which of the following is not a factor that affects organizational structure?
 - a. Size of the organization
 - b. Industry in which the organization operates
 - c. Employee personality types
 - d. Organizational culture

Answer: c. Employee personality types

- 6. What is the term for the process of assigning tasks and responsibilities to subordinates?
 - a. Delegation
 - b. Coordination
 - c. Planning
 - d. Division of labor

Answer: a. Delegation

7. What is the term for the flow of information within an organization?

- a. Communication
- b. Coordination
- c. Delegation
- d. Planning

Answer: a. Communication

8. Which of the following is a disadvantage of a hierarchical organizational structure?

- a. Lack of clarity in job roles and responsibilities
- b. Slow decision-making processes
- c. High levels of employee autonomy
- d. Undefined reporting relationships

Answer: b. Slow decision-making processes

9. Which of the following is a benefit of a flat organizational structure?

- a. Clear reporting relationships
- b. Quick decision-making processes
- c. High levels of employee autonomy
- d. Hierarchical reporting relationships

Answer: c. High levels of employee autonomy

10. What is the term for the process of bringing people together to achieve a common goal?

- a. Coordination
- b. Communication
- c. Delegation
- d. Planning

Answer: a. Coordination

Lec 15 - Departmentalization

- 1. What is departmentalization?
 - a) Grouping activities and resources into separate departments
 - b) Division of labor
 - c) Delegation of authority
 - d) None of the above

Answer: a

- 2. Which of the following is not a basis for departmentalization?
 - a) Product
 - b) Customer
 - c) Technology
 - d) Salary

Answer: d

- 3. Departmentalization based on geography is also known as:
 - a) Product departmentalization
 - b) Customer departmentalization
 - c) Geographical departmentalization
 - d) Functional departmentalization

Answer: c

- 4. Which of the following is a disadvantage of departmentalization?
 - a) Improved coordination
 - b) Efficient allocation of resources
 - c) Creates barriers between departments
 - d) None of the above

Answer: c

- 5. Departmentalization based on functions is commonly used in:
 - a) Manufacturing companies
 - b) Service companies
 - c) Retail companies
 - d) None of the above

Answer: a

- 6. Which of the following is an advantage of departmentalization based on customers?
 - a) Customized products and services
 - b) Efficient use of resources
 - c) Improved communication
 - d) None of the above

Answer: a

7. Which of the following is an example of departmentalization based on products?

- a) Finance department
- b) Human resources department
- c) Marketing department
- d) Product development department

Answer: d

8. Which of the following is a disadvantage of departmentalization based on geography?

- a) Increases communication and coordination
- b) Increases costs due to duplication of resources
- c) Facilitates customization of products and services
- d) None of the above

Answer: b

9. Which of the following is an advantage of departmentalization based on technology?

- a) Improved coordination and communication
- b) Efficient use of resources
- c) Encourages innovation and specialization
- d) None of the above

Answer: c

10. Which of the following is an example of departmentalization based on customers?

- a) Sales department
- b) Research and development department
- c) Legal department
- d) Production department

Answer: a

Lec 16 - Power and Authority

- 1. Which of the following refers to the legitimate right to exercise power?
 - a) Power
 - b) Authority
 - c) Control
 - d) Influence

Answer: b) Authority

- 2. Which of the following is a source of power?
 - a) Knowledge
 - b) Legitimacy
 - c) Charisma
 - d) All of the above

Answer: d) All of the above

- 3. Which of the following is an example of authority?
 - a) A manager who has the legal right to make decisions for the organization
 - b) A wealthy person who uses their money to influence others
 - c) A charismatic leader who inspires followers
 - d) A strong-arm enforcer who uses force to make others comply

Answer: a) A manager who has the legal right to make decisions for the organization

- 4. Which type of power is derived from one's position in the organization?
 - a) Legitimate power
 - b) Expert power
 - c) Referent power
 - d) Coercive power

Answer: a) Legitimate power

- 5. Which of the following types of power is based on fear?
 - a) Expert power
 - b) Coercive power
 - c) Referent power
 - d) Legitimate power

Answer: b) Coercive power

- 6. Which of the following types of power is based on admiration or respect?
 - a) Expert power
 - b) Coercive power
 - c) Referent power
 - d) Legitimate power

Answer: c) Referent power

- 7. Which of the following types of power is based on specialized knowledge or skills?
 - a) Expert power
 - b) Coercive power
 - c) Referent power
 - d) Legitimate power

Answer: a) Expert power

8. Which of the following is an example of power?

- a) A parent asking their child to clean their room
- b) A teacher grading a student's paper
- c) A police officer using force to arrest a suspect
- d) All of the above

Answer: d) All of the above

9. Which of the following can impact the functioning and performance of organizations?

- a) The use of power and authority
- b) The size of the organization
- c) The location of the organization
- d) The age of the organization

Answer: a) The use of power and authority

10. Which of the following is an example of a coercive power tactic?

- a) Persuasion
- b) Collaboration
- c) Threats
- d) Consultation

Answer: c) Threats

Lec 17 - Delegation of Authority

1. What is delegation of authority?

- a) Giving tasks to subordinates
- b) Transferring decision-making power to subordinates
- c) Providing resources to subordinates
- d) All of the above

Answer: b

2. Which of the following is NOT a benefit of delegation of authority?

- a) Increased efficiency
- b) Reduced workload
- c) Decreased employee growth and development
- d) Improved decision making

Answer: c

3. What is the first step in effective delegation of authority?

- a) Assigning tasks
- b) Providing resources
- c) Granting decision-making power
- d) Identifying tasks to delegate

Answer: d

4. Which of the following is a characteristic of effective delegation of authority?

- a) Micromanaging subordinates
- b) Avoiding communication with subordinates
- c) Granting decision-making power
- d) Ignoring subordinates' opinions

Answer: c

5. Which of the following is an example of delegation of authority?

- a) A manager makes all decisions for their department
- b) A manager assigns tasks and grants decision-making power to their team
- c) A manager assigns tasks but does not provide resources or decision-making power
- d) A manager delegates tasks and resources but not decision-making power

Answer: b

6. What is the role of a manager in delegation of authority?

- a) To micromanage subordinates
- b) To make all decisions for their department
- c) To identify tasks to delegate and provide resources and decision-making power to subordinates
- d) To avoid communication with subordinates

Answer: c

7. Which of the following is a benefit of delegation of authority for subordinates?

- a) Increased workload
- b) Decreased autonomy
- c) Opportunities for growth and development
- d) Limited decision-making power

Answer: c

8. Which of the following is a disadvantage of delegation of authority?

- a) Decreased efficiency
- b) Increased workload
- c) Limited opportunities for employee growth and development
- d) Reduced decision-making power for managers

Answer: a

9. Which of the following is a key factor in effective delegation of authority?

- a) Providing limited resources to subordinates
- b) Granting decision-making power to subordinates without training or support
- c) Establishing clear expectations and guidelines for subordinates
- d) Micromanaging subordinates

Answer: c

10. Which of the following is an example of effective delegation of authority?

- a) A manager assigns a task to a subordinate but does not provide necessary resources or decision-making power
- b) A manager assigns a task and provides necessary resources and decision-making power, but does not establish clear expectations or guidelines
- c) A manager assigns a task, provides necessary resources and decision-making power, and establishes clear expectations and guidelines
- d) A manager makes all decisions for their department without involving subordinates

 Answer: c

Lec 18 - Planning – I

1. What is the first step in the planning process?

- a) Identifying alternatives
- b) Setting objectives
- c) Evaluating alternatives
- d) Implementing plans

Answer: b) Setting objectives

2. Which type of plan specifies the details of how to achieve specific objectives?

- a) Strategic plan
- b) Tactical plan
- c) Operational plan
- d) Contingency plan

Answer: c) Operational plan

3. Which of the following is not a step in the planning process?

- a) Evaluating alternatives
- b) Communicating plans
- c) Monitoring and controlling
- d) Hiring employees

Answer: d) Hiring employees

4. What is the main purpose of contingency planning?

- a) To provide guidance on day-to-day operations
- b) To identify potential risks and develop responses
- c) To outline long-term strategic goals
- d) To establish financial targets for the organization

Answer: b) To identify potential risks and develop responses

5. Which of the following is an example of a strategic objective?

- a) Increase sales by 10% in the next quarter
- b) Launch a new product line in the next year
- c) Reduce employee turnover by 20%
- d) Improve customer service response time

Answer: b) Launch a new product line in the next year

6. Which type of plan outlines the actions to be taken in a specific, unplanned situation?

- a) Strategic plan
- b) Tactical plan
- c) Operational plan
- d) Contingency plan

Answer: d) Contingency plan

7. Which step in the planning process involves comparing the costs and benefits of each alternative?

- a) Setting objectives
- b) Identifying alternatives
- c) Evaluating alternatives
- d) Implementing plans

Answer: c) Evaluating alternatives

- 8. Which type of plan is typically the shortest in duration?
 - a) Strategic plan
 - b) Tactical plan
 - c) Operational plan
 - d) Contingency plan

Answer: d) Contingency plan

- 9. Which step in the planning process involves assigning responsibility for implementing the plan?
 - a) Setting objectives
 - b) Identifying alternatives
 - c) Evaluating alternatives
 - d) Implementing plans

Answer: d) Implementing plans

- 10. Which type of plan outlines the organization's long-term goals and strategies?
 - a) Strategic plan
 - b) Tactical plan
 - c) Operational plan
 - d) Contingency plan

Answer: a) Strategic plan

Lec 19 - Planning – II

1. What is the second stage of the planning process?

- A. Developing goals and objectives
- B. Implementation and monitoring
- C. Evaluating results
- D. Gathering information

Answer: B. Implementation and monitoring

2. What is the purpose of planning - II?

- A. Developing strategies
- B. Assigning tasks and responsibilities
- C. Monitoring and evaluating plans
- D. Gathering information

Answer: C. Monitoring and evaluating plans

3. Which of the following is not an essential factor in planning - II?

- A. Effective communication
- B. Coordination
- C. Control
- D. Timely completion

Answer: C. Control

4. What is the role of monitoring and evaluation in planning - II?

- A. To identify necessary adjustments and changes
- B. To gather information
- C. To develop strategies
- D. To assign tasks and responsibilities

Answer: A. To identify necessary adjustments and changes

5. Which of the following is not an example of effective communication in planning - II?

- A. Providing clear instructions
- B. Setting unrealistic goals
- C. Encouraging feedback
- D. Providing regular updates

Answer: B. Setting unrealistic goals

6. What is the importance of coordination in planning - II?

- A. To ensure timely completion
- B. To avoid duplication of effort
- C. To ensure effective communication
- D. To gather information

Answer: B. To avoid duplication of effort

7. What is the role of timelines in planning - II?

- A. To assign tasks and responsibilities
- B. To ensure timely completion
- C. To develop strategies
- D. To evaluate results

Answer: B. To ensure timely completion

8. Which of the following is not an example of effective monitoring and evaluation in planning - II?

- A. Regularly reviewing progress
- B. Gathering feedback from stakeholders
- C. Ignoring results
- D. Making necessary adjustments

Answer: C. Ignoring results

9. What is the importance of assigning tasks and responsibilities in planning - II?

- A. To ensure effective communication
- B. To avoid duplication of effort
- C. To gather information
- D. To identify necessary adjustments and changes

Answer: A. To ensure effective communication

10. Which of the following is not an example of effective implementation in planning - II?

- A. Following the established timeline
- B. Assigning tasks and responsibilities
- C. Ignoring feedback from stakeholders
- D. Regularly monitoring progress

Answer: C. Ignoring feedback from stakeholders

Lec 20 - Planning Commission and Planning Development

- 1. Which of the following is the primary role of the Planning Commission?
 - a) Implementing government policies
 - b) Developing plans for growth and development
 - c) Allocating resources for public projects
 - d) Regulating economic activities

Answer: b) Developing plans for growth and development

- 2. What is the primary focus of land use planning?
 - a) Protecting the environment
 - b) Promoting economic growth
 - c) Ensuring social development
 - d) Efficient use of resources

Answer: d) Efficient use of resources

3. Which of the following is an example of infrastructure development?

nal facilities

- c) Establishing a public transportation system
- d) All of the above

Answer: c) Establishing a public transportation system

- 4. What is the role of private businesses in planning and development?
 - a) Providing financial resources
 - b) Offering expertise and technology
 - c) Creating job opportunities
 - d) All of the above

Answer: d) All of the above

- 5. Which of the following is an important consideration in environmental protection in planning and development?
 - a) Conservation of natural resources
 - b) Preservation of cultural heritage
 - c) Promotion of economic growth
 - d) None of the above

Answer: a) Conservation of natural resources

- 6. What is the goal of inclusive planning and development?
 - a) To involve all stakeholders in decision-making
 - b) To promote economic growth
 - c) To allocate resources more efficiently
 - d) To regulate development activities

Answer: a) To involve all stakeholders in decision-making

7. What is the role of the Planning Commission in implementing government policies?

- a) Primary responsibility
- b) Supporting role
- c) Advisory role
- d) No role

Answer: c) Advisory role

8. Which of the following is an example of social development in planning and development?

- a) Promoting gender equality
- b) Developing infrastructure
- c) Encouraging entrepreneurship
- d) All of the above

Answer: a) Promoting gender equality

9. What is the importance of public participation in planning and development?

- a) It ensures transparency and accountability
- b) It promotes community engagement
- c) It helps identify local needs and priorities
- d) All of the above

Answer: d) All of the above

10. Which of the following is an example of sustainable development in planning and development?

- a) Encouraging energy-efficient buildings
- b) Developing high-rise buildings
- c) Promoting car-centric transportation
- d) None of the above

Answer: a) Encouraging energy-efficient buildings

Lec 21 - Decision Making

1. What is decision making?

- a) The process of making informed choices
- b) The process of following orders
- c) The process of delegating tasks
- d) The process of ignoring problems

Answer: a) The process of making informed choices

2. Which of the following is not a step in the decision-making process?

- a) Identifying the problem
- b) Gathering information
- c) Avoiding risks
- d) Evaluating alternatives

Answer: c) Avoiding risks

3. What is the role of intuition in decision making?

- a) It is the only factor that should be considered
- b) It should be used as the primary factor in decision making
- c) It should be balanced with logic and analysis
- d) It is not important in decision making

Answer: c) It should be balanced with logic and analysis

4. Which of the following is an example of a programmed decision?

- a) Deciding which university to attend
- b) Deciding what to have for dinner
- c) Deciding how to respond to a customer complaint
- d) Deciding whether to invest in a new product line

Answer: c) Deciding how to respond to a customer complaint

5. What is the difference between a non-programmed and programmed decision?

- a) A non-programmed decision is a routine decision while a programmed decision is a unique decision
- b) A non-programmed decision is a unique decision while a programmed decision is a routine decision
- c) A non-programmed decision involves a lot of analysis while a programmed decision is made without analysis
- d) There is no difference between the two

Answer: b) A non-programmed decision is a unique decision while a programmed decision is a routine decision

6. What is the purpose of brainstorming in the decision-making process?

- a) To identify and generate multiple alternatives
- b) To evaluate and select the best alternative
- c) To avoid making decisions

d) To follow a predetermined decision-making process

Answer: a) To identify and generate multiple alternatives

7. What is the difference between an individual and group decision-making process?

- a) Individual decision making is more effective than group decision making
- b) Group decision making is more effective than individual decision making
- c) Individual decision making is faster than group decision making
- d) There is no difference between the two

Answer: b) Group decision making is more effective than individual decision making

8. What is the purpose of a decision-making model?

- a) To provide a framework for decision making
- b) To ensure that decisions are always made by the same person
- c) To avoid making decisions
- d) To eliminate risks and uncertainties

Answer: a) To provide a framework for decision making

9. What is the role of ethics in decision making?

- a) Ethics should never be considered in decision making
- b) Ethics should always be the primary factor in decision making
- c) Ethics should be balanced with other factors in decision making
- d) Ethics are only important in personal decisions, not in business decisions

Answer: c) Ethics should be balanced with other factors in decision making

10. Which of the following is an example of a decision-making bias?

- a) Groupthink
- b) Brainstorming
- c) Cost-benefit analysis
- d) SWOT analysis

Answer: a) Groupthink

Lec 22 - Human Resource Management (HRM)

1. What is the primary goal of HRM?

- A) To maximize profits
- B) To optimize the productivity and effectiveness of the workforce
- C) To minimize employee turnover
- D) To create a hierarchical organizational structure

Answer: B) To optimize the productivity and effectiveness of the workforce

2. Which of the following is not a function of HRM?

- A) Recruitment and selection
- B) Training and development
- C) Financial management
- D) Performance appraisal

Answer: C) Financial management

- 3. What is the process of identifying and developing employees for future leadership roles called?
 - A) Recruitment
 - B) Succession planning
 - C) Performance management
 - D) Training and development

Answer: B) Succession planning

- 4. Which type of compensation includes base pay, incentives, and benefits?
 - A) Performance-based compensation
 - B) Variable compensation
 - C) Total compensation
 - D) Salary compensation

Answer: C) Total compensation

- 5. What is the process of formally evaluating employee performance against established goals and objectives?
 - A) Recruitment
 - B) Performance appraisal
 - C) Training and development
 - D) Succession planning

Answer: B) Performance appraisal

- 6. What is the process of determining the relative worth of different jobs within an organization?
 - A) Performance management
 - B) Job analysis
 - C) Job evaluation
 - D) Job design

Answer: C) Job evaluation

- 7. Which of the following laws regulates workplace health and safety in the United States?
 - A) Fair Labor Standards Act
 - B) Americans with Disabilities Act
 - C) Family and Medical Leave Act
 - D) Occupational Safety and Health Act

Answer: D) Occupational Safety and Health Act

- 8. What is the process of assisting employees to transition out of an organization called?
 - A) Recruitment
 - B) Termination
 - C) Separation
 - D) Retirement

Answer: C) Separation

- 9. Which of the following is not a benefit of effective HRM?
 - A) Increased employee morale
 - B) Reduced employee turnover
 - C) Increased organizational productivity
 - D) Reduced legal compliance

Answer: D) Reduced legal compliance

- 10. Which type of training is conducted for current employees to enhance their knowledge and skills?
 - A) Onboarding
 - B) Orientation
 - C) Developmental training
 - D) Compliance training

Answer: C) Developmental training