

RRDS GOVT. DEGREE COLLEGE

BHIMAVARAM-534202, WEST GODAVARI DISTRICT, ANDHRA PRADESH

RRDS GOVT. DEGREE COLLEGE, BHIMAVARAM, W.G.Dt, A.P

(Affiliated to Adkavi Nannayya University, Rajamahendravaram)

Estd:1972

☎ 08816-223458

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AISHE:C-24023

📧 gdcbbhimavaram.jkc@gmail.com

Department of Public Administration

2022-2023

Certificate Programme

Title of the Programme: Introduction to the
Public Administration

Duration : 30 hrs

No of Students Enrolled : 34

Starting Date: 23.01.2023

Ending Date: 02.03.2023

Faculty /Resource Persons: P.Amulya Rao

Lecturer in Public Administration

RRDS Govt. Degree College

Bhimavaram



VK J. Prabhua
PRINCIPAL

R.R.D.S. Govt. Degree College
BHIMAVARAM-534 202

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DEPARTMENT of Public Administration

2022-2023

Certificate Programme on "Introduction to Public Administration"

Curriculum

SYLLABUS

UNIT-I: Introduction to Public Administration as a Discipline:

Meaning, nature, scope, Dimensions and significance of the discipline and its relations with political science, management, law and economics, public and private administration, evolution of public administration, minnowbrook conferences.

UNIT-II: Organization and its Principles :

Organization, meaning, basis and forms of organisation, Principles of organization: hierarchy, unit of command, span of control, coordination, authority, and responsibility, supervision and control, centralization, decentralization and delegation.

UNIT-III: Chief Executive:

Meaning, Types, Functions and role: line, staff and auxiliary agencies,

Administrative Behaviour: Decision Making, Communication, Leadership-types and Functions.

Learning Outcomes: After successful completion of this course, the students will be able to;

- Awareness about the evolution and growth of the discipline of public administration .
- Learning of basic principles and approaches of public administration.
- Theoretical clarity of basic concepts and dynamics (both ecological and others) relating to public organisations.

SCHEDULE

Duration –One Hour per Day (4 to 5 pm)	SYLLABUS TO BE COVERED
Day 1	Introduction to Public Administration as a Discipline
Day 2	Meaning ,
Day 3	nature,scope,
Day 4	Dimensions and significance of the discipline
Day 5	its relations with political science,
Day 6	management,
Day 7	law and economics,
Day 8	public and private administration
Day 9	evolution of public administration,
Day 10	minnowbrook conferences.
Day 11	Organization and its Principles
Day 12	meaning
Day 13	basis and forms of organisation
Day 14	Principles of organization
Day 15	hierarchy
Day 16	unit of command
Day 17	span of control,
Day 18	coordination
Day 19	authority,and responsibility,
Day 20	,super vision and control,
Day 21	centralization,
Day 22	decentralization and delegation.
Day 23	Chief Executive: Meaning
Day 24	,Types,
Day 25	Functiona and role:
Day 26	line,staff and auxiliary agencies,
	Administrative Behaviour:
Day 27	Decision Making,
Day 28	Communication,
Day 29	Leadership
Day 30	,-types and Functions.

Methodology followed

1.Lecture method 2. Interactive Sessions 3. Participative Learning



Not Padma

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CERTIFICATE PROGRAMME

Name of the Programme : Introduction to Public Administration

Assessment Procedure

This certification program consists of a 30-hour curriculum based on a learner-centered methodology. A formative assessment is given at the end of each class. After completing the course, a 60-minute test will be conducted according to the following procedure and graded according to the results.

Nature of Questions	Number of Questions	Marks Allotted	Total Marks
Objective Questions	30	1 mark each	30

Grade A Above 80% of Marks

Grade B+ 70% to 80%

Grade B 60% to 70%

Grade C 50% to 60%

Qualifying Grade - C



VK. [Signature]
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DEPARTMENT OF Public Administration

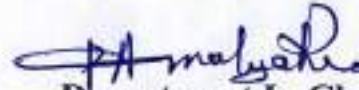
02.03.2022

Resolution for Conducting Certificate Course


It is resolved by the faculty of Department of Public Administration to conduct Certificate Course titled 'Introduction to Public Administration' for the academic year 2022-23. In this regard it is also resolved to seek permission and cooperation from the Principal, RRDS Government Degree College to conduct the course for 30 hours of duration.

P. Amulya rao

Faculty Members


Department In Charge




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To

The In charge

Department of Public Administration

RRDS Govt. Degree College

Bhimavaram

Sub: Conduct of Certificate Programme for the Academic Year 2022-23

- Permission accorded

As the certificate courses help in value addition and enhance the knowledge and skills of the students, permission is accorded to Department of Public Administration to conduct Certificate Course titled "Introduction to Public Administration" as per the convenient schedule.



V. K. Prabhava
Principal

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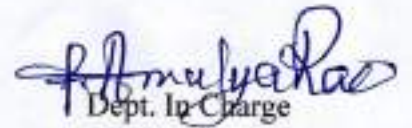
DEPARTMENT OF PUBLIC ADMINISTRATION

Notice

All the students are hereby informed that the Department of Public Administration is going to conduct the following certificate programme for the academic year 2022-23

Introduction to Public Administration


The certificate programs will enhance the knowledge and abilities in addition to your academics. Hence we inform the students to register for the certificate courses on or before 21.01.2023 at Public Administration Department.


Dept. In Charge


Circulated to

I BA 

I BSc 

II BA 

III BA 

IBCOM 

II BCOM 

III BCOM 

Circulated to Faculty members

RRDS GOVERNMENT DEGREE COLLEGE, BHIMAVARAM

Department of Public Administration

2022-2023

Certificate Programme in Introduction to Public Administration

Started From 23.01.2023 to 2.03.2023

Students Enrolled

S.NO	Name of the student	University Registered no.	Class & Group	Signature
1	P. Anulya	203128200016	III BCOM(CA)	P. Anulya
2	P. Ajay Kumar	203128200017	III BCOM(CA)	P. Ajay Kumar
3	A. Vedavalli	203128200002	III BCOM(CA)	A. Vedavalli
4	N. Vimala Vasantha	203128200014	III BCOM(CA)	N. Vasantha
5	G. Durga Bhavani	203128200008	III BCOM(CA)	G. Durga Bhavani
6	N. Rahul Chanti	203128200013	III BCOM(CA)	N. Rahul Chanti
7	B. Venkata Sailatha	203128200004	III BCOM(CA)	B. V. Sailatha
8	A. Ravi Teja	213127110012	II BZC	A. Ravi Teja
9	K. Vijay	2223126203001	III BA	K. Vijay
10	M. Gayathri	223128200011	IBCOM(CA)	M. Gayathri
11	P. Jyothi	223128200017	IBCOM(CA)	P. Jyothi
12	B. Nissi Kumar	223128200003	IBCOM(CA)	B. Nissi Kumar
13	G. Durga	223128200007	IBCOM(CA)	G. Durga
14	M. Sobha Rani	223128200012	IBCOM(CA)	M. Sobha Rani
15	F. L. Siva Maheswaran	223128200018	IBCOM(CA)	F. L. Siva Maheswaran
16	M. Swathi	223128200013	IBCOM(CA)	M. Swathi
17	P. Aadithya	223127102005	IMP(C)	P. Aadithya
18	B. Kalyana Siva	223128100001	IBCOM(G)	B. Kalyana Siva
19	N. Sowmya	223127102008	IMP(C)	N. Sowmya
20	R. Mohana Krishna	223128200016	IBCOM(CA)	R. Mohana Krishna
21	A. Ganesh Kumar	213127102001	IMP(C)	A. Ganesh Kumar
22	K. Revanth	223127102006	IMP(C)	K. Revanth
23	S. Siva Naga Mounika	203128200014	IBCOM(CA)	S. Siva Naga Mounika
24	P. Sabitha	213127102010	IMP(C)	P. Sabitha
25	K. Senthil Mahalingam	202200150873	TBA	K. Senthil Mahalingam
26	Y. Nani	202200150877	TBA	Y. Nani
27	N. Sri Sai	202200250003	TBA	N. Sri Sai
28	G. Mohana Krishna	202200250009	TBA	G. Mohana Krishna
29	K. Jyana Sai Ram	202101243549	TBA	K. Jyana Sai Ram
30	T. Bala Krishna	202101547791	TBA	T. Bala Krishna
31	Ch. Nagamma	202101619094	TBA	Ch. Nagamma
32	T. Danigelu	202101619880	TBA	T. Danigelu
33	G. Malliswari	202101619523	TBA	G. Malliswari
34	P. Sri Aswini	203126203014	TBA	P. Sri Aswini



V. S. D. S.
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S.No.	Regd. No.	Name of the Student	class	Day-1		Day-2		Day-3		Day-4		Day-5	
				Date	Attend-ence	Date	Attend-ence	Date	Attend-ence	Date	Attend-ence	Date	Attend-ence
1.	203128200016	P. Amulya.	III B.com		P		P		P		P		P
2.	203128200017	P. Ajay kumar	III B.com		P		P		P		P		P
3.	203128200002	A. Nedavalli	III B.com		P		P		P		P		P
4.	203128200014	N. Vimala vasantha	III B.com		P		P		P		P		P
5.	203128200008	G. Durga Bhavani	III B.com		P		P		P		P		P
6.	203128200013	N. Rahul Chanti	III B.com		P		P		P		P		P
7.	203128200004	B. Venkata Sai Latha.	III B.com		P		P		P		P		P
8.	213127110012	A. Ravi Teja	II B.ZC		P		P		P		P		P
9.	: 213126203001	K. Vijay.	III B.A		P		P		P		P		P
10.	2231282000011	M. Gayathri	IB.com.		P		P		P		P		P
11.	223128200017	P. Jyothi	IB.com.		P		P		P		P		P
12.	223128200003	B. Nissi kumar	IB.com		P		P		P		P		P
13.	223128200007	G. Durga.	IB.com		P		P		P		P		P
14.	223128200012	M. Sobha Rani	IB.com		P		P		P		P		P
15.	223128200018	T.L. Sivampageswar	IB.com		P		P		P		P		P
16.	223128200013	M. Swathi	IB.com		P		P		P		P		P

17.	223127102005	P. Adithya	IMPCS.		P		P		P		P		P
18.	223128100001	B. Kalyana Siva	IB.com(G)		P		P		P		P		P
19.	223127102008	U. Sowmya.	IMPCS.		P		P		P		P		P
20.	223128200016	P. Mohan krisha	IB.com.		P		P		P		P		P
21.	223127102001	A. Ganesh kumar.	IMPCS.		P		P		P		P		P
22.	223127102006	K. Revanth.	IMPCS.		P		P		P		P		P
23.	213128200014	S.S.N. Mounika	IB.com.		P		P		P		P		P
24.	213127102010	P. Sabitha.	IMPCS.		P		P		P		P		P
25.	202200150873	K. Seetha Maha Lakshmi	IBA.		P		P		P		P		P
26.	202200150877	Y. Nani	IBA.		P		P		P		P		P
27.	202200250003	N. Sri Sai	IBA.		P		P		P		P		P
28.	202200250009	G. Mohan Krishna	IBA.		P		P		P		P		P
29.	202101243549	K. Jnana Sai Ram.	IBA.		P		P		P		P		P
30.	202101547791	T. Bala Krishna.	IBA.		P		P		P		P		P
31.	202101619094	Ch. Nagamma.	IBA.		P		P		P		P		P
32.	20210619882	T. Daniyelu.	IBA.		P		P		P		P		P
33.	20210619523	G. Malleswari	IBA.		P		P		P		P		P
34.	203126203014	P. Sri Aswini	IBA.		P		P		P		P		P

	Day - 6	Day - 7	Day - 8	Day - 9	Day - 10	Day - 11	Day - 12	Day - 13	Day - 14	Day - 15
Date	1-02-2023-24	2-2-2023-24	3-2-2023-24	6-02-2023-24	7-02-2023-24	9-02-2023-24	10-02-2023-24	13-2-2023-24	15-02-2023-24	15-02-2023-24
Atten	V V V V V V V V V V V V V V V V	V V V V V V V V V V V V V V V V	V V V V V V V V V V V V V V V V	V V V V V V V V V V V V V V V V	V V V V V V V V V V V V V V V V	V V V V V V V V V V V V V V V V	V V V V V V V V V V V V V V V V	V V V V V V V V V V V V V V V V	V V V V V V V V V V V V V V V V	V V V V V V V V V V V V V V V V
	Economics and its Relation	Public Admin. & Private Admin.	Evolution of Public Administration	Mind Map Conferece	Growth and Trends in P.A.D	Nes Public Administration	NPM, Nes Public Management	Globalization and Public Administration	Roadmap shift from Govt to Governance	Organizational map

Day - 16	Date	16-2-2022	attending	Measuring Basics and Forms of Organization	
Day - 17	Date	17-2-2023-24	attending	Principles of Organization	
	attending				
Day - 18	Date	18-2-2023-24	attending	Unity of command	
	attending				
Day - 19	Date	19-2-2023-24	attending	span of control	
	attending				
Day - 20	Date	20-2-2023-24	attending	co-ordination	
	attending				
Day - 21	Date	21-2-2023-24	attending	Authority and Responsibility	
	attending				
Day - 22	Date	22-2-2023-24	attending	supervision and control	
	attending				
Day - 23	Date	23-2-2023-24	attending	centralization	
	attending				
Day - 24	Date	24-2-2023-24	attending	decentralization	
	attending				
Day - 24	Date	25-2-2023-24	attending	Delegation	
	attending				

Vijayabhadra

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Day-25	25-2-2023-24	Chief Executive	✓	✓	✓	✓	✓	✓	✓
day-26	27-2-2023-24	Meeting Types & Extent	✓	✓	✓	✓	✓	✓	✓
day 27	28-2-2023-24	Functions and Role	✓	✓	✓	✓	✓	✓	✓
day-28	1-3-2023-24	Line & Staff	✓	✓	✓	✓	✓	✓	✓
day 29	2-3-2023-24	Administrative Services & Housekeeping	✓	✓	✓	✓	✓	✓	✓
day 30	3-3-2023-24	Decision Making & Types & Functions	✓	✓	✓	✓	✓	✓	✓

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Department of Public Administration

**Summative Assessment at the end of the Certificate Programme For the
Academic Year - 2022-23**

Name of the Programme : Introduction to Public Administration

Max.Marks : 30

Time : 2 hrs

Section – A

15 Marks

- 1: What is the primary focus of public administration as a discipline? ()
- a) Studying political ideologies
 - b) Analyzing economic systems
 - c) Managing public resources and implementing public policies
 - d) Exploring artistic and cultural expressions
- 2: Which of the following is NOT a characteristic of public administration? ()
- a) Concerned with the implementation of government policies
 - b) Involves decision-making only at the political level
 - c) Works within a framework of public interest
 - d) Deals with the management of public resources
- 3: Which of the following is NOT a characteristic of public administration? ()
- a) Concerned with the implementation of government policies
 - b) Involves decision-making only at the political level
 - c) Works within a framework of public interest
 - d) Deals with the management of public resources
- 4: Which early scholar is often referred to as the "father of public administration" due to his work on administrative management principles? ()

a) Karl Marx b) Max Weber c) Adam Smith d) John Locke

5: Which administrative approach emphasizes the efficient structuring of organizations and focuses on hierarchy, division of labor, and clear lines of authority? ()

- a) Humanistic approach
- b) Bureaucratic approach
- c) Psychological approach
- d) Philosophical approach

6: Public administration is a multidisciplinary field that draws insights from various subjects such as: ()

- a) Only political science
- b) Only economics
- c) Only philosophy
- d) Political science, economics, law, sociology, and psychology

7: Which type of accountability is concerned with the obligation of public administrators to explain and justify their actions to elected officials? ()

- a) Horizontal accountability
- b) Legal accountability
- c) Administrative accountability
- d) Political accountability

8: The concept of "New Public Management" (NPM) emphasizes: ()

- a) The complete removal of government intervention in public affairs
- b) Strengthening traditional bureaucratic structures
- c) Applying private sector management principles to the public sector
- d) Focusing solely on theoretical aspects of public administration

9: Which of the following best describes the role of public administration in a democracy? ()

- a) Imposing authoritarian control
- b) Implementing policies without public input
- c) Facilitating the functioning of democratic governance
- d) Disregarding citizens' rights and opinions

10: Which of the following is a challenge often faced by public administration in modern times? ()

- a) Lack of technological advancement
- b) Decreased need for transparency and accountability

- c) Managing complex and diverse public interests
- d) Isolation from political processes

11: Who is typically considered the Chief Executive in a government system? ()

- a) Chief Financial Officer
- b) Chief Information Officer
- c) The head of the executive branch (e.g., President, Prime Minister)
- d) The head of the legislative branch

12: What is the primary responsibility of a Chief Executive in an organization or government? ()

- a) Managing the organization's finances
- b) Enforcing laws and regulations
- c) Crafting legislation
- d) Leading the organization and making strategic decisions

13: In a corporate context, who holds the position of the Chief Executive Officer (CEO)? ()

- a) The chairman of the board
- b) The head of the sales department
- c) The majority shareholder
- d) The top executive responsible for overall management and decision-making

14: Which role involves the Chief Executive as a representative of the organization or government in diplomatic and public relations matters? ()

- a) Chief Financial Officer
- b) Chief Information Officer
- c) Chief Diplomatic Officer
- d) Chief Public Relations Officer

15: The Chief Executive's accountability to various stakeholders is an essential aspect of their role. Who are these stakeholders? ()

- a) Only the employees of the organization
- b) Only the board of directors
- c) A broader range of individuals and groups including employees, shareholders, customers, and the public
- d) Only the Chief Financial Officer

Section – B

15 Marks

16: What is the primary function of a Chief Executive in the context of crisis management? ()

a) Blaming others for the crisis b) Ignoring the crisis until it resolves itself c) Taking responsibility, making decisions, and coordinating efforts to address the crisis d) Leaving the organization during times of crisis

17: In a parliamentary system, who is often considered the Chief Executive? ()

a) The President b) The Vice President c) The Speaker of the House d) The Prime Minister

18: What does the term "commander-in-chief" refer to in relation to a Chief Executive? ()

a) The Chief Executive's responsibility for overseeing the organization's financial operations b) The Chief Executive's role in overseeing marketing and sales c) The Chief Executive's authority over the military forces d) The Chief Executive's responsibility for internal administration only

19: What is the significance of the "power of appointment" for a Chief Executive? ()

a) It allows the Chief Executive to unilaterally change the organization's mission and vision b) It grants the Chief Executive the authority to hire and appoint key officials within the organization or government c) It enables the Chief Executive to dissolve the legislative body d) It provides the Chief Executive with unlimited veto power

20: How is a Chief Executive's term of office typically determined? ()

a) It is fixed at a certain number of years regardless of circumstances b) It is determined by the Chief Information Officer c) It is determined by the Chief Financial Officer d) It can vary depending on the organization or government, with some having fixed terms and others allowing reelection or reappointment

21: Which of the following agencies directly contributes to the organization's core functions and is involved in the primary activities of production and service delivery? ()

a) Line agency b) Staff agency c) Auxiliary agency d) Communication agency

22: Staff agencies are responsible for: ()

a) Directly delivering products or services to customers b) Providing advice, support, and specialized services to line agencies c) Creating advertising campaigns for the organization d) Developing strategies for cost reduction

23: An example of an auxiliary agency would be: ()

a) The finance department b) The marketing department c) A temporary project team d) The manufacturing division

24: Which step in the decision-making process involves evaluating the potential consequences of each alternative? ()

a) Identifying the problem b) Generating alternatives c) Selecting the best alternative d) Implementing the decision

25: What type of communication involves the exchange of information and messages between individuals at the same hierarchical level? ()

a) Downward communication b) Upward communication c) Horizontal communication d) Diagonal communication

26: Transformational leadership focuses on: ()

a) Maintaining the status quo and stability b) Using rewards and punishments to motivate employees c) Inspiring and motivating employees through a compelling vision d) Relying solely on formal authority for control

27: A democratic leadership style involves: ()

a) Making decisions unilaterally and without consulting employees b) Providing strict instructions and closely monitoring tasks c) Involving employees in decision-making and considering their input d) Assigning tasks without explaining the rationale

28: A laissez-faire leadership style is characterized by: ()

a) High levels of control and micromanagement b) Allowing employees to work independently with minimal guidance c) Directing and supervising every aspect of employees' work d) Using rewards to motivate employees

29: The grapevine in an organization refers to: ()

a) A formal communication channel with a clear hierarchy b) A communication system used in agricultural industries c) Informal and unofficial communication networks among employees d) The official communication flow from top management

30: The term "span of control" refers to: ()

a) The number of people a manager directly supervises b) The time it takes to implement a decision c) The range of communication methods used in an organization d) The number of auxiliary agencies within an organization

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Department of Public Administration

**Summative Assessment at the end of the Certificate Programme For the
Academic Year - 2022-23**

Name of the Programme : Introduction to Public Administration

Max.Marks : 30

Time : 2 hrs

Section – A

15 Marks

1: What is the primary focus of public administration as a discipline? (c) ✓

- a) Studying political ideologies
- b) Analyzing economic systems
- c) Managing public resources and implementing public policies
- d) Exploring artistic and cultural expressions

2: Which of the following is NOT a characteristic of public administration? (d) ✓

- a) Concerned with the implementation of government policies
- b) Involves decision-making only at the political level
- c) Works within a framework of public interest
- d) Deals with the management of public resources

3: Which of the following is NOT a characteristic of public administration? (d) ✓

- a) Concerned with the implementation of government policies
- b) Involves decision-making only at the political level
- c) Works within a framework of public interest
- d) Deals with the management of public resources

4: Which early scholar is often referred to as the "father of public administration" due to his work on administrative management principles? (d) ✓

a) Karl Marx b) Max Weber c) Adam Smith d) John Locke

5: Which administrative approach emphasizes the efficient structuring of organizations and focuses on hierarchy, division of labor, and clear lines of authority? (b) ✓

- a) Humanistic approach
- b) Bureaucratic approach
- c) Psychological approach
- d) Philosophical approach

6: Public administration is a multidisciplinary field that draws insights from various subjects such as: (d) ✓

- a) Only political science
- b) Only economics
- c) Only philosophy
- d) Political science, economics, law, sociology, and psychology

7: Which type of accountability is concerned with the obligation of public administrators to explain and justify their actions to elected officials? (b) ✓

- a) Horizontal accountability
- b) Legal accountability
- c) Administrative accountability
- d) Political accountability

8: The concept of "New Public Management" (NPM) emphasizes: (a) ✓

- a) The complete removal of government intervention in public affairs
- b) Strengthening traditional bureaucratic structures
- c) Applying private sector management principles to the public sector
- d) Focusing solely on theoretical aspects of public administration

9: Which of the following best describes the role of public administration in a democracy? (b) ✓

- a) Imposing authoritarian control
- b) Implementing policies without public input
- c) Facilitating the functioning of democratic governance
- d) Disregarding citizens' rights and opinions

10: Which of the following is a challenge often faced by public administration in modern times? (b) ✓

- a) Lack of technological advancement
- b) Decreased need for transparency and accountability

c) Managing complex and diverse public interests

d) Isolation from political processes

11: Who is typically considered the Chief Executive in a government system?

(d) ✓

a) Chief Financial Officer

b) Chief Information Officer

c) The head of the executive branch (e.g., President, Prime Minister)

d) The head of the legislative branch

12: What is the primary responsibility of a Chief Executive in an organization or government?

(b) ✓

a) Managing the organization's finances

b) Enforcing laws and regulations

c) Crafting legislation

d) Leading the organization and making strategic decisions

13: In a corporate context, who holds the position of the Chief Executive Officer (CEO)?

(d) ✓

a) The chairman of the board

b) The head of the sales department

c) The majority shareholder

d) The top executive responsible for overall management and decision-making

14: Which role involves the Chief Executive as a representative of the organization or government in diplomatic and public relations matters?

(c) ✓

a) Chief Financial Officer

b) Chief Information Officer

c) Chief Diplomatic Officer

d) Chief Public Relations Officer

15: The Chief Executive's accountability to various stakeholders is an essential aspect of their role. Who are these stakeholders?

(c) ✓

a) Only the employees of the organization

b) Only the board of directors

c) A broader range of individuals and groups including employees, shareholders, customers, and the public

d) Only the Chief Financial Officer

Section – B

15 Marks

16: What is the primary function of a Chief Executive in the context of crisis management?

(c) ✓

a) Blaming others for the crisis b) Ignoring the crisis until it resolves itself c) Taking responsibility, making decisions, and coordinating efforts to address the crisis d) Leaving the organization during times of crisis

17: In a parliamentary system, who is often considered the Chief Executive?

(d) ✓

a) The President b) The Vice President c) The Speaker of the House d) The Prime Minister

18: What does the term "commander-in-chief" refer to in relation to a Chief Executive? (c) ✓

a) The Chief Executive's responsibility for overseeing the organization's financial operations b) The Chief Executive's role in overseeing marketing and sales c) The Chief Executive's authority over the military forces d) The Chief Executive's responsibility for internal administration only

19: What is the significance of the "power of appointment" for a Chief Executive? (b) ✓

a) It allows the Chief Executive to unilaterally change the organization's mission and vision b) It grants the Chief Executive the authority to hire and appoint key officials within the organization or government c) It enables the Chief Executive to dissolve the legislative body d) It provides the Chief Executive with unlimited veto power

20: How is a Chief Executive's term of office typically determined? (a) ✓

a) It is fixed at a certain number of years regardless of circumstances b) It is determined by the Chief Information Officer c) It is determined by the Chief Financial Officer d) It can vary depending on the organization or government, with some having fixed terms and others allowing reelection or reappointment

21: Which of the following agencies directly contributes to the organization's core functions and is involved in the primary activities of production and service delivery? (a) ✓

a) Line agency b) Staff agency c) Auxiliary agency d) Communication agency

22: Staff agencies are responsible for: (b) ✓

a) Directly delivering products or services to customers b) Providing advice, support, and specialized services to line agencies c) Creating advertising campaigns for the organization d) Developing strategies for cost reduction

23: An example of an auxiliary agency would be: (d) ✓

a) The finance department b) The marketing department c) A temporary project team d) The manufacturing division

24: Which step in the decision-making process involves evaluating the potential consequences of each alternative? (b) ✓

a) Identifying the problem b) Generating alternatives c) Selecting the best alternative d) Implementing the decision

25: What type of communication involves the exchange of information and messages between individuals at the same hierarchical level? (c) ✓

a) Downward communication b) Upward communication c) Horizontal communication d) Diagonal communication

26: Transformational leadership focuses on: (b) ✓

a) Maintaining the status quo and stability b) Using rewards and punishments to motivate employees c) Inspiring and motivating employees through a compelling vision d) Relying solely on formal authority for control

27: A democratic leadership style involves: (b) ✓

a) Making decisions unilaterally and without consulting employees b) Providing strict instructions and closely monitoring tasks c) Involving employees in decision-making and considering their input d) Assigning tasks without explaining the rationale

28: A laissez-faire leadership style is characterized by: (c) ✓

a) High levels of control and micromanagement b) Allowing employees to work independently with minimal guidance c) Directing and supervising every aspect of employees' work d) Using rewards to motivate employees

29: The grapevine in an organization refers to: (d) ✓

a) A formal communication channel with a clear hierarchy b) A communication system used in agricultural industries c) Informal and unofficial communication networks among employees d) The official communication flow from top management

30: The term "span of control" refers to: (a) ✓

a) The number of people a manager directly supervises b) The time it takes to implement a decision c) The range of communication methods used in an organization d) The number of auxiliary agencies within an organization



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