



BOWEN UNIVERSITY, IWO
College of Management and Social Sciences
Industrial Relations & Personnel Management Programme
First Semester 2021/2022 Examination

Level	: 100
Course Title	: Elements of Administration
Course Code	: IRP 107
Instruction	: Answer Question One & Any Other Three Questions
Time Allowed	: 2 Hours
Date	: 12 th March, 2022

- 1 (a) Define Administration. State and explain five (5) elements of Administration. (15 Marks)
(b) State five (5) importance of Administration to an organisation. (10 Marks)
2. Define Public Administration. Mention and explain any four (4) importance of Public Administration. (15 Marks)
3. Mention any six (6) differences and four (4) similarities between Public and Private Administration. (15 Marks)
4. State and explain the various functions of Public Administration. (15 Marks)
5. Mention and explain the four (4) classifications of Typologies of Public Administration. (15 Marks)
6. What is Bureaucracy? State and explain the characteristics of Bureaucracy according to Max Weber. (15 Marks)