

DEPARTMENT OF PUBLIC ADMINISTRATION
NATIONAL OPEN UNIVERSITY OF NIGERIA
2023_2 EXAMINATIONS_

COURSE CODE :PAD 330

COURSE TITLE: WORKSHOP IN PUBLIC ADMINISTRATION

CREDIT UNIT : 3CREDITS

INSTRUCTION : 1. Indicate your Matriculation Number clearly.

2. Attempt question one(1) and any other three (3) questions.

Four questions in all.

3. Question one (1) is compulsory and carries 25 marks, while the other questions carry 15marks each

4. Present your points in coherent and orderly manner.

TIME ALLOWED : 3HRS

Question One: A. Explain the meaning of an index and its purpose. (12.5 Marks). B) List the five types of card index you know and explain two. (12.5 Marks) =25 Marks

Question Two: Define Misconduct and how do you address misconduct? (15 Marks)

Question Three: What are those things to consider while arranging an office furniture and equipment? (15 Marks)

Question Four: Write out these abbreviations in full. (15 Marks)

4:1. A.b.c

li. E.T.C

Perm

lii . a/c

iv. F & P.A

V. P.S

Vi. A.f.c

Vii. f.f.a

Viii. Pp (or pp)

Messrs Abubakar, Onome, Busari and Akpan are friends and directors of Pan African Technologies Limited (PAT Ltd). Onome, Busari and Akpan decided to ditch and sever all business relations with Abubakar. PAT Ltd is a reputable services supplier to MTN, Glo and Airtel. This is because PAT has performed creditably in all contracts it entered with any of the network providers. Usually, one or more of the directors would negotiate the contract with any of the network providers. PAT recently negotiated the deployment of payment services with MTN. However, when it was time to sign off the contract, the trio of Onome, Busari and Akpan took the contract in their own names and not in the name of PAT Ltd.

On the above facts, Abubakar has consulted with the following posers:

- (a) Is there anything wrong with the action of friends? (4 marks)
- (b) The friends had executed the contract and got payment. Is it late for Abubakar to take any action against the friends? (3 marks)
- (c) What are the powers of directors under Companies and Allied Matters Act? (8 marks)

QUESTION 4

Discuss the differences, if any, between partnership and sole proprietorship as forms of business organisation capable of being established in Nigeria. (15 marks)

QUESTION 5

According to Professor R.C. Clark (1986), "The most general formulation of corporate law's attempted solution to the problem of managerial accountability is the fiduciary duty of loyalty... The overwhelming majority of particular rules, doctrines, and cases in corporate law are simply an explication of this duty or of the institutional arrangements involved in implementing it. The history of corporate law is largely the history of the development of operational content for the duty of loyalty."

Identify and discuss the content of the fiduciary duty of directors under Companies and Allied Matters Act. (15 marks)

QUESTION 5

Discuss exhaustively the statutorily permitted grounds capable of convincing and drawing the Court to give effect to an application seeking the winding up of a registered company. (15 marks)