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**NATIONAL OPEN UNIVERSITY OF NIGERIA**

**14-16 AHMADU BELLO WAY, VICTORIA ISLAND LAGOS**

**SCHOOL OF EDUCATION**

**MAY/JUNE 2012 EXAMINATION**

**EDU613: PRINCIPLES OF EDUCATIONAL MANAGEMENT AND SUPERVISION (2 CU)**

**TIME ALLOWED: 2Hours**

**INSTRUCTION(S): Answer Question 1 and any other 3**

1(a) Administration could be conceived as an art and as a science. Do you agree? **(14 marks)**

(b) With the present economic situation in Nigeria, what can you do as a school principal to address the challenges of school plant maintenance in your school? **(10 marks)**

2(a) What are the duties of a community to the school to ensure smooth running of the school activities? **(14marks)**

(b) Do you think it is necessary to keep students records? Justify your position. **(10marks)**

3(a) Give 5 reasons why budgeting is indispensable in the administration of a school. **(15 marks)**

 (b) Enumerate 6 characteristics shared by formal organisations. (**9 marks**)

 4. Write short notes on 6 out of the following. **(24 marks)**

 (i) Formal organization

 (ii) Task oriented leadership

 (iii) Contigency leadership

 (iv) Recognition inspection

 (v) Follow-up inspection

 (vi) The Log book

 (vii) Teachers lesson note