



NATIONAL OPEN UNIVERSITY OF NIGERIA
University Village, Plot 91, Cadastral Zone Nnamdi Azikiwe Express Way, Jabi- Abuja
Faculty of Education

2019_2 Examinations

PROGRAMME: B.ED
COURSE CODE: EDU 412
COURSE TITLE: PRINCIPLES OF EDUCATIONAL MANAGEMENT
CREDITS: 2
TIME ALLOWED: 2 HOURS
INSTRUCTION: Answer Question No. One (1) and any other two (2) questions

- 1a. Distinguish between management and educational administration (6 marks)
 - b. Discuss four (4) principles of an organization for achieving effectiveness (8 marks)
 - c. Draw the organogram of the state ministry of education (4 marks)
 - d. With examples, differentiate between statutory and non-statutory records in the school system. (6 marks)
 - e) Explain six (6) purposes of supervision of instruction (6 marks)
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- 2a. Analyze four (4) types of leadership styles in education and discuss two of them in detail. (8 marks)
 - b. Explain three (3) guidelines necessary for constructing a school time-table (6 marks)
 - c. Discuss three (3) importance spaces necessary on the school site for effective activities of teaching and learning (6 marks)
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- 3a. Discuss four (4) importance of a school budget in the Nigerian Educational system (8 marks)
 - b. Explain three (3) challenges confronting the school heads in preparing a workable school budget (6 marks)
 - c. Discuss three various types of inspection carried out in schools for enhancing quality assurance. (6marks)
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- 4a. Discuss four (4) important features and qualities which a school administrator must possess in order to achieve an efficient school administration. (8 marks)
 - b. Explain the concept 'school plant' and discuss 4 examples of school plant (6 marks).
 - c. Discuss six (6) importance of the school time-table (6 marks)