



**DEPARTMENT OF AGRICULTURAL ECONOMICS AND EXTENSION
FACULTY OF AGRICULTURAL SCIENCES
NATIONAL OPEN UNIVERSITY OF NIGERIA KADUNA
POP QUESTIONS 2021 ACADEMIC SESSION ¹²⁴⁶**

Course: AEM 505: Administration and Programme Planning in Extension.

Credit Unit: 2

Time Allowed: 2 Hours

Instruction: Answer three (3) questions.

- 1 (a) Clearly explain five (5) responsibilities of an extension administrator. **15marks**
(b). Clearly define the concepts "Management" and "Administration". **5mark**
(c) . For any effective interview in extension, there are guidelines to be followed. Mention 4 of them. **=4 marks**

Total = 24 marks

- 2(a). What are the 10 essential attributes of a good administrator? **10marks**
(b). In planning programme in extension, states three (3) things that should be taken into consideration **=3 marks**
(c). Enumerate five (5) factors influencing the number of extension personnel needed in an extension. **10 marks**

Total = 23 marks

- 3 (a). In what ways would farmers participate in planning in extension programmes **15marks**
b. Outline three (3) tasks of an administrator that must be perform on a daily or weekly basis. **=3 marks.**

- (c). List 5 functions of personnel management. **5marks**

Total = 23 marks

- 4(a). Mention 10 publics essential to an extension organisation **10marks**

- (b). Discuss 5 roles of marketing in extension **10 marks**
(c). List 3 conditions necessary for the improvement of staff loyalty in an organisation. **3 marks**

Total = 23 marks