



**NATIONAL OPEN UNIVERSITY OF NIGERIA**

*University Village, Nnamdi Azikiwe Expressway, Plot 91, Cadastral Zone, Jabi, Abuja*

**Faculty of Agricultural Sciences, Dept. of Agricultural Economics and Extension,**

*PoP Examination Questions, 2021 Academic Session 12345*

**Course Title: Agricultural Extension, Administration, Programme Planning & Evaluation**

**Course Code: AEM 712**

**Credit Unit: 2 Units**

**Total Score: 70 Marks**

**Time Allowed: 2 ½ Hrs**

**INSTRUCTION: Answer Any 3 Questions Only.**

**QUESTION ONE**

- Express in detail the meaning of budget (5 mks)
- There are different ways Extension Administrators can go about increasing staff morale. Mention four (4) of the techniques that can be applied in this regard. (6 mks)
- Supervision of extension programmes has not recorded remarkable success due to some problems. As a supervisor state five (5) of such problems. (6 mks)
- Distinguish between recruitment and selection and mention the department responsible for the exercise in an agricultural organization (7 mks)

**QUESTION TWO**

- Describe the purpose of Extension Administration (3 mks)
- Explain using three (3) examples why division of labour is necessary in an organization (6 mks)
- As an Agricultural Extension agent, list and discuss three (3) measures through which agricultural marketing can add value to or creates utility for farmers produce. (9 mks)
- Write short notes on 'Span of Control' (5 mks)

**QUESTION THREE**

- Training of staff in the extension organization is an activity whose purposes or reasons cannot be over emphasized. State four (4) of these reasons (6 mks)
- Explain how the task of monitoring of agricultural projects helps to ensure success. (6 mks)
- Explain assumptions of Theory X and Y as advanced by McGregor on work situation (3 mks)
- Principles are a guide to action in an organization. Discuss four (4) of the principles guiding Extension Administration (8 mks)

**QUESTION FOUR**

- An extension organization usually has a document of operation otherwise known as a mission statement which contains vital information. Express in detail any six (6) of the major make-up of the document (9 mks)
- Fayol advanced the Classical Organization Theory and in it, he explained management in terms of five functions, Describe the four (4) functions (8 mks).
- Explain the steps involved in the organizing process of any Extension programme (6 mks)