



NATIONAL OPEN UNIVERSITY OF NIGERIA
University Village, Plot 91, Cadastral Zone Nnamdi Azikiwe Express Way, Jabi- Abuja
FACULTY OF EDUCATION
POP EXAMINATION 2022_2

PROGRAMME: M.ED

COURSE TITLE: PRINCIPLES OF INSTITUTIONAL ADMINISTRATION

COURSE CODE: EDA851

CREDIT UNITS: 2

TIME: 2 Hrs.

INSTRUCTION: ANSWER QUESTION NO. ONE AND ANY OTHER TWO QUESTIONS

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Question 1

- 1a. Discuss the term “Institutional Development”, (3mks) and
 - ii) State five (5) aims of Institutional Development (5mks)
- 1b. As an administrator you should be dynamic in the adoption and application of administrative principles in your institution. Discuss ten (10) of such principles (10mks)
- 1c) Discuss four (4) needs for quality assurance in institutional administration in Nigeria (4mks)
- 1d) Highlight eight (8) attributes of an effective leader (8mks)

Question 2

- 2a. Discuss the relationship between the terms “Institutions “and “Organizations” (6mks)
- 2b. Highlight six (6) reasons for keeping record in educational institution. (6mks)
- 2c. Examine four (4) major postulations of Human Relation approach to institutional administration (8mks)

Question 3

- 3a. Describe a good institutional structure (5mks)
- 3b. Define the term Organogram (3mks)
 - ii) Discuss four (4) Criteria for designing a good Organizational Structure (12mks)

Question 4

- 4a. Discuss the five (5) basic characteristics that are prominent in formal organizational system. (10mks)
- 4b. Discuss four (4) roles of Government (Politics) in Administration of an Institution. (10mks)