



**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, SEPTEMBER, 2020*

**COURSE CODE:** AEM 715  
**COURSE TITLE:** Management of Agric. Extension Personnel  
**Credit Unit:** 2  
**Total Score:** 70 marks  
**INSTRUCTION:** Answer compulsory question 1 (25 marks) and any three questions (15 marks each).  
**Time Allowed:** 2 hours.

- 1a. Discuss any five ways by which organizations affect their employees (10 marks).
  - b. Differentiate between personnel and staff in an organization (5 marks).
  - c. State any five characteristics necessary for an effective agricultural administration (5 marks).
  - d. Explain any five principles of extension (5 marks).
- 
- 2a. Enumerate the three basic functions of extension education (6 marks).
  - b. Outline any five factors to be considered before staff posting (5 marks).
  - c. Mention any four merits of planning (4 marks).
- 
- 3a. Discuss briefly any five areas of personnel management (5 marks).
  - b. State any five demerits of planning (5 marks).
  - c. Mention any five benefits of staff training (5 marks).
- 
- 4a. Distinguish between organising and staffing (6 marks).
  - b. Enumerate any five functions of supervision (5 marks).
  - c. List any four uses of organisational structure (4 marks).
- 
- 5a. Describe any four types of training (6 marks).
  - b. State any five criteria for departmentalization (5 marks).
  - c. Mention any five principles that are necessary for the maintenance of effective control (5 marks).
- 
- 6a. Describe the four uses of effective coordination (6 marks).
  - b. Outline any four problems of staff appraisal (4 marks).
  - c. Enumerate any five uses of budget (5 marks).