



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
 Plot 91, Cadastral Zone, Nnamdi Azikwe Express Way, Jabi, Abuja  
**Faculty of Education**  
**2020\_1 Semester**

**PROGRAMME: M.ED**

**COURSE TITLE: Human Resource Management**

**COURSE CODE: EDA821**

**CREDIT UNITS: 2**

**TIME: 2 ½ Hrs.**

**INSTRUCTION: Answer question no. One and any other two questions**

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**Question 1**

- a. Enumerate four (4) functions of Human Resource Management and explain them in an elaborate manner (12mks)
- b. Mention ten (10) motivational options that can be given to teachers in secondary schools by government. (10mks)
- c. Discuss four fundamental principles of motivation (8mks).

**Total = 30mks**

**Question 2**

- a. Enumerate and discuss six (6) objectives of staff induction programmes for effective management of schools. (12mks).
- b. Explain four (4) reasons for keeping staff records in schools. (8mks)

**Total = 20mks**

**Question 3**

- a. Explain the term 'Human Relations' as applied in educational system. (3mks)
- b. Enumerate and discuss four (4) principles of human relation that are important in HRM. (8mks)
- c. i) What is 'Staff Conduct'? (6mks)
  - ii) State five (6) acts of misconduct perpetrated by teachers in secondary schools. (3mks)

**Total = 20mks**

**Question 4**

- a. Explain the term "Promotion" as applied in educational system. (4mks)
- b. Mention and discuss four criteria that can be considered in recommending a staff for promotion (8mks)
- c. Discuss four factors of 'Job Satisfaction' in educational institutions. (8mks)

**Total = 20mks**