



**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 CODE: EDA851**

**COURSE TITLE: PRINCIPLES OF INSTITUTIONAL ADMINISTRATION**

**CREDIT UNIT: 2**

**TIME: 2 HOURS**

**INSTRUCTION: Answer question one (1) and any other two.**

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**Question 1**

- a. Distinguish between Administration and Institutional Administration. (10 marks)
- b. Mention five (5) ways to achieve institutional effectiveness. (5 marks)
- c. State at least, five (5) basic general principles of administration. (15 marks)

(Total marks Q.1=30 marks)

**Question 2**

- a. What do you understand by the term “Structure of Institutional Administration? (10 marks)
- b. List at least five (5) criteria for a good organizational structure. (10 marks)

(Total marks Q.2=20 marks)

**Question 3**

- a. Distinguish between Formal and Informal Organisations. (10 marks)
- b. Describe types of Institutional Structure. (10 marks)

(Total marks Q.3=20 marks)

**Question 4**

- a. Define the meaning of Institution. (5 marks)
- b. What are the implications of elements of administrative process in institutional administration? (15 marks) ( Total marks Q.4=20 marks)