



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

**Course code: EDU713**

**Course title: Educational Management and Supervision**

**Credit Unit: 2**

**Instruction: Answer questions one and two others**

**Time: 2hrs**

- (1a) Define Management in three (3) different ways. (10 marks)
- (1b) Define Educational Administration in three (3) different ways. (10 marks)
- (1c) Define Organization in three (3) different ways. (10 marks)
- (2a) Identify and explain six (6) characteristics of organization. (10 marks)
- (2b) Outline and explain briefly ten (10) functions of the school administrators. (10 marks)
- (3a) As a school administrator, mention and explain five (5) roles one can play for health relationship in the community. (10marks)
- (3b) The aim of maintenance of school plant is to ensure that it remains in the best condition for educational instruction at all times. As a school administrator, list and comment on the five (5) maintenance service of school plant. (10 marks)
- (4a) Keeping of school records should be seen as an indispensable aspect of effective school management and a way to preserve the tradition of the school. As an administrator of the school, state five (5) reasons for keeping school records. (10 marks)
- (4b) For a supervisor to be successful, he needs to possess certain qualities that will put him over those under him, outline those good qualities of that supervisor. (10 marks)