



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
**14-16 AHMADU BELLO WAY, VICTORIA ISLAND LAGOS**  
**SCHOOL OF EDUCATION**  
**SEPTEMBER/OCTOBER 2015 EXAMINATION**

**COURSE CODE:** EDA 821

**COURSE TITLE:** Human Resource Management in Educational Administration

**INSTRUCTION:** Answer Question **1** and any other **TWO**

**TIME ALLOWED:** 2 Hours

**QUESTIONS**

1 a. What are “employee services” that could enhance teachers’ productivity? 5marks

b. Discuss five (5) areas of employee services that will ensure safety and security services in schools. 15marks

c. What five (5) functions should the school administrator perform to provide healthy environment for staff and students in the school? 10marks

2. a. Define “Human Relations.” 5marks

b. Explain five (5) principals of human relations. 15marks

3. a. Enumerate the procedure for filling a declared vacant position in the educational system. 5marks

b. What is “Induction Programme”? 5marks

c. Explain ten objectives of the induction process.  
10marks

4. a. Discuss five (5) types of staff development training techniques.  
10marks

b. Explain five (5) classification methods used in the schools for staff  
record  
keeping. 10marks