



**NATIONAL OPEN UNIVERSITY OF NIGERIA
14-16 AHMADU BELLO WAY, VICTORIA ISLAND LAGOS
SCHOOL OF EDUCATION
MAY/JUNE 2012 EXAMINATION**

EDA751PRINCIPLES OF INSTITUTIONAL ADMINISTRATION AND
MANAGEMENT (2CR)
TIME ALLOWED: 2HRS

INSTRUCTION: ANSWER ANY THREE QUESTIONS

1. a) State TEN basic principles of administration and briefly describe FIVE of them.
b) What are the criteria for a good organizational structure?
2. a) Give a detailed classification of institutional administration.
b) What are the major points in Fredrick Taylor's approach to institutional administration?
3. a) List and discuss FIVE major administrative tasks in school administration.
b) What are the roles of government in educational administration?
4. a) Define motivation and point out its relevance in a school setting.
b) With the aid of an annotated diagram, describe Maslow's Hierarchy of Needs.

