



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
**14/16 AHMADU BELLO WAY, LAGOS**

***SCHOOL OF EDUCATION***  
**MAY/JUNE 2013 EXAMINATION**

**COURSE CODE: EDA 851**  
**COURSE TITLE: PRINCIPLES OF INSTITUTIONAL**  
**ADMINISTRATION AND MANAGEMENT (2C)**  
**TIME: 2hrs**

Answer THREE QUESTIONS

- 1a. Explain the concept of institutional development with emphasis on its purpose. 10marks
- b. Describe the basic principles that are essential for the realization and administration of formal institutions. 15marks
  
- 2a.
  - i. Explain the significance of institutional administration structure. 10marks
  - li Describe extensively the criteria for a good organizational structure. 5 marks
  - lii What are the basic characteristics of a formal organization? 5marks
  
- 3 a) Record keeping is an essential aspect of institutional administration. Discuss 10 marks
- b)
  - i) With the aid of a diagram, attempt the classification of school records using User Approach and Legal Approach 5 marks
  - ii) Briefly describe TWO types of records under each of the two approaches. 10 marks
  
4. a) List and discuss FIVE major administrative tasks in school administration as observed by Campbell(1971) and Nwankwo (1981) . 20marks