



**NATIONAL OPEN UNIVERSITY OF NIGERIA
14-16 AHMADU BELLO WAY, VICTORIA ISLAND LAGOS
SCHOOL OF EDUCATION
OCTOBER 2013 EXAMINATION**

COURSE CODE: EDA 851 (2CU)

**COURSE TITLE: PRINCIPLES OF INSTITUTIONAL ADMINISTRATION AND
MANAGEMENT**

TIME: 2 HOURS

ANSWER QUESTION ANY THREE QUESTIONS

1. a)i Explain the concept of Quality Assurance.
ii) Describe THREE inferences that can be drawn from the concept of Quality Assurance.

b)i Why do you consider Quality Assurance as relevant in institutional administration?

ii) Describe FIVE strategic measures that can be adopted to build quality into institutional administration

24marks

2. a) i. Describe the concept of training.
ii Justify the purpose of training in institutional administration.

24marks

3. a) Record keeping is an essential aspect of institutional administration. Discuss.

b) i. With the aid of a diagram, classify school records using User Approach and legal approach.

ii Explain possible constraints facing school administrators in keeping adequate records.

24marks

4. Write short notes on the following:

- i) Standardisation ii) Institutional development iii) Time resources iv) Trait Theory

22marks