



NATIONAL OPEN UNIVERSITY OF NIGERIA
14-16 AHMADU BELLO WAY, VICTORIA ISLAND, LAGOS
SCHOOL OF EDUCATION
JANUARY/FEBRUARY 2013 EXAMINATION

COURSE TITLE: PRINCIPLES OF INSTITUTIONAL ADMINISTRATION AND MANAGEMENT

COURSE CODE: EDA 851 (2 CU)

ANSWER ANY THREE QUESTIONS

TIME: 2 HOURS

1. a) List TEN principles of administration as indicated in Fayol's book titled "General and Industrial Management".
b) With reference to specific examples give a detailed description of any FIVE general principles of administrative practice.
2. a) Give a detailed description of any FIVE major administrative tasks in school administration.
b) What are the implications of Human Relations Approach on institutional administration?
3. a) i) Describe the concept of record management.
ii) Classify types of records in schools and the rationale behind the keeping of these records.
b) Briefly describe the challenges of record management in Nigerian schools.
4. a) Write short notes on the following: i) Democratic leadership ii) Autocratic leadership iii) Laissez faire leadership iv) Transactional leadership v) Pseudo-Democratic Leadership
b) What are the implications of these leadership styles on school administration?