

**NATIONAL OPEN
14-16 AHMADU
ISLAND LAGOS
SCHOOL OF**



**UNIVERSITY OF NIGERIA
BELLO WAY, VICTORIA**

**EDUCATION
SEPTEMBER/OCTOBER 2015 EXAMINATION**

COURSE CODE: EDA 851

COURSE TITLE: PRINCIPLES OF INSTITUTIONAL ADMINISTRATION

TIME ALLOWED: 2 HOURS

Instruction: ANSWER QUESTION 1 AND ANY OTHER 2 QUESTIONS

- 1a) You have been transferred as a Principal to a new school to perfect a defective organisational structure in that school. Design and explain appropriate plan of action to be taken in order to accomplish this task. **(20marks)**
- b) Justify the need for bureaucracy in a formal organisation. **(10 marks)**
- 2 The scientific management theory established that science can be used in administration while human relations emphasised building and maintenance of harmonious relationships. What are the implications of this statement on school administration. **(20 marks)**
- 3 a) What is the rationale for huge budgetary allocation to staff development in an organisation? **(10 marks)**
- b) Describe the instruments that are used for the identification of training needs of staff in an organisation **(10marks)**
4. What is the rationale for the application of Information and Communication Technology in institutional administration? **(20 marks)**