



**NATIONAL OPEN UNIVERSITY OF NIGERIA**

**University Village, Plot 91, Cadastral Zone Nnamdi Azikiwe Express Way, Jabi- Abuja**

**FACULTY OF EDUCATION**

**2021\_2**

**PROGRAMME: M.ED**

**COURSE TITLE: PRINCIPLES OF INSTITUTIONAL ADMINISTRATION**

**COURSE CODE: EDA851**

**CREDIT UNITS: 2**

**TIME: 2 Hrs.**

**INSTRUCTION: ANSWER QUESTION NO. ONE AND ANY OTHER TWO QUESTIONS**

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**Question 1**

- 1a. Narrate the characteristics of an institution (4mks)
- 1bi. Explain the term “institutional administration” and (ii) state four ways of achieving institutional effectiveness (8mks)
- 1c. Explain the term ‘Quality Assurance’ (6mks)
- 1d) Discuss briefly six (6) Basic Principles of Administration (12mks)

**Question 2**

- 2a. Narrate briefly three (4) classes of the general principles of administration (8mks)
- 2b) Discuss four (4) factors that influence Quality Assurance in Nigerian institutions (12mks)

**Question 3**

- 3a. Briefly discuss four (4) Functions of Institutional Administration Structure (8mks)
- 3b. Discuss four (4) implications of Classical Approach in Institutional Administration (12mks)

**Question 4**

- 4a) Distinguish between the terms ‘Formal Organisation and Informal Organisation’ (6mks)
- 4b) Identify six (6) major tasks of school administrators and discuss four (4) of them (14mks)