



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
**91, CADESTRAL ZONE, JABI, ABUJA**  
**FACULTY OF EDUCATION**  
**JANUARY/FEBRUARY, 2018 EXAMINATION**

**COURSE CODE:** EDA 851

**COURSE TITLE:** PRINCIPLES OF INSTITUTIONAL ADMINISTRATION

**CREDIT UNIT:** 2

**TIME ALLOWED:** 2½HOURS

**INSTRUCTIONS:** Answer question 1 (one) and any other 2 (Two) questions

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1a Explain what you understand by institution (10 marks.).

b. Highlight the roles played by institutions in your country (10 marks.)

c. What are the characteristics of institution (10 marks).

2 a Explain what you understand by administration? (10 marks).

B List five basic principles of Administration

3a. Write five ways to achieve institutional effectiveness.

b. State five criteria for a good organisational structure.

4a Explain record keeping.

b Discuss two user classification records.

5a. Who is a leader?

b. List five leadership attributes.