

**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
UNIVERSITY VILLAGE, PLOT 91, CADASTRAL ZONE, NNAMDI AZIKIWE EXPRESS WAY, JABI,  
ABUJA

**FACULTY OF EDUCATION**  
**January /February, 2018 EXAMINATION**

**Course Code: EDU 412**

**Course Title: EDUCATIONAL MANAGEMENT AND SUPERVISION**

**Credit Unit: 2**

**Time Allowed: 2 hours**

**Instruction: Answer Question 1 & any other two**

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1a. A school head must be guided by some guidelines in constructing school time-table.  
Explain 5 of the guidelines that must be followed. 15marks

b. State five importance of the school time table 5marks

c. Discuss five (5) roles of the School Head in School - Community Relationship  
(10marks)

2a. Discuss the concept School Budget?  
(5marks)

b. Explain in detail any 3 methods of preparing School Budget  
(15marks)

3a. Explain the meaning of School Plant with relevant examples (10marks)

b. Explain 5 stages involved in the provision of school plant (10marks)

4a. Explain 5 functions of the Federal Ministry of Education in Nigeria  
(15marks)

b. Mention 5 agencies under the Federal Ministry of Education (5marks)

**5a.** With 5 examples justify the needs for Instructional Supervision in school  
**(10marks)**

b. Discuss any five problems facing Secondary Education in your State **(10mark)**