



**NATIONAL OPEN UNIVERSITY OF NIGERIA
PLOT 91, CADASTRAL ZONE, NNAMDI AZIKIWE EXPRESS WAY, JABI-ABUJA
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF ADMINISTRATION
2022_2 EXAMINATION.**

COURSE CODE: PAD326

CREDIT UNITS: 3

COURSE TITLE: Organization and Administration Theory

INSTRUCTION: 1. Indicate your Matriculation Number clearly

2. Attempt question one (1) and any other three (3) questions – four questions in all

3. Question one (1) is compulsory and carries 25 marks, while the other questions carry 15 marks each.

4. Present all your points in coherent and orderly Manner

TIME ALLOWED: 2½Hrs

Q1a Difference between Formal and Informal Organization (20 Marks)

Q1b State the Bases of Organization (5 Marks)

Q2. Discuss the Concept of Hierarchy or the Scalar Process using organization of your choice (15 Marks)

Q3. Explain the meaning of Span of Control in an organization (15 Marks)

Q4. With relevant example, distinguish between staff agencies and auxiliary agencies or line agencies (15 Marks)

Q5a. Explain the Concept of Recruitment with reference to Negative and Positive side (10 Marks)

Q5b. State the problem of Recruitment (5 Marks)