

FACULTY OF EDUCATION  
2023 2 EXAMINATIONS—

PROGRAMME: M.ED

COURSE TITLE: PRINCIPLES OF INSTITUTIONAL ADMINISTRATION

COURSE CODE: EDA851

CREDIT UNITS: 2

TIME: 2 ½ Hrs.

INSTRUCTION: ANSWER QUESTION NO. ONE AND ANY OTHER TWO QUESTIONS  
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Question 1

1a. Difference between administration and management (6mks)

1b. Describe four (4) Criteria for Designing a Good Organizational Structure (8mks)

1c. Explain fully the meaning of organizational (administrative) structure (including the variables), (8mks)

1d. The success of an educational administrator rests on his or her ability to identify and use the general principles of institutional administration in specific situations. Identify the four (4) of them and explain two (2) of the principles (8mks).

2a. Identify and discuss briefly seven (7) Basic Principles of Administration (Any 7 x 2 = 14mks)

2b. Briefly discuss the three (3) different levels of educational Institution administration that are interrelated in Nigeria. (6mks)

3a. Describe the concept and nature of resources available for educational administrators (10mks)

3b. Narrate five (5) reasons for keeping record in educational institution. (10mks)

4a. The terms “institution” and “organization” are used interchangeably. Explain the Relationship between Institution and Organization. (6mks)

4b. Discuss the criteria for a good structure of an organisation (8mks)

4c. Make a sketch of an organogram of a secondary school. (6mks)