



**DEPARTMENT OF AGRICULTURAL ECONOMICS AND EXTENSION  
FACULTY OF AGRICULTURAL SCIENCES  
NATIONAL OPEN UNIVERSITY OF NIGERIA KADUNA  
2025\_2 EXAMINATIONS**

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**Course: ARD505: Administration and Programme Planning in Extension.**

**Credit Unit: 2**

**Time Allowed: 2 Hours**

**Instruction: Answer question 1 and any other two questions.**

1.(a). Mention six (6) guidelines to be followed for any effective interview in extension  
**= 6 marks**

(b). Describe the four (4) tasks of an administrator that must be perform on a daily or weekly basis. **= 8 marks.**

(c). List four (4) conditions necessary for the improvement of staff loyalty in an organisation. **= 6 marks**

(d). Explain five (5) responsibilities of an extension administrator. **10marks**

**Total = 30 marks**

2(a). What are the 10 essential attributes of a good administrator? **10marks**

(b). In planning programme in extension, states the five (5) things that should be taken into consideration **5 marks**

(c). Enumerate five (5) factors influencing the number of extension personnel needed in an extension. **5 marks**

**Total = 20marks**

3 (a). Clearly explain 4 types of motivation in extension. **8 marks**

(b). Describe ways farmers would participate in planning in extension programmes. **7 marks marks**

(c). List 5 functions of personnel management. **5marks**

**Total = 20 marks**

4(a). Clearly define the concepts "Management" and "Administration". **5 mark**

(b) Mention 10 publics essential to an extension organisation **5 marks**

(c). Discuss 5 roles of marketing in extension. **10 marks**

**Total = 20 marks**