

FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA
SCHOOL OF SCIENCE AND TECHNOLOGY EDUCATION
DEPARTMENT OF SCIENCE EDUCATION
2021/2022 SECOND SEMESTER EXAMINATION

TITLE: - EDUCATIONAL ADMINISTRATION AND PLANNING
Course Code: - EDU324 (2 Units)

INSTRUCTION: Attempt question ONE and any other Two. TIME:2hour

Q1. Write a short note on any two of the contributions to development of educational Administration

- i. Contribution of Robert Owen (1771-1958)
 - ii. Henry L. Grantt (1861-1919)
 - iii. Frederick W. Taylor (1856-1915) - ANY TWO @ 10MRKS EACH
- = 20MARKS

Q2. a. With specific example write an explanatory note on each of the following

- i. Administrator - 3 MARKS
- ii. Administration - 3 MARKS
- iii. Communication - 3 MARKS
- iv. Motivation - 3 MARKS
- v. Educational Administration - 3 MARKS

Q2. b. Briefly explain any five administrative skills - 5 MARKS

Q3. As a newly posted principal what are the three measures or services to put in place for effective students control in your school. Explain all the measures stated.

Mere mention @ 2.5 MRKS EACH (2.5*3=7.5marks)
Good explanations @ 4 MARKS EACH
= 20MARKS

Q4. a. Explain in details the role of motivation and communication in a school setting

b. conflict is inevitable in any organization briefly explain five ways you can manage it.

A @ 10 MARKS
B @ 10 MARKS

Q5. Mention and explain five leadership styles that an institutional administrator could adopt

Mere mention @ 1 MRK EACH (1*5=5marks)
Good explanations @ 3 MARKS EACH (3*5=15MARKS)
= 20MARKS