

FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA
DEPARTMENT OF SCIENCE EDUCATION
EDUCATIONAL ADMINISTRATION AND PLANNING, EDU415 (2 Units)
2022/2023 FIRST SEMESTER EXAMINATION.

INSTRUCTION: Attempt ALL questions.

TIME: 1 hour 30 minutes

- 1a. Summarize the major contributions of Robert Owen to Personnel Management.
- 1b. As a school Administrator justify the application of Robert Owen to Personnel Management in educational Administration
- 1c. Mention at least five words that can be used to describe an Administrator?
- 1d. List four things that an Administrator must be able to do in order to maintain a clean society in a school system.
- 1e. Itemize the five behavioural commitments of an Administrator

- 2a. Identify any two major goals of studying Educational Administration.
- 2b. Write a short note on how to accomplish the goals stated in 2a above.
- 2c. List at least four things that a principal of a school can do to motivate his teaching staff.
- 2d. Mention two basic things that motivation can do a student who lost is sponsor.

- 3a. ***“Communication is relevant to Educational Administration”.***
In a short paragraph justify the statement above.
- 3b. Imagine you are a principal of a Secondary School; what administrative guidelines would you consider in running the affairs of your school.
- 3c. List at least four organizations, which you know in Nigeria?
- 3d. Mention four qualities of a principal and explain any two mentioned.