

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHOOL OF AGRICULTURE AND AGRICULTURAL TECHNOLOGY
DEPARTMENT OF AGRICULTURAL EXTENSION
2019/2020 HARMATTAN SEMESTER EXAMINATION

COURSE CODE AEX 503 (2 UNITS)

COURSE TITLE AGRIC EXTENSION ADMINISTRATION AND SUPERVISION

INSTRUCTION ATTEMPT ALL QUESTIONS IN SECTION A AND ONE QUESTION EACH FROM SECTIONS B, C, D, AND E

TIME ALLOWED 3 HRS

SECTION A

1. Draw the organogram of Federal University of Technology Owerri emphasizing why you consider it important in Administration.
2. With typical examples, show your understanding forms of the following forms of communication as treated in this course
*Vertical *Lateral *Criss crossing *Formal *Informal *Grape vine
3. What do you understand by the term "Synergism? Explain the implication of synergism to you as an administrator.
4. Using a named organization, discuss how such an organization can maintain a state of Equilibrium
5. Explain your understanding of the word "System" How can one overcome defaults in a system.
6. Based on all you have learnt in this course do you still consider it essential for your discipline? Justify your stand.
7. What do you mean by leadership style?
Discuss the implications of leadership styles you know as an administrator.
8. As an administrator wishing to employ series of new staff for your organization, how will your knowledge of Job Description, Job Specification, Job Design and Job Analysis assist you in carrying out this task.
9. Using three(3) specific examples, explain your understanding of the skill and qualities of an Administrator as well as the authority and responsibility of an administrator.
10. Discuss Reporting and Budgeting as functions of an administrator emphasizing their importance to you as an administrator.
11. As a prospective graduate of Administration, explain why the following will be of importance to you
*Delegating *Planning *Staff Development * Co-ordinating *Credibility * Empathy *Span of Control *Unity of Command *Open and Close Administration.
12. What do you understand by the term Bureaucracy
(b) Discuss the bureaucrat and the office holder
(c) What are the advantages of bureaucracy
13. Explain the concept of Supervision with respect to Extension service at the Block Extension Level.

SECTION B

- 1.1 a. Using the following items differentiate between Public and Private Administration
* Efficiency Measurement * Service Motive * Nature of Functions * Public Accountability * Political Direction
— Show the similarities between the Public and Private Administration.
- b. An Administrator should see himself as an Educator. Do you agree? Justify your position.
- 15a. Trace the Origin of Administration and show your knowledge of the difference/s as well as the link between Administration, Management and Organization.
- b. Based on the Explanations of Leadership by Allen, Chester Barnard and Follett, discuss your understanding of Leadership.

SECTION C

16. An organization always ends up with a document or policy of action which spells out guideline for decision making. Discuss these likely guideline.
- b. What do you understand by Organization
- c. List the functions of an organizations
17. With aid of a schema, explain your Understanding of Organization Structure.
- (b) Discuss the three Prime Movers of Agric Development throughout the world.
- (c) List and explain the functions of a personnel administrator.

SECTION D

18. What do you understand by an Office
- b. Discuss briefly the importance of an office
- c. Explain briefly the highlights of information management of an office
- ✓ 19. Show your understanding of the concept of Management by Objectives (MBO)
- b. Write short notes on
- i. Four factors to consider in the management of an office
- ii. Office physical conditions

SECTION E

20. Briefly explain when an administrator can employ the coercive or compulsory coordination method?
- b. Explain the different methods used to achieve voluntary coordination?
- ✓ 21. Explain the responsibilities of the village Extension Worker (VEW).
- b. Write short notes on
- i. Deliberate coordination
- ii. Automatic coordination