



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

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
- (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