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EDITORIAL

This academic publication of the defunct Department of Educational Foundations has come a long way. It was almost going moribund but for the deliberate steps taken by the current Editorial Board with the cooperation of all academic staff of the former Department of Arts and Social Sciences Education. Innovative article generation and peer review programmes were initiated and doggedly implemented to enable the return of Nigerian Journal of Educational Foundations to the vibrant academic and professionally sound contributions it had always made to the advancement of knowledge.

Improving the quality of the journal and bringing an international angle and status to it has engaged the attention of the Editorial Board. Phased in stages of achieving national and international focus has produced special editions based on selected themes. These themes pay attention to current issues and needs engaging the attention of specialists in educational foundations in Nigeria and the rest of the world.

GENERAL INFORMATION AND NOTES TO CONTRIBUTORS

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Address: Department of Social Sciences Education
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Editorial Description: The Journal publishes theoretical and empirical papers, results of original investigations (analytical, descriptive or experimental) in all areas of educational foundations-History, Philosophy, Psychology, Sociology, Comparative Education, Statistics and Methodology of Educational Research, Measurement, Evaluation and Teaching at all levels of Education.

Target Audience: Academics, students of education in institution of higher learning, general practitioners and stakeholder in education, policy makers and the general public.

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TABLE OF CONTENTS

EDITORIAL	ii
GENERAL INFORMATION AND NOTES TO CONTRIBUTORS	iii
Untangling the Relevance of Sociology of Education for Pre-service Teachers <i>Amall, I. O. O</i>	1
Re-thinking Educational Psychology: A Core Knowledge for Teachers' Classroom Effectiveness in The 21st Century <i>Olawuyi, B. O. & Ajayi, O.S</i>	10
Policy Summersault and Curriculum Inconsistencies: the Bane of Educational Development In Nigeria <i>Jekayinfa, A. A., Akanbi, G. O., & Ajetomobi, R.F</i>	21
Forty-two Years of Diploma Disease: Postgraduate students' Assessment <i>Bello, M.B.</i>	31
Sociological Theories Weakness and Strength in Studies of Parental and School Climate Factors on Student Dropouts in Sokoto Metropolis, Nigeria <i>Awwalu M. I.</i>	44
Impact of Arms and Ammunition deals in Boundaries of developing countries: Africa in Perspective <i>Ahmed T. M., Jamilu I. M. & Mohammed B.</i>	59
Influence of Gender in the Utilization of Mobile Instructional App on Undergraduate Students' Academic Performance in Economics <i>BAWA, N. & Umar M.</i>	78
Influence of Non-payment of Salary on Staff Efficiency and Effectiveness in Ladoke Akintola University of Technology Ogbomosho, Oyo State, Nigeria <i>Abdulaziz. I. & Rasheed, S. A.</i>	87
Achieving Sustainable Development in Nigeria: the Implication For Arts Education <i>Igudia I. H.</i>	100

Cultural Hybridization as a Concomitant to Educational Down- Turn in Nigeria: Amelioration through Consideration of 'Omoluabi'	
<i>Dosunmu, S. A.</i>	110
Values Priorities and in-School Adolescent Lifestyles in Ilorin Metropolis, Nigeria	
<i>Balogun, A.O. , Sambo, F. A. & Muhammad, G.M.F.</i>	122
Analysis of Students' Ability Level in Senior Secondary School Certificate Examination Economics Multiple Choice Tests (2012-2016) in Ogbomoso, Oyo State	
<i>Oladele, J. I., ²Daramola, D. S., ³ Ogunjimi, M. O. ⁴Owolabi, H. O. & ⁵Kehinde, O. O.</i>	134
Strategies for Promoting Academic Integrity among Secondary School Students as Perceived by Teachers in Ogbomoso Metropolis	
<i>Mustapha, M. L. & Aremu, S. O</i>	146
Enhancing Quality Assurance In Nigerian Adult Education	
<i>Alumona, M. N.</i>	161
Teacher Education Programme in Nigeria: how far, how well?	
<i>Naziru M. Y.</i>	174
Electronic Record Keeping System and Administrative Effectiveness of Polytechnics in Ogun State, Nigeria	
<i>Ojo, O. J. & Obimuyiwa, A. G.</i>	184
Need For Improving Quality Teaching And Effective Motivation For Teachers in Nigeria Educational System	
<i>Badamas, O. L. & Muhammed, S. A.</i>	194
Language Immersion Programme: An International Concept	
<i>Adeniyi, F. O. & Yusuf, M.</i>	203
Using Co-curricular Activities as Engaging and Motivating Tools among the Adolescent Internally Displaced People (IDPS) in Nigeria	
<i>Abiola, M. O. Ajibade, B. K. & Mohammed, S, B.</i>	213

Relationship Between Academic Indiscipline And Failure Among Secondary School Students In Ilorin West Local Government Area, Kwara State
Oniye, R.K., Salihu, A. & Uyanne, E.O.....225

Home Factors and Students' Achievement in Social Studies in Ilorin Metropolis, Kwara State
Okafor, I. P.....237

Perceived Forms, Consequences and Strategies for Curbing Examination Malpractices in Secondary Schools in Asa Local Government Area
Iyekolo, A.O., Okafor, I. P., Yayi, T.O., Akinsemoyin, L. O. & Ahmed M. B.....252

Exploration of Parents' and Teachers' Protection of Child Rights and their Awareness of Child Rights Act 2003 in Oyo State, Nigeria
Adedigba, O.....267

Teacher-Parent Relationship and its Influence on the Academic Performance of Upper-Basic Social Studies Students in Kwara Central Senatorial District
Yayi, T.O., Balogun, I. N. & Afolayan, S.O. 285

Christian Religious Studies Curriculum in Senior Secondary School : Its Implication for Spiritual and Moral Development
Ojo O. D.....295

ELECTRONIC RECORD KEEPING SYSTEM AND ADMINISTRATIVE EFFECTIVENESS OF POLYTECHNICS IN OGUN STATE, NIGERIA

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Abstract

The introduction of information and communication technology in the administration and record keeping in schools cannot be undermined. It is on the basis of this statement that this study examined electronic record keeping system and administrative effectiveness in polytechnics in Ogun State. Survey research design was adopted for this study. The population of the study comprised all the five polytechnics in Ogun State. Random sampling technique was adopted to select 180 respondents that participated in this study. Two instruments were developed and used for data collection from the respondents. The validity of the instruments was ascertained by experts in the Departments of Educational Management, University of Ilorin. The reliability co-efficient of the instruments yielded .82 and .64 respectively. Findings showed that electronic record keeping significantly influence administrative effectiveness of polytechnics in Ogun State, Nigeria because the P-value of $.00 < .05$ significant value. Based on the findings that emanates from this study, the following were recommended among others, that the administrator of the polytechnics should provide enough computers and other electronic record keeping facilities. Again, updated anti-virus should be supplied by the polytechnic administrators so as to avoid loss of records kept on the computers, flash drives, compact discs and memory cards.

Keyword: Electronic, Record Keeping System, Administrative effectiveness, Polytechnics

Introduction

The rate at which change is taking place in any growth-oriented industry has been alarming and the education sector is not an exception. Rapid growth in the field of education all over the world has necessitated the

introduction of electronic record keeping system. The truth is that the 21st century has witnessed tremendous advancements in technology which has led to usage of e-record keeping system in higher institutions in Nigeria. A lot of polytechnics have automated some of their operations based on the changes brought about by the introduction of information and communication technology (ICT) while some are yet to do so. The use of electronic technology has greatly influenced the methods used by most educational institutions in creating, transmitting, disseminating, storing, retrieving and keeping of information.

Effective and efficient records keeping system is vital to a well-functioning organization. Records can be stored in two forms namely manual and electronic methods. Manual storage system involves keeping records in form of printed materials on the files, the shelves or in the drawers, while electronic method involves storing of vital information in electronic devices such as computers, flash drives, card readers and disks. Electronic record keeping systems are information that are created and stored in digitized form through the use of electronic facilities and gadgets. Electronic record keeping deals with the keeping of record in electronic facilities such as computers, hard disks, compact disks and flash drives.

In these contemporary times, higher educational institutions are duty bound to create records electronically and are encouraged to store, retrieve and use them in computerized form for long periods. The deficiencies and difficulties encountered by higher educational systems while keeping records manually necessitated the need for electronic record keeping system. In a study carried out by researchers such as Davis(2007) and Fasasi (2010) it was found that record keeping in some institutions is poorly done. It should also be borne in mind that electronic record keeping system are confronted with a lots of challenges which may be inimical to the administrative effectiveness of an organizations (higher institutions inclusive).

The importance of records in an organization cannot be overemphasized. According to Onweh, Etim, and Eniang (2012), record keeping is important for administrative effectiveness of an institution. In the word of Usabor (2012), administrative effectiveness is a measure of the success in school administration. It is the extent to which the set goals and objectives of a school programme is accomplished through administrative practices one of which is effective record keeping system. The extent to which educational administrators keep records goes a long way in determining the administrative effectiveness of their institutions. Records are not kept for fun but serves as an important factor that can aid effective administration. Records occupy a central position in an organization.

According to Oniyade (2004), record keeping enhances administrative effectiveness in secondary schools. This is because the administrative tasks of keeping staff, students, financial and academic records cannot be effectively carried out without proper electronic record keeping facilities. The use of ICT guarantees effective administrative practices in record keeping, information management, personnel administration and resources allocation. In the view of Maki (2008), the use of ICT plays a vital role in supporting powerful, efficient management and administration in the education sector: technology can be used for student administration (i.e. management of students' record).

Records constitutes one of the assets of an organization that are created, processed, stored and used for carrying out organizations operations. Records can be written or oral and they are expected to be kept intact for future use. Suffice to say that educational records when properly kept serve as information bank from which information can be sought as and when needed. Furthermore, good school records when properly and effectively kept provide information for teachers, counsellors, curriculum planners and instructional supervisors for planning and implementing instructional and administrative activities, (Egwuyenga, 2000).

A study was conducted by Okolocha and Baba (2017) on the assessment of skills possessed by secretaries for effective electronic records management in polytechnics in North-Central, Nigeria. It was revealed from the study that out of the three electronic records management skill areas assessed, two were moderately possessed by secretaries while the secretaries possessed lowly in electronic records disposition skills. This implies that secretaries in polytechnics in North-Central, Nigeria do not optimally possess skills for electronic record management. The findings further show that there was a significant difference in the mean ratings of secretaries in federal and state-owned polytechnics regarding the level to which they possess skills for effective electronic records management. Ekeh and Okon (2015) examined the relationship between keeping of teachers' records and administrative effectiveness of principals in public secondary schools in Uyo Local Education Committee of Akwa Ibom State. The findings revealed that there was a significant relationship between keeping of financial records, teachers' records, students' records and administrative effectiveness of principals of public secondary schools in Uyo Local Education Committee.

A study on the relationship between record keeping and administrative effectiveness in Secondary Schools in Akwa Ibom State was carried out by Oluwalan, Etim, and Eniang (2012). Their findings showed relationship between

academic record keeping and administrative effectiveness and relationship between adequate financial record keeping and administrative effectiveness. Adeyemi (2011) examined the impact of information and communication technology (ICT) on the effective management of Universities in South-west Nigeria. The study found out that there was significant relationship between the use of information and communication technology (ICT) and the effective management of universities. Adeyemi and Olaleye (2010) carried out a study to investigate the use of information communication and technology (ICT) for effective management of secondary schools in Ekiti State, Nigeria. It was found in the study that the level of provision of ICT equipment to secondary schools in the State was low. A study which investigated the application of information and communication technology in Nigerian secondary schools was conducted by Ajayi and Ekundayo (2009). Findings of the study revealed that ICT facilities were lacking in schools and teachers and students were to a little extent exposed to the use of ICT. The motivation behind this study was that despite the enormous opportunities brought about by the introduction of ICT in making tasks easier and faster, it seems that a lot of polytechnics in are still not tapping and gaining from this opportunity. This is evidence by a lot of administrative ineffectiveness experienced by some of the polytechnics in the areas of staff, students, financial and academic records.

In spite of the great benefits of record keeping in the realization of educational goals, it seems that record keeping system in the polytechnics is still been done using the primitive or old ways. The administrative ineffectiveness experienced in the polytechnics in Ogun State can be traced to poor record keeping systems. Poor record keeping system in the polytechnics in Ogun State usually result into loss of vital information, falsification of data, inadequate retrieval of information as at when needed all of which constitute to administrative ineffectiveness. It is on the basis of these problems that this study examined electronic record keeping system and administrative effectiveness in polytechnics in Ogun State. Previous researchers such as Okolocha and Baba (2017), Ereh and Okon (2015), Onweh, Etim, and Eniang (2012), Adeyemi and Olaleye (2010) and Ajayi and Ekundayo (2009) have carried out similar studies but none of them have focused on the two variables combined together by the present researcher. Also, the previous researchers carried out their studies in secondary schools and universities while the present study was carried out in the polytechnics in Ogun State, Nigeria.

The major purpose of this study was to examine electronic record keeping system and administrative effectiveness in polytechnics in Ogun State. Specifically, computers, compact disks and flash drives were examined as the components of electronic record keeping system. The extent to which

each of these components relates to administrative effectiveness was determined in this study.

Research Questions

In order to guide this study, two research questions were raised

- What are the electronic facilities used for record keeping in polytechnics in Ogun State, Nigeria?
- What is the level of administrative effectiveness in polytechnics in Ogun State, Nigeria?

Research Hypothesis

H₀: Electronic record keeping system does not significantly influence administrative effectiveness of Polytechnics in Ogun State, Nigeria.

Methodology

The descriptive research design of the survey type was found appropriate for this study. There are five polytechnics in Ogun States which consists of one federal, two states and two privates. The polytechnics used for the study were purposefully selected on the basis of their proprietorship i.e. federal, state and private. 180 administrative staff was purposively selected out of the 352 administrative staff of the polytechnics in Ogun State, Nigeria.

Two instruments entitled Electronic Record Keeping System Questionnaire (ERKSQ) and Administrative Effectiveness Questionnaire (AEQ) were used to collect data for the research. The ERKSQ has two sections. Section A deals with the demographic data of the respondents while section B focused on the main items of the electronic record keeping system. The instruments were structured on a four-point likert scale of strongly agreed to strongly disagreed. The ERKSQ has 20 items while the AEQ has 16 items. Two lecturers in the Faculty of Education, University of Ilorin were given the drafted instruments for both face and content validities. Thereafter, their comments and suggestions were incorporated into the final draft of the instruments used for this study and the reliability test was carried out by administering 15 copies of the questionnaire on respondents of a polytechnic that was not selected for the study in order to ascertain the reliability co-efficient of the instruments. The Cronbach Alpha was used for the reliability co-efficient. The co-efficient value obtained from the first and second administrations were .82 and .64 respectively. The researcher with two trained assistants administered all the questionnaires and retrieved them from the respondents. The data collected from the respondents were tested using Pearson product-moment correlation statistics at 0.05 level of significance.

Results

Research Question 1: What are the electronic facilities used for record keeping in polytechnics in Ogun State, Nigeria?

Table 1: Mean rating and standard deviations of Electronic Facilities Used for Record Keeping in Polytechnics in Ogun State? Electronic Facilities for Record Keeping

Electronic Record Keeping Facilities	N	Mean	Std. deviation	Rank
Computer	180	3.95	0.83	1 st
Compact Disks	180	3.64	1.09	2 nd
Flash Drive	180	3.56	1.14	3 rd
Memory Card(Card reader)	180	3.48	1.00	4 th
Valid N (list wise)				

Table 1 showed the mean and standard deviations of the electronic facilities used for record keeping in polytechnics in Ogun State, Nigeria. The use of computer as an electronic record keeping system had the highest mean score of 3.95 while the use of memory card had the lowest mean score of 2.38. The mean ranking of the different electronic facilities suggest that the four electronic record keeping systems are put into use by the polytechnics in Ogun State for effectiveness of administration in the areas of record keeping.

Research Question 2: What is the level of administrative effectiveness in polytechnics in Ogun State, Nigeria?

Table 2: Mean and Standard Deviation of the Level of Administrative Effectiveness in Polytechnics in Ogun State, Nigeria? Level of Administrative Effectiveness

S/N	Administrative Effectiveness	X	SD	Decision
1.	Staff Records	4.27	1.20	Average
2.	Students Records	4.00	1.10	Low
3.	Financial Records	4.02	1.15	Average
4.	Academic Records	4.13	1.18	Average

Table 2 shows the mean and standard deviation of the level of administrative effectiveness in Polytechnics in Ogun State, Nigeria. The level of administrative effectiveness of the administrators can be ascertained through how well the staff, students, financial and academic records of the polytechnics are been kept. Since school records are important, there is need to ascertain

how well administrators are keeping them. The levels of administrative effectiveness in polytechnics in Ogun State in the areas of staff, students, financial and academic records were found to be 1.20, 1.10, 1.15 and 1.18 respectively. Therefore, the administrative effectiveness in staff records, financial records and academic records were found to be average overall while that of the students' records was found to be low.

Research Hypothesis

H₀: Electronic Record Keeping System does not significantly influence administrative effectiveness in polytechnics in Ogun State

Table 3: Electronic Record Keeping System and Administrative Effectiveness

Variable	N	$\bar{X}$	SD	df	Cal value	r-	P-value	Decision
Electronic Record Keeping System	180	2.93	.73					
				162	.568		.000	<i>H₀</i> Rejected
Administrative Effectiveness	180	23.01	4.46					

*Significant $P < .05$

From table 3, the p-value of .000 was compared with the significant value of .05. Since the p-value of .000 was less than the significance level .05, the hypothesis was then rejected. This implies that electronic record keeping system significantly influence administrative effectiveness of Polytechnics in Ogun State.

Discussion of Findings

This section gives detailed discussions on the various findings discovered from the research questions and the hypotheses tested. The first finding reveals that on the electronic facilities used for record keeping in the polytechnics in Ogun State, Nigeria that computers, compact disks, flash drives and memory cards were available and used in all the polytechnics sampled in this study. This finding also supported that of Adeyemi (2011) that

higher institutions in Nigeria are equipped with the majority of electronic facilities. The findings were however in agreement with those of Ajayi and Ekundayo (2009) and Abdul-salaam (2011) who found out that some ICT facilities were not available in Nigerian schools. The finding corroborates the findings of Adeyemi and Olaleye (2010) who asserted that the non-availability of ICT facilities greatly hinder effective administration of schools.

The second finding reveals that on the level of administrative effectiveness of the polytechnics in Ogun State, the findings of this study agreed with that of Ereh and Okon (2015) who found that there was a significant relationship between keeping of financial records, teachers' records, students' records and administrative effectiveness of principals of public secondary schools in Uyo Local Education Committee.

The last finding reveals that electronic record keeping does not significantly influence administrative effectiveness of polytechnics in Ogun State, Nigeria. The finding disagreed with the findings of Okolocha and Baba (2017) who found that secretaries in polytechnics in North-Central, Nigeria do not optimally possess skills for electronic record management. Furthermore, the finding on the hypothesis agreed with earlier researchers such as Onweh, Etim, and Eniang (2012) who found out a significant relationship between academic record keeping and administrative effectiveness and relationship between adequate financial record keeping and administrative effectiveness.

Conclusion

In line with the findings which emanates from this study, it was concluded that the use of electronic record keeping system in the polytechnic was significantly related to administrative effectiveness. The importance of records in any social system including the polytechnics cannot be overemphasized and this therefore calls for the usage of electronic facilities in keeping of school records. This is because school records are sacrosanct to the effective functioning of the school activities. The utilization of electronic facilities in schools assists administrators in effective discharge of their administrative duties and responsibilities in the areas of staff, students, financial and academic record keeping. It can also be concluded from the study that electronic record keeping system when used on the various activities of the polytechnics is a yardstick for measuring their effectiveness.

Recommendations

- Enough computers and other electronic record keeping facilities should be provided to the polytechnics.
- Updated anti-virus should be supplied to the polytechnic

administrators so as to avoid loss of records kept on the computers, flash drives, compact discs and memory cards.

- The students' record of the polytechnic should be improved upon by ensuring that they are kept intact so as to provide it to users on request.
- The polytechnics records should be automated by saving copies of staff, financial academic records on the electronic record keeping gadgets.

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