



MACHAKOS UNIVERSITY

University Examinations 2020/2021 academic year

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATIONAL MANAGEMENT & CURRICULUM STUDIES

SECOND YEAR SPECIAL/SUPPLEMENTARY EXAMINATION FOR

DIPLOMA IN EDUCATION

EAP 0201: EDUCATIONAL ADMINISTRATION AND MANAGEMENT

DATE: 26/3/2021

TIME: 8.30-10.30 AM

INSTRUCTIONS:

Answer question one and any other two

QUESTION ONE (COMPULSORY) (30 MARKS)

- a) Explain in four ways how administration differs from management. (8 marks)
- b) Identify any four characteristics of educational organization (8 marks)
- c) Outline the functions of management as identified by Henry Fayol (10 marks)
- d) Identify any four sources of school funding. (4 marks)

QUESTION TWO (20 MARKS)

- a) Explain the role of the following in management of school resources: (10 marks)
 - i. The head-teacher
 - ii. Teachers' union
 - iii. Ministry of Education
- b) Explain any five measures that can be adopted to improve discipline in school (10 marks)

QUESTION THREE (20 MARKS)

- a) Motivation is an integral part of school management quality this statement in the light of theory of reinforcement. (10 marks)
- b) Explain the role of the classroom teacher in management of students. (10 marks)

QUESTION FOUR (20 MARKS)

By the use of relevant examples, identify the contributions of the following in the management of Kenyan Secondary schools today:

- a) Max weber (10 marks)
- b) Fredrick Taylor (10 marks)

QUESTION FIVE (20 MARKS)

- a) Explain any Five factors one has to keep in mind in order to prepare an effective school budget (10 marks)
- b) With the use of five relevant examples explain the role of auditing in school financial management (10 marks)