



MACHAKOS UNIVERSITY

University Examinations for 2021/2022 Academic Year

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATIONAL MANAGEMENT AND CURRICULUM STUDIES

FOURTH YEAR SPECIAL/SUPPLEMENTARY EXAMINATION FOR

BACHELOR OF EDUCATION

EMP 401: EDUCATIONAL ADMINISTRATION

DATE: 14/3/2022

TIME: 2:00 – 4:00 PM

INSTRUCTIONS:

- i. Switch off your mobile phone and any other gadgets while the examination is in progress.
- ii. Do not write anything on the question paper.
- iii. Answer question **ONE** and any other **TWO** questions

QUESTION ONE

- a) Distinguish the following terms as they are used in education
- i) Educational Administration and Educational Management (2 marks)
 - ii) Power and Authority (2 marks)
 - iii) Accounting and Auditing (2 marks)
 - iv) Tuition and Administration vote heads (2 marks)
 - v) Organizing and Controlling (2 marks)
- b) Explain any FIVE initiatives that secondary schools administrators have undertaken in order to address the challenges that have been brought by Covid-19 pandemic. (10 marks)

- c) Explain any FIVE functions of Educational Management (10 marks)

QUESTION TWO (20 MARKS)

- a) Explain the contribution of Max Weber in educational management in Kenya today (5 marks)
- b) Explain the role of the Teachers Service Commission in teacher management in Kenya (5 marks)
- c) Discuss any FIVE characteristics of a school that qualifies it to be an organization (10 marks)

QUESTION THREE (20 MARKS)

- a) Explain any FIVE records used for students control in secondary schools in Kenya (10 marks)
- b) Discuss any five factors that may contribute to job satisfaction in an educational institution (10 marks)

QUESTION FOUR (20 MARKS)

- a) Explain any FIVE factors that may contribute to the effectiveness of communication in an educational institution (10 marks)
- b) Explain any FIVE roles of communication in school management (10 marks)

QUESTION FIVE (20 MARKS)

- a) Use relevant examples to explain the procedure for the preparation of an educational institutional budget (6 marks)
- b) Explain any Five books of accounting used to facilitate financial accounting in educational institutions (10 marks)
- c) Use four relevant examples to explain the importance of auditing of school funds (4 marks)

