



# MACHAKOS UNIVERSITY

University Examinations 2016/2017

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATIONAL MANAGEMENT AND CURRICULUM STUDIES

SECOND YEAR FIRST SEMESTER EXAMINATION FOR DIPLOMA IN  
EDUCATION

EAP 0201: EDUCATION ADMINISTRATION AND MANAGEMENT

DATE: 31/5/2017

TIME: 8:30 – 10:30 AM

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## INSTRUCTIONS

Answer Question One and Any Other Two Questions

1. a) Explain the following terms as used in management (10 marks)
  - i. Educational Management
  - ii. Staff development
  - iii. Supervision
  - iv. Discipline
  - v. Budgeting
- b) State two functions of the Teachers Service Commission (2 marks)
- c) Explain five forms of punishment that may be imposed on a student for misbehaviour (10 marks)
- d) Explain how the following managerial tasks are carried out in the school set up
  - i. Planning (4 marks)
  - ii. Controlling (4 marks)
2. a) By the use of relevant examples from secondary school, explain five styles of leadership (10 marks)

- b) 'A class teacher is a very important person in the school administration'. Justify the statement (10 marks)
3. a) Describe the four sub-budgets which make up the main school budget (8 marks)
- b) Explain the relevance of the scientific management theory in school management. (12 marks)
4. a) "Community participation is a very vital aspect in school management". Explain five reasons as to why the head teacher must involve the community in running the school (10 marks)
- b) Demonstrate ways in which the school management can motivate its staff (10 marks)
5. a) Explain five types of leaves which the teacher is entitled to as stipulated in the Teachers' Code of Conduct (10 marks)
- b) "Management of school discipline is a collective responsibility". Elaborate this statement (10 marks)