



MACHAKOS UNIVERSITY COLLEGE

(A Constituent College of Kenyatta University)

University Examinations 2015/2016

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATION MANAGEMENT AND CURRICULUM STUDIES

SECOND SEMESTER EXAMINATION FOR DIPLOMA IN EDUCATION

EAP 0201: EDUCATION ADMINISTRATION AND MANAGEMENT

Date: 12/8/2016

Time: 8:30 – 10:30 AM

INSTRUCTIONS

Question ONE- compulsory Answer any TWO questions

1. (a) Explain the following concepts (10 marks)
 - i. Administration
 - ii. Educational Management
 - iii. Discipline
 - iv. School Budget
 - v. Supervision
- (b) Highlight five roles of the school management committee (5 marks)
- (c) Discuss the four major managerial tasks that are carried out in a school (8 marks)
- (d) Highlight three task areas as identified by Campbell (3 marks)
- (e) Explain two offences that may result to disciplinary action by the TSC (4 marks)
2. (a) Explain five elements that give a school its unique character (10 marks)
- (b) Discuss five roles of a class teacher in the school management (10 marks)

3. (a) Discuss five reasons that led to the Neo-classical movement. (10 marks)
- (b) Explain five characteristics of bureaucratic organizational structure (10 marks)
4. (a) Explain five forms of punishment that can be applied to students in the school. (10 marks)
- (b) Discuss five sub-budgets which are necessary for consideration during the budgeting process in a school. (10 marks)
5. (a) Using a well labelled and neat diagram draw the structure of the Ministry of Education Science and Technology (10 marks)
- (b) Discuss five functions of the Ministry of Education. (10 marks)