



MACHAKOS UNIVERSITY

University Examinations for 2018/2019 Academic Year

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATIONAL MANAGEMENT AND CURRICULUM STUDIES

APRIL SESSION EXAMINATION FOR BACHELOR OF EDUCATION

EMP 401: EDUCATION ADMINISTRATION

DATE: SCHOOL BASED

TIME:

INSTRUCTIONS:

Answer QUESTION ONE and any other TWO QUESTIONS

QUESTION ONE

- a) Explain the following terms as applied in educational Management
 - i) Educational Administration (2 Marks)
 - ii) Auditing (2 Marks)
 - iii) Organizational efficiency (2 Marks)
- b) Outline any SIX functions of educational management (6 Marks)
- c) Highlight the characteristics of a school as an organization (5 Marks)
- d) By the use of relevant examples explain how the FIVE principles of scientific management as advocated by Fredrick Taylor have been applied in secondary schools in Kenya.
(10 Marks)
- e) Highlight any THREE legal documents that are used in teacher management in Kenyan secondary schools (3 Marks)

QUESTION TWO

- a) Explain five functions of a school budget (10 Marks)
- b) Explain the budgetary procedure in Kenyan secondary schools (10 Marks)

QUESTION THREE

- a) By the use of relevant examples distinguish between intrinsic and extrinsic motivation. (4 Marks)
- b) By use of relevant examples, give six reasons why motivation should be a component of good management. (6 Marks)
- c) Explain the Hertzberg's Two factor theory in relation to motivation in Kenyan Secondary Schools. (10 Marks)

QUESTION FOUR

- a) Explain the term authority as used in educational administration. (3 Marks)
- b) Identify any three forms of power that may be used by an Autocratic leader (9 Marks)
- c) Identify four social issues affecting educational management in schools today. (8 Marks)

QUESTION FIVE

- a) Describe the components of the communication process as likely to be used in a school situation (7 Marks)
- b) Explain the role of communication in educational institutions (4 Marks)
- c) Highlight some benefits of the grapevine among the personnel in an educational institution (4 Marks)
- d) Outline the technological barriers to communication in education. (5 Marks)