MACHAKOS UNIVERSITY

University Examinations for 2024/2025 Academic Year

SCHOOL OF EDUCATION
DEPARTMENT OF EDUCATIONAL MANAGEMENT & CURRICULUM STUDIES

FOURTH YEAR FIRST SEMESTER EXAMINATION FOR DEGREE IN
BACHELOR OF EDUCATION (SPECIAL NEEDS EDUCATION)
BACHELOR OF EDUCATION (SCIENCE)
BACHELOR OF EDUCATION (ARTS)
BACHELOR OF SCIENCE (AGED)

EMP401: EDUCATIONAL MANAGEMENT AND ADMINISTRATION

DATE: 20TH JANUARY, 2025 **TIME: 2.00 PM – 4.00 PM**

INSTRUCTIONS:
*Answer question **ONE (Compulsory)** and **any other TWO** questions*

QUESTION ONE *(COMPULSORY)* (30 MARKS)

a) Differentiate between Management and Administration. (4 marks)

b) Explain the need for Cost Benefit Analysis (CBA) in Educational Administration.

(4 marks)

c) Explain any Three demerits of using grapevine as a way of communication in our schools.

(6 marks)

d) Explain five characteristics of a school as an organization. (10 marks)

e) By the use of relevant examples explain the application of behavioral theory in management of secondary schools in Kenya. (6 marks)

QUESTION TWO (20 MARKS)

a) By the use of relevant examples, explain five strategies the head teacher would put in place to promote motivation of teaching staff. (10 marks)

b) With relevant examples, explain Five types of authority that may be applied in decision making in our schools. (10 marks)

QUESTION THREE (20 MARKS)

a) Discuss any FIVE effects of modern technology on resource management in Kenya schools today. (10 marks)

b) With the use of relevant examples Discuss interpersonal factors that may act as barriers to effective communication in school management. (10 marks)

QUESTION FOUR (20 MARKS)

a) With the use of relevant examples, explain five advantages of delegation of responsibilities in secondary school management.
(10 marks)

b) As a school administrator explain how you can apply Maslow's Hierarchy of Needs Theory to improve learners' academic performance.
(10 marks)

QUESTION FIVE (20 MARKS)

a) Explain the budgetary process used in secondary school management. (10 marks)

b) In the light of situational leadership theory, discuss measures that can be adopted to improve learners' discipline in secondary schools in Kenya. (10 marks)