



MACHAKOS UNIVERSITY

University Examinations 2016/2017

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATIONAL MANAGEMENT AND CURRICULUM STUDIES

**FOURTH YEAR SECOND SEMESTER EXAMINATION FOR BACHELOR OF
EDUCATION**

EMP 401: EDUCATION ADMINISTRATION

DATE: 31/5/2017

TIME: 11:00 – 1:00 PM

INSTRUCTIONS

- i) **Answer Question One and Any Other Two Questions**
- ii) **Do not write on the question paper**

QUESTION ONE (COMPULSORY) (30 MARKS)

- a) “A school is an organization just like any other”. Validate the statement with relevant examples of the characteristics of a school (5 marks)
- b) “Educational Administration and Educational Management are almost synonymous yet very distinct”. Justify the statement (5 marks)
- c) Explain the five principles of scientific management as advocated by Fredrick Taylor in the scientific management theory (10 marks)
- d) By the use of examples from the secondary school situation, explain how the Maslow’s Hierarchy of Needs Theory can be applied to motivate workers (10 marks)

QUESTION TWO (20 MARKS)

- a) Explain the following theories of leadership
 - i) The trait theories of leadership (4 marks)

- ii) The Contingency theory of leadership (4 marks)
- iii) The Charismatic theory of leadership (4 marks)
- b) Explain any four types of power (8 marks)

QUESTION THREE (20 MARKS)

- a) Explain the steps of the communication process (7 marks)
- b) Explain the barriers to effective communication in an educational institution (10 marks)
- c) Explain the importance of grapevine in organizations (3 marks)

QUESTION FOUR (20 MARKS)

- a) Explain any four functions of a school budget (8 marks)
- b) Explain the school budgeting procedure (12 marks)

QUESTION FIVE (20 MARKS)

- a) Explain the roles of the following in secondary school administration
 - i) The Head Teacher (5 marks)
 - ii) Heads of Department (5 marks)
- b) Explain any five ways through which democratic practices have been instituted in secondary school management in Kenya (10 marks)