



KENYATTA UNIVERSITY

UNIVERSITY EXAMINATIONS 2016/2017

(KERICHO AND EMBU CAMPUSES)

SECOND SEMESTER EXAMINATION FOR THE DEGREE OF

BACHELOR OF EDUCATION

EMP 401: EDUCATIONAL ADMINISTRATION

DATE: Tuesday, 16th May 2017

TIME: 8.00 a.m. - 10.00 a.m.

INSTRUCTIONS:

Answer Question One and any other Two questions.

1.
 - (a) Distinguish between Educational Management and Educational Administration. (3 marks)
 - (b) Discuss three main contributions of Scientific Management Theory. (3 marks)
 - (c) Differentiate between the following terms: democratic leadership and laissezfaire leadership style. (3 marks)
 - (d) Give three administrative functions of controlling as a function of the head teacher. (3 marks)
 - (e) Explain **three** roles of the Principal in curriculum implementation. (3 marks)
 - (f) Identify **three** books of account and give their uses. (3 marks)
 - (g) Identify **three** types of information that are communicated upwards in a school set up. (3 marks)
 - (h) Outline **three** factors that have led to rapid expansion of secondary education in Kenya. (3 marks)
 - (i) Highlight **three** importance of auditing school finances. (3 marks)
 - (j) Distinguish between satisfiers and dissatisfiers. (3 marks)
2. With reference to any four administrative processes, show how head teachers can improve instructional programmes in the school. (20 marks)

3. Discuss Henri Fayol's Principles of Management with relevant examples in a school situation. (20 marks)
4. (a) Discuss briefly the process of communication. (10 marks)
(b) Discuss **five** ways of improving communication in a school situation. (5 marks)
(c) Explain **five** barriers to effective communication. (5 marks)
5. (a) Discuss **five** issues/challenges facing the Ministry of Education, Science and Technology (MOEST) in the management of education. (10 marks)
(b) What practical interventions can be put in place to address the above challenges. (10 marks)