



KENYATTA UNIVERSITY
UNIVERSITY EXAMINATIONS 2017/2018
DIGITAL SCHOOL OF VIRTUAL AND OPEN LEARNING
SECOND SEMESTER EXAMINATION FOR THE DEGREE OF BACHELOR OF
EDUCATION
EMP 401: EDUCATIONAL ADMINISTRATION

DATE: TUESDAY 19TH JUNE 2018

TIME: 2.00 P.M. – 4.00 P.M.

INSTRUCTIONS

Answer Question ONE and any other TWO questions

Question One

- a) Define the term theory (2 marks)
- b) State any **three** elements of management according to Henry Fayol. (3 marks)
- c) Give **three** differences between coercive power and reward power (3 marks)
- d) State **three** disadvantages of autocratic leadership style (3 marks)
- e) Give **three** examples of information that are transmitted downwards in a school setup (3 marks)
- f) Explain **Three** dissatisfiers according to Herzberg hygiene motivation theory. (3 marks)
- g) Identify **three** ways a head teacher can promote good school-community relations. (3 marks)
- h) State any **three** semi-autonomous government agencies that support education in Kenya. (3 marks)
- i) Give **three** sources of education policies in Kenya. (3 marks)
- j) Using relevant examples, distinguish between a vote and vote-head as used in educational financial management (4 marks)

Question Two

- a) Explain how secondary schools qualify to be bureaucratic organizations (12 marks)
- b) Discuss **Four** dysfunctions of the bureaucratic model. (8 marks)

Question Three

- a) Discuss **five** functions of the Board of Management (BOM) in the management of secondary schools in Kenya. (10 marks)
- b) Explain the composition of secondary schools' BOM according to the Basic Education Act, 2013. (10 marks)

Question Four

- a) Discuss any **five** factors that affect the accuracy of information transferred from principals to parents in a school set up (10 marks)
- b) Citing relevant examples, explain how school administrations can improve on the factors identified in number 4(a) (10 marks)

Question Five

- a) Identify and explain the use of **five** books of account kept in a secondary school (10 marks)
- b) Explain **five** challenges that head teachers face in the management of school finances. (10 marks)