



GARISSA UNIVERSITY

UNIVERSITY EXAMINATION 2017/2018 ACADEMIC YEAR FOUR SECOND SEMESTER EXAMINATION

SCHOOL OF EDUCATION, ARTS AND SOCIAL SCIENCES

FOR THE DEGREE OF BACHELOR OF EDUCATION (ARTS)

COURSE CODE: EMP 411

COURSE TITLE: EDUCATIONAL ADMINISTRATION AND MANAGEMENT

EXAMINATION DURATION: 2 HOURS

DATE: 11/04/18

TIME: 11.30-2.30 PM

INSTRUCTION TO CANDIDATES

- The examination has SIX (6) questions
- Question ONE (1) is COMPULSORY
- Choose any other THREE (3) questions from the remaining FIVE (5) questions
- Use sketch diagrams to illustrate your answer whenever necessary
- Do not carry mobile phones or any other written materials in examination room
- Do not write on this paper

This paper consists of TWO (2) printed pages

please turn over



QUESTION ONE (COMPULSORY)

(a) Define the following terms:

- i. Administration [2 Marks]
- ii. Educational administration [2 Marks]
- iii. Management [2 Marks]
- iv. Educational management [2 Marks]

(b) Using examples, discuss administrative issues that hinder positive discharge of Principals' duties in schools in Kenya. [9 Marks]

(c) Using examples, discuss how the principals of schools apply styles of leadership in managing school activities. [8 Marks]

QUESTION TWO

(a) What do you understand by the term motivation at work place [2 Marks]

(b) Discuss fully how Macgregor's theory X and Y have been applied in our schools to motivate teachers for higher performance. [13 Marks]

QUESTION THREE

(a) What is communication in a school setting [2 Marks]

(b) Highlight the difference between downward and upward communication in schools [9 marks]

(c) Discuss how the FOUR major ways of communication work [4 Marks]

QUESTION FOUR

(a) Explain change management [3 Marks]

(b) Discuss the steps involved in effecting change in an organization [12 Marks]

QUESTION FIVE

(a) Examine 5 functions of educational administration [5 Marks]

(b) Discuss any 5 major problems of administration in educational institutions in Kenya [10 Marks]

QUESTION SIX

Discuss F.W. Taylors' principles on how workers should improve productivity at in schools

[15 Marks]

