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**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)**

1. Define the following terms:
2. Administration **[2 Marks]**
3. Educational administration **[2 Marks]**
4. Management **[2 Marks]**
5. Educational management **[2 Marks]**
6. Using examples, discuss administrative issues that hinder positive discharge of Principals’ duties in schools in Kenya. **[9 Marks]**
7. Using examples, discuss how the principals of schools apply styles of leadership in managing school activities. **[8 Marks]**

**QUESTION TWO**

1. What do you understand by the term motivation at work place **[2 Marks]**
2. 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**

1. What is communication in a school setting **[2 Marks]**
2. Highlight the difference between downward and upward communication in schools [**9 marks]**
3. Discuss how the FOUR major ways of communication work [**4 Marks]**

**QUESTION FOUR**

1. Explain change management **[3 Marks]**
2. Discuss the steps involved in effecting change in an organization **[12 Marks]**

**QUESTION FIVE**

1. Examine 5 functions of educational administration **[5 Marks]**
2. 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]**