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**GARISSA UNIVERSITY**

**UNIVERSITY EXAMINATION 2020/2021 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: COURSE TITLE: EDUCATIONAL DMINISTRATION AND MANAGEMENT**

**EXAMINATION DURATION: 2 HOURS**

**DATE: 09/10/2021 TIME: 09.00-11.00 AM**

**INSTRUCTION TO CANDIDATES**

* **The examination has FIVE (5) questions**
* **Question ONE (1) is COMPULSORY**
* **Choose any other TWO (2) questions from the remaining FOUR (4) 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. Educational administration                                                                                       (2Marks)
3. Educational management                                                                                          (2Marks)
4. Using examples, discuss how the principals of schools apply autocratic style in managing school activities                                                                                                 (8 Marks)
5. Discuss five elements of scientific management theory as used by principals in schools

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**QUESTION TWO**

1. Differentiate between formal and informal communication  (4 Marks)
2. Discuss the flow of communication as used in used in schools      (16 Marks)

**QUESTION THREE**

1. Define change management?                                                                                        (4Marks)
2. Discuss reasons why people are opposed to changes in an organization          (16 Marks)

**QUESTION FOUR**

1. Discuss the advantages and disadvantages of the Laissez faire style of leadership (4 Marks)
2. Discuss fully how Macgregor’s theory X and Y have been applied in our schools to motivate teachers for higher performance.    (16 Marks)

**QUESTION FIVE**

1. Discuss 4 functions of educational administration                                              (5 Marks)
2. Discuss 4 major problems of administration in educational institutions in Kenya (8 marks)
3. Discuss Henri Fayol’s principles of administrative management theory as applied in schools                                          (8 Marks)