



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

**UNIVERSITY EXAMINATIONS FOR THE DEGREE OF BACHELOR OF
EDUCATION (ARTS/SCIENCE/SNE) AND BACHELOR OF SCIENCE IN
EXTENSION EDUCATION (AGEED)**

4TH YEAR 1ST SEMESTER, DECEMBER, 2022.

MAIN CAMPUS/SIAYA

COURSE CODE: ECB 2401/EMA 411

**COURSE TITLE: EDUCATIONAL ADMINISTRATION, LEADERSHIP AND
MANAGEMENT**

DATE: 8/12/2022

SESSION: 15.00-17.00PM

TIME: 2HRS

INSTRUCTIONS

- 1. Attempt question one (compulsory) and any other Two question**
- 2. Candidates are advised not to write on the question paper**
- 3. Candidates must hand in their answer booklets to the invigilator while in the
examination room**

QUESTION ONE

- a) Differentiate between educational administration and educational management
(2 marks)
- b) State five elements of educational administration (5marks)
- c) What are the main differences between programmed decision-making and non-programmed decision-making (4marks)
- d) Briefly describe three group decision making techniques that you know (3 marks)
- e) Secondary schools are audited from time to time by officers from the Sub-County/County offices. State any four items that are audited(2marks)
- f) You are a newly appointed principal of a secondary school and would want to understand some of the current financial liabilities of the school. State four such liabilities that you would possibly encounter in your new office (2marks)
- g) State **two** reasons why the following documents are kept by secondary schools
- (i) Journal Proper (2marks)
 - (ii) Petty cash book (2 marks)
 - (iii) Balance Sheet (2 marks)
- (h) List **two** issues headteachers should observe for effective delegation of duties (2 marks)i)
In a school situation state and explain **at least two** importance of downward communication to theheadteachers (2 marks)
- j) State four situational barriers to communication(2 marks)

QUESTION TWO

- a) Discuss Douglas McGregor's Theory X AND Y(10marks)
- a) As a principal of a secondary school, explain how you would use the two theories to ensure better academic performance in your school (10marks)

QUESTION THREE

- a) State and explain any **Six** modern secondary school vote heads (10marks)

- b) Outline the Principles for appraising budgetary practices in educational institutions as proposed by Vygotsky (10 marks)

QUESTION FOUR

You have visited one of the prominent schools and a newly posted Principal informs you of his/her intent to further empower his/her teachers and workers in the school. Discuss five principles that will help him /her achieve the intended goal.(10marks)

QUESTION FOUR

- a) You are posted to a new school as the headteacher. Discuss the merits and demerits of applying the following leadership styles (20 marks)
- i) Authoritative Style (5marks)
 - ii) Democratic Style(5marks)
 - iii) Laissez Fair style (5 marks)
 - iv) Transformational Leadership style(5 marks)

QUESTION FIVE

- a) You have been posted to a new school as a principal, explain the Step by step procedural way of financial planning that you will involve yourself in (12 marks)
- b) State and explain any Eight secondary school vote heads that a school head teacher should adhere to (8 marks)