



**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**SCHOOL OF EDUCATION**  
**UNIVERSITY EXAMINATION FOR THE DEGREE OF BACHELOR OF EDUCATION**  
**4<sup>TH</sup> YEAR 1<sup>ST</sup> SEMESTER 2016/2017 ACADEMIC YEAR**  
**MAIN CAMPUS – SCHOOL BASED**

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**COURSE CODE: EMA 4111**

**COURSE TITLE: EDUCATIONAL ADMINISTRATION AND MANAGEMENT**

**EXAM VENUE:**

**STREAM: (BED ARTS)**

**DATE:**

**EXAM SESSION:**

**TIME: 2 HOURS**

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**Instructions:**

- 1. Answer Question ONE (COMPULSORY) and ANY other 2 questions**
- 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.**

- 1(a) (i) Define leadership in the context of educational administration. (3 marks)
- (ii) Distinguish between tangible and intangible qualities of a leader. (2 marks)
- (b) Explain the role of the school administrator in planning of school plant and maintenance? (10 marks)
- (c) Explain five characteristics of a bureaucratic organization as developed by Max Weber. (5 marks)
- (d) Explain the importance of budgeting in school administration and management. (5 marks)
- (e) Explain five reasons why a teacher's appointment can be terminated. (5 marks)
2. Fredrick Taylor (1856-1915), the father of scientific management movement, sought ways to effectively use men in industrial organizations. Discuss Taylors principles of scientific management (20 marks)
4. Explain FIVE principles upon which the soundness and good working order of an organization depend. (20 Marks)
4. (a) Briefly discuss the importance of behavioral approach to educational administration and management (10 Marks)
- (b). Distinguish between the assumptions of theory X and Y in an educational institution set up, (10 marks)
5. (a) Briefly explain the importance of staff development and staff orientation in educational administration and management, (10 Marks)
- (d). Discuss the implication of the different models of leadership styles in the school system. (10 Marks)

**END**