



**JARAMOGI ODINGA OGINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**SCHOOL OF EDUCATION**  
**UNIVERSITY EXAMINATION FOR THE DEGREE OF BACHELOR OF EDUCATION**  
**ARTS WITH IT**  
**4<sup>TH</sup> YEAR, 1<sup>ST</sup> SEMESTER, 2017/2018 ACADEMIC YEAR**  
**MAIN CAMPUS, REGULAR: DEC-2017**

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**COURSE CODE: EMA 411**

**COURSE TITLE: EDUCATIONAL ADMINISTRATION AND MANAGEMENT**

**DATE .....**

**STREAM: BED (Arts/ Scs/ SNE)**

**TIME: 2HOURS**

**EXAM SESSION: December, 2017**

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**Instructions:**

**1 Answer question ONE (COMPULSORY) and ANY other TWO questions.**

**2 Candidates are advised not to write on the question paper.**

**3 Candidate must hand in their answer booklets to the invigilator while in the examination room.**

## **SECTION A: Compulsory**

### **Question 1**

- (a) What is Management? (3 marks)
- (a) Explain any five reasons for studying management? (5 marks)
- (c) Critically appraise the scientific theory of management (10 marks)
- (d) Explain any six differences between leadership and Management (12 marks)

## **SECTION B: Answer any 2 questions**

### **Question Two**

Discuss the role of Board of Management in the day to day running of secondary schools in Kenya (20marks)

### **Question Three**

- a) Discuss the requirements for registration of a school in Kenya (10marks)
- b) Discuss the procedure for selection and acquisition of instructional materials and equipment for schools in Kenya (10marks)

### **Question 4**

Critically Appraise the Contingency theory of management in relation to Kenyan secondary school management. (20 marks)

### **Question 5**

Discuss the importance of budgeting to the financial management of secondary school in Kenya. (20 marks)