



JARAMOGI ODINGA OGINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

SCHOOL OF EDUCATION

**UNIVERSITY EXAMINATION FOR THE DEGREE OF BACHELOR OF EDUCATION
ARTS WITH IT**

4TH YEAR, 1ST SEMESTER, 2018/2019 ACADEMIC YEAR

MAINCAMPUS, REGULAR

COURSE CODE: EMA 411

COURSE TITLE: EDUCATIONAL ADMINISTRATION & MANAGEMENT

VENUE: STREAM: BED (ARTS)/SCIENCE/SNE/ECED

DATE: EXAM SESSION: DECEMBER, 2018

TIME: 2 HOURS

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.

QUESTION ONE (COMPULSORY)

- a) Define the following terms:
 - (i) Bureaucracy (1mark)
 - (ii) Administration (1 mark)
- b) Explain the importance of motivation as an approach to administration and management (2 marks)
- c) Explain the four levels of management in a school system . (4marks)
- d) Differentiate between Leadership and Management (2 marks)
- e) State and explain **TWO(2)**dysfunctions of classical approach(6 marks)
- f) Explain **ANY FOUR (4)**fundamental principles of human relations approach to the administration and management of an organization. (4 marks)
- g) Outline the**FIVE** key components of a school strategic plan (10 marks)

QUESTION TWO

Discuss participatory decision making process in a school situation and explain why as a Head teacher you **should** or **should not** use it. (20 marks)

QUESTION THREE

- a) Explain the following concepts as advanced by Gulick and Urwick
 - i) Line (2 marks)
 - ii) Staff (2 marks)
 - iii) Span of control
- b) As a principal of a large secondary school in Kenya, discuss how you can use classical approach to effectively manage the school (16 marks)

QUESTION FOUR

- a) Discuss F.Taylor's (1877-1920) approach to Scientific Management theory (15 marks)

- b) Explain **ANY TWO** ways in which Taylor's principles might help you become an effective school administrator. (5 marks)

QUESTION FIVE

- a) Examine the budgeting process in educational institutions in Kenya (5 marks)
- b) Explain the basic components of a budget Vote heads of secondary schools in Kenya (5 marks)
- c) Discuss the essentials of auditing of secondary schools in Kenya (10marks)