

JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

**UNIVERSITY EXAMINATIONS FOR THE DEGREE OF BACHELOR OF
EDUCATION (ARTS)**

4TH YEAR 1ST SEMESTER, OCTOBER, 2020.

SPECIAL EXAMINATIONS, OCTOBER, 2020.

MAIN CAMPUS

COURSE CODE: EMA 411

COURSE TITLE: Educational Administration and Management

TIME: 2HRS

INSTRUCTIONS

- 1. Attempt question one (compulsory) and any other 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) Define the terms educational administration and management (4mks)
- b) State five elements of educational administration (5marks)
- c) Outline five components of a school strategic plan (5marks)
- d) Discuss 4 ways in which accountability and transparency can be upheld in an educational institution (8mks)
- e) Discuss four reasons why Secondary school accounts are audited (8mks)

QUESTION TWO

- a) Discuss Douglas McGregor's Theory X AND Y (10mks)
- a) As a principal of a secondary school, explain how you would use the two theories (10mks)

QUESTION THREE

- a) State and explain any **Six** modern secondary school vote heads (10mks)
- b) Outline the Principles for appraising budgetary practices in educational institutions as proposed by Vgosecky (10 mks)

QUESTION FOUR

- a) Examine the six characteristics of Max Webers Bureaucratic Theory (12 marks)
- b) Discuss four functions of the board of management in secondary school (8mks)

QUESTION FIVE

- a) Discuss the following leadership styles:
 - i) Authoritative Style (5mks)
 - ii) Democratic Style (5mks)
 - iii) Laissez Fair style (4mks)
- b) Outline two disadvantages of each style (6mks)