



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

SCHOOL OF EDUCATION

UNIVERSITY EXAMINATION FOR DEGREE OF BACHELOR OF EDUCATION

SCIENCE/ARTS/SPECIAL NEEDS

4TH YEAR 1ST SEMESTER 2016/2017 ACADEMIC YEAR

REGULAR (MAIN)

COURSE CODE: EMA 411

COURSE TITLE: EDUCATIONAL MANAGEMENT AND ADMINISTRATION

EXAM VENUE: STREAM: (BED ARTS/ SCIENCE/SPECIAL NEEDS)

DATE: EXAM SESSION:

TIME: 2.00 HOURS

Instructions:

- 1. Answer question 1 (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) Briefly explain the three types of authority as expounded in Bureaucratic Model of Management (9 marks)

(b) With reference to structures of formal educational institutions in Kenya, discuss the characteristics of a Bureaucratic system (10marks)

2. Since independence, the government of Kenya has addressed challenges facing the education sector through commissions, committees and taskforces with specific terms of reference. Briefly explain the contributions of the following to development of education in the country

(a) The Ominde Commission of 1964 (10marks)

(b) The Constitution of Kenya (2010) (10marks)

3. Briefly discuss the functions and significance of each of the following organizations to the Kenyan education system

(a) The Teachers Service Commission (10marks)

(b) The Kenya National Union of Teachers (10marks)

4. Explain the roles of the following in Instructional management of secondary schools in Kenya

(a) Heads of Departments (10marks)

(b) Deputy Principals (10marks)

5. (a) As a principal of Bondo Boys High School, explain how you would help to prevent misappropriation of school funds. (10 marks)

(b) Outline some of the basic principles of budgeting applied within educational institutions in Kenya (10 marks)