



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY
SCHOOL OF EDUCATION
UNIVERSITY EXAMINATION FOR THE DEGREE OF BACHELOR OF
4THYEAR 2ST SEMESTER 2015/2016 ACADEMIC YEAR
MAIN CAMPUS-SCHOOL BASED

COURSE CODE: EMA 411

COURSE TITLE: EDUCATION ADMINISTRATION AND MANAGEMENT

EXAM VENUE: HALL 1

STREAM: (BEd. Arts)

DATE: 28/04/2016

EXAM SESSION: 9.00 – 11.00 AM

TIME: 2 HOURS

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.**

Q1. (a). Briefly discuss the difference between administration and Leadership. (4 marks)

(b) Explain Traditional approaches to leadership citing specific examples in a school environment. (6 marks)

(c). Explain any five roles of a principal on instructional supervision. (10 marks)

(d). Discuss the role of operative management in a school management system. (5 marks)

(e). Briefly discuss how a principal can deal with rumours in a school set-up. (5 marks)

Q2. You have been posted as a principal in a given school when the year is beginning. You are therefore required to bring a change because the school has not been performing well in KCSE Exams. Making use of examples, discuss steps you will follow to initiate and implement the change. (20 marks)

Q3. (a). Discuss Winslow Tylor's theory of scientific management. (8 marks)

(b). Use examples to illustrate how it is applied in day to day management of schools in Kenya today. (12 marks)

Q4. Explain the functions of the school manager or administrator in school plant management. (20 marks)

Q5. (a). Discuss the components of any of motivation. (8 marks)

(b). Discuss how a head teacher can use the components effectively to create a motivated staff. (12 marks)