

**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

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

**4<sup>TH</sup> YEAR 1<sup>ST</sup> 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)