



GARISSA UNIVERSITY

UNIVERSITY EXAMINATION **2017/2018** ACADEMIC YEAR **FOUR**
SECOND SEMESTER EXAMINATION

SCHOOL OF EDUCATION, ARTS AND SOCIAL SCIENCES

FOR THE DEGREE OF BACHELOR OF EDUCATION (ARTS)

COURSE CODE: EMP 411

COURSE TITLE: EDUCATIONAL ADMINISTRATION AND MANAGEMENT

EXAMINATION DURATION: 2 HOURS

DATE: 11/04/18

TIME: 11.30-2.30 PM

INSTRUCTION TO CANDIDATES

- The examination has **SIX (6)** questions
- Question **ONE (1)** is **COMPULSORY**
- Choose any other **THREE (3)** questions from the remaining **FIVE (5)** questions
- Use sketch diagrams to illustrate your answer whenever necessary
- Do not carry mobile phones or any other written materials in examination room
- Do not write on this paper

This paper consists of **TWO (2)** printed pages

please turn over



QUESTION ONE (COMPULSORY)

- (a) Define the following terms:
- i. Administration [2 Marks]
 - ii. Educational administration [2 Marks]
 - iii. Management [2 Marks]
 - iv. Educational management [2 Marks]
- (b) Using examples, discuss administrative issues that hinder positive discharge of Principals' duties in schools in Kenya. [9 Marks]
- (c) Using examples, discuss how the principals of schools apply styles of leadership in managing school activities. [8 Marks]

QUESTION TWO

- (a) What do you understand by the term motivation at work place [2 Marks]
- (b) Discuss fully how Macgregor's theory X and Y have been applied in our schools to motivate teachers for higher performance. [13 Marks]

QUESTION THREE

- (a) What is communication in a school setting [2 Marks]
- (b) Highlight the difference between downward and upward communication in schools [9 marks]
- (c) Discuss how the FOUR major ways of communication work [4 Marks]

QUESTION FOUR

- (a) Explain change management [3 Marks]
- (b) Discuss the steps involved in effecting change in an organization [12 Marks]

QUESTION FIVE

- (a) Examine 5 functions of educational administration [5 Marks]
- (b) Discuss any 5 major problems of administration in educational institutions in Kenya [10 Marks]

QUESTION SIX

- Discuss F.W. Taylors' principles on how workers should improve productivity at in schools [15 Marks]

