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KIBU-QA-F-003



KIBABII UNIVERSITY

**UNIVERSITY EXAMINATION
ACADEMIC YEAR 2020/2021**

**SECOND YEAR FIRST SEMESTER EXAMINATIONS
BACHELOR OF EDUCATION**

COURSE CODE: EPM 411

COURSE TITLE: EDUCATIONAL ADMINISTRATION AND MANAGEMENT

DATE: WEDNESDAY 14TH JULY 2021 TIME: 9:00-11:00 AM DURATION: 2HOURS

INSTRUCTIONS TO CANDIDATES

Answer Question One (compulsory) and Any other TWO (2) Questions

KIBU observes ZERO tolerance to examination cheating
This Paper Consists of 2 Printed Pages. Please Turn Over. ➔



SECTION ONE

- 1a). Some student trainees at Kibabii University found out that some school principals often delegated some duties to teachers during their school practice. From your experience what are the main four reasons why delegation is good in any school administration (6 marks)
- b). Using appropriate examples, explain two types of power and three types of authority utilized by administrators in education (5 marks)
- c). Explain the uses of any three books of accounts in facilitating financial accounting in secondary schools in Kenya (6 marks)
- d). Discuss the main Functions of the BOM in secondary schools (8 marks)
- e). Laissez Feire is a leadership style which can be found in any learning institutions. Describe the leadership characteristics of a principal with this style of leadership (5 marks)

SECTION TWO

2. Discuss the main functions of a secondary school Board of Management in Kenya (20 marks)
3. Communication is a powerful tool in education. Examine and explain the steps to be followed in any a good communication process (20 marks)
4. The success and development of any learning institution depends largely on Funding. Discuss any five sources of educational funding in Kenya (20 marks)
5. If you are promoted today to be the principal of a day school in your village. Explain your main responsibilities in that school (20 marks)