



KIBABII UNIVERSITY

**UNIVERSITY EXAMINATION
ACADEMIC YEAR 2020/2021**

FOURTH YEAR SECOND SEMESTER REGULAR EXAMINATIONS

BACHELOR OF EDUCATION(ARTS/SCIENCE)

COURSE CODE: EPM 411

COURSE TITLE: EDUCATIONAL MANAGEMENT AND ADMINISTRATION

DATE: WED 26 Jan 2022 TIME:9:00-11:AM DURATION: 2 HOURS

INSTRUCTIONS

This paper consists of FOUR questions

Answer question ONE and other TWO questions in this paper

KIBU observes ZERO tolerance to examination cheating

This Paper Consists of 2 Printed Pages. Please Turn Over.

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Knowledge for Development



QUESTION ONE (COMPULSORY)

- a) Define the following terms as used in educational management (3marks)
 - i) Auditing
 - ii) Budget
 - iii) Motivation
- b) Highlight **four** characteristics of a school as a social organization (4marks)
- c) Name any three legal documents used in teacher management in Kenyan Schools (3marks)
- d) Explain **five** functions of a school budget (10marks)
- e) Discuss the role of communication in an educational institution (10marks)

QUESTION TWO

- a) Explain the term authority as used in educational administration (2marks)
- b) Describe any **three** forms of power that may be used by a leader in an educational institution (3marks)
- c) Explain how the school management can apply Maslow's Theory of motivation to motivate school staff (10marks)

QUESTION TWO

- a) Describe **five** functions of educational management (10marks)
- b) Describe any **five** characteristics of an effective leader (5marks)

QUESTION THREE

- a) Explain the role of Board of Management in secondary schools (8marks)
- b) Outline the factors to consider when location a school store (7marks)

QUESTION FOUR

Explain how the following management theories have contributed to the practice of educational management in Kenyan secondary schools

- a) Scientific (5marks) management
- b) Bureaucratic (5marks) management
- c) Administrative (5marks) management

