



**KIBABII UNIVERSITY**

**UNIVERSITY EXAMINATION  
ACADEMIC YEAR 2021/2022**

**FOURTH YEAR FIRST SEMESTER PARTTIME EXAMINATION**

**BACHELOR OF EDUCATION**

**COURSE CODE: EPM 411**

**COURSE TITLE: EDUCATION ADMINISTRATION AND MANAGEMENT**

**DATE: FRIDAY 27<sup>TH</sup> 18 MAY 2022 TIME 09:00-11:00HRS DURATION: 2HOURS**

**INSTRUCTIONS TO CANDIDATES**

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

KIBU observes ZERO tolerance to examination cheating

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**Kibabii University ISO 9001:2015 Certified**  
Knowledge for Development

**SECTION A.**

**QUESTION ONE.**

- a). Define the following terms as used in educational management  
i). Motivation (1mk) ii). Auditing (1mk) iii). Budgeting (1mk)
- b). Highlight four characteristics of a school as a social organization (4 mks)
- c). Name any three legal documents used in teacher management in Kenyan Schools (3marks)
- d). Explain five functions of a school budget (10 mks).
- e). Discuss the role of communication in an educational institution (10 mks).

**SECTION B**

**QUESTION TWO**

- a). Explain the term authority as used in educational administration (2 marks).
- b). Describe any **three** forms of power that may be used by a leader in an educational (6 marks)
- c). Explain how the school management can apply Maslow's Theory of motivation to motivate staff (12 marks)

**QUESTION THREE**

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

**QUESTION FOUR**

- a) Explain the role of Board of Management in public schools (10 mks).
- b) Outline the factors to consider when locating a school store (10 mks)

