



KIBABII UNIVERSITY

UNIVERSITY EXAMINATION ACADEMIC YEAR 2021/2022

FOURTH YEAR SECOND SEMESTER REGULAR EXAMINATIONS

BACHELOR OF EDUCATION

COURSE CODE: EPM 411

COURSE TITLE: EDUCATIONAL ADMINISTRATION AND MANAGEMENT

DATE: Wednesday 16th November 2022 **TIME:** 8:00-10:00AM **DURATION:** 2HOURS

INSTRUCTIONS TO CANDIDATES

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

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Knowledge for Development

SECTION A: ANSWER ALL QUESTIONS

- (a) Discuss the implication of the different models of leadership styles in the school system (10 marks)
- (b) What are the problems of secondary school administration (10 marks)
- (c) Briefly discuss the importance of behavioral approach to educational administration and
- (d) Management (10 Marks)

SECTION B: ATTEMPT ANY TWO QUESTIONS

Question Two

- (a) What are the steps of good decision-making? (10 marks)
- (b) How does a school maintain financial records? (5 marks)
- (c) Explain the importance of budgeting in school administration and management (5marks)

Question three

- (a) Explain the need and process of Management of Change in a school. 10 marks
- (b) Explain how Transformational leadership can be used in school 10 marks

Question four

- (a) As a principal in a school, how will you remove interpersonal conflict? 10 marks
- (b) How will remove barriers of communication in a school 10 marks

Question five

Fredrick Taylor (1856-1915), the father of scientific management movement, sought ways to effectively use people in industrial organizations. Discuss Taylors principles of scientific management

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