



# MACHAKOS UNIVERSITY

University Examinations for 2020/2021 Academic Year

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATIONAL MANAGEMENT & CURRICULUM STUDIES

SECOND YEAR FIRST SEMESTER EXAMINATION FOR

DIPLOMA IN EDUCATION

EAP 0201: EDUCATIONAL ADMINISTRATION AND MANAGEMENT

DATE: 16/8/2021

TIME : 2:00 – 4:00 PM

---

## INSTRUCTIONS

Answer question **ONE (compulsory)** and any other **TWO** questions.

### QUESTION ONE (COMPULSORY) (30 MARKS)

- a) Explain in four ways how administration differs from management. (8 marks)
- b) Identify any four characteristics of educational organization (8 marks)
- c) Outline the functions of management as identified by Henry Fayol (10 marks)
- d) Identify any four sources of school funding. (4 marks)

### QUESTION TWO (20 MARKS)

- a) Explain the role of the following in management of school resources: (10 marks)
  - (i) The head-teacher
  - (ii) Teachers' union
  - (iii) Ministry of Education
- b) Explain any five measures that can be adopted to improve discipline in school (10 marks)

### QUESTION THREE (20 MARKS)

- a) Motivation is an integral part of school management quality this statement in the light of theory of reinforcement. (10 marks)
- b) Explain the role of the classroom teacher in management of students. (10 marks)

**QUESTION FOUR (20 MARKS)**

By the use of relevant examples, identify the contributions of the following in the management of Kenyan Secondary schools today:

- a) Max weber (10 marks)
- b) Fredrick Taylor (10 marks)

**QUESTION FIVE (20 MARKS)**

- a) Explain any Five factors one has to keep in mind in order to prepare an effective school budget (10 marks)
- b) With the use of five relevant examples explain the role of auditing in school financial management (10 marks)