



# MACHAKOS UNIVERSITY COLLEGE

(A Constituent College of Kenyatta University)

University Examinations 2015/2016

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATION MANAGEMENT AND CURRICULUM STUDIES

SECOND SEMESTER EXAMINATION FOR DIPLOMA IN EDUCATION ARTS  
& SCIENCE

**EAP 0201: EDUCATION ADMINISTRATION AND MANAGEMENT**

**Date: SCHOOLBASED**

**Time:**

---

## **INSTRUCTIONS**

*Question ONE- compulsory Answer any TWO questions*

1. (a) Explain the following concepts (10 marks)
  - (i) Administration
  - (ii) Educational Management
  - (iii) Discipline
  - (iv) School Budget
  - (v) Supervision
- (b) Highlight five roles of the school management committee (5 marks)
- (c) Discuss the four major managerial tasks that are carried out in a school. (8 marks)
- (d) Highlight three task areas as identified by Campbell (3 marks)
- (e) Explain two offences that may result to disciplinary action by the TSC. (4 marks)

*Answer any TWO questions*

2. (a) Explain five elements that give a school its unique character (10 marks)
- (b) Discuss five roles of a class teacher in the school management (10 marks)
3. (a) Discuss five reasons that led to the Neo-classical movement. (10 marks)

- (b) Explain five characteristics of bureaucratic organizational structure (10 marks)
4. (a) Explain five forms of punishment that can be applied to students in the school. (10 marks)
- (b) Discuss five sub-budgets which are necessary for consideration during the budgeting process in a school. (10 marks)
5. (a) Discuss five causes of indiscipline in school. (10 marks)
- (b) Explain some of the measures that should be taken by the School Administration to curb indiscipline in schools. (10 marks)