

CHUKA



UNIVERSITY

## UNIVERSITY EXAMINATIONS

EXAMINATION FOR THE AWARD OF DEGREE OF BACHELOR OF EDUCATION

ECDE 411: EDUCATIONAL ADMINISTRATION AND MANAGEMENT

STREAMS:

TIME: 2 HOURS

DAY/DATE: MONDAY 20/09/2021

8.30 A.M – 10.30 A.M

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### INSTRUCTIONS

■ Answer question one and any other two questions

■ Do not write anything in this question paper

### QUESTION ONE

- (a) (i) Explain the term educational administration.  
(ii) Explain why it is important to study educational administration. [10 marks]
- (b) Identify two types of leadership styles and explain each one of them in detail. [10 marks]
- (c) Discuss the challenges or shortcomings of scientific management theory by Fredrick Taylor. [10 marks]

### QUESTION TWO

- (a) Explain the term written communication. [6 marks]
- (b) Discuss the advantages and disadvantages of written communication. [14 marks]

### QUESTION THREE

- (a) List a six basic roles played by the school headteacher as instructional leader. [10 marks]
- (b) Clearly demonstrate how you would acquire and maintain power as a headteacher in Kenyan institution. [10 marks]

**QUESTION FOUR**

- (a) Discuss five characteristics of ideal bureaucracy according to Max Weber.[10 marks]
  - (b) State any five elements of management according to Henri Fayol. [10 marks]
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