

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

THARAKA UNIVERSITY COLLEGE

**EXAMINATION FOR THE AWARD OF DEGREE OF
BACHELOR OF EDUCATION ARTS**

EAPE 411: EDUCATIONAL ADMINISTRATION AND MANAGEMENT

STREAMS: BED (ARTS)

TIME: 2 HOURS

DAY/DATE: MONDAY 05/08/2019

8.30 AM – 10.30 AM

INSTRUCTIONS:

- **Do NOT write on this question paper**
- **Question One is Compulsory**
- **Answer any other three questions**

1. (a) Discuss briefly any five barriers to effective communication in a school. [10 marks]
 - (b) Henri Fayol established himself as the first organizational theorist with the definition of management in terms of five elements. Identify and explain five elements of management. [5 marks]
 - (c) Briefly explain the historical development of educational management. [5 marks]
 - (d) Outline five tenets of the scientific management theory by Fredrick. W. Taylor (1856- 1917) [5 marks]
2. Identify and discuss three leadership skills that a school principal should possess for effective and efficient management of a school. [15 marks]
 3. The style of leadership greatly influences the leaders effectiveness as well as the extent to which organizational goals are achieved. Discuss. [15 marks]

4. (a) What is administrative process? [3 marks]
(b) Identify and discuss the components of the administrative process according to Gullick and Urwick (1935) [12 marks]

5. (a) What is motivation [3 marks]
(b) Discuss how a school head can satisfy the various levels of needs of his or her staff. [12 marks]
