

**CHUKA**



**UNIVERSITY**

**UNIVERSITY EXAMINATIONS**

**EMBU AND THARAKA CAMPUSES**

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

**EAPE 411: EDUCATIONAL ADMINISTRATION AND MANAGEMENT**

**STREAMS: B.ED (ARTS) Y4S1**

**TIME: 2 HOURS**

**DAY/DATE: TUESDAY 07/08/2018**

**8.30 A.M. – 10.30 A.M.**

**INSTRUCTIONS:**

- **Do not write on this question paper.**
- **Question one (1) is compulsory. Answer any other three questions.**

1. (a) Distinguish between the following terms as applied in educational management:  
(6 marks)
  - (i) Administration and management.
  - (ii) Power and authority.
  - (iii) Planning and organizing.
- (b) Identifying four shortcomings/ limitations of scientific management theory when used in school management. (4 marks)
- (c) What are the underlying assumptions of McGregor's theory X? How can a head teacher achieve school objectives by utilizing this theory? (6 marks)
- (d) Reflect on administration of schools in Kenya. To what extent do schools manifest themselves as bureaucracies. (6 marks)
- (e) List the various ways that principals in secondary schools can improve communication in their schools. (3 marks)

2. Discuss the role of the school principal as an instructional leader. Give relevant examples. (15 marks)
  3. Explain five bases of power of a school head. (15 marks)
  4.
    - (a) What is supervision of instruction? (2 marks)
    - (b) What does supervision involve? (5 marks)
    - (c) Explain any four key principles of supervision in an educational institution. (8 marks)
  5. Discuss five functions of Human resource management in an educational institution. (15 marks)
-