



MERU UNIVERSITY COLLEGE OF SCIENCE & TECHNOLOGY

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University Examinations 2010/2011

SECOND YEAR, FIRST SEMESTER EXAMINATIONS FOR DIPLOMA IN AGRICULTURAL EDUCATION AND EXTENSION

EDU 0281: SCHOOL ORGANIZATION AND MANAGEMENT

DATE: DECEMBER 2010

TIME: 1½ HOURS

INSTRUCTIONS: Answer *Question one* which is Compulsory and any other *two* questions

QUESTION ONE – (30 MARKS)

- (a) Identify and explain the functions of administration as advocated in the scientific management approach. (8 Marks)
- (b) Illustrate using a diagram Abraham Maslow's Hierarchy of needs. (8 Marks)
- (c) Explain factors that bring efficiency in an organization. (8 Marks)
- (d) Show how scientific management theories are applicable in a secondary school set up. (6 Marks)

QUESTION TWO – (15 MARKS)

- (a) Identify the six administrative tasks of a secondary school head-teacher. (6 Marks)
- (b) Choose two of the above administrative tasks and explain how the school head-teacher is expected to carry them out. (9 Marks)

QUESTION THREE – (15 MARKS)

- (a) Explain the features of a bureaucratic organization by Max Weber. (7 Marks)
- (b) What is the purpose of studying education management? (8 Marks)

QUESTION FOUR – (15 MARKS)

- (a) Highlight the findings of Elton Mayo Hawthorne studies on Human relations. (6 Marks)
- (b) Write three policies of education in Kenya and show how each has promoted education in Kenya. (9 Marks)

QUESTION FIVE – (15 MARKS)

- (a) Outline the structure of the ministry of education. (6 Marks)
- (b) What are the functions of the following in the ministry of education:
- (i) Permanent secretary. (3 Marks)
 - (ii) Provincial director of education (PDE) (3 Marks)
 - (iii) Ministers. (3 Marks)