



MASENO UNIVERSITY
UNIVERSITY EXAMINATIONS 2016/2017

**FOURTH YEAR FIRST SEMESTER EXAMINATIONS FOR THE
DEGREE OF BACHELOR OF EDUCATION WITH INFORMATION
TECHNOLOGY**

HOMA-BAY CAMPUS

**EMA 411: EDUCATIONAL ADMINISTRATION AND
MANAGEMENT**

Date: 4th July, 2017

Time: 9.00 - 12.00 noon

INSTRUCTIONS:

- Answer question ONE and any other TWO questions.



- b) Differentiate between the old time and modern times understanding of discipline.
(10 Marks)
3. One of the factors affecting effective leadership in educational institutions is the unwillingness of heads of those institutions to accept criticism. Discuss this statement and suggest possible remedies.
(20 Marks)
4.
a) Identify and discuss FOUR functions of T.S.C.
(12 Marks)
- b) Discuss record keeping in an Office.
(8 Marks)
5.
a) Differentiate between supervision and inspection.
(10 Marks)
- b) Describe some ways of motivating and building the morale of the workers.
(10 Marks)