

**CHUKA**



**UNIVERSITY**

**UNIVERSITY EXAMINATIONS**

**FOURTH YEAR EXAMINATION FOR THE AWARD OF  
BACHELOR OF EDUCATION (ARTS AND SCIENCE)**

**EAPE 411: EDUCATIONAL ADMINISTRATION AND MANAGEMENT**

**STREAMS: B.ED (ARTS & SCI)**

**TIME: 2 HOURS**

**DAY/DATE: THURSDAY 18/12/2014**

**11.30 A.M. – 1.30 P.M.**

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**INSTRUCTIONS:**

**ANSWER ALL QUESTIONS ONR AND ANY OTHER TWO QUESTIONS**

1. a) To what extent do schools manifest themselves as bureaucracies? [6 marks]  
b) Explain the contributions of Fredrick Taylor's scientific management movement in the evolution of science of administration [7 marks]  
c) i) Explain any three leadership skills in management [3 marks]  
ii) Analyze the important needs to be met by a staff in order to be productive in an institution [9 marks]
2. a) What is supervision in school administration? [2 marks]  
b) Describe the principles of supervision that an administrator could apply during administration [10 marks]  
c) What is personnel management in an organization [3 marks]
3. a) Why is planning function considered to be important for all other functions of the administrative process? [5 marks]  
b) Apart from planning identify and describe five other components of the administrative process [10 marks]
4. What factors hinder effective communication in schools [15 marks]
5. a) Discuss the characteristics of a school as a social system [5 marks]

b) Explain how a school head would enhance staff development [5 marks]

c) List five indicators of teacher effectiveness [5 marks]

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