**MOUNT KENYA UNIVERSITY**

**UNIVERSITY EXAMINATION 2017/2018**

**SCHOOL OF EDUCATION**

**DEPARTMENT OF EDUCATIONAL PSYCHOLOGY AND TECHNOLOGY**

**BACHELOR OF EDUCATION**

**UNIT CODE :BEM4109**

**UNIT TITLE:EDUCATIONAL ADMINISTRATION AND PLANNING**

**TIME:2 HOURS**

**INSTRUCTIONS:ANSWER QUESTION 1 AND ANY OTHER TWO QUESTIONS.**

1.a) clearly distinguish between leadership and management. (4 marks)

b) explain four types of power found in a school and how each one of them can be obtained. (8 marks)

c) identify the management functions of a head teacher that enhances effective service delivery.

(6 marks)

d)outline the characteristics of an ideal bureaucracy according to Weber.(6 marks)

e) Describe any three elements of management according to Fayol. (6 marks)

2.a) It’s the headteachers leadership that sets the tune of the school and the climate of learning.Illustrate.(10 marks)

b) Differentiate transactional and transformational leadership in a school setup.(10 marks)

3.a) Describe the various components of the communication process.(10 marks)

b) Drawing illustrations from the school set up , analyse various barriers to effective communication in a school.( (10marks)

4.a) What are the factors to consider when a school budget is being drawn.? (10marks)

b) Explain why a school headteacher must perform budgeting annually. (10 marks)

5.a) Goals setting and entertainment is an important aspect of administration .Explain how frustration can block goal attainment. (10 marks)

b) Give five arguments to show how poor management of HIV/AIDS may affect education.Give relevant examples for each argument. (5marks)