**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) Describe the following types of leaders; (6marks)

 i)Autocratic

 ii)Democratic

 b) Outline the steps followed in decision making . (7marks)

c) State the roles of a manager . (7marks)

d) i) Define educational planning. (2marks)

 ii) Discuss characteristic features of planning. (4marks)

e) State four ways the principle can make communication more effective . (4marks)

2.Explain how a school principle can use Fredrick Herzbergs theory to motivate staff members.

(20 marks)

3.a)Describe characteristics of schools that qualify them to be organizations. (10 marks)

 b) Outline problems encountered in educational management. (10marks)

4. a) Discuss the procedure for good educational planning guided by the rational comprehensive model. (10marks)

 b) Outline factors affecting educational planning. (6marks)

5.Explain the assumptions of theory X and Y and show their practical application to educational administration and management. (20marks)