



(University of Choice)

**MASINDE MULIRO UNIVERSITY OF
SCIENCE AND TECHNOLOGY
(MMUST)**

UNIVERSITY EXAMINATIONS

2018/2019 ACADEMIC YEAR

**FOURTH YEAR FIRST SEMESTER EXAMINATION
(FULL-TIME)**

FOR THE DEGREE OF BACHELOR OF EDUCATION

COURSE CODE: EPM 411

**COURSE TITLE: EDUCATIONAL ADMINISTRATION AND
MANAGEMENT**

DATE: 07/02/2019

TIME: 8.00 AM-10.00AM

INSTRUCTIONS TO CANDIDATES

Answer Question One in Section A and Any THREE (3) Questions in Section B

TIME: 2 Hours

MMUST observes ZERO tolerance to examination cheating

This Paper Consists of 2 Printed Pages. Please Turn Over. ►

SECTION A

QUESTION ONE

- a) Distinguish between educational administration and management (2mks)
- b) Explain any Three characteristics of an ideal Bureaucracy (3mks)
- c) Explain how managers in a learning institution can implement change using the normative re-educative strategy. (4mks)
- d) Briefly explain the staffing process in secondary schools in Kenya today (4mks)
- e) Examine the benefits of delegation to the delegee (6mks)
- f) Critically analyze the implications of systems approach for secondary school administration (6mks)

SECTION B

QUESTION TWO

Discuss the significance of project management skills for a secondary school principal (15mks)

QUESTION THREE

Using relevant examples discuss the application of theory X and Y in secondary school management (15mks)

QUESTION FOUR

Using relevant examples, discuss the application of strategic plan as a tool for management by secondary school principals (15mks)

QUESTION FIVE

- a) Explain how the management would identify the training needs of employees (5mks)
- b) Discuss the importance of training and development among non-teaching staff in schools in Kenya today (10mks)