

**MAASAI MARA UNIVERSITY**

**REGULAR UNIVERSITY EXAMINATIONS 2016/2017 ACADEMIC YEAR**

**THIRD YEAR FIRST SEMESTER**

**SCHOOL OF EDUCATION**

**BACHELOR OF EDUCATION**

**COURSE CODE: EMP 411**

**COURSE TITLE: EDUCATIONAL ADMINISTRATION AND MANAGEMENT**

**DATE: 1ST FEBRUARY, 2017 TIME: 8.30-10.30 AM**

**INSTRUCTIONS TO CANDIDATES**

Answer Question **ONE** and any other **TWO**

*This paper consists of 2 printed pages. Please turn over.*

**QUESTION ONE**

a) Define the following terms as used in educational circles

* + 1. Educational Administration **(2marks)**
    2. Educational Management **(2marks)**
    3. Educational Leadership **(2marks)**

b) Highlight three disadvantages of autocratic leadership style in our secondary Schools **(6marks)**

c) Explain four reasons why educational administrators need educational management administration, & leadership training course.     **(8marks)**

d) Briefly explain five steps that are followed whenever school administrators and managers apply Total Quality Management strategy in their institutions. **(10marks)**

**QUESTION TWO**

Show the relevance of the human relations theory in educational management in Kenya today. **(20marks)**

**QUESTION THREE**

Assess the contribution of the Gachathi Report of 1976 on the development of Education in Kenya. **(20marks)**

**QUESTION FOUR**

1. Highlight four core values of the Ministry of Education in Kenya.

**(8marks)**

1. Explain six key functions of the County Director of Education in Kenya today. **(12marks)**

**QUESTION FIVE**

1. Define the following terms
2. Decision making **(2marks)**
3. Programmed decisions **(2marks)**
4. Non-programmed decisions **(2marks)**
5. Discuss the seven steps that a principal needs to consider when making administrative decisions in the school. **(14marks)**

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