



GRETSA UNIVERSITY - THIKA

UNIVERSITY EXAMINATIONS JANUARY - APRIL 2021 SEMESTER

BACHELOR OF EDUCATION (ARTS)

COURSE CODE: BEAM 300

**COURSE TITLE: EDUCATION ADMINISTRATION AND
MANAGEMENT**

DATE: 07 MAY 2021

TIME: 3.00PM - 6.00 PM

INSTRUCTIONS TO CANDIDATES

1. SECTION A IS **COMPULSORY**.
2. SECTION B: ANSWER ANY OTHER **THREE** QUESTIONS.
3. **DO NOT** WRITE ANYTHING ON THIS QUESTION PAPER AS IT WILL BE AN EXAM IRREGULARITY.
4. ALL ROUGH WORK SHOULD BE AT THE BACK OF YOUR ANSWER BOOKLET AND CROSSED OUT.

CAUTION: *All exam rooms are under CCTV surveillance during the examination period.*

SECTION A: COMPULSORY

QUESTION ONE

- a) Differentiate between the following terms;
- i. Educational Administration [5 Marks]
 - ii. Educational Management [5 Marks]
- b) Discuss five principles of Scientific Management as advocated by Fredrick Taylor (1856-1915). [10 Marks]
- c) Assess the applicability of the five main features of bureaucratic organizations as propounded by Max Weber (1864-1920). [10 Marks]
- d) Discuss the functions of the following statutory bodies:
- i. Teachers' Service Commission (TSC) [5 Marks]
 - ii. Kenya Education Management Institute (KEMI) [5 Marks]

SECTION B: ANSWER ANY THREE QUESTIONS

QUESTION TWO

- a) Some educational managers and administrators have argued that Maslow Hierarchy of Needs Theory were only applicable in America. What is your view? [10 Marks]
- b) Appraise the importance of behavioural approach to educational administration and Management [10 Marks]

QUESTION THREE

- a) Evaluate how the Old/Classical approach principles have been applied in the management of education system in Kenya. [10 Marks]
- b) The human resources of an organization are its most important resource. Analyze five objectives of personnel management in educational organizations [10 Marks]

QUESTION FOUR

- a) Critique the importance of staff development and staff orientation in educational administration and management. [10 Marks]
- b) Discuss the stages involved in scientific decision making [10 Marks]

QUESTION FIVE

- a) Discuss three principles expounded by Henri Fayol and show their relevance in educational institution [10 Marks]
- b) Discuss the implication of the different models of leadership styles in the school system [10 Marks]

QUESTION SIX

- a) Justify the importance of budgeting in school administration and management [10 Marks]
- b) Discuss five managerial functions of the Board of Governors of a secondary school in Kenya [10 Marks]