

**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**SCHOOL OF EDUCATION**

**UNIVERSITY EXAMINATION FOR THE DEGREE OF BACHELOR OF EDUCATION ARTS/ SPECIAL NEEDS EDUCATION**

**4TH YEAR 1ST SEMESTER 2015/2016 ACADEMIC YEAR**

**MAIN-SCHOOL BASED**

**COURSE CODE:** HBR4211

**COURSE TITLE:** EDUCATIONAL ADMINISTRATION AND MANAGEMENT

**EXAM VENUE: STREAM:**

**DATE: EXAM SESSION: DECEMBER 2016**

**TIME: 2 HOURS**

**Instructions:**

1. **Answer Question ONE (COMPULSORY) and ANY other 2 questions**
2. **Candidates are advised not to write on the question paper.**
3. **Candidates must hand in their answer booklets to the invigilator while in the examination room.**
4. a) Explain the following terms;

(i) Administration (2mks)

(ii) Management (2mks)

(iii) Educational Administration (2mks)

b) Discuss the sources of school funds (8mks)

c) Highlight the major and Minor processes of administration (6mks)

d) Discuss the application of administration and Management in schools (6mks)

e) Examine the roles of Board of Management in schools (4mks)

1. a) Explain the concept bureaucracy (2mks)

b) Briefly explain the characteristics of bureaucracy (3mks)

c) Critique Henry Fayols’ principles of scientific management (10mks)

1. Discuss the functions of Kenya National Union of Teachers (KNUT) (15mks)
2. a) Outline the role of a cash book in financial accounting (2mks)

b) Briefly describe the purpose of a budget in an educational organization (8mks)

c) Outline elements of a school budget (5mks)

1. a) Explain the term STRESS (5 marks)
2. Briefly discuss how a school administrator can deal with stress among his/her

teaching staff. (10 mks)