**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) Define the following concepts in the context of school management.(5marks)

 i) Administration

ii) Educational Administration

iii) Leadership

iv)Delegation

v) Educational planning

 b)Explain the administrative challenges faced by educational administrators. .(5marks)

 c) Outline five duties of the cabinet secretary. .(5marks)

d)Explain the scientific management thought noting its characteristics. .(7marks)

e) Discuss any four important legal issues that influence decisions of a school administrator. .(8marks)

2.a) Discuss the functions of administration . .(14marks)

 b)Give the advantages of Mcregor’s Theory Y. .(6marks)

3.a)With reference to a school ,explain Max Webers five characteristics in a bureaucracy.(15 marks)

 b)List five principles of human relations theory as advanced by Henry Fayol. .(5marks)

4.a) What is another term for democratic leadership? .(2marks)

 b) Highlight the characteristics of organization with democratic leadership. .(8marks)

c) Explain any disadvantages to this leadership. .(10marks)

5.a) Identify sources of school funds. .(8marks)

 b) Explain how a school can ensure cost saving measures. .(12marks)