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**GABA CAMPUS - ELDORET**

**MAIN EXAMINATION**

**JANUARY– APRIL 2023 TRIMESTER**

**FACULTY OF EDUCATION**

**DEPARTMENT OF UNDERGRADUATE STUDIES IN EDUCATION**

**ED 404: EDUCATIONAL ADMINISTRATION**

<b>Date: April 2023</b>	<b>Duration: 3 Hours</b>
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<b>Instructions: Answer Question ONE and any other THREE Questions</b>
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**Q1.**

- a) Define the concept educational management. **(3 Marks)**
- b) List four reasons why school administrators need to study educational management, administration and leadership. **(4 Marks)**
- c) Discuss three barriers to effective communication in a classroom situation. **(6 Marks)**
- d) Discuss four functions of management as advocated by Henry Fayol **(12 Marks)**

**Q2.**

Discuss how a deputy principal can apply the following theories of punishment in a school

- i) Retribution
- ii) Deterrence
- iii) Rehabilitation **(15 Marks)**

**Q3.**

You have observed a non-teaching staff as having the characteristics of Theory X. Analyze five strategies you would use to make them work hard and love their jobs? **(15 Marks)**

**Q4.**

Explain three ways of using political tactics to influence a decision in a staff meeting.

**(15 Marks)**

**Q5.**

Using relevant examples, evaluate the applicability of bureaucracy in the Ministry of Education in Kenya  
**(15 Marks)**

**\*END\***

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