



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

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MAIN EXAMINATION

MAY – JULY 2016 TRIMESTER

FACULTY OF EDUCATION

DEPARTMENT OF UNDERGRADUATE STUDIES IN EDUCATION

HOLIDAY PROGRAMME

ED 404: EDUCATIONAL ADMINISTRATION

Date: JULY 2016

Duration: 3 Hours

INSTRUCTIONS: Answer Question ONE and any other THREE Questions

- Q1. a) Define the following concepts
- i Leadership (1 mark)
 - ii Administration (1 mark)
 - iii Motivation (1 mark)
 - iv Educational administration (1 mark)
 - v Delegation (1 mark)
- b) Distinguish between
- i Power and authority (4 marks)
 - ii Loyalist and impressionist (4 marks)
- c) Describe FIVE functions of educational management in an educational institution (5 marks)
- d) Examine the contributions of the following to educational administration
- i F.W Taylor (2 marks)
 - ii Hneri Fayol (2 marks)
- e) Describe the need to study educational management administration and leadership for educational administrator. (3 marks)
- Q2. Explain the major barriers to communication in your institution, suggesting solution to them. (15 marks)

- Q3. Evaluate the use of TWO factors theory of Frederick Herzberg to motivate the staff in your school. **(15 marks)**
- Q4. Examine the managerial and leadership skills that head teachers need to possess in discharging their roles effectively as school managers. **(15 marks)**
- Q5. Explain the role of power in an educational institution. **(15 marks)**
- Q6. Analyze the relevance of total quality management (TQM) to educational institution. **(15 marks)**

END