



# MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

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## University Examinations 2022/2023

FOURTH YEAR SECOND SEMESTER EXAMINATION FOR THE DEGREE OF  
BACHELOR OF EDUCATION ARTS, BACHELOR OF EDUCATION SCIENCE AND  
BACHELOR OF AGRICULTURE EDUCATION AND EXTENSION

### EMP 3450: EDUCATIONAL ADMINISTRATION AND LEADERSHIP

DATE: APRIL 2023

TIME: 2 HOURS

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INSTRUCTIONS: Answer question *one* and any other *two* questions

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#### QUESTION ONE (30 MARKS)

- a) Discuss why is it important for a teacher trainee to study education leadership and administration as a course (5 marks)
- b) Discuss the role of motivation in education with reference to Maslow’s hierarchy of needs theory of motivation in administration (5 marks)
- c) Identify the main sources of conflicts in education institutions. For each source suggest some solutions (6 marks)
- d) Citing examples from Kenya, explain why it’s necessary to carry out education reforms (4 marks)
- e) Justify how educational institution can enhance national cohesion and integration in kenya (5 marks)
- f) Identify any five financial records in a school. For each explain their functions and content (5 mark)

## **QUESTION TWO (20 MARKS)**

- a) Citing relevant regulations, discuss in details the procurement process in a secondary school (5 marks)
- b) Explain the role of budgeting in school's management (5 marks)
- c) Discuss the importance of trade unions to educational institutions employees (4 marks)
- d) Discuss the following key components of the administrative process (6 marks)
  - i. Staffing
  - ii. Organizing
  - iii. Decision making

## **QUESTION THREE (20 MARKS)**

- a) Discuss the structure of ministry of education in Kenya (4 marks)
- b) Discuss the challenges secondary school's administrators face in implementing schools' rules and regulations (6 marks)
- c) Citing examples from a secondary school situation, discuss the roles of boards of management (5 marks)
- d) Explain how the ministry of education can ensure that the chapter six of the Kenyan constitution is implemented by the school's management (5 marks)

## **QUESTION FOUR (20 MARKS)**

- a) Explain how ICT facilitates teaching and learning in secondary schools (4 marks)
- b) Discuss how external and internal environment affects secondary schools' administration (6 marks)
- c) State four ways by which the head teacher could improve discipline in their schools (4 marks)
- d) Explain the five main processes of administration with specific examples (6 marks)

**QUESTION FIVE (20 MARKS)**

- a) Discuss any four function of the teacher's service commission (T.S.C) in relation to administration of both primary and secondary education (4 marks)
- b) Discuss two theories of leadership, showing their link to education practice (6 marks)
- c) Explain five functions of Kenya institute of curriculum development (KICD) (5 marks)
- d) Explain how Kenya national examination council (KNEC) can eradicate cheating in examinations