



MURANG'A UNIVERSITY OF TECHNOLOGY

SCHOOL OF EDUCATION, HUMANITIES AND SOCIAL SCIENCES

DEPARTMENT OF EDUCATION AND TECHNOLOGY

UNIVERSITY ORDINARY EXAMINATION

2021/2022 ACADEMIC YEAR

**FOURTH YEAR SECOND SEMESTER EXAMINATION FOR, BACHELOR OF
EDUCATION TECHNOLOGY EDUCATION**

TDF 403 – EDUCATIONAL ADMINISTRATION

DURATION: 2 HOURS

Instructions to candidates:

1. Answer question One and Any Other Two questions.
2. Mobile phones are not allowed in the examination room.
3. You are not allowed to write on this examination question paper.

SECTION A: ANSWER ALL QUESTIONS IN THIS SECTION

QUESTION ONE (30 MARKS)

- a) State any four functions of the board of management(BOM) in secondary schools in Kenya. (4marks)
- b) List any four principles of education administration in Kenya. (4marks)
- c) Identify any three characteristics of the 21st century in secondary school principals. (3marks)
- d) State any five of Taylors basic principles of Administration. (5marks)
- e) Mention any three educational policies in Kenya since 1963. (3marks)
- f) List any four books of accounts used in financial accounting in secondary schools in Kenya. (4marks)
- g) State any four ways written communication can be improved. (3marks)
- h) Name any four ways people respond to frustration. (4marks)

SECTION B – ANSWER ANY TWO QUESTIONS IN THIS SECTION

QUESTION TWO (20 MARKS)

Using appropriate examples critically analyse any five major types of authority.

QUESTION THREE (20 MARKS)

Read the following text and then attempt tasks that follow:

Mrs Zubeida Nyambane is a principal of a secondary school in one of the counties in Kenya. She has been serving as a principal at the school for over five years. She however treats most of her staff as average human beings and therefore uses threats and force to have them carry out their responsibilities. Staff are not happy with the way they are being treated but have limited choice and therefore continue to work at the schools, just for the sake of surviving.

- a) Reflecting on a specific theory of education administration discuss with examples any two assumptions that influences Mrs Nyambane's attitude towards staff. (10marks)
- b) Explain any five limitations of the particular theory referred to in (a) above. (10marks)

QUESTION FOUR (20 MARKS)

Discuss any five key functions of a secondary school principals in Kenya.