



MAASAI MARA UNIVERSITY

**REGULAR UNIVERSITY EXAMINATIONS
2017/2018 ACADEMIC YEAR
FIRST YEAR FIRST SEMESTER**

**SCHOOL OF EDUCATION
MASTER OF EDUCATION IN EDUCATIONAL
ADMINISTRATION**

COURSE CODE: EMP 833

**COURSE TITLE: CONCEPTS IN EDUCATIONAL
ADMINISTRATION**

DATE: 26/4/2018

TIME: 0830 – 1030HRS

INSTRUCTIONS

Answer Question ONE and any other TWO questions.

This paper consists of 2 printed pages. Please turn over.

Question 1

- a) Briefly discuss what you understand by the following terms.
- i. Administration **(2marks)**
 - ii. Management **(2marks)**
 - iii. Educational Theory **(2marks)**
 - iv. Motivation **(2marks)**
 - v. Communication **(2marks)**
- b) Discuss the salient features of Weber's bureaucratic principles and relate them to secondary school management **(10 marks)**
- c) "Leaders are made not born." Discuss this statement in the light of leadership and management of educational institutions in Kenya today. **(10 marks)**

Question 2

- a) Discuss barriers to effective communication and how high school principals can overcome these barriers to enhance efficient school management. **(8 marks)**
- b) Discuss the challenges facing decision- making processes in educational institutions in Kenya **(7 marks)**

Question 3

As an administrator in an educational institution in Kenya, discuss how you may use Herzberg theory of motivation to improve school effectiveness **(15Marks)**

Question 4

- a) Discuss the major differences between organizational culture and climate. **(6marks)**
- b) Discuss as a principal how you apply participatory decision making in your school. **(9 marks)**

Question 5

- a) Discuss principles guiding decision making in educational institutions **(10marks)**
- b) Should educational managers provide opportunities for self-actualization for all workers? Discuss. **(5marks)**

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