



**SOUTH EASTERN KENYA UNIVERSITY**  
**UNIVERSITY EXAMINATIONS 2021/2022**

**SECOND SEMESTER EXAMINATION FOR THE DEGREE OF BACHELOR OF  
EDUCATION**

**TAP 302: EDUCATIONAL ADMINISTRATION**

**DATE: 14<sup>th</sup> APRIL, 2022**

**TIME: 4.00-6.00pm**

**Instructions**

**Answer Question One and any Other Two Questions**

**Question ONE is Compulsory**

**Do not write on the Question paper**

**QUESTION ONE**

- a) Define Educational Administration. (2mks)
- b) Differentiate between
- i. Power and Authority (2mks)
  - ii. Administration and management (2mks)
- c) Explain **THREE** characteristics of bureaucracy management as proposed by Max Weber (6mks)
- d) Using examples from the education sector explain **THREE** principles of scientific management advanced by Fredrick Taylor (6marks)
- d) “Scientific Management approaches are mechanical and fail to meet the needs of workers in organizations”. Using this statement explain the criticism levelled against the scientific management approaches to administration (6marks)
- e) Discuss the role of Board of Management in institutions of learning in Kenya (6mks)

## QUESTION 2

- a) Discuss the contribution of human relations approach in management of secondary schools. (10mks)
- b) Elucidate **five** types of power exercised in educational administration (10mks)

## QUESTION 3

- a) Define motivation (2mks)
- b) Discuss the application of the following theories of motivation in administration of secondary schools
- i. Maslow's hierarchy of needs 6marks
  - ii. Herzberg's two factor theory 6marks
  - iii. Douglas MacGregor's theory X and Y 6marks

## QUESTION 4

- a) Explain the following acronym in detail, giving relevant examples from secondary schools:  
**POSDCoRB** (14mks)
- b) Describe **THREE** types of stores ledger showing their importance in institutions of learning. (6mks)

## QUESTION 5

- a) Discuss **FIVE** administrative tasks of principals in management of institutions of learning. (10mks)
- b) Explain any **FIVE** of Henri Fayol's principles of administration, showing their relevance to secondary school administration (10mks)