



MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

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UNIVERSITY EXAMINATIONS 2023/2024

FOURTH YEAR SECOND SEMESTER EXAMINATION FOR DEGREE OF BACHELOR OF EDUCATION IN TECHNOLOGY IN MECHANICAL ENGINEERING, BACHELOR OF EDUCATION TECHNOLOGY IN ELECTRICAL ENGINEERING, BACHELOR OF EDUCATION TECHNOLOGY IN CIVIL ENGINEERING AND AGRICULTURAL EDUCATION AND EXTENSION

EMP 3450: EDUCATIONAL ADMINISTRATION AND LEADERSHIP

DATE: APRIL 2024

TIME: 2 HOURS

INSTRUCTIONS: Answer Question ONE and any other TWO questions.

QUESTION ONE (30 MARKS)

- a) It is important for teacher trainees to study education leadership and administration as a course. Discuss (4 Marks)
- b) Discuss why it is important for managers to motivate their employees in organizations today (5 Marks)
- c) Identify FIVE ways of resolving conflicts at work place in educational institutions. (5 Marks)
- d) Define the term education reforms and explain why it is necessary for KICD to carry out education reforms. (6 Marks)
- e) Discuss how educational institutions can enhance national cohesion and integration in Kenya. (4 Marks)
- f) Enumerate THREE purposes of school budgeting (6 Marks)

QUESTION TWO 20 MARKS)

- a) Describe any THREE roles of the school principal as finance manager in educational institutions (6 Marks)



b) Discuss THREE possible leadership styles that can be found in a school setting. (6 Marks)

c) Discuss any FOUR principles of management in relation to educational institutions
(8 Marks)

QUESTION THREE (20 MARKS)

a) Discuss the objectives of KNUT as a trade union. (5 Marks)

b) Identify five major challenges affecting trade unions in Kenya (5Marks)

c) Discuss the challenges administrators face in maintaining students' discipline in modern times (10Marks)

QUESTION FOUR (20 MARKS)

a) ICT is vital because it facilitates teaching and learning in secondary schools in Kenya today discuss (5 Marks)

b) Discuss how good community relations can enhance school academic performance in KCSE (5 Marks)

c) Examine five ways which the school principal could improve discipline in their schools (10Marks)

QUESTION FIVE (20 MARKS)

a) Discuss any FIVE functions of Ministry of Education in relation to administration of Education system in Kenya. (5 Marks)

b) Examine the importance of effective communication in Educational institutions (5Marks)

c) Identify FIVE key roles of Teachers service commission (TSC) (5 Marks)

d) Explain FIVE challenges facing the Kenya Institute of Curriculum Development (KICD) (5 Marks)

