

UNIVERSITY OF SWAZILAND

FACULTY OF EDUCATION



DEPARTMENT OF EDUCATIONAL FOUNDATIONS AND MANAGEMENT

2016/2017 ACADEMIC YEAR

— SUPPLEMENTARY EXAMINATION

**TITLE OF PAPER:** EDUCATIONAL ADMINISTRATION

**COURSE CODE:** EDF 402

**TIME ALLOWED:** THREE HOURS

**INSTRUCTIONS:**

1. THIS QUESTION PAPER IS DIVIDED INTO TWO SECTIONS.
2. ALL QUESTIONS IN SECTION A ARE COMPULSORY.
3. ANSWER TWO QUESTION FROM SECTION B.
4. THE TOTAL FOR THE PAPER IS 100 MARKS.

**THIS PAPER IS NOT TO BE OPENED UNTIL PERMISSION HAS BEEN GRANTED TO DO SO BY THE CHIEF INVIGILATOR**

**SECTION A**  
**Answer all questions in this section**

**Question 1**

Discuss the proposition that educational administrators need a theoretical base and do not have to rely only on experience. Give five reasons in your response. Cite examples in your discussion.

(20marks)

Frederick Taylor developed four principles of management which became known as principles of scientific management. Discuss them.

(20 Marks)

(Total = 40 marks)

**Question 2**

According to Certo and Certo (2012), careful planning involves a series of steps to ensure that the desired results are achieved. Discuss a series of steps that planners need to keep in mind in the process of planning as. Use relevant examples.

(20 marks)

**SECTION B**  
**Select 2 questions from this section**

**Question 3**

A. Select and discuss three types of authority using examples of educational institutions of your choice. (15 marks)

B. The value of administration in organisations cannot be undervalued.

Identify an educational institution of your choice and discuss why you think the institution would not effectively function without the administration office. Give five reasons.

(15 marks)

(Total 30 Marks)

**Question 4**

Discuss any five functions and dysfunctions of Weber's system of bureaucracy? Use examples that reflect working in educational institutions to illustrate your points.

(6 x5= 30 marks)

(30 marks)

**Question 5**

Carefully discuss five of Henri Fayol's principles of management and explain with relevant examples how they are of use and relevance in today's educational institutions like schools, colleges and universities.

(30 marks)

*The end*