

DECEMBER 2023
EBS 349
SCHOOL MANAGEMENT AND
ADMINISTRATION
1 HOUR 30 MINUTES

Candidate's Index Number
Signature:

UNIVERSITY OF CAPE COAST
COLLEGE OF EDUCATION STUDIES
SCHOOL OF EDUCATIONAL DEVELOPMENT AND OUTREACH
INSTITUTE OF EDUCATION

COLLEGES OF EDUCATION
FOUR-YEAR BACHELOR OF EDUCATION (B.ED)
THIRD YEAR, END-OF-SECOND SEMESTER EXAMINATION, DECEMBER 2023

11TH DECEMBER 2023

SCHOOL MANAGEMENT AND
ADMINISTRATION

2:30 PM – 4:00 PM

SECTION B
(40 MARKS)

Answer TWO questions from this Section.

Please, note that if you answer more than two questions, only the first two will be marked.

1.
 - a. Explain 'Discipline'. (5 marks)
 - b. State and explain **five** causes of indiscipline in Ghanaian basic schools. (7.5 marks)
 - c. Explain **five** ways by which indiscipline in schools can be minimized. (7.5 marks)

2.
 - a. Explain *school-community relations*. (5 marks)
 - b. Examine **five** functions of school community relations. (7.5 marks)
 - c. State and explain **five** ways by which the school can reach out to the community. (7.5 marks)

3. Examine **five** of Henri Fayol's *Principles of Management* and their implications for Basic School Administration. (20 marks)

4.
 - a. Discuss **five** reasons why Delegation in Management is beneficial. (10 marks)
 - b. Explain **five** reasons why Managers fail to delegate (10 marks)