

KIBU-QA-F-003



KIBABII UNIVERSITY

UNIVERSITY EXAMINATION ACADEMIC YEAR 2020/2021

FIRST YEAR FIRST SEMESTER EXAMINATIONS POSTGRADUATE DIPLOMA IN EDUCATION

COURSE CODE: EPM 711

**COURSE TITLE: EPM711: EDUCATION MANAGEMENT AND POLICY 1
(ADMINISTRATION)**

DATE: TUESDAY 3RD AUGUST 2021 TIME : 2:00-4:00 PM DURATION: 2HOURS

INSTRUCTIONS TO CANDIDATES

Answer Question One (compulsory) and Any other TWO (2) Questions

KIBU observes ZERO tolerance to examination cheating

This Paper Consists of 3 Printed Pages. Please Turn Over. ➡



Kibabii University ISO 9001:2015 Certified
Knowledge for Development

SECTION A (30 MARKS)

QUESTION ONE

- a. Discuss any four documents used to control finances in a school (4 Marks).
- b. State FIVE reasons for keeping stores in schools (5Marks).
- c. Differentiate between Administration and Management (4 Marks).
- d. Maslow's studies in human motivation led him to propose a theory of needs based on hierarchical model. Outline any FIVE categories of the needs, illustrate on pyramid. (6mks).
- e. State the contemporary issues in Education management in Kenya(6Marks).
- f. Discuss the advantages and disadvantages of ad hoc delegation in secondary schools' management (5 Marks).

SECTION B (30 marks) Answer Any TWO Questions.

QUESTION TWO

- a. Discuss the rationale school head teachers delegate responsibilities to subordinates(10marks).
- b. Identify and list the role of KICD in Kenya(5marks).

QUESTION THREE

- a. In African countries today, secondary school managers face challenges in managing students' discipline. Discuss the possible causes (7 marks).
- b. As the TSC county director, you have been invited to Enyapora secondary school to give a talk on importance of communication in a school. Base your talk on ways of alleviating barriers to effective communication (8 marks).

QUESTION FOUR

- a. Explain the importance of a budget in the management of schools (8 marks).
- b. Some secondary schools run short of funds towards the end of the year. Discuss the causes (7 marks).

QUESTION FIVE

As anew and first term principal elaborate how the Maslow theory on motivation will help you improve the results of your poor performing school (15 marks).

