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KIBU-QA-F-003



# KIBABII UNIVERSITY

UNIVERSITY EXAMINATION  
ACADEMIC YEAR 2019/2020

SECOND YEAR FIRST SEMESTER REGULAR EXAMINATION  
FOR THE DIPLOMA IN EDUCATION ARTS

**COURSE CODE: EDD 016**

**COURSE TITLE: EDUCATION PLANNING AND MANAGEMENT**

**DATE: NOVEMBER, 9<sup>th</sup> 2020      TIME 9.00AM-11.00AM 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 (30MKS)**

1. Give the meaning of the following terms as used in education planning and management (10mks)

i. Delegation

ii. Education administration

iii. Administration

iv. Administrator

v. Education planning

b) Give any five benefits of delegation to the managers (5mks)

c) Outline any two differences between administration and management (4mks)

d) Define decision making and list any two types of decisions in education management. (4marks)

e). Outline the importance of education planning (5mks)

f). Identify any two leadership functions. (2marks)

**SECTION B (40MARKS)**

2. a) i. Define management (2marks)

ii. Explain four problems encountered in education management. (8marks)

b. Discuss five relevance of learning education management and planning to a teacher.(10marks)

3 a. Outline any ten roles of the heads of institutions. (10 marks)

b. Explain any five functions of the cabinet secretary of education as the manager of education. (10marks)

4. a. i) Outline the barriers to delegation of authority and power. (5marks)

ii). List any five ways of overcoming barriers to delegation of authority and power.(5marks)



b. .Discuss any five barriers to effective communication in management. (10marks)

5. Discuss the challenges facing the ministry of education in Kenya and the solutions to these challenges. (20 marks)

