



KIBABII UNIVERSITY

UNIVERSITY EXAMINATION ACADEMIC YEAR 2020/2021

FIRST YEAR FIRST SEMESTER SPECIAL/SUPPLEMENTARY EXAMINATIONS FOR DIPLOMA IN EDUCATION

COURSE CODE: EDD016

COURSE TITLE: EDUCATION PLANNING AND MANAGEMENT

DATE: TUESDAY 22nd November 2022 TIME: 14:00-16:00 HRS 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 2 Printed Pages. Please Turn Over. ➔

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Knowledge for Development



SECTION A: ANSWER ALL QUESTIONS

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: ATTEMPT ANY TWO QUESTIONS

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)