



KIBABII UNIVERSITY

UNIVERSITY EXAMINATION ACADEMIC YEAR 2021/2022

FIRST YEAR FIRST SEMESTER SPECIAL /SUPPLIMENTARY EXAMINATIONS

POST GRADUATE DIPLOMA IN EDUCATION

COURSE CODE: EPM 711

COURSE TITLE: EDUCATION ADMINISTRATION AND MANAGEMENT

DATE: Friday 25th November 2022 TIME: 14:00 AM- 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**QUESTION ONE**

- a). State the contemporary issues in Education management in Kenya(6Marks).
- b). Discuss any four documents used to control finances in a school (4 Marks).
- c). State FIVE reasons for keeping stores in schools (5Marks).
- 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). Differentiate between Administration and Management (4 Marks)
- f). Discuss the advantages and disadvantages of ad hoc delegation in secondary schools' management (5 Marks).

SECTION B: ATTEMPT ANY TWO QUESTIONS**QUESTION TWO**

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

QUESTION THREE

- a. As the TSC county director, you have been invited to Bondo Township secondary school to give a talk on importance of communication in a school set up. Base your talk on ways of alleviating barriers to effective communication (8 marks).
- b. Some secondary schools run short of funds towards the end of the year. Discuss the causes (7 marks).

QUESTION FOUR

- a. In African countries today, secondary school managers face challenges in managing students' discipline. Discuss the possible causes (7 marks).
- b. Explain the importance of a budget in the management of schools (8 marks).

