

EMP 711: EDUCATIONAL ADMINISTRATION AND MANAGEMENT

STREAM: PGDE

DURATION: 3 Hours

INSTRUCTIONS TO CANDIDATES

- i. Answer Question **ONE** and any other **TWO** questions.
- ii. Do not write on the question paper.

Question One

- a) Give a comprehensive definition of administration. (2 Marks)
- b) Identify any THREE problems in educational management. (3 Marks)
- c) Identify FOUR features of bureaucratic organizations identified by Marx Weber. (4 Marks)
- d) Outline any FIVE uses of organizational structure. (5 Marks)
- e) Identify any THREE types of financial records likely to be kept by a public school's accounting officer. (3 Marks)
- f) Mention any THREE areas of interest to the quality assurance and standards office in any school setting. (3Marks)

Question Two

- a) Explain the recommendations of the Kamunge commission report of 1988 on the management and administration of education in Kenya. (6Marks)
- b) Describe SEVEN roles of leadership in the school system. (14 Marks)

Question Three

Assess the role of the trade union movement on management of education in Kenya. (20 Marks)

Question Four

- a) Highlight FIVE types of decisions a school principal is likely to make in the course of discharging his/her duties. (10 Marks)
- b) Explain any FIVE stages involved in decision making. (10 Marks)

Question Five

a) Explain the need for financial management in public secondary schools. (10 Marks)

b) Analyze FIVE procurement methods used in public secondary schools. (10 Marks)
