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**UNIVERSITY EXAMINATION  
ACADEMIC YEAR 2022/2023**

**FIRST YEAR FIRST SEMESTER REGULAR EXAMINATION**

**POSTGRADUATE DIPLOMA IN EDUCATION**

**COURSE CODE: EPM 711**

**COURSE TITLE: Education Management & Policy 1(ADMINSTRATION )**

**:**

**DATE: FRIDAY 10<sup>TH</sup> FEB 2023 TIME:09:00-12:00HRS**

**DURATION: 3HOURS**

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**INSTRUCTIONS TO CANDIDATES**

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

(M)

## SECTION A. 30MKS

### ATTEMPT ALL QUESTIONS

- 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 (30 marks) Answer 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).
- . Explain the importance of a budget in the management of schools (8 marks).