



MACHAKOS UNIVERSITY

University Examinations 2020/2021 Academic Year

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATIONAL MANAGEMENT AND CURRICULUM STUDIES

FIRST YEAR FIRST SEMESTER EXAMINATION FOR

MASTER OF EDUCATION (EDUCATIONAL ADMINISTRATION)

EMP 844: SCHOOL ADMINISTRATION

DATE: 27/8/2021

TIME: 2.00-5.00 PM

INSTRUCTIONS

- I. Answer question ONE and any other THREE questions.
- II. Do not write on this paper.

QUESTION ONE (15 MARKS)

- a) Describe the five elements of a well-established organization. (5 marks)
- b) Discuss the key features of a budgetary system in secondary schools. (3 marks)
- c) 'Mismanagement of finances in secondary schools is deliberate'. Discuss the validity of this statement (3 marks)
- d) Discuss the challenge of staff development in Kenyan secondary schools. (4 marks)

QUESTION TWO (15 MARKS)

- a) Using relevant examples from secondary school set up; discuss the function of effective communication in an educational organization (4 marks)
- b) Discuss six reasons for low school completion rates in some parts of Kenya despite government initiatives (3 marks)
- c) Discuss why ban on corporal punishment as contained in Children Act 2001 has been criticized by some education stakeholders. (4 marks)
- d) Explain any four causes of student unrest in secondary schools in Kenya (4 marks)

QUESTION THREE (15 MARKS)

- a) Describe six key steps in identifying teacher training and development needs. (3 marks)
- b) Explain the function of Kenya Education Management Institute in relation to secondary school administration. (4 marks)
- c) Discuss any four merits of decentralization in educational institutions in Kenya (4 marks)
- d) Explain the administrative processes in secondary schools in Kenya. (4 marks)

QUESTION FOUR (15 MARKS)

- a) Examination irregularities continue to happen, suggest remedies the ministry of education could employ to clamp on it. (4 marks)
- b) Discuss four methods used to enhance students discipline in secondary schools in Kenya. (4 marks)
- c) Explain the advantages of teachers' participation in management of schools (3 marks)
- d) Explain the functions of Teachers Service Commission in relation to education management in Kenya. (4 marks)

QUESTION FIVE (15 MARKS)

- a) Teachers' morale in many secondary schools seems to be the norm, critically discuss the key ways to change the trend to improve performance. (3 marks)
- b) Discuss four outcomes of strategic management in relation to educational institutions in Kenya (4 marks)
- c) Discuss the key aspects in which principals enhance school-community relations. (4 marks)
- d) Explain modern practices that have been put in place in education sector by the government to make it more responsive to the needs of education stakeholders (4 marks)