



MACHAKOS UNIVERSITY

University Examinations for 2024/2025 Academic Year

SCHOOL OF EDUCATION
DEPARTMENT OF EDUCATIONAL COMMUNICATION TECHNOLOGY & ECE

FIRST YEAR FIRST SEMESTER EXAMINATIONS FOR POSTGRADUATE
DIPLOMA IN EDUCATION

EMP712: EDUCATIONAL MANAGEMENT AND ADMINISTRATION

DATE: 24TH JANUARY, 2025

TIME: 9.00 AM – 11.30 AM

INSTRUCTIONS:

*Answer question **ONE** (Compulsory) and any other **TWO** questions*

QUESTION ONE (COMPULSORY) (30 MARKS)

- a) Differentiate between the following terms as used in administration: **(12Marks)**
 - i) Management and Administration
 - ii) Motivation and Job Satisfaction
 - iii) Leadership and Power
- b) Describe three leadership skills **(6Marks)**
- c) Outline the advocacy of Fredrick Taylor's Scientific Management Theory. **(5Marks)**
- d) Identify any four types of power that can be assumed by school managers. **(4Marks)**
- e) Outline Three sources of school finance **(3Marks)**

QUESTION TWO (15 MARKS)

- a) By the use of relevant examples suggest structures you would put in place to motivate your teaching staff using Maslow's primary needs. **(7Marks)**
- b) By the use of relevant examples explain the application of reinforcement theory of motivation in Kenya secondary schools. **(8Marks)**

QUESTION THREE (15 MARKS)

- a) Budgeting is a collaborative responsibility in school management, Explain. **(5Marks)**
- b) By the use of relevant examples describe the application of bureaucratic management theory in the Kenyan secondary finance management. **(10Marks)**

QUESTION FOUR (15 MARKS)

- a) Explain the role of the following agencies in management of secondary schools in Kenya;
 - i) Ministry of Education **(2Marks)**
 - ii) Teachers Service Commission **(2Marks)**
 - iii) Board of Management **(2Marks)**
- b) By the use of relevant examples, explain the role of communication in School management. **(9Marks)**

QUESTION FIVE (15 MARKS)

- a) Explain why education is identified as an organization. **(5Marks)**
- b) Explain any five benefits of studying management to a teacher trainee. **(10Marks)**