



## KENYATTA UNIVERSITY

UNIVERSITY EXAMINATIONS 2016/2017

INSTITUTIONAL BASED PROGRAMME (IBP) – DECEMBER 2016 SESSION

EXAMINATION FOR THE DEGREE OF MASTER OF EDUCATION

EMP 844: SCHOOL ADMINISTRATION

DATE: Thursday, 24<sup>th</sup> August, 2017

TIME: 2.00 p.m. - 5.00 p.m.

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### INSTRUCTIONS:

Answer question **ONE** and any other **TWO**.

- Q.1 a) Using appropriate examples explain the difference between the following concepts in relation to School Administration.
- i) Power and authority (4 marks)
  - ii) Educational Management and Educational Administration (4 marks)
- b) Explain four roles of the Principal in staffing. (8 marks)
- c) Explain five challenges Principals in schools face carrying out the administrative functions. (10 marks)
- d) Highlight 2 issues in the Basic Education Act (2012) that affect Secondary School Administration. (4 marks)
2. a) Discuss the role of the Board of Management in the management of school finances. (10 marks)
- b) Using appropriate examples explain five challenges that the Board of Management face in school management. (10 marks)
3. a) Explain the functions of the TSC in the management of Teachers in Kenya. (10 marks)
- b) Discuss the issues and challenges facing TSC in the Management of Teachers in Kenya. (10 marks)
4. Discuss ways in which ICT has helped school administration in office management. (20 marks)
5. a) Discuss the discipline handling procedure commonly used in schools. (10 marks)
- b) Identify the measures that the Ministry of Education Science and Technology has under taken to mitigate examination cheating in the country. (10 marks)