



KENYATTA UNIVERSITY

UNIVERSITY EXAMINATIONS 2011/2012

MOMBASA CAMPUS

INSTITUTIONAL BASED PROGRAMME (IBP) – DECEMBER SESSION

EXAMINATION FOR THE DEGREE OF BACHELOR OF EDUCATION

ECE 310: ADMINISTRATION AND SUPERVISION OF EARLY CHILHOOD

EDUCATION

DATE: THURSDAY, 3RD MAY 2012

TIME: 11.00 A.M - 1.00 P.M

INSTRUCTIONS:

SECTION A: SHORT ANSWERS (30 MARKS)

- Answer ALL questions
- Each question carried five marks

1. With relevant examples briefly define the following concepts:
 - (i) Financial Management
 - (ii) Early Childhood Education Programme
 - (iii) Budget
 - (iv) Management by MBWA
 - (v) Staff Development (5 marks)
2. List down five principles of management as stipulated by Henri Fayol. (5 marks)
3.
 - (i) In four ways briefly explain why it is important for an organization/school manager to draw a budget at the end of each year. (2 marks)
 - (ii) Define the concept schemes of work and then provide six of its importance.
4. Briefly explain ten functions of Kenya Institute of Education. (5 marks)

5. Write down ten stages you would follow to organize an effective fund raising.
(5 marks)
6. List down ten administrative records kept by school managers/headteachers. (5 marks)

SECTION B: LONG ANSWERS (40 MARKS)

- **Attempt any two questions**
- **Each question carries 20 marks**

7. (a) Assume that you are the chairman of a panel selecting the staff for a school. In details explain ten qualities you would advise the panel members to look for.
(10 marks)
- (b) One of the many duties of headteachers is to keep financial records. Discuss ten records they keep.
(10 marks)
8. (a) A friend of yours who wants to register her pre-school has approached you for advice. Explain the stages she has to go through to have the centre registered.
(10 marks)
- (b) In case your District Education Officer invites you to address school heads on the significance of the code of regulations for teachers; explain ten reasons why you feel the code is important to teachers.
(10 marks)
9. (a) As an authority in Early Childhood Education discuss twelve challenges facing the management of ECD centres in Kenya today.
(12 marks)
- (b) Should the Ministry of Local Government choose to employ you as a pre-school supervisor write down eight roles you would carry out.
(8 marks)
10. It is commonly believed by the public that the government of Kenya plays no role in enhancing the development of early childhood education. With reference to four government ministries deeply involved in ECD activities refute the school of thought.
(20 marks)

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