



MASEÑO UNIVERSITY

UNIVERSITY EXAMINATIONS 2012/2013

FOURTH YEAR FIRST SEMESTER EXAMINATIONS FOR THE DEGREE OF BACHELOR OF EDUCATION WITH INFORMATION TECHNOLOGY (CITY CAMPUS)

PAC 411: EDUCATIONAL ADMINISTRATION

Date: 19th July, 2013

Time: 9.00 – 11.00 a.m.

INSTRUCTIONS:

- ◆ Answer ANY THREE questions.



ANSWER ANY THREE QUESTIONS

1. State and explain any FIVE functions of TSC County Directors of Education in Kenya

(23.3 Marks)

2.a) Identify and explain FIVE principles of management according to Henri Fayol.

(10 Marks)

b) Discuss the relevance of principles identified in a) in today's management practices in schools in Kenya

(13.3 marks)

3. Discuss the contributions of any TWO of the following educational agencies to improving the quality of education in Kenya.

(23.3 Marks)

a) The Kenyan Education Management Institute

b) Commission for University Education

c) Kenya national examinations Council

d) Teachers' Service Commission

e) Kenya Institute of Curriculum Development

4.a) Discuss the ways in which finances may be misappropriated and mismanaged in public secondary schools in Kenya.

(10.3 Marks)

b) Suggest ways of controlling school finances to prevent misappropriations and mismanagement in a).

(13 Marks)

5. Analyze FIVE administrative tasks that school principals routinely perform. (23.3 Marks)