



MASENO UNIVERSITY
UNIVERSITY EXAMINATIONS 2013/2014

FIRST SESSION EXAMINATIONS FOR THE POSTGRADUATE
DIPLOMA IN EDUCATION
(CITY CAMPUS)

EMA 511: EDUCATIONAL ADMINISTRATION

Date: 26th August, 2014

Time: 9.00 – 11.00 a.m.

INSTRUCTIONS:

- Answer ANY THREE questions.



CITY CAMPUS.

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Date: _____ Time: _____

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1. Principals of Educational Institutions require both power and authority to manage their institutions effectively. Discuss. (20mks)
2. Democratic leadership style is gaining prominence in management and administration of student personnel in secondary schools. Critique (20mks)
3. a) State and explain any **Five** hindrances to effective communication in educational institutions. (15mks)
b) Suggest ways in which these hindrances can be minimized. (5mks)
4. a) Define the term "School Budget" (2 mks)
b) Explain the importance of effective budgeting in financial management of a school. (18 mks)
5. Discuss Taylors' Management Principles. In your discussion show the application in School Administration in Kenya. (20 mks)