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UNIVERSITY EXAMINATIONS 2024/2025

**FIRST YEAR, SECOND SEMESTER EXAMINATION FOR POST GRADUATE DIPLOMA OF
EDUCATION**

EMG 4150: EDUCATIONAL MANAGEMENT AND ORGANIZATION

DATE: JANUARY 2025

TIME: 3 HOURS

INSTRUCTIONS: Answer *Question ONE* and any other *THREE* Questions.

QUESTION ONE (24 MARKS)

- a) Define the following terms: (4 Marks)
 - i. Leadership
 - ii. Administration
- b) Discuss any four principles of management as proposed by Henry Fayol. (4 Marks)
- c) State any four tasks of school manager. (4 Marks)
- d) "Communication is a process involving exchange of information, ideas and organizational culture between people to maintain a strong and healthy future for the organization" briefly describe the role of communication in effective management and leadership. (4 Marks)
- e) Briefly discuss four functions of Ministry of Education. (4 Marks)
- f) Discuss any theory of motivation and how it is applied in school setting. (4 Marks)

QUESTION TWO - (12 MARKS)

- a) Discuss leadership and Integrity principles as bestowed in the Kenyan constitution of 2010 showing how they can be applied by school managers. (6 Marks)
- b) Discuss the role of the following bodies in education in Kenya. (6 Marks)
 - i) Kenya Institute for Curriculum Development
 - ii) Kenya Education Staff Institute
 - iii) Kenya National Union Teachers

QUESTION THREE - (12 MARKS)

- a) Discuss the purpose of the following financial activities in a school showing the role played by the head teacher as the financial manager. (6 Marks)
 - i. Accounting
 - ii. Auditing
 - iii. Budgeting
- b) Explain the types of power that can be used by the head teacher to improve academic performance in a school. (6 Marks)

QUESTION FOUR - (12 MARKS)

- a) Describe the role of communication in management of conflict and stress in education institutions. (6 Marks)
- b) Education is both consumption and investment. Discuss. (6 Marks)

QUESTION FIVE - (20 MARKS)

- a) Discuss the application of the Human Relations Theory Approach to educational management. (6 Marks)
- b) Discuss the advantages a learning institution would enjoy by integrating digital technology in teaching and learning. (6 Marks)