

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

EXAMINATION FOR THE AWARD OF POST-GRADUATE DIPLOMA
IN EDUCATION

PGDE 731: EDUCATIONAL ADMINISTRATION AND MANAGEMENT

STREAMS: PGDE

DAY/DATE: TUESDAY 20/7/2021

TIME: 3 HOURS

2.30 P.M. – 5.30 P.M.

INSTRUCTIONS: Answer question ONE and any other TWO questions

1.
 - (a) Define the term educational administration [2 marks]
 - (b) Explain the importance of theory to educational administration [8 marks]
 - (c) Outline the characteristic of an ideal bureaucracy according to Weber [6 marks]
 - (d) State five advantages associated with effective communication in an institution. [5 marks]
 - (e) Explain briefly the five types of power [5 marks]
 - (f) Describe any four elements of management according to Fayol. [4 marks]
 2.
 - (a) State and explain five ways in which a head teacher can enhance fulfillment of needs according to Maslow's theory of motivation [10 marks]
 - (b) Goal setting and achievement attainment is an important aspect of administration. Explain how frustration, can block goals attainment in an educational instruction [10 marks]
 3.
 - (a) Describe the objectives of financial budgeting [10 marks]
 - (b) Examine any five books of accounts [10 marks]
 4. Discipline is a key factor in management of educational institutions
 - (a) Evaluate the characteristics of a good disciplined school [10 marks]
 - (b) Highlight the indicators of poor discipline [10 marks]
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