

Q1 Briefly discuss the following:

(i)

a) Giving school based examples, differentiate administration and management.

(2mks).

b) As curriculum support officer of your zone list and explain to the headteachers any five benefits of effective administration and management of their institution in relation to scientific approaches. (5mks)

c) Discuss giving institutional based examples any five roles of a manager. (5mks)

(ii) **Briefly explain the role played by following stakeholders in controlling student strikes:**

I.

a) The student governments (2mks)

b) The ministry of education of education science and technology (2mks)

II. Briefly explain How the following three educational theories are practiced in the learning institution

a) Taylor's scientific management approach (2mks)

b) Weber's bureaucratic approach(2mks)

c) Systems viewpoint(2mks)

(iii) **Discuss the importance of the following major financial management procedures in school.**

a) The importance of Selection and .acquisition of instructional materials and equipment committee. (2mks)

b) Maintenance of school financial management principles of book-keeping. (2mks)

c) The necessity for estimates and budgets. (2mks)

d) The need for authority to legally spend and account for school finances. (2mks)

Q2 “A teacher is in loco-parentis while is in school”

- a) Explain the meaning of the term loco-parentis (4mks)
- b) Discuss the legal responsibilities of a teacher under loco-parentis (16 mks)

Q3 According to the children Act 2001 sec. 191 (20) “No child offender shall be subjected to corporal punishment” Discuss the reasons that justify the outlawing of corporal punishment. (20 mks)

Q4 (a) Discuss the main reason for delegating in an institution in Kenya (8 mks)

(b) As a principal of a school, discuss the main issues you will consider before delegating responsibilities to your teachers. (12 mks)

Q5 (a) How has devolution policy influenced educational administration and management in Kenya?(give examples). (4 mks)

(b) Identify and explain the major sources of finance to schools. (16 mks)