



MAASAI MARA UNIVERSITY

REGULAR UNIVERSITY EXAMINATIONS

2019/2020 ACADEMIC YEAR

FIRST YEAR FIRST SEMESTER

**SCHOOL OF EDUCATION
MASTER OF EDUCATION**

COURSE CODE: EDA 8134

**COURSE TITLE: ADMINISTRATION OF
EDUCATIONAL PERSONNEL**

DATE: 4/12/2019

TIME: 11:00AM - 2:00PM

INSTRUCTIONS TO CANDIDATES

Answer Question **ONE** and any other **TWO** questions

*This paper consists of **two** printed pages. Please turn over.*

1. (a) Explain the meaning of the following terms as used in educational management.

i. Selection **(3 marks)**

ii. Induction **(3 marks)**

iii. Personnel **(3 marks)**

iv. Administration **(3 marks)**

(b) Discuss the following processes in educational management.

i. Placement of personnel **(3 marks)**

ii. Supervision of personnel **(3 marks)**

iii. Labor relations **(3 marks)**

iv. Board of management **(3 marks)**

2. (a) Compare and contrast personnel training and personnel development in education. **(8 marks)**

(b) Describe types of personnel development applicable to personnel in a school. **(10 marks)**

3. (a) Explain the advantages of personnel development in a school.

(8 marks)

(b) Describe the process of recruitment in a school situation. **(10 marks)**

4. (a) Explain four objectives of personnel induction in education.

(8 marks)

(b) Explain the merits of personnel performance appraisal in an educational institution. **(10 marks)**

5. (a) Explain the purposes of manpower planning in secondary school.

(8 marks)

(b) Why is it more complex to plan for human resource than planning for other resources? **(10marks)**

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