



MAASAI MARA UNIVERSITY

REGULAR UNIVERSITY EXAMINATIONS

2022/2023 ACADEMIC YEAR

FOURTH YEAR SECOND SEMESTER

SCHOOL OF EDUCATION

BACHELOR OF EDUCATION

COURSE CODE: EDA 3204-01

**COURSE TITLE: MANAGEMENT OF
EDUCATIONAL RESOURCES**

DATE: 24/04/2023

TIME: 1430-1630 HRS

INSTRUCTIONS TO CANDIDATE

Answer question 1 (ONE) and any other two questions

This paper consists of 3 printed pages. Please turn over

Question One (Compulsory)

- a) Explain what you understand by the following terms in the context of educational resource management:
- i. Educational resources **(1 mark)**
 - ii. Human resource management **(1 mark)**
 - iii. Control in management **(1 mark)**
 - iv. Instructional supervision **(1 mark)**
 - v. Quality management **(1 mark)**
- b) Using appropriate examples, discuss the importance of five human resource management functions carried out by a principal **(5 marks)**
- c) Discuss five roles of a principal in the management of financial resources in a school **(5 marks)**
- d) Discuss five challenges principals encounter in the course of maintaining buildings **(5 marks)**

Question Two

- a) Explain five ways in which staff meetings help to manage work related stress among teachers **(5 marks)**
- b) i) Discuss five time management challenges experienced by secondary school principals in Kenya **(5marks)**
ii) Explain five ways in which time management challenges experienced by principals in Kenya can be solved **(5 marks)**

Question Three

- a) Explain five strategies a principal may apply to ensure effective institutional discipline among the students **(5 marks)**
- b) Using the input-process-output model, demonstrate five ways in which a principal can appraise a teacher in order to improve the quality of teaching. **(10 marks)**

Question Four

- a) Discuss five strategies a principal can apply to resolve work related conflict between the deputy principal and the dean of studies **(5 marks)**
- b) i) Discuss five challenges encountered by principals in managing ICT resources at school **(5 marks)**
ii) Discuss five ways in which challenges that principals encounter in managing ICT can be dealt with **(5 marks)**

Question Five

- a) Discuss five ways schools can benefit from community resources **(5 marks)**
- b) Describe five internal control measures principals should employ to safeguard school finances in secondary schools **(10 marks)**

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