



MAASAI MARA UNIVERSITY

REGULAR UNIVERSITY EXAMINATIONS 2017/2018 ACADEMIC YEAR FIRST YEAR FIRST SEMESTER

SCHOOL OF EDUCATION MASTER OF EDUCATION

COURSE CODE: EMP 834

**COURSE TITLE: ADMINISTRATION OF
EDUCATIONAL PERSONNEL**

DATE: 25/4/2018

TIME: 0830 – 1030HRS

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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