



MAASAI MARA UNIVERSITY

**REGULAR UNIVERSITY EXAMINATIONS
2018/2019 ACADEMIC YEAR
THIRD YEAR SECOND SEMESTER**

**SCHOOL OF EDUCATION
BACHELOR EDUCATION**

COURSE CODE: EDA 3204

**COURSE TITLE: MANAGEMENT OF EDUCATIONAL
RESOURCES**

DATE: 15TH APRIL, 2019

TIME: 1430 – 1630 HOURS

INSTRUCTIONS TO CANDIDATES

- Question **ONE** is compulsory
- Answer any other **TWO** questions

This paper consists of 2 printed pages. Please turn over.

Q1a). Define the following terms;

i). School Resources **(2 marks)**

ii). Physical Resources **(2 marks)**

ii). School Budget **(2marks)**

b). Explain Four reasons to justify the teaching of Resource Management course to the undergraduate Students **(4 marks)**

c). Give Five reasons why every teacher should attend a Staff Meeting **(5marks)**

d). Explain Five reasons why School Principals should delegate duties and responsibilities to teachers and support staff **(5 marks)**

e). Explain any five practices a secondary school Principal should adopt to enhance proper management of the school funds **(10marks)**

Q2 a. Describe ways how managers may maintain the following school facilities for the provision of quality education:

i. School plant in relation to safety **(5 marks)**

ii. Machinery in an Institution **(5 marks)**

b. Explain any five challenges to effective management of physical Resources in Secondary Schools. **(10 marks)**

Q3. "Induction of new members of staff is important to human resource management process" Elaborate on this statement in the light of:

a). Importance of induction to an educational organization **(10 marks)**

b). Explain five reasons for poor induction in Secondary Schools in Kenya. **(10 marks)**

Q4. Staff welfare is a crucial aspect for smooth and effective running of a school. Elaborate this statement by:

a). Explain **Five** reasons for providing welfare facilities in educational organizational **(10 marks)**

b). Discuss **Five** methods of preventing accidents at place of work employed in safety and health Programmes in schools. **(10 marks)**

Q5. a). Describe different internal control measures managers should employ to safeguard school finances in secondary schools. **(10 marks)**

b). Discuss any five factors contributing to time wastage in Secondary education and suggest ways of overcoming them **(10 marks)**

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