



MAASAI MARA UNIVERSITY

REGULAR UNIVERSITY EXAMINATIONS

2023/2024 ACADEMIC YEAR

THIRD YEAR SECOND SEMESTER

SCHOOL OF EDUCATION

BACHELOR OF EDUCATION

COURSE CODE: EDA 3204-1

**COURSE TITLE: MANAGEMENT OF EDUCATIONAL
RESOURCES**

DATE: 04/6/24

TIME: 1100-1300HRS

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) Using appropriate examples, discuss five human resource management functions carried out by a principal **(5 marks)**
- b) Discuss five roles of a principal in instructional supervision **(5 marks)**
- c) Discuss five challenges principals encounter due to late payment of fees by parents **(5 marks)**
- d) Discuss any five strategies that the Parents' Teachers' Association may use to mobilize resources for the development of Junior Secondary Schools established in their institutions **(5 marks)**

Question Two

- a) Explain five interventions that a school principal may implement to mitigate work related stress among heads of departments in his/her school **(5 marks)**
- b) Discuss any five strategies a principal may apply to encourage teachers to integrate ICT in teaching **(5 marks)**
- c) Discuss five strategies that a school may apply to promote the role of students' council in reducing indiscipline cases among learners **(5 marks)**

Question Three

- a) Discuss any five reasons why all newly recruited teachers should be taken through an appropriate orientation programme **(5 marks)**
- b) Discuss five strategies a school principal may apply to ensure that he/she effectively manages office time **(5 marks)**
- c) Discuss the role of a school timetable in creating a harmonious work relationship among teachers in a school **(5 marks)**

Question Four

- a) Discuss five strategies a principal can apply to resolve a conflict between the deputy principal and the dean of studies in his/her school **(5 marks)**
- b) Discuss five challenges that principals encounter in utilizing community resources to support teaching and learning **(5 marks)**
- c) Discuss five uses of a school budget in facilitating effective school administration **(5 marks)**

Question Five

- a) Discuss five roles performed by a principal in managing school finances **(5 marks)**
- b) Describe five internal control measures principals should employ to safeguard school finances in secondary schools **(5 marks)**
- c) Discuss five reasons why a school should have a strategic plan **(5 marks)**

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