



# **MAASAI MARA UNIVERSITY**

**UNIVERSITY REGULAR EXAMINATIONS**

**2021/2022 ACADEMIC YEAR**

**FIRST YEAR FIRST SEMESTER**

**SCHOOL OF EDUCATION**

**MASTER OF EDUCATION**

**COURSE CODE: EDA 8134**

**COURSE TITLE: ADMINISTRATION OF  
EDUCATIONAL PERSONNEL**

**DATE: 28<sup>TH</sup> MARCH, 2022**

**TIME: 0830-1130**

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**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 **(4 marks)**

ii. Induction **(4 marks)**

iii. Personnel **(3 marks)**

iv. Administration **(3 marks)**

(b) Discuss the following processes in educational management.

i. Placement of personnel **(4 marks)**

ii. Supervision of personnel **(4 marks)**

iii. Labor relations **(4 marks)**

iv. Board of management **(4 marks)**

2. (a) Distinguish between personnel training and personnel development in education sector. **(7 marks)**

(b) Justify types of personnel development necessary to personnel in a school. **(8 marks)**

3. (a) Demonstrate the importance of personnel development in Kenyan schools. **(7 marks)**

(b) Describe the process of recruitment in a secondary school in Kenya. **(8 marks)**

4. (a) Illustrate the importance of personnel induction in educational institutions. **(7 marks)**

(b) What is the rationale of personnel performance appraisal in an educational institution. **(8 marks)**

5. (a) Defend the role of manpower planning in secondary school. **(7 marks)**

(b) It is more complex to plan for human resource than planning for other resources. Discuss. **(8marks)**

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