



MAASAI MARA UNIVERSITY

**REGULAR UNIVERSITY EXAMINATIONS
2022/2023 ACADEMIC YEAR
FIRST YEAR SECOND SEMESTER**

**SCHOOL OF EDUCATION
MASTER OF EDUCATION**

**COURSE CODE: EDA 8134
COURSE TITLE: ADMINISTRATION OF
EDUCATIONAL PERSONNEL**

DATE: 25/04/2023

TIME: 1430-1730 HRS

INSTRUCTIONS TO CANDIDATES

Answer **Question ONE** and Any other **Two** Questions

*paper consists of **TWO** printed pages. Please turn over.*

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QUESTION ONE

- a) With reference to administration of educational personnel, define the following concepts
- (i) Personnel Management **(2 marks)**
 - (ii) Training **(2 marks)**
 - (iii) Development **(2 marks)**
- b)) Critically explain two other forms of motivation offered to employees other than monetary rewards **(4 marks)**
- c)) Distinguish between the following by giving appropriate examples for educational institutions.
- (i) Job specification and job description **(2 marks)**
 - (ii) Job enlargement and job enrichment **(2 marks)**
- d)) With reference to educational organization, discuss four (4) principles of personnel management. **(8 marks)**

QUESTION TWO

- a.) Discuss five (5) factors that make organizational analysis critical to educational institutions **(5 marks)**
- b.) Many organizations keep employee's personnel records. Identify five records kept and discuss their significance to the management of education **(10 marks)**

QUESTION THREE

- (a) Critically examine five (5) causes of indiscipline in educational organizations **(10marks)**
- (b) List five (5) critical factors you would consider when determining employee's salary in an educational institution **(5 marks)**

QUESTION FOUR

- (a) Determine five (5) disadvantages of sourcing employees within the organization **(5 marks)**
- (b) Discuss five (5) advantages of job training to an educational institution **(10 marks)**

QUESTION FIVE

- (a) Planning is a pertinent activity in Human Resource Management (HRM) process.
Discuss five (5) reasons why planning is necessary to an educational organization **(10marks)**
- (b) Clearly determine benefits of good relationship among employees in an educational organization **(5marks)**