



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
1630 HOURS**

TIME: 1430 -

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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