



MACHAKOS UNIVERSITY

University Examinations 2020/2021 Academic Year

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATIONAL MANAGEMENT AND CURRICULUM STUDIES

FIRST YEAR FIRST SEMESTER EXAMINATION FOR

MASTER OF EDUCATION (EDUCATIONAL ADMINISTRATION)

EMP 805: HUMAN RESOURCE MANAGEMENT IN EDUCATION

DATE: 27/8/2021

TIME: 8.30-11.30 AM

INSTRUCTIONS

- i) Question one is **compulsory** and any other **three** questions.
- ii) Do not write on this question paper.

QUESTION ONE (15 MARKS)

- a) Explain the concept Human Resource Planning as applied in education (1 mark)
Explain the importance in Human Resource Planning in educational institutions (3 marks)
- b) Distinguish between Job analysis and Job description as applied in human resource management. (4 marks)
- c) Discuss the importance of staff development in educational institutions in Kenya. (4 marks)
- d) Citing relevant examples explain strategies for addressing industrial disputes in educational institutions (3 marks)

QUESTION TWO (15 MARKS)

- a) Explain the main areas of focus when inducting new teachers in the Kenyan learning institutions. (3 marks)
- b) "Despite efforts by the government to improve performance of the procurement function through enhancing the legal framework, public procurement is still marred by substandard works, poor quality goods and services. The failure to implement or delayed implementation

of recommended performance standards has resulted in unnecessarily high operational costs in the business of government"

- i. Using examples provide a case for, or against this scenario. (2 marks)
- ii. Discuss **five (5)** challenges that have been experienced in applying the principles of public procurement and asset disposal. (3 marks)
- c) Discuss safety challenges faced by teachers in public secondary schools (3 marks)
- d) Explain the key objectives of personnel audit in educational institutions. (4 marks)

QUESTION THREE (15 MARKS)

- a) Explain the importance of informal groups within the formal school set up (4 marks)
- b) Describe the essentials of effective communication system in learning institutions. (4 marks)
- c) Critically examine McGregor's theory X and Theory Y of motivation as applied in Kenya (4 marks)
- d) Explain ways of reducing high staff turnover in public institutions in Kenya. (3 marks)

QUESTION FOUR (15 MARKS)

- a) Discuss the relative merits and demerits of both internal and external recruitment of employees in organizations. (6 marks)
- b) Critically examine internal training programmes in educational institution and their impacts on public secondary schools. (3 marks)
- c) Discuss why it's imperative to practice scientific selection of management personnel and its relatedness to educational institutions. (3 marks)
- d) Justify the need for appraisal of employees in Kenyan educational institutions. (3 marks)

QUESTION FIVE (15 MARKS)

- a) Discuss the implication of the TSC policy on Teachers-delocalization on management of learning institutions. (4 marks)
- b) Discuss the philosophy of the human relation movement and relate it to educational institutions in Kenya. (4 marks)
- c) Discuss the key aspects of human resource audit in organisations. (4 marks)
- a) Discuss the grievances handling procedures in Secondary schools. (3 marks)