



GARISSA UNIVERSITY

UNIVERSITY EXAMINATION **2017/2018** ACADEMIC YEAR **ONE** **FIRST** SEMESTER EXAMINATION

SCHOOL OF EDUCATION, ARTS AND SOCIAL SCIENCE

FOR THE DEGREE OF MASTERS OF EDUCATION IN EDUCATIONAL
ADMINISTRATION/CURRICULUM STUDIES

COURSE CODE: EMP 834

COURSE TITLE: ADMINISTRATION AND MANAGEMENT OF EDUCATIONAL

EXAMINATION DURATION: 2 HOURS

DATE: 10/04/18

TIME: 08.00-11.00 AM

INSTRUCTION TO CANDIDATES

- The examination has FIVE (5) questions
- Question ONE (1) is COMPULSORY
- Choose any other THREE (3) questions from the remaining FOUR (4) questions
- Use sketch diagrams to illustrate your answer whenever necessary
- Do not carry mobile phones or any other written materials in examination room
- Do not write on this paper

This paper consists of TWO (2) printed pages

please turn over



QUESTION ONE (COMPULSORY)

- (a) Explain the steps involve in Human Resource Planning. **[10 marks]**
- (b) Discuss the reasons for the growing interest in Human Resource Planning in recent years **[10 marks]**

QUESTION TWO

Collective bargaining is an important element in management- employee relations

- i. Highlight the important features of collective bargaining **[10 marks]**
- ii. Discuss the challenges to the process of collective bargaining in Kenya today **[10 marks]**

QUESTION THREE

Performance Appraisal is an essential personnel function that is used to find out individual potential

- i. Explain the importance of this practice in Human Resource Management **[10 marks]**
- ii. Discuss four pitfalls of performance appraisal and suggest solutions to each one of them **[10 marks]**

QUESTION FOUR

- (a) Explain the importance of delegation of authority by a manager to a subordinate **[10 marks]**
- (b) Discuss barriers to delegation of authority and suggest possible solutions **[10 marks]**

QUESTION FIVE

- (a) Discuss the challenges facing the introduction of Information Technology innovation in educational institutions in Kenya **[10 marks]**
- (b) Suggest ways in which the government is prepared to handle them **[10 marks]**

