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**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)**

1. Explain the steps involve in Human Resource Planning. **[10 marks]**
2. 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

1. Highlight the important features of collective bargaining **[10 marks]**
2. 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

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

**QUESTION FOUR**

1. Explain the importance of delegation of authority by a manager to a subordinate **[10 marks]**
2. Discuss barriers to delegation of authority and suggest possible solutions **[10 marks]**

**QUESTION FIVE**

1. Discuss the challenges facing the introduction of Information Technology innovation in educational institutions in Kenya **[10 marks]**
2. Suggest ways in which the government is prepared to handle them **[10 marks]**