



EMBU UNIVERSITY COLLEGE
(A Constituent College of the University of Nairobi)

2015/2016 ACADEMIC YEAR

FIRST SEMESTER EXAMINATIONS

FIRST YEAR EXAMINATION FOR THE DEGREE OF MASTER OF EDUCATION
ADMINISTRATION

TAP 530: PERSONNEL MANAGEMENT IN EDUCATION

DATE: NOVEMBER 30, 2015

TIME: 14:00-17:00

INSTRUCTIONS:

Answer Question ONE and ANY Other TWO Questions.

QUESTION ONE

- a) In reference to education management in Kenya, discuss any three specific objectives of Personnel Management. (6 marks)
- b) Describe how an education institution can perform the following basic personnel management functions to its members of staff. (6 marks)
- i) Motivation
 - ii) Controlling
- c) Discuss four factors that affect the recruitment of support staff in a secondary school in Kenya today. (12 marks)
- d) Briefly explain the meaning and application of 360 Degree Appraisal method of evaluating the performance of teachers in a school. (6 marks)

QUESTION TWO

- a) Discuss the role of Compensation administration on salaries and wages of support staff of an education institution in Kenya today. (8 marks)
- b) Critically, analyse the various methods of designing and administering benefits of employees in an education institution in Kenya today. (12 marks)

QUESTION THREE

- a) Discuss the application of Theor X, Theory Y (by Mc Gregor) and Theory Z (by William Ouchi) in the management of human resources in education institutions in Kenya today. (12 marks)
- b) Explain the various ways of improving the effectiveness of working teams among education institutions in Kenya. (8 marks)

QUESTION FOUR

- a) In reference to a basic education institution in Kenya, critically examine the principles for maintenance of discipline among learners. (8 marks)
- b) Discuss the basic ingredients of a disciplinary action with regard to the management of teaching staff in an education institution. (12 marks)

QUESTION FIVE

- a) Explain the following terms as used in Personnel Management in Education. (8 marks)
- i) Living wage
 - ii) Succession Management
- b) Critically analyse the main challenges of the recently concluded teachers' strike on the future management of basic education in Kenya. (12 marks)

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